Rollins College

EMERGENCY OPERATIONS PLAN

Revised 2015
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- Flow Chart of Teams, Members and Locations

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July 1, 2015

TO: All Programs, Departments and Operating Units

FROM: Grant Cornwell, President

SUBJECT: Rollins College Emergency Operations Plan; July 1, 2015

Rollins College has reviewed best industry practices and has completed this Emergency Operations Plan. While this plan focuses on the response phase, it is also a guide to the College for emergency management operations in order to minimize the impacts of emergencies and disasters, and protect the people, property, and restore the primary mission of the College.

This comprehensive emergency management plan applies to all incidents. It also applies to all students, faculty and staff in all programs and operations of the College. It is designed to address the day-to-day activities before, during, or following an emergency or disaster.

This plan in concert with training, business resumption and ongoing mitigation of hazards and risks, enhances the College’s capability to respond and recover from disaster and crisis events. Additionally, it complies with National Incident Management System (NIMS) concepts, requirements and policies.

In coordination with the Rollins College Emergency Management Planning Committee, the Department of Campus Safety maintains the Emergency Operations Plan and coordinates the implementation of the associated preparedness activities for the College. Questions or suggestions for revisions should be directed to the Safety and Emergency Planning Coordinator.
Rollins Emergency Operations Organization Chart

Rollins College President

Chief Emergency Officer (Located at the EOC)

President’s Emergency Policy Group

Incident Commander w/ Command Staff (On-Scene located at the Incident Command Post)
SECTION 1: Basic Plan

1.1 Introduction

Emergencies can happen suddenly, and when they do they frequently overwhelm normal services and functions of the College. During crises the College requires special programs to address the needs of the emergency response operations and recovery management. A “campus-wide emergency” is defined as an unplanned event that (a) significantly disrupts normal operations or poses a serious threat to persons or property, (b) cannot be managed by routine response, and (c) requires a quick and coordinated response across multiple departments or divisions.

Rollins College establishes this Emergency Operations Plan as a management framework for immediate actions and operations required to respond to an emergency, crisis or disaster. The overall priorities are the protection of lives, property, the community and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring programs and services.

1.2 Purpose of the Plan

This plan provides the management structure, key responsibilities, emergency assignments and general procedures to follow during and immediately after an emergency in which normal operations have been interrupted and special measures must be taken to:

- Save and protect the lives of students, faculty, staff and visitors.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage College resources effectively in the emergency response.

This Emergency Plan follows and is based on the Incident Command System (ICS), the management structure adopted throughout the United States by local city, county and state agencies.
1.3 Planning Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. It is standard practice to base planning on worst-case conditions.

- Critical lifeline utilities may be interrupted including water, electrical, telephone, microwave and repeater-based radio systems, cellular telephones and information systems.
- Regional and local services may not be available.
- Major roads may be impassable.
- Buildings and structures, including homes, may be damaged.
- Normal suppliers may not be able to deliver materials.
- Contact with families and homes may be interrupted.
- Incident Command staff may be stranded on campus—conditions may be unsafe to travel off campus.
- The College will need to conduct its own rapid damage assessment, situation analysis and deployment of on-site resources and management of emergency operations on campus.
- Communication will be one of the highest priorities at the Incident Command Post. The internet/intranet may be inaccessible.

1.4 Plan Activation

This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives
- Coordinate communications
- Prevent damage to the environment, systems and property
- Provide essential services
- Temporarily assign College staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff the Incident Command Post

When an emergency situation arises, the Incident Commander (which may be the Director of Campus Safety, Safety and Emergency Planning Coordinator, Director of Facilities Management) should activate the Incident Command System by communicating to all appropriate personnel.
1.5 Emergency Authority

This Emergency Operations Plan is authorized by the President and administered by the Vice President / Treasurer. The Vice President / Treasurer is designated the “Chief Emergency Officer” for the College. The VP/T is responsible for securing the cooperation and agreement of campus constituencies regarding the Emergency Operations Plan. The Director of Campus Safety (or a designated alternate) is recognized as the “Field Incident Commander” upon activation of this Emergency Operations Plan. Command becomes effective upon arrival of the Director or alternate at the Incident Command Post. The Director of Facilities Management or Campus Safety is recognized as “Operations Section Chief” in the Incident Command Post, depending on the nature of the emergency.

This Emergency Operations Plan assumes the Incident Command structure of the National Incident Management System (NIMS) and is organized as such. After activation of this plan and upon arrival at the Incident Command Post the person designated as Incident Commander will assume the duties of that position as per National Incident Management System (NIMS).

1.6 President’s Emergency Policy Group (EPG)

The President serves as the head of the Emergency Policy Group (EPG) which is activated whenever an emergency dictates that executive policy issues must be addressed. In the absence of the President, the following individuals in the order listed below may call for the activation of the Emergency Policy Group and are delegated to take appropriate actions:

1. The Provost and Vice President for Academic Affairs
2. The Vice President of Student Affairs
3. The Vice President and Treasurer
4. The Vice President of Institutional Advancement
5. The Associate Vice President, Marketing & Communications

The Chief Emergency Officer is the primary contact with the Incident Commander.

1.7 Emergency Operations Center & Incident Command Post

Although the College does not have a dedicated Emergency Operations Center, Rollins will participate in a unified command with first responders and the Winter Park/Orange County Emergency Operations Center. The College will also participate in a unified command structure at any emergency scene Incident Command Post.

The Incident Commander will retain control of field emergency operations until relieved.
The Incident Commander will immediately appoint available individuals, with appropriate skills, to fill each of the ICS positions on an interim basis. These appointments will remain in effect until the pre-designated persons or their alternates are located and available for service. The acting representative will then become the assistant to the senior person.

The manner in which College personnel and equipment will be used will be determined by the Incident Action Plan (IAP) under the direction of the Incident Commander and the ICS Planning Chief.

All ICS staff shall have the level of training in National Incident Management Systems (NIMS) that is appropriate to their position and responsibilities. Initial training should occur as soon as possible after appointment is made to the ICS position. Follow-up and refresher training is to be at the level and frequency as prescribed by federal and state guidelines.

The Vice President/Treasurer is designated the custodian of Emergency Operations Plan staff training records. These records are maintained in the Campus Safety Department.

1.8 ICS Activation during Business Hours

When a disaster such as the one envisioned by this plan occurs during office hours the following sequence of events should take place:

A. If Communications ARE Operational:

- The Director of Campus Safety or designee will activate the Incident Command System for the emergency. He or she will evaluate the need to establish an Incident Command Post.

- The Incident Commander will direct the Campus Safety Dispatch Officer to contact additional team members as necessary.

B. If Communications ARE NOT Operational:

- If safe to do so, designated ICS Staff will immediately travel to the designated Incident Command Post as outlined in Section 5.2.

- All available members of the Emergency Policy Group (EPC) will assemble as soon as possible at the main group meeting site at 422 W. Fairbanks or alternate site as indicated in Section 5.2.

- If the designated ICS Staff or their alternates do not respond to the Incident Command Post in a reasonable amount of time, other available persons may be appointed to serve in their place.
1.9 After-Hours Emergencies

There is a significant chance that a disaster may occur before or after regular college office hours, or on a holiday or weekend when departments and offices are closed. Under these circumstances the structure of this plan remains precisely the same, although its implementation may vary depending upon available resources and labor until the proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest authority who are available at the time. These individuals should seek to follow as nearly as possible the guidelines and checklists in this plan, while simultaneously making an effort to notify superior officials of the situation to obtain advice or verification of their actions. ICS Command and General Staff, members of the Emergency Policy Group and their alternates will be called at home or on their cellular phones. They should report to the Incident Commander at the established assembly location as soon as possible. If the location of the established assembly area is unknown, representatives should check in at Campus Safety.

1.10 Emergency Priorities and Resource List

**PRIORITY 1:**

**LIFE SAFETY EVACUATION:** Evacuate people from hazardous or high-risk areas to safe zones.

Resources:
1. Administrators, Dept. Heads, Faculty
2. Campus Safety, Facility Management, and Residential Life

**FIRE SUPPRESSION:** Evaluate fires or fire hazards and use resources to control and evacuate.

Resources:
1. City of Winter Park Fire Department
2. Director of Facilities Management
3. Safety and Emergency Planning Coordinator
4. Director of Campus Safety

**SEARCH AND RESCUE:** Appoint search and rescue teams and initiate light and heavy rescue operations.

Resources:
1. City of Winter Park Fire Department
2. Facilities Management Staff
3. Campus Safety Staff
4. Volunteer Forces
MEDICAL AID: Evaluate medical services available and advise rescue forces regarding the location of treatment facilities for injured.

Resources:
1. City of Winter Park Fire Department
2. Director of Student Health Services
3. Local medical facilities – Winter Park Hospital is primary

HAZARDOUS SUBSTANCE CONTROL: Survey critical area and secure or clean up as needed (e.g., biological, radiological, and chemical).

Resources:
1. City of Winter Park Fire Department hazmat response
2. Campus Safety
3. Director of Facilities Management
4. Volunteer Forces

BUILDINGS: Evacuate, search, and close damaged buildings.

Resources:
1. Campus Safety
2. Facilities Management Staff
3. Administrators, Department Heads

COMMUNICATION NETWORK: Establish a communications network using available staff, and equipment.

Resources:
1. Telecommunications (telephone, email)
2. Operations Radio (all available frequencies, deploy FRS units as needed for backup)
3. Messengers (Volunteer Forces)

UTILITY SURVEY: Evaluate utilities. Shutdown or restore as able (gas, electric, steam, water).

Resources:
1. Facilities Management
2. Winter Park Fire Department

PRIORITY 2

SUPPLIES AND EQUIPMENT: Develop system to renew flow of supplies and equipment from outside sources.

Resources:
1. Director of Business Services
2. Director of Facilities Management
3. Shipping & Receiving
4. Food Services
5. Bookstore

**VALUABLE MATERIALS SURVEY:** Identify, survey, and secure valuable materials on campus.

**Resources:**
- 1. Provost, Program Dean’s & Faculty
- 2. Olin Library
- 3. Auxiliary services

**RECORD SURVEY:** Identify, survey, and secure all College records.

**Resources:**
- 1. Human Resources staff
- 2. Financial Officer
- 3. Academic Records staff
- 4. Information Technology
- 5. Department heads

**ACADEMIC SURVEY:** Survey academic departments and determine requirements to begin academic operations.

**Resources:**
- 1. Provost, Deans, Department Chairs
- 2. Individual faculty

**PRIORITY 3**

Recovery planning is initiated when the emergency begins. The Planning Section leads this effort.

**THE PRIORITIZATION PROCESS**

The ICS staff will concentrate efforts on Priority One Objectives until these objectives are substantially met. Priority Two Objectives will be addressed as resources become available. Priority Three Objectives are initiated upon the commencement of the emergency.

It is expected that, as operations progress from Priority One through Priority Two, the administrative control of the College will transfer from the Emergency Operations Organization to the Continuity of Operations Plan (COOP) and eventually back to the normal structure. The President or his/her designee will determine when to deactivate Emergency Operations.
Section 2: Incident Command System (ICS)

2.1 ICS Organization, Position Responsibilities and Functions

Emergency response management requires the establishment of a strategic organization comprised of the most critical functions of the College. Consistent with emergency management standards of the Incident Command System (ICS), the Rollins Emergency Operations Plan follows the standard four section chiefs + command staff format.

2.2 Management Function

2.2.1 Role of the Incident Commander (IC)

With the advice of the Section Chiefs, the IC shall provide overall strategy for responding to an incident. The IC reviews and approves overall priorities and strategies for the emergency response. The IC communicates with the Chief Emergency Officer who sits on the Emergency Policy Group. The IC Coordinates as necessary with the Emergency Policy Group (EPG) on all policy-related issues. The IC oversees response and recovery operations. Upon activation of the ICS, the IC develops and leads the response to an emergency until the ICS is deactivated and conditions return to normal. The IC has delegated authority to act in the best interest of the College.

The first responder to the incident becomes the initial IC until relieved by a more qualified staff member. This person has responsibility for establishing initial priorities in the management of the incident and has the authority to make whatever decisions are necessary until the ICS is deactivated, they are relieved, or the incident is terminated.

2.3 Operations Function

Operations Section Chief

The Operations Section Chief is responsible for managing all tactical operations at an incident. The Incident Action Plan (IAP) provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations.

The Operations Section Chief provides overall direction, management and coordination for all operational functions of the ICS. The Chief establishes operational priorities and strategies; he/she is responsible for coordinating an effective field incident response and the management of operational resources. These resources will be drawn from college departments. During normal operations, staffs from these departments are organized under College administrative departments. However, in an emergency, all
College staff are available resources and may be allocated as deemed appropriate by the operations Section Chief to respond to the emergency.

The Functional Areas under the Operations Section Chief include:

A. **Campus Safety**: Coordinates field assignments, operations with Winter Park Police Department, Fire Department and other agencies. Operations consist of traffic control, access control, assessment of hazardous chemical, biological, or radiological materials exposure and assistance with crime scene preservation. Coordinates with the Medical Examiner for incidents involving fatalities. Has primary authority for establishing priority for field response and resource allocation. Responsible for managing search and rescue and fire suppression when local agencies are not immediately available.

B. **Facilities Management**: Responsible for managing and coordinating response and exchange of operational information for all buildings, power and water utilities, roadways and grounds. Lead responsibility for operational issues involving emergency inspection, repair and restoration operations for all campus power and water utilities, roadways and grounds. Is responsible for providing reports from outside utilities and transitioning emergency operations to clean up and repair functions.

C. **Information Technology**: Coordinates IT department with Incident Command positions. Provides status for campus telecommunications and computing services for disaster response. Plans for and establishes alternate and emergency computing support of the Incident Command Post and critical campus operations. Maintains, operates and deploys emergency communication tools. Has primary responsibility for communicating messages to the campus community (internal communications).

D. **Care and Shelter**: Responsible for coordinating College operations for all populations who may be stranded on campus. Additionally, may need to address requests from the City of Winter Park, Orange County or the Red Cross to host temporary public shelters.

E. **Student Life**: Represent all student affairs functions during the emergency response and recovery. Provide information to families of students consistent with the Communications Plan and counseling services to students.

### 2.4 Planning Function

**Planning Section Chief**

The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, The Planning Section collects situation and resource status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in
the form of an Incident Action Plan, in formal briefings, or through map and status board displays.

2.5 Logistics Function

Logistics Section Chief

The Logistics Section Chief provides all incident support needs. The Logistics Section is responsible for providing:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance and fueling
- Food services
- Medical services

Functional Areas:

A. **Resource Procurement**: Sets up all logistics for procurement and delivery of resources, both Rollins resources and those outside the College. Procures private and vended services. May include contract services, equipment purchase, supplies and support for emergency operations. Responsible for tracking and distributing equipment and supplies requested by the Incident Command Post required to support emergency response and recovery activities. Coordinates with Finance in record keeping, planning and budgeting.

B. **Human Resources**: Responsible for managing human resource operations including temporary or emergency hires including coordinating Rollins staff volunteers.

C. **Transportation Services, vehicles**: Responsible for providing transportation to support emergency operations, including transport of emergency personnel, equipment and supplies, and injured persons. Manage campus vehicle pools, parking operations, and garage. Maintains inventory of all available vehicles and support (fuel, supplies, drivers)

D. **Emergency food, water, sanitation**: Responsible for obtaining and allocating food and water supplies. Coordinated with Dining Services to obtain and provide hot meals and supplemental food/water for individuals on campus.
2.6 Finance/Administration Function

Finance/Administration Section Chief

The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for finance services will the Section be activated.

Functional Areas:

A. **Emergency accounting**: Establish an accounting for tracking expenses for procurement of services, contracts and/or mutual aid agreements.

B. **Payroll**: Coordinates the payment of Rollins employees and staff during and after the emergency/disaster and develops alternate payment methods if primary payroll process is disrupted.

C. **Insurance Claims**: Assist Incident Command staff with insurance and liability claims information. As the recovery stage progresses, provide subject matter expertise on both issues.

D. **Legal Counsel**: Available for advice and consultation on all legal matters involving the College’s emergency response activities. Position may not be physically present, but must be available electronically to the Incident Command Post and/or Emergency Policy Group.

E. **Recovery Team Lead**: Begin to prepare and maintain the FEMA public assistance documentation information package and support disaster assistance application process. Attend FEMA briefing program.

**Unified Command**

The Unified Command organization consists of the Incident Commanders from the various jurisdictions or agencies operating together to form a single command structure.

**Overview**

Unified Command is an important element in multijurisdictional or multiagency domestic incident management. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively. As a team effort, Unified Command overcomes much of the inefficiency and duplication of effort that can occur when agencies from different functional and geographic jurisdictions, or agencies at different levels of government, operate without a common system or organizational framework. All agencies with
jurisdictional authority or functional responsibility for any or all aspects of an incident participate in the Unified Command structure and contribute to the following process and responsibilities:

- Determining overall incident strategies.
- Selecting objectives.
- Ensuring that joint planning for tactical activities is accomplished in accordance with approved incident objectives.
- Ensuring the integration of tactical operations.
- Approving, committing, and making optimal use of all assigned resources.

The exact composition of the Unified Command structure will depend on the location(s) of the incident (i.e., which geographical administrative jurisdictions are involved) and the type of incident (i.e., which functional agencies of the involved jurisdiction(s) are required). In the case of some multijurisdictional incidents, the designation of a single Incident Commander may be considered to promote greater unity of effort and efficiency.

**Authority**

Authority and responsibility for an Incident Commander to manage an incident or event comes in the form of a delegation of authority from the agency executive or administrator of the jurisdiction of occurrence or inherent in existing agency policies and procedures. When an incident/event spans multiple jurisdictions this responsibility belongs to the various jurisdictional and agency executives or administrators who set policy and are accountable to their jurisdictions or agencies. They must appropriately delegate to the Unified Commanders the authority to manage the incident. Given this authority, the Unified Commanders will then collectively develop one comprehensive set of incident objectives, and use them to develop strategies.
Section 3: Emergency Policies and Protocols

3.1 Fire Safety Policy

3.1.1 Policy Statement

Rollins College is committed to reducing risk to all students, faculty, staff, and visitors. It is the College’s intent to protect members of the campus community against avoidable and undue risks of injury or death due to fire. It is the policy of the College to notify all employees and students of the elements of this plan and to expect them to read and understand its contents.

3.1.2 Definitions

a. Fire Safety Policy -


b. Fire Prevention Plan -

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and to comply with the Occupational Safety and Health Administration’s (OSHA) standard on fire prevention, 29 CFR 1910.39. It provides employees with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards.

c. Emergency Action Plan -

The Emergency Action Plan addresses emergencies reasonably expected in the workplace.

d. Residence Hall Fire Safety Policies -

The College has established policies and procedures for students /staff residing in residence halls.

3.1.3 Responsibilities

- The Campus Safety Department is responsible for notifying the campus community of this policy through the website (www.emergency.rollins.edu) and for reviewing this policy at least annually and maintaining and updating as necessary. The Campus Safety Department will alert the Winter Park Fire Department and all other necessary personnel in the event a fire or alarm has been reported to them. Campus Safety personnel will respond to all alarms on
campus and will, if safe to do so, check the entire building or area to ensure it has been evacuated and to locate the source of the alarm. Campus Safety is further responsible for having personnel present during all fire drills.

- The Facilities Management Department is responsible for installing, testing, servicing, and maintaining fire alarm, evacuation and suppression equipment and associated signage either in-house or through contracted services. Facilities Management is further responsible for housing the above listed documents and for having personnel present during all fire drills. Facilities Management is responsible for informing outside contractors (who have been contracted by the Facilities Management department) of this policy and any hazards they may be exposed to.

- The Office of Residential Life is responsible for enforcing, communicating and recommending updates for the Residence Hall Fire Safety Policies. Residential Life is further responsible for having personnel present during fire drills occurring in residence halls.

- All Department Heads, Deans, Directors and Supervisors are responsible for reviewing and enforcing this policy to those they supervise.

- All Employees and Students are responsible for familiarizing themselves with and adhering to the elements of this policy. This includes:
  - Knowing your nearest exit and emergency exit route
  - Knowing where your outside assembly area is located
  - Knowing to communicate to Campus Safety or Fire Department personnel if any persons may still be inside.

**NOTE:** Refer to the Emergency Action Plan for detailed procedures to follow in the event of an actual fire or fire alarm activation.

- The Winter Park Fire Department (WPFD) responds to all fire, hazardous material and medical emergency incidents/alarms on campus. WPFD is the only entity who can give approval to re-set a fire alarm system once the fire department has been dispatched. WPFD randomly inspects buildings and venues on campus to ensure compliance with state and local fire codes.

### 3.1.4 Fire Prevention Plan

- The Fire Prevention Plan addresses the following requirements:
  - A list of all major fire hazards, potential ignition sources and their control
  - Proper handling and storage procedures for hazardous materials
  - The type of fire protection equipment necessary to control each major hazard
  - Procedures to control accumulations of flammable and combustible waste materials
- The name or job title of employees responsible for maintaining equipment to prevent/control sources of ignition or fires and for the control of fuel source hazards and procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible material

- **Major Workplace Fire Hazards, Potential Ignition Sources, and their Control**
  The following is a list of common fire hazards and prevention strategies:

<table>
<thead>
<tr>
<th>Fire Hazards / Potential Ignition Sources</th>
<th>Prevention Strategy</th>
</tr>
</thead>
</table>
| Arson                                    | ¨ Security Systems (R-Card Entry to Res. Halls)  
  ¨ Emergency Phone System  
  ¨ Training to report suspicious activity |
| Cooking                                  | ¨ Routine inspection and maintenance of cooking appliances  
  ¨ Cooking on balconies--including but not limited to--the use of electric appliances, gas grills and charcoal grills, etc. is prohibited.  
  ¨ Gas grills/tanks are not allowed to be used or stored within 10 feet of an occupied building. |
| Smoking Materials                        | ¨ No smoking policy (Human Resources Policy #PPM 800.25) |
| Open Flames (candles, etc.)              | ¨ Unless approved by Campus Safety, open flames are prohibited on campus  
  ¨ Prohibition of open flames as outlined in the “Guide to Residence Hall Living” |
| Electrical (wiring, appliances, and equipment) | ¨ Routine inspection and maintenance program  
  ¨ Use of UL approved equipment  
  ¨ Prohibition of extension cords other than UL approved “surge protecting” types in residence halls |
| Accumulation of combustible materials    | ¨ Routine inspection of campus facilities  
  ¨ Maintain clear egress and clearance to electrical or heat source |
| Improper handling and storage of combustible/flammable liquids | ¨ Bi-annual removal of accumulated hazardous waste  
  ¨ Use of approved flammable liquid storage cabinets  
  ¨ Hazardous waste disposal program (“Small-Quantity Generator” status)  
  ¨ Use of proper bonding and grounding procedures |
| Halogen lamps                            | ¨ No halogen lamps permitted on campus. |
| Space Heaters                            | ¨ No space heaters permitted on campus unless authorized by Facilities Management |
Winter Park fire officials as well as insurance inspectors conduct regular fire prevention/protection inspections of all campus facilities. Reports are sent to the appropriate departments for corrective action.

- **Proper Handling and Storage Procedures for Hazardous Materials**

  All Flammable Hazardous Materials shall be handled and stored in accordance with College policy.

- **Fire Protection Equipment/Systems Necessary to Control Fire Hazards**

  All major buildings are equipped with automatic fire detection and alarm systems which are constantly monitored by a UL approved monitoring service. Most of our residential buildings are further protected with fire sprinkler suppression systems. The following are fire detection, notification, and suppression systems found in most of our campus facilities:

  - Building fire alarm detection and notification systems
    - Smoke and heat detectors
    - Manually activated pull stations

  - Building fire suppression systems
    - Sprinkler systems
      - Water (Wet-Pipe Systems)
      - Commercial kitchen hood exhaust/suppression systems (foam)

  - Fire Extinguishers
    - Type ABC—Located throughout campus buildings and areas—Can be used on any fire except burning metal and chlorine fires.
    - Portable Halon Extinguisher—Located in areas appropriate for their use.

  - Fire rated doors and fire-resistant barriers
• Procedures to Control Accumulations of Flammable and Combustible Waste Materials

The College controls accumulations of flammable and combustible waste materials so that they do not contribute to a fire emergency. The following are housekeeping procedures used to control such accumulations:

• The College provides routine and comprehensive housekeeping services to all campus facilities.
• Representatives from the Office of Residential Life conduct periodic safety inspections of residence hall rooms which include noting any excessive accumulations of combustible material.
• The Department of Campus Safety conducts periodic inspections of all campus facilities and notes any hazardous conditions.
• College waste generators follow instructions in the Hazardous Waste Management Program located in the Department of Campus Safety and notify the department for the transportation and disposal of hazardous waste accumulations.

• General Housekeeping Requirements

• Keep stairwells, exits and passageways free of obstructions at all times.
• Keep access to fire protection equipment (pull stations and fire extinguishers) free and clear.
• Store flammable and combustible liquids in approved storage containers and cabinets.
• Keep storage/items 18 inches away from sprinkler heads and 24 inches from the ceiling in buildings not equipped with a sprinkler system.
• Assure fire doors are operating properly, unobstructed, and not propped open.

• Personnel Responsible for Maintenance of Equipment and Systems

The Facilities Management department is responsible for maintenance of equipment and systems installed to mitigate or control ignition sources of fires. Facilities Management’s main phone number is (407) 646-2255. After hours or for emergencies, call Campus Safety at (407) 646-2999—they can contact Facilities Management employees to respond.

• Training

1. All employees will be provided access to this plan and are encouraged to review those portions which pertain to their job assignments.
2. The written plan is kept in the Department of Campus Safety and is available for employee review.
3. Training may be conducted in a variety of ways such as seminars, workshops, and live exercises. Records are kept of all training activities documenting the type of training, persons trained, and the date of training and are maintained by and kept in the Campus Safety office.

   o Fire safety training may include:
     a. Classes of fires
     b. Potential fire hazards on the job
     c. Fire prevention procedures
     d. Building fire protective features
     e. How to recognize fire exits
     f. Location and types of fire prevention equipment
     g. Steps to take in the event of fire or smoke
     h. How to use fire extinguishers and their limitations

• Maintenance/Inspection of Equipment and Systems

• The College has a system in place to ensure that fire protection and suppression equipment is regularly checked through the Facilities Management department. This can include both in-house inspections as well as contracted inspections through service vendors. Records of these inspections are maintained in the Facilities Management department, who has ultimate responsibility for these tasks.

• Monthly safety inspections are conducted by Residential Life personnel of all residential facilities and student rooms.

• In keeping with federal, local, and state law, the Winter Park Fire Department (Office of the Fire Marshal) conducts regular inspections of all College facilities to ensure fire safety compliance is met. Violations and recommendations are addressed and corrected.

• Additional Information

   For additional information or questions, please contact the Safety and Emergency Planning Coordinator at (407) 646-2244.
3.1.5  Emergency Action Plan

The Plan Addresses the Following Requirements:

1. Procedures for reporting a fire or other emergency
2. Procedures to follow in case of fire or alarm
   • If you discover a fire
     o Portable fire extinguishers
       ▪ Types of extinguishers on campus
       ▪ Using a portable fire extinguisher
3. Procedures for emergency evacuation
   • General emergency evacuation procedures
   • Assisting individuals with disabilities
     o Responsibilities of supervisors and residence hall staff
     o Responsibilities of individuals with mobility impairment or disabilities
       ▪ Mobility impaired—All
       ▪ Mobility impaired—Wheelchair
       ▪ Mobility impaired—Ambulatory
       ▪ Hearing impaired
       ▪ Visually impaired
       ▪ Speech impaired
       ▪ Developmentally disabled
4. Emergency Evacuation Type and Exit Route Assignments
5. Employees Conducting Critical Functions Before Evacuating
6. Procedures to Account for Persons After Evacuation
   • Employees
   • Students
     o In Classrooms
     o In Residential Facilities
7. Emergency Medical and Rescue Duties
8. Contact information for further Explanation of this Plan

1. Procedures for Reporting a Fire or Other Emergency

   Call 9-1-1 and report the situation from a safe place. In case of fire or fire alarm, evacuate the building or area immediately. In case of other emergency, follow the procedures set forth for that emergency.
2. **Procedures to Follow in case of Fire or Alarm**

   - **If you discover a fire:**

     a. Evacuate the building or area via the nearest safe exit, activate the building alarm by pulling a “pull-station” located next to the exit and report to the pre-designated Evacuation Assembly Area (see section 3.1.9)

   **NOTE:** If the fire is very small and you know how to use a portable fire extinguisher safely, you may attempt to put out the fire. Always pull the fire alarm first or make sure that the fire department has been called BEFORE you attempt to fight a fire. Do not try to fight a fire unless you feel that it can be done safely and there is a clear escape route available to you.

     b. Call 9-1-1 and tell them your exact location and situation. They will notify the fire department by radio.

   o **Portable Fire Extinguishers**

     ▪ **Types of Extinguishers on Campus:**

       a) Type ABC—Located throughout campus buildings and areas—Can be used on any fire except burning metal and chlorine fires.

       b) Portable Halon Extinguisher—Located in areas appropriate for their use.

     ▪ **Using a Portable Fire Extinguisher:**

       If you know that you have the proper extinguisher and the fire is small enough to extinguish safely, remember the P-A-S-S acronym to use your extinguisher as follows:

       a. **Pull** the safety pin at the top of the extinguisher

       b. **Aim** the nozzle, horn, or hose at the base of the flames

       c. **Squeeze** the handle of the extinguisher

       d. **Sweep** the nozzle from side to side until the fire goes out

3. **Procedures for Emergency Evacuation**

   - **General Emergency Evacuation Procedures:**

     Be aware of the following procedures if a fire is discovered or when the fire alarm sounds in your building. You should also be familiar with your emergency exit routes and your assembly area (see Attachment A)

   **NOTE:** State law requires occupants to evacuate a building when the fire alarm sounds.
- Leave the premises immediately.
- If there is smoke or heat, stay low to the floor. Crawl to the nearest exit if need be.
- Always use stairwells to evacuate if possible. Do not use elevators.
- Before opening any door, feel the door near the top. If it is hot, do not open it. Use another exit. If the door is not hot, open it cautiously. Stand behind the door and be prepared to close it quickly if there is excessive smoke or heat.
  - **If you become trapped, do the following:**
    1. Call 9-1-1 and tell them your exact location and situation. They will notify the fire department by radio.
    2. Place a blanket or similar article along the bottom of the door to keep smoke out. If possible, wet the material first.
    3. Retreat. Close as many doors between you and the fire as possible.
    4. Hang a light-colored material or sign out the window to attract attention of rescue teams below.
    5. DO NOT JUMP!
- Activate the nearest fire alarm pull station as you leave the building. From a safe location, call 9-1-1 (no matter how small the fire is). Tell them where the fire is and give them any other information requested.
- Assemble outside in a pre-designated area (see Attachment A). The Winter Park Fire department will notify Campus Safety when it is clear to re-enter the building. Once you have assembled, you may be required to remain at the Assembly area until released by Winter Park or Campus Safety officials.

**Assisting Individuals with Disabilities:**

Under the assumption that Campus Safety may be the first responders to any fire incident, they must be made aware on an on-going basis of those persons with significant physical disabilities living in student residence facilities or working in any College facility.

- **Responsibilities of Supervisors and Residence Hall Staff**
  a. Must be thoroughly knowledgeable of emergency evacuation procedures and for knowing the primary and alternate routes of exit from their buildings.
  b. Know the location of offices, labs, and sleeping rooms of staff or resident students who are mobility, visually, or hearing impaired. Each semester, supervisors and/or residence hall staff should notify Campus Safety about these persons and their normal locations.
  c. Be completely knowledgeable of the College’s policy related to emergency evacuation of persons with physical disabilities.
  d. When evacuating a building, if possible, give persons with physical disabilities assistance.
Upon evacuation of your building, give the first responders immediate information about persons with physical disabilities who are not accounted for.

Responsibilities of Individuals with Mobility Impairment or Disabilities

- **Mobility Impaired – All**

  It is critical to your health and safety that you are knowledgeable of your needs during an emergency evacuation. You should convey these needs to your supervisor or residence life staff **AND CAMPUS SAFETY** at the beginning of your employment or the academic year. In the event of a fire emergency, you may choose one of the following alternatives:

  a. Proceed to an enclosed stairwell that is free of smoke and fire, accompanied by a partner and wait inside the stairwell. Call 9-1-1 or Campus Safety and notify them of your location. Remain in the stairwell until the responding fire department arrives and safely completes the evacuation.

  b. Proceed to an area that is free of smoke and fire. Call 9-1-1 or Campus Safety and notify them of your location.

  c. Shelter in place. Seek refuge in a room or section of a building that, by virtue of its construction associated with the fire incident, will provide a safe area for persons to remain during a fire situation until rescue is made. The door should be kept closed and a wet towel or cloth should be placed at the base of the door. If possible, you should call 9-1-1 or Campus Safety to advise them of your location.

  d. After safely exiting the building, proceed immediately to your designated assembly area (see Attachment A) and remain there until released.

- **Mobility Impaired – Wheelchair**

  Individuals who use a wheelchair may need to be evacuated with the wheelchair, particularly if they use a respirator. During an emergency evacuation, it is preferable for someone to remain with and assist a non-ambulatory person if they can do so without endangering their own life.

- **Mobility Impaired – Ambulatory**

  Mobility Impaired – Ambulatory would include individuals who are able to walk independently, either with or without the use of crutches or a cane, and can negotiate stairs in an emergency situation with minor assistance. If an emergency evacuation is imminent, these individuals should wait until heavy pedestrian traffic has cleared before attempting to use stairways.
- **Hearing Impaired**

  Individuals with hearing impairments may need fire alarm horn/strobe lights installed in their assigned rooms or offices. Staff should be aware of these situations and attempt to provide assistance and guidance in the event of an emergency situation.

- **Visually Impaired**

  Individuals with a visual impairment should become familiar with their immediate surroundings and most frequently traveled routes. In the event of an emergency evacuation, staff or other students should offer to guide these persons from the building. Special attention should be given to obstacles or route obstructions.

- **Speech Impaired**

  Individuals with speech impairment may have difficulty communicating during an emergency evacuation. Ideally, a volunteer capable of communicating with that individual should assist them during the evacuation.

- **Developmentally Disabled**

  It is critically important that the designated evacuation route be rehearsed with a developmentally disabled occupant. Ideally, someone capable of communicating effectively with this person should assist them during the evacuation.

4. **Emergency Evacuation Type and Exit Route Assignments**

   **Locate the nearest exit or follow the illuminated “EXIT” signs.** Evacuation plans are building specific. It is important for all employees of the College to be familiar with the evacuation policy for the building that is their primary place of employment as well as other areas that they are required to frequent. Employees are advised to familiarize themselves with the closest route of safe egress.

5. **Employees Conducting Critical Functions Before Evacuating**

   Employees who are required and permitted by the responding fire department to remain in the building to conduct critical operations should perform their duties only if they are not in the smoke/fire area. Employees should never risk injury when performing work-related duties.
6. **Procedures to Account for Persons after Evacuation**

   - **Employees**
     
     Supervisors shall develop a procedure to account for employees after an emergency evacuation has been completed. Supervisors should conduct a “head count” of persons in their Evacuation Assembly Area (See Attachment A for list of Evacuation Assembly Areas for campus buildings). Supervisors who have knowledge of any person(s) still inside the building (or otherwise unaccounted for) must inform emergency responders (e.g. the Winter Park Fire Department.)

   - **Students**
     
     - **In Classrooms:**
       Instructors shall develop a procedure to account for (to the best of their ability) students under their control after an emergency evacuation has been completed.

     - **In Residential Facilities:**
       The Office of Residential Live will develop a plan to ensure that the building has been cleared in the event of a residential facility evacuation.

7. **Emergency Medical and Rescue Duties**

   Emergency medical and rescue duties will be provided by the responding fire department and EMS units.

8. **Contact Information for Further Explanation of this Plan**

   The Safety and Emergency Planning Coordinator (407) 646-2244 should be contacted for more information about this plan.

**3.1.6 Residence Hall Fire Safety Policies**

a. Student rooms are equipped with individual smoke detectors. If you hear a smoke detector activated in a student room, contact Campus Safety immediately to investigate this alarm. Hot air, smoke, or aerosols directed toward the detector will set off the alarm. Power tools and electrical kitchen appliances including popcorn poppers, hot plates, toasters/ovens and indoor grills (e.g. “George Foreman” type) are not permitted in the traditional residence halls. Coffee pots, microwaves and refrigerators not exceeding 4.5 cubic feet are permitted in student rooms. Sutton residents are permitted to have electrical kitchen appliances in their kitchens. George Foreman grills should be counter top size.
No cooking devices are permitted on Sutton balconies. Illegal devices will be confiscated until they can be removed from campus.

b. Devices using an open flame such as candles, camping stoves, grills, fondue pots, incense and gas lanterns are not permitted in or around the residence halls. Charcoal grills are permitted on campus only in designated areas.

c. Students responsible for false alarms, either through negligence, vandalism, or a prank will be responsible for the fine imposed by the Fire Department, a $100 College fee, applicable expenses (clean up, recharging a fire extinguisher, etc.) and subject to disciplinary action.

d. No flammable liquids or volatile toxic materials are permitted in residence halls.

e. When a building alarm sounds, all residents must vacate the residence hall and proceed to their designated assembly area--see Attachment A. Rooms may be inspected by Campus Safety, Residential Life and Winter Park Emergency Personnel. No one may reenter the hall until the chief fire official present has secured the building and given permission for residents to return. Once you have assembled, you may be required to remain at the Assembly area until released by Winter Park or Campus Safety officials. In conjunction with the Winter Park Fire Department and Campus Safety, scheduled fire drills will occur each semester.

f. No student may disengage or reset any alarm enunciator panel. This is the responsibility of the chief fire officer present.

g. No student may tamper with and/or misuse any fire safety equipment, including but not limited to, alarms, alarm covers, hoses, and extinguishers. Due to the seriousness of this offense (felony), all reported cases of misuse will be reported to the Winter Park Police and Fire Departments.

h. Items, including furniture and lofts, may not interfere with access to room doors and windows.

i. Flammable items such as paper, drapes or tapestries may not be used as wall and/or ceiling coverings.

j. Halogen floor lamps are not permitted as they pose a severe fire safety risk due to the intense heat generated by the high wattage bulb.

k. Decorations, including Holiday trees/branches, shall be of such materials that they will not continue to burn or glow after being subjected to the flame of an ordinary match or must be treated with flame retardant material. Due to fire hazard, only artificial holiday trees are permitted in the residence halls. All holiday decorations must comply with all fire safety guidelines and should not
cause permanent damage to buildings, fixtures, or furnishings. All holiday decorations must be removed prior to hall closing at the end of the semester.

l. The Florida Fire Prevention Code and State of Florida Electrical Code only permit extension cords with integrated UL approved over current protection (Surge protector) for use within the residence halls. All other types of extension cords are prohibited.

m. In compliance with The Florida Life Safety Code 28.3.6.3 all student room doors will be self-closing. Students are prohibited from propping their room door open or disabling the door closure.

n. Fire Drills: Fire Drills are conducted periodically in all campus residential buildings with the assistance of the Winter Park Fire Department, Campus Safety, Residential Life and Facilities Management Departments.

3.1.7 Designated Assembly Areas Following Evacuation

<table>
<thead>
<tr>
<th>Non-Residential Building</th>
<th>Evacuation Assembly Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 Comstock Avenue</td>
<td>Parking lot on West side of building; across from parking garage</td>
</tr>
<tr>
<td>170 W. Fairbanks</td>
<td>Back parking lot towards Holt Ave. (adjacent to Casa Iberia)</td>
</tr>
<tr>
<td>422 W. Fairbanks</td>
<td>Grass field to West of building</td>
</tr>
<tr>
<td>Alford Boat House</td>
<td>McKean parking lot</td>
</tr>
<tr>
<td>Alford Sports Center</td>
<td>ASC parking lot by Chase Ave.</td>
</tr>
<tr>
<td>Alford Swimming Pool</td>
<td>Swindle Patio</td>
</tr>
<tr>
<td>Alumni House</td>
<td>In front (North) of Beal-Maltbie</td>
</tr>
<tr>
<td>Annie Russell Theater</td>
<td>ASC parking lot by Chase Ave.</td>
</tr>
<tr>
<td>Barker Family Stadium</td>
<td>Bush lawn</td>
</tr>
<tr>
<td>Cahall-Sandspur Field</td>
<td>Bush lawn</td>
</tr>
<tr>
<td>Beal-Maltbie Center</td>
<td>Across Holt Avenue by Sandspur field on sidewalk</td>
</tr>
<tr>
<td>Bradley Boathouse</td>
<td>Across Alabama Drive</td>
</tr>
<tr>
<td>Bush Executive Center</td>
<td>Annie Russell lawn</td>
</tr>
<tr>
<td>Bush Science Center</td>
<td>Bush lawn</td>
</tr>
<tr>
<td>Carnegie Hall</td>
<td>Mills lawn</td>
</tr>
<tr>
<td>Casa Iberia</td>
<td>Lawn next to French Ave. West of Strong Hall</td>
</tr>
<tr>
<td>Chase Hall</td>
<td>By Rita’s Fountain North of Cornell Campus Center</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>Sidewalk by tennis court fence</td>
</tr>
<tr>
<td>College Arms</td>
<td>Lawn next to French Ave. West of Strong Hall</td>
</tr>
<tr>
<td>Copeland Tennis Stadium</td>
<td>ASC parking lot</td>
</tr>
<tr>
<td>Cornell Campus Center</td>
<td>Lawn in front of Olin Library’s main entrance</td>
</tr>
<tr>
<td>Cornell Fine Arts Center</td>
<td>McKean parking lot</td>
</tr>
<tr>
<td>Cornell Hall for the Social Sciences</td>
<td>Annie Russell lawn</td>
</tr>
<tr>
<td>Crummer Hall</td>
<td>Annie Russell lawn</td>
</tr>
<tr>
<td>Facilities and Services Bldg.</td>
<td>Rolls Hall’s South lawn</td>
</tr>
<tr>
<td>Faculty Club</td>
<td>North (front) lawn of Pugsley Hall</td>
</tr>
<tr>
<td>Fred Stone Theater</td>
<td>ASC parking lot</td>
</tr>
<tr>
<td>French House</td>
<td>Lawn behind (South of) Elizabeth Hall</td>
</tr>
<tr>
<td>Greenhouse</td>
<td>McKean parking lot</td>
</tr>
<tr>
<td>Hamilton Holt School</td>
<td>Parking lot East of Lawrence Center</td>
</tr>
<tr>
<td>Hauck Hall</td>
<td>Hauck parking lot</td>
</tr>
<tr>
<td>International House</td>
<td>Lawn on North side of Tennis courts</td>
</tr>
<tr>
<td>Keene Music Hall</td>
<td>ASC parking lot</td>
</tr>
</tbody>
</table>
### 3.2 Hurricane

#### 3.2.1 Policy Statement

Rollins College is committed to reducing risk to all students, faculty, staff, and visitors. It is the College’s intent to protect members of the campus community against avoidable and undue risks of injury or death due to hurricanes. It is the policy of the College to notify all employees and students of the elements of this plan and to expect them to read and understand its contents.

#### 3.2.2 Definitions

**a. Tropical Depression** -

An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds* of 38 mph (33 kt**) or less
b. **Tropical Storm** -

An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39-73 mph (34-63 kt)

c. **Hurricane** -

An intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds of 74 mph (64 kt) or higher. Hurricanes are categorized according to the strength of their winds using the *Saffir-Simpson Hurricane Scale*. A Category 1 storm has the lowest wind speeds, while a Category 5 hurricane has the strongest. These are relative terms, because lower category storms can sometimes inflict greater damage than higher category storms, depending on where they strike and the particular hazards they bring. In fact, tropical storms can also produce significant damage and loss of life, mainly due to flooding.

d. **Hurricane Watch** -

A hurricane watch indicates the possibility that you could experience hurricane conditions within 36 hours.

e. **Hurricane Warning** -

A hurricane warning indicates that sustained winds of at least 74 mph are expected within 24 hours or less.

### 3.2.3 Responsibilities

- **The Department of Campus Safety** is responsible for notifying the campus community of this policy through the Campus Safety web site (www.rollins.edu/safety) and for reviewing this policy at least annually and maintaining and updating as necessary. The Campus Safety Department maintains written documentation regarding this policy.

- **The Office of Residential Life**, whenever possible, is responsible for enforcing, communicating and recommending updates for the Residence Hall Hurricane Safety Policies (attached.) Residential Life will alert students in residence halls of the issuance of a Hurricane warning and assisting them to the on-campus shelter if necessary.

- **All Department Heads, Deans, Directors and Supervisors** are responsible for reviewing and enforcing this policy to those they supervise. Should a department have a separate Hurricane policy document, the department head is responsible for updating it annually and sending a copy to the Safety and Emergency...
All Employees and Students are responsible for familiarizing themselves with and adhering to the elements of this policy.

3.2.4 Hurricane Watch or Warnings

1. Rollins Web Site and Information Hotline

   The Rollins College Web site (emergency.rollins.edu) is the official source for information during an emergency. Depending on the damage caused by the hurricane or weather system, one or all of the following communication tools may be used: Web updates, broadcast e-mail and phone messages, Rollins Information Hotline updates, television screen messages, informational flyers posted on campus and media advisories. Phone updates will be made on (407) 646-2000, which is accessible to general callers to the campus. This number becomes the Rollins Information Hotline in an emergency. Students, faculty, staff and parents may receive recorded updates by calling the main number (if there are separate messages, callers will be prompted accordingly). If the Incident Command Post is set up in 422 W. Fairbanks, we have the option of keeping the hotline with "informational messages" or having the phone answered by a live operator.

2. Weather Alert Radios

   Several offices on campus have weather alert radios which will activate in the event of a hurricane watch or warning. Residential Life has been issued weather alert radios by the Department of Campus Safety office for use in each campus residential facility. If you reside on campus, you are encouraged to purchase a weather radio for your room and to keep it on at all times. These radios are especially helpful when you are sleeping and may not hear other forms of notification. Additionally, the Campus Safety office monitors the weather alert radio 24 hours per day, 7 days per week.

3. Rollins Alert System

   Rollins College Emergency Notification System

   This system provides high speed notification of any and all hazards on multiple communication infrastructures simultaneously utilizing secure, reliable, mobile, interactive technologies.

   The system allows approved staff to generate communications and transmit them via multiple systems such as cell phone (recorded phone call and text messages), home phone, voicemail, and e-mail. The messages can be sent
campus-wide in a matter of minutes or can be specifically targeted to a group of people based on their need to know about the information.

4. **Rollins Broadcast E-Mail and Voicemail Messages**

   Authorized personnel may elect to issue emergency notification information via broadcast e-mail and broadcast voicemails to Rollins e-mail accounts and Rollins phone lines.

5. **Door-to-Door Contact**

   Normally used in the Residence Halls, Rollins officials may elect to supplement emergency notifications by going door-to-door to issue information and ensure that all persons physically occupying a building have been notified.

6. **Posting of Flyers/Notices in key locations**

   College personnel may elect to supplement emergency notifications by posting notices or flyers at key locations throughout campus. This may be used to target visitors to campus who may not receive others forms of communication.

7. **Local Media Outlets**

   The Office of Marketing & Communications will supply pertinent emergency notification messages to local media outlets—specifically WDBO Radio (AM 580) and Orange Television. During emergency situations, College community members are encouraged to tune to these public media outlets to receive updated information as well.

3.3 **Rollins College Pandemic Readiness Plan**

   See Pandemic Annex

3.4 **Hazardous Chemical Spill or Release**

   3.4.1 **Policy Statement**

   Response to a hazardous chemical spill or release varies greatly depending upon your position at the College, level of knowledge of the hazardous chemical, and level of training in cleaning or remediating hazardous chemical spills. Therefore, procedures listed in this policy are categorized depending upon the above criteria of the particular responder.

   **NOTE:** The College currently does not use radioisotopes, therefore, plans for radioactive spills have been deemed unnecessary at this time.
3.4.2 General Procedures

- Report any spill immediately to Winter Park Fire Department via 9-1-1 and to Campus Safety at extension 2999.
- When reporting the spill, inform the 9-1-1 operator or Campus Safety dispatcher of the location of the release or spill, type of hazard (e.g. flammable, explosive, toxic if known) and the name and quantity of the material released or spilled. Inform them of any known injured, sick, or contaminated persons.
- If a building emergency exists, activate the building fire alarm by pulling a pull station at one of the building exits.
- Use caution in the area. Move away from the spill and help keep others away. Do not walk into or touch any of the spilled substance. Try not to inhale gasses, fumes, vapors or smoke. Evacuate the building if necessary.
- Those who may be contaminated by the spill or release should avoid contact with others, remain in the vicinity, and give their names to Campus Safety or Fire Department/Police personnel. As necessary, first aid and/or clean-up by trained, specialized authorities should begin at once.

3.4.3 Procedures for First Responders

- Campus Safety Officers
  - Approach cautiously from upwind. Do not enter a building or area unless you are certain it is safe to do so. Resist the urge to rush in; others cannot be helped until the situation has been fully assessed.
  - Secure the scene. Without entering the immediate hazard area, isolate the area and ensure the safety of people and the environment, keep people away from the scene and outside the safety perimeter.
  - Ensure that Winter Park Fire Department has been notified via 9-1-1.
  - Assist the Fire Department as necessary if safe to do so.
  - Do not walk into or touch spilled material. Avoid inhalation of fumes, smoke and vapors—even if no dangerous materials are known to be involved. Do not assume that gasses or vapors are harmless because of lack of a smell—odorless gasses and vapors may be harmful. Avoid handling empty containers because they may still present hazards until they are cleaned and purged of all residues.
  - Ensure that the Safety and Emergency Planning Coordinator has been informed of the situation.

- Safety and Emergency Planning Coordinator
  - Generally, in a hazardous chemical spill or release situation that is beyond a simple clean-up by trained campus personnel the Winter Park Fire Department (WPFD) is called to the scene by Campus Safety or the individual reporting the spill. Once on the scene, WPFD haz-mat personnel will perform “first response—operations level” duties which may include recognition, notification of individuals or teams with offensive skills and equipment,
containment of certain situations, minimizing harm to citizenry by evacuation, waterfog or protection in place.

- Should additional response or clean-up/removal/disposal be required, the Campus Safety department may call a 24-hour haz-mat response company which can perform these specialized functions (See Section 3.4.7).

- **Lab Managers (Chemistry and Biology Departments)**
  - Unless you are absolutely sure that the spill or release involves a type or quantity of a chemical or substance which does not pose an immediate health risk and does not involve chemical contamination to the body, leave the area immediately and follow the guidelines outlined above in the “General Procedures” section of this policy (above.)
  - If you are sure that the spill or release involves a type or quantity of a chemical or substance which does not pose an immediate health risk and does not involve chemical contamination to the body:
    1. Notify others in the lab/area of the accident
    2. Isolate the area, closing doors and evacuating the immediate area if necessary
    3. Remove ignition sources and unplug nearby electrical equipment
    4. Establish exhaust ventilation, if possible, by turning on fume hoods
    5. Locate the spill kit
    6. Choose appropriate personal protective equipment (goggles, face shield, impervious gloves, lab coat, apron, etc.) **Note:** All lab personnel MUST be properly fit tested before using a respirator. Contact EH&S at Ext. 2244 for more information
    7. Confine and contain spill by covering or surrounding with appropriate absorbent material
    8. Neutralize acid and base spills prior to cleanup
    9. Sweep solid material into a plastic dust pan and place in a sealed 5 gallon container
    10. Wet mop spill area. Be sure to decontaminate broom, dustpan, etc.
    11. Put all contaminated items (gloves, clothing, etc.) into a sealed 5 gallon container or plastic bag
    12. Call EH&S for a special pickup.

**3.4.4 Specific Clean-up / Decontamination Procedures**

a. **Common Acids and Bases such as Hydrochloric Acid, Sulfuric Acid, Sodium Hydroxide and Potassium Hydroxide:**

  - Common Acid Spills (Hydrochloric Acid, Sulfuric Acid)
If spilled/splashed on a person:
- Pour sodium bicarbonate solution over someone who had acid spilled on them, not for floor/counter spills.

If spilled on a surface (counter/floor, etc):
- Sodium carbonate or calcium hydroxide is recommended for neutralizing an actual acid spill. Sand and vermiculite come in handy to control the flow around the spill.

- Common Base Spills (Sodium Hydroxide, Potassium Hydroxide)
  - Neutralize base spills with Citric Acid

b. Alkali Metals (lithium, sodium, magnesium, potassium):
- Cover with contents from a Class "D" fire extinguisher
- Avoid contact with water

c. White or Yellow Phosphorus:
- Blanket with wet sand or wet absorbent

d. Bromine:
- Neutralize spill with a 5% solution of sodium thiosulfate
- Absorb with inert absorbent material

e. Mercury:
- Use aspirator bulb or suction device to collect mercury beads (Do not use a vacuum cleaner)
- Mop up mercury with mercury decontaminating powder
- Label waste with a Hazardous Chemical Waste Tag and call EH&S for a special pickup

f. Hydrofluoric Acid:
- Neutralize with soda ash or lime (or absorb spill with special HF spill pillow)
- Absorb with inert absorbent material

**HF Skin Contact:**

**NOTE:** Emergency Showers are only located on the Third floor of Bush. Persons on the second or first floors should use sinks in the floor restrooms closest to the area they are in.

- Immediately flush with copious amounts of water under an emergency shower
- Remove all clothing while under the shower
- Flush skin for 5 minutes
- Apply calcium gluconate gel (2.5%) while wearing clean impervious gloves. (If calcium gluconate gel is not available continue to flush skin until medical personnel arrive)
- Get medical attention immediately

**HF Eye Contact:**

- Immediately flush eyes with water under an eyewash or with bottles of eyewash solution for 15 minutes
- Get medical attention immediately

**HF Inhalation:**

- Remove victim to fresh air
- Get medical attention immediately
- Inform medical personnel that injury involves hydrofluoric acid and give them a copy of the material safety data sheet

**Laboratory Spill Clean-Up Kits**

Every laboratory that uses chemicals must have access to a spill control kit. The keys to an effective spill kit are location and content. Spill kits should be strategically located around work areas in fixed locations so they will be easily accessible. Although most spill kit contents are common items that may be found throughout the lab, they must be consolidated into a kit for emergency use.

Spill kits can be purchased through most supply vendors that sell chemicals or safety supplies. The following is a list of recommended items to be contained in a chemical spill kit. However, it is important that spill kits be tailored to meet the specific spill control needs of each laboratory. Spill kits should be checked periodically, and restored after each use.

**Absorbents/Neutralizers**

1. Universal spill absorbent - 1:1:1 mixture of Flor-Dri (or unscented kitty litter), sodium bicarbonate, and sand. This all-purpose absorbent is good for most chemical spill including solvents, acids (not good for hydrofluoric acid), and bases.
2. Acid spill neutralizer - sodium bicarbonate, sodium carbonate, or calcium carbonate.
3. Alkali (base) neutralizer - sodium bisulfate, Citric Acid (A 2.5 kg bottle is enough to neutralize the entire contents of almost any bottle of base)
4. Solvents/organic liquid absorbent - inert absorbents such as vermiculite, clay, sand, Flor-Dri, and Oil-Dri.
5. Bromine neutralizer - 5% solution of sodium thiosulfate and inert absorbent.
6. Hydrofluoric acid - HF compatible spill pillow or neutralize with lime and transfer to a polyethylene container.

**Personal Protective Equipment (PPE)**

1. Goggles and face shield
2. Heavy neoprene gloves
3. Disposable lab coat and corrosives apron
4. Plastic vinyl booties
5. Dust mask/respirator (All lab personnel must be properly fit tested before using a respirator and various respirator filters should be available for specific hazards. The user must ensure that the correct filter is placed on the respirator to protect against the hazard present.)

**Clean-Up Material**

1. Plastic dust pan and scoop
2. Plastic bags (30 Gallon, 3 mil thickness) for contaminated PPE
3. One plastic bucket (5 gallon polyethylene) with lid for spill and absorbent residues

**Other**

1. Hydrofluoric acid antidote gel - calcium gluconate
2. Mercury spill kit - aspirator bulb and mercury decontaminating powder
3. Alkali metals - dry sand or a Class "D" fire extinguisher
4. Acid chlorides - Oil Dri, Zorb-All, or dry sand

3.4.5 **Hazardous Spill or Release Contact Information**

**Emergency Response:** Winter Park Fire Department – Dial 911
Campus Safety
(407) 646-2999

**Incident Notification:** Rollins College Safety and Emergency Planning Coordinator
(407) 646-2244 office

**Florida State Warning Point**
1 (800) 320-0519
3.5 Critical Utilities Failure

3.5.1 General Information

Several types of utilities and various factors can come into play when planning for and addressing a major utility failure on campus. The College has plans in place to minimize disruption and business interruption from these types of emergencies.

- The types of utilities this plan covers are:
  - Power Failure/Electrical Outage
  - Gas Leak
  - Water Outage/Boil Order
  - Flooding, Plumbing, or Sewer Failure
  - Communications Failure
    - Telephone/Cell Phone
    - Computer (Internet/Network/E-Mail)
  - Elevator Failure

- Factors which must be considered during planning and response include:
  - When the outage occurs
    - Day vs. night
    - Weekday vs. weekend
    - School in session vs. break period
    - College open vs. College closed (e.g. during an emergency)
  - What area of campus is affected
    - Occupied residential building vs. academic/support building
    - Critical function area
      - Food service
      - Health service
  - What specifically is being disrupted
    - Life safety systems
      - Fire alarm systems
      - Sprinkler/fire suppression systems
      - Emergency lighting
      - Evacuation signage
    - Research/experiment equipment
    - Elevator(s)
Critical Communications
- Emergency notification system
- Telephone system
  - Blue-light/emergency phones
  - Campus switchboard
  - Office phones

Radio systems
- Campus Safety
- Facilities Management

Security systems
- IntelliKey
- R-Card readers
- Security alarm systems
- Security camera systems

Other Factors
- Simultaneous emergency situation occurring
- Availability of outside assistance

### 3.5.2 Procedures

**a. Power Failure/Electrical Outage**

Power failures or outages periodically impact the College for a variety of reasons. These disruptions can be localized to a building, involve a group of buildings, or be campus-wide in nature. The Facilities Management department has procedures in place to deal with whatever type of outage is affecting the College.

1. Large scale electrical outages will require Winter Park Electric notification. Winter Park Electric is responsible to restore power to our high voltage feeds.
2. If the outage is located on the owner side of the feeds Facilities will coordinate repair and provide updates as required.
3. Structures equipped with generators will have an automatic response to the outage and will provide emergency power to selected building systems. It should be noted that many systems such as HVAC, elevators, most lighting circuits will not operate. Those systems with battery back-up such as fire panels, electronic entry controls, emergency egress lights and computers will operate only as long as their batteries last.

**b. Gas Leak**

1. Contact TECO for emergency repair.
2. Campus Safety to evacuate building if gas is detected inside structure.
3. Campus Safety to control access to structure to prevent reentry to everyone except repair personnel.
4. If the leak is located outside, Campus Safety should insure that the leak area is evacuated and entry to the leak area controlled.

c. **Water Outage/Boil Order**

1. Contact Winter Park utilities for repair and status of repairs if the leak is located on a Winter Park line.
2. If the leak is located on the owner side of the lines Facilities will coordinate repair and provide updates as required.

d. **Flooding, Plumbing, or Sewer Failure**

1. Contact Winter Park utilities for repair and status of repairs if the leak is located on a Winter Park line.
2. If the leak is located on the owner side of the lines Facilities will coordinate repair and provide updates as required.

e. **Communications Failure**

- **Telephone/Cell Phone**
  1. Emergency Situation with phone systems working:
     - a. Setup safe location for students, faculty, staff, and install emergency lines to that area.
     - b. Telecom staff deploys to Main Switch in Crummer to manage the telephone system.
  2. In the event the phone system went down, Campus Safety is deployed with Facilities radios to be given to all persons listed in section 5.6 of this plan.

- **Computer (Internet/Network/E-Mail)**

f. **Elevator Failure**

1. For entrapment situations Winter Park Fire should be notified.
2. For non-entrapment situations Facilities should be notified.
3. Repair of elevators is contracted to a vendor through facilities. Status of elevators should be obtained from Facilities.
3.6 Bomb Threat

3.6.1 Policy Statement

The purpose of the Rollins College Bomb Threat Procedure is to formalize a plan that provides structure and guidance for the response to a bomb threat situation on, or in the immediate vicinity of campus. Bomb threats are made either to disrupt the normal daily operations or cause extensive damage to the target and therefore demand an immediate, coordinated response.

3.6.2 Definition of a Bomb Threat Situation

A bomb threat is defined as the communication through the use of mail, telephone, telegram, or other instrument of commerce; the willful making of any threat; or the malicious conveyance of false information knowing the same to be false which concerns an attempt being made, or to be made; to kill, injure, intimidate any individual; or unlawfully to damage or destroy any building, vehicle, or other real or personal property by means of an explosive.

3.6.3 Procedures

General Information:

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please DO NOT attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible as this is evidence that should be turned over to the Campus Safety Department. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions will be provided with that assumption.

Immediate Action:

Remain calm and immediately refer to the attached bomb threat checklist. If applicable, pay attention to your telephone display and record the information shown in the display window. The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible.

Try not to anger the caller at any time. While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
• Note any characteristics of the caller’s voice (gender, age, education, accent, etc.)
• Attempt to obtain information on the location of a device (building, floor, room, etc.)
• Attempt to obtain information on the time of detonation and type of detonator
• Immediately after the caller has ended the call, notify the Campus Safety Department at (407) 646-2999 or ext. 2999. If possible call Campus Safety using a different phone while keeping the caller on the line.
• If the threat was left on your voice mail, do not erase it. Notify the immediate supervisor within your work area.
• If an evacuation occurs all persons outside of the building should keep away from windows and other glass areas.

Decision

The decision to evacuate a College owned building should be made after a thorough evaluation of the information available, including but not limited to:

• the nature of the threat
• the specificity of location and time of detonation
• the circumstances related to the threat (e.g. political climate, series of events leading to the threat, etc.)
• the discovery of a device or unusual package, luggage, etc

The Director of Campus Safety may make a decision to evacuate a building without consultation if circumstances warrant such an evacuation. In the vast majority of cases, various departments throughout the College community will be notified and brought into the decision making process. The Department of Campus Safety will notify the appropriate Winter Park emergency response groups who will organize a search team and direct the search. Other emergency units will be alerted to the threat and asked to stand by for further instructions. Persons leaving the building should report to a specified location for further instructions.

3.6.4 Subsequent Procedures and Information

Faculty, staff and students can be of assistance to Campus Safety in several ways. In many cases, faculty and staff members will be more familiar with their work area than the officers that are responding. As the search is conducted, faculty and staff may be asked to identify boxes or objects in their work area. The importance of good housekeeping will be very apparent at this time. Throughout the year, it is important to keep areas free of unnecessary debris.

If a device, package, bag, etc. is discovered, the Campus Safety Department will notify Winter Park emergency services for assistance. The decision to resume normal activities in the building will be made jointly by the EOPT and/or other
appropriate individuals in the College administration after police and fire personnel have deemed the affected area clear. The Campus Safety Department and police will interview the person who received the threat.

3.6.5 Telephone Bomb Threat Checklist

Telephone Number of Caller (check caller-ID)

________________________________________

KEEP CALM: Do not get excited or excite others.

TIME: Call received __________ am/pm Terminated

__________am/pm

EXACT WORDS OF CALLER:

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

DELAY: ASK CALLER TO REPEAT.

Questions you should ask:

A. At what time is the bomb set to explode?

______________________________________________________________________

B. Where is it located?

Building ____________________________ Floor_______ Room _______________

C. What kind of bomb?

______________________________________________________________________

D. Description?

______________________________________________________________________

E. Why are you doing this?

______________________________________________________________________

Voice Description:

_____ Male _____ Calm  _____ Young  _____ Educated  _____ Accent

_____ Female _____ Nervous  _____ Old  _____ Middle Aged

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Other Descriptors:  

______________________________________________________________

Speech Impediment ___No ___Yes, Describe  

______________________________________________________________

Unusual phrases or items that were repeated  

______________________________________________________________

Do you recognize the voice? If so, who do you think it was?  

______________________________________________________________

Background Noises:  
___ Music  ___ Running Motor (Type)  

______________________________________________________________

___ Traffic  ___ Whistles  ___ Bells  
___ Horns  ___ Aircraft  ___ Tape Recorder  
___ Machinery  ___ Other  

______________________________________________________________

Additional Information:  

Did caller indicate knowledge of the campus? If so, how and in what way?  

______________________________________________________________

On what line did the call come in?  

______________________________________________________________

Is number listed? Yes ___ No ___  Private Number? Yes ___ No ___  

Whose?  

______________________________________________________________

Name (print) _______________________________________________________

□ Faculty □ Staff □ Student □ Other  

Signature_________________________________ Date_____________________

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3.7 Violent, Criminal, or Disruptive Behavior

Issues of violent and criminal behavior are timely and complex. The dimensions of this policy include policies for active threats, demonstrations and rallies and weapons on campus.

3.7.1 Active Threat

- **Policy Statement**

  The purpose of the Rollins College Active Threat Policy and Procedure is to formalize a plan that provides structure and guidance for the response to an active threat situation on, or in the immediate vicinity of campus. Active threat situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the threat and prevent harm to the community.

- **Definition of an Active Threat Situation**

  An active threat is an armed (gun, knife, etc.) person who either immediately intends to, or has used deadly physical force against other people. The active threat has very little concern for their own safety or threat of capture. In many cases, there is a defined list of intended victims. However, other people in the vicinity may become targets of opportunity. Typically, the active threat will continue to seek out and use deadly force until confronted and stopped by law enforcement, suicide or other intervention.

- **Immediate Emergency Procedures Concerning an Active Threat Situation**

  The immediate response for an active threat is to shelter in place and secure the immediate area.

  - **Victims should:**
    1. Lock and/or barricade the door
    2. Turn off lights
    3. Turn off radios, computer monitors, speakers, audible tones from cell phones, etc.
    4. Keep occupants in the immediate area calm, quiet and out of sight
    5. Take adequate cover behind desks, filing cabinets, etc.
    6. Place signs in exterior windows to identify groups of people still inside buildings and the location of injured people
    7. Notify Campus Safety (ext. 2999) and/ or Winter Park Police (9-1-1) – be very specific as to what occurred and your specific location
    8. Attempt to provide as much information about the shooter as possible – number of people involved, race/ gender, clothing color/style, physical features, type of weapons, do you recognize the shooter?, etc.
• **Campus Safety will:**

  1. Once informed of the active threat, immediately notify Winter Park Police (9-1-1) and provide as much information as possible.
  2. Set up a perimeter around the area and prevent other potential victims from entering. If possible, close off 5 entry points to the campus.
  3. Activate the Incident Command Post and the Emergency Notification System.
  4. Treat any victims with CPR or First Aid until emergency response units arrive on the scene.
  5. Attempts to rescue people should only be attempted if it can be accomplished without further endangering persons inside the perimeter of the secured area.
  6. Set up a remote communications point outside the perimeter of the event, close enough to be effective, but not so close that it may become involved in the actual incident.

• **Support of Law Enforcement Agencies During the Response**

  Once law enforcement agencies have arrived on the scene, Campus Safety and Rollins College will immediately yield all control of the situation. The primary goal of law enforcement is to immediately engage the threat and eliminate risk to additional victims.

  Once the active threat has been identified and removed, only law enforcement has the ability to un-secure an area inside the established perimeter. During the evacuation process, safety corridors will be established and victims may be instructed to keep their hands on their head or searched prior to leaving the secured area. It is extremely important to closely follow the instructions of law enforcement officers until released from the secured area.

• **Post-incident Procedures**

  Information will be provided to the Rollins Community and media as quickly and as prudently possible by members of the Incident Command Post in consultation with the Emergency Policy Group, Marketing & Communications, and Human Resources by following the procedures as outlined in the Communications Plan.

  The entire area will be treated as a crime scene and once you have been evacuated, you may not be permitted to re-enter to retrieve items.

  In most cases, a holding area will be established for victims to provide medical care, counseling, interviewing, etc.

  An extensive investigation will be completed by law enforcement and members of the Incident Command Post.
3.7.2 Demonstrations and Rallies

Students, student organizations, faculty, and staff at Rollins College are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means that do not disrupt the regular and essential operation of the College or community. At the same time, it should be made clear to the College community that students or student organizations, and individual members of the faculty or staff, speak only for themselves, not for the College as an institution, in their public expressions or demonstrations.

Rollins College does not allow disruptive behavior at community events or on campus. Disruptions can be described as purposeful blocking the view of others at the event; banners or items that block the audience's view; noise or action that disrupts the ability of the audience to hear (e.g., shouting out or use of a bull horn).

If an event is disrupted by a group or individual, a representative of the College may request the action to stop or for the person or group to leave the event and move to an approved location for protesting. Individuals or groups who disrupt an event or fail to leave when asked are in violation of the College's policy of Disruptive Behavior and may also be in violation of the policy regarding Requests or Orders. These violations of College policy may result in College discipline. Disruption may also result in arrest and criminal charges such as disorderly conduct or trespass.

At times, Rollins College invites the public to join us at events and extends free speech and expression privileges during these events. Any individual or group who disrupts an event and is unwilling to respect College policy or to comply with the requests of College officials will be asked to leave Rollins College property. Failure to comply may result in arrest for unlawful trespass and any other criminal violations that may have occurred.

- Demonstration Regulations

Anyone who wishes to stage a demonstration or protest at any event on College property should contact and arrange a meeting with Campus Safety or the appropriate Dean to discuss College policy, demonstration-specific regulations, and safety issues.

The Campus Safety Department should be consulted in the planning of all organized demonstrations, in order to notify other pertinent College offices. The desire of Rollins College is to promote intellectual inquiry and exchange in a respectful and civil manner. The safety of all participants is of utmost importance to the College, and policies may be enacted to ensure safety during the demonstration.
Event planners in conjunction with the appropriate Dean, the Events Scheduling Office, Facility Management, the speaker or performer, and the Campus Safety Department will determine the following for any demonstration approved on campus.

- **Location**

  The location of an approved demonstration will be determined following space and use guidelines for College areas managed by the Events Scheduling Office in accordance with this policy.

  If the demonstration is against an issue at another approved College event, the location of an approved demonstration will be as proximate to the other event as deemed appropriate considering the following:

  a. Nature of the other event  
  b. Security needs of the other event  
  c. Time of the other event  
  d. Any other necessary considerations

  The use of streets of Rollins College for parades or demonstrations is subject to town ordinance and requires a town permit.

- **Time and Duration**

  Demonstrations may not interfere with the academic and educational mission of the College. The time and duration of the demonstration will be determined with regard to the following:

  a. Nature of the event and/or the demonstration  
  b. Security needs of the event and/or the demonstration  
  c. Time of the event and/or the demonstration  
  d. Any other necessary considerations

- **Type of Demonstrations**

  o Demonstrations must occur in the approved defined location (if and when a location is determined)  
  o Demonstrations may not block access to the venue in which the other event is being held  
  o Demonstrations utilizing pickets, large items, bullhorns, or other loud or amplified sound making devices are not permitted  
  o Distribution of materials such as leaflets shall not be confrontational  
  o Organizers must remove all items and materials at the end of the demonstration  
  o Demonstrators are not allowed to use intimidating tactics
A demonstration with a noise level that disrupts other authorized activities occurring on the College campus violates College policies.

Demonstrators are not allowed the use of unwelcome physical contact between demonstrators, counter demonstrators, the audience, the speaker or performers, or College officials.

The use of chalk on exterior of buildings or other freestanding structures, or within 10 feet of any door, is strictly prohibited to prevent damage to the structure and injury to anyone stopping at entrances or exits.

**Note:** Any of these demonstration standards can be applied to any location including in the event space if demonstrators are allowed to demonstrate in the space.

- **Rollins College Event Host**

  Within the guidelines of this protocol, the event hosts and College officials have the ability to determine when behavior at the event is being disruptive. College officials should always attempt to gain cooperation by asking that the disruptive behavior stop prior to requesting that the person or persons leave the event. Event Hosts may contact Campus Safety at any time should they feel that behavior is being disruptive to their event.

- **Public Safety**

  At any event Campus Safety will locate the hosts before handling any situation of non-violent behavior unless the disruption necessitates action to prevent greater confrontation. Campus Safety has the authority to act upon any acts of violence, threats of violence, or overcrowding without first contacting the event hosts. In all cases where time permits contacting the event hosts, Campus Safety will contact the event hosts to determine if the behavior is in fact disruptive to the event. If Campus Safety has been contacted by the hosts and asked to deal with a person or persons creating a non-violent disturbance, Campus Safety will start by asking the person or persons to stop the disruptive behavior prior to asking that the person or persons leave the event.

3.7.3 **Weapons on Campus**

It is Rollins College policy to prohibit the carrying of firearms on campus and/or the transporting of firearms to/from the campus. This policy admits no exception with regard to licensure: individuals whether licensed or not are prohibited from having firearms on campus at any time.

This policy applies to employees, students and the public at large. If an employee is found to have a firearm in his/her possession, it will be grounds for immediate dismissal from the College with no recourse through the Grievance Procedure(s).
Questions concerning this policy should be referred to your supervisor and/or the Human Resource Department.

3.8 Tornado

3.8.1 Policy Statement

Rollins College is committed to reducing risk to all students, faculty, staff, and visitors. It is the College’s intent to protect members of the campus community against avoidable and undue risks of injury or death due to tornados. It is the policy of the College to notify all employees and students of the elements of this plan and to expect them to read and understand its contents.

3.8.2 Definitions

a. Tornado –

A tornado is a violent, rotating storm with winds that can exceed 300 miles per hour. The product of thunderstorms and sometimes hurricanes, they can be highly destructive.

b. Tornado Watch –

A tornado watch may be issued by the National Weather Service when conditions are favorable for the formation of tornados. During a tornado watch, you should be alert to changing weather conditions and the possibility of a tornado warning being issued.

c. Tornado Warning –

A tornado warning may be issued by the National Weather Service when a tornado has been sighted or when radar indicates the formation of a tornado. You should immediately take cover inside a sturdy building on the lowest floor in an interior room or hallway away from windows.

3.8.3 Responsibilities

- The Department of Campus Safety is responsible for notifying the campus community of this policy through the Campus Safety website (www.rollins.edu/safety) and for reviewing this policy at least annually and maintaining and updating as necessary. The Department of Campus Safety maintains written documentation regarding this policy.

- The Office of Residential Life, whenever possible, is responsible for enforcing, communicating and recommending updates for the Residence Hall Tornado Safety Policies (attached.) Residential Life will alert students in residence halls
of the issuance of a tornado warning and assisting them to the safest area of the building as per their internal procedures assuming it is safe to do so.

- **All Department Heads, Deans, Directors and Supervisors** are responsible for reviewing and enforcing this policy to those they supervise.
- **All Employees and Students** are responsible for familiarizing themselves with and adhering to the elements of this policy. This includes:
  - Knowing what to do when a tornado watch and warning are issued
  - **Watch**: Be alert for changing weather conditions and the possibility of tornado formation and the possibility of a tornado warning being issued
  - **Warning**: Take cover immediately on the lowest floor inside a building in an interior room or hallway and away from windows

### 3.8.4 Tornado Watch or Warnings

#### a. If you are outdoors:

1. **OUTREACH Siren**
   - The OUTREACH siren located at the South-East corner of the Cahall-Sandspur Field will be activated if the City of Winter Park believes a tornado is threatening any part of the city. This siren is tested on the first Saturday of each month at noon unless inclement weather is in the area. The siren produces an “air raid” type of wail and will sound for three full minutes in the event of an actual tornado warning. The siren is intended ONLY to assist in notifying persons OUTSIDE of campus buildings. **You should not rely on the siren to notify you while inside.** If you hear this siren any time other than the first Saturday of the month at noon, you should immediately take shelter in a building on the lowest level in an interior hallway away from windows/glass.

#### b. If you are indoors:

1. **The Rollins Alert emergency notification system** will send a Tornado Warning alert message should the National Weather Service issue a Tornado Warning. Rollins Alert can notify persons who are registered with the system via cell phone, home phone, text message, e-mail, etc. You should log into your Foxlink account and click on the Rollins Alert link to review and update your information. If you receive a tornado warning message from Rollins Alert, you should immediately seek shelter in a building on the lowest level in an interior room or hallway away from windows/glass.

2. **Weather Alert Radio** Several offices on campus have weather alert radios which will activate in the event of a tornado watch or warning. Residential Life has been issued weather alert radios by the Campus Safety office for use in each campus residential facility. If you reside on campus, you are encouraged to purchase a weather radio for your room and to keep it on at all
times. These radios are especially helpful when you are sleeping and may not hear other forms of notification. Additionally, the Campus Safety office monitors the weather alert radio 24 hours per day, 7 days per week.

3.9 Terrorism

3.9.1 Policy Statement

The purpose of the Rollins College terrorist response procedure is to formalize a plan that provides structure and guidance for the reaction to a terrorism-related situation on campus or in Central Florida. However, we recognize that preparing and providing information for every type of terrorist activity is virtually impossible. Therefore, we recommend that members of the college community stay informed of current world events, develop a plan with their families and have a method to receive on-going communication after an attack. Ultimately, it is every individual’s responsibility to understand the gravity of global events and how they will impact not only the Central Florida area, but them personally.

3.9.2 Definition

a. Terrorism –

The broad description of activity used to strike fear in a population and to cause mass casualties in an attempt to influence or coerce behavior; typically political in nature. Although the likelihood of an unspecified terrorist attack being targeted at Rollins College is relatively low, we recognize the existence of “higher value” targets in Central Florida (Orlando International Airport, Kennedy Space Center, theme parks, etc). Variations of terrorist attacks are numerous, but the most likely are: biological/chemical, radiological and low-grade nuclear. Typically, there is a tremendous loss of life, considerable property damage and long-term economic impact to an area that experiences a terrorist attack.

3.9.3 Procedures and Responsibilities

- Biological or Chemical Attack

The definition of a biological or chemical attack can be defined as the introduction of a gas/chemical agent into the atmosphere with the intent of causing widespread panic, injuries or casualties.

Should a chemical or biological agent be introduced into the atmosphere, members of the campus community are advised to remain in whatever building they happen to be in or to seek shelter immediately in a nearby building. Ideally, an interior portion of the building with no windows is preferable. HVAC systems should be turned off as soon as possible to prevent further dispersion of the agent.
Emergency communications messages will be sent in a variety of ways notifying members of the campus community of the situation and to remain sheltered. Dependent on prevailing winds and other weather conditions, the cloud or agent may be diminished.

Should an agent be released some distance from the campus, emergency communications messages will be sent to members of the campus community advising them of the situation and where to obtain additional information.

Realistically, it is not always feasible or possible to provide protection from this type of attack. Individuals are encouraged to evaluate their own situation and take steps to maximize their own chances of survival. Ultimately, Rollins College personnel will be taking direction from local, county, state and federal emergency management experts in attempt to provide timely and accurate direction/information.

- Radiological

A radiological device, commonly known as a “dirty bomb” is a device that generally has a relatively small blast impact area. Upon detonation, the radiological materials are dispersed into the air and are moved by the wind. The greatest value of the device to the terrorist is the panic it will create throughout the community. The actual blast area will not be very large, but the distribution of radiological material will be the greatest concern.

Should a blast occur in the vicinity of the Rollins College campus, government emergency management will probably encourage all members of the campus community to depart the area and go in the direction opposite of the prevailing wind. If sufficient time does not permit for evacuation, you should go to the nearest campus building, close all windows and doors and turn off the HVAC system.

The key with this type of attack is to limit the amount of radiation you are exposed to – this is accomplished by shielding – placing as many barriers between you and the radiation material, distance – expanding the distance you are from the blast area and time – minimizing time spent exposed reduces your risk. Again, Rollins College personnel will be taking direction from local, county, state and federal emergency management experts in attempt to provide timely and accurate direction/information.

- Nuclear

In the event of a nuclear explosion, the most likely targets in our area would be either Kennedy Space Center or one of the local theme parks. Should
that be the case, the campus community will have a minimal amount of time to take action.

If there is any advanced warning of the attack, you should take immediate cover. The primary location on our campus that is used as an emergency shelter would be the Olin Library. You should attempt to remain in an interior portion of the building on the first floor (or basement if available) to limit the effects of the immediate blast and pressure wave. After the initial blast, remain inside and attempt to communicate with emergency response personnel. As previously stated, shielding, distance and time issues are imperative.

3.9.4 Incident Notification

Rollins College personnel will be working closely with emergency management experts to provide clear, accurate information about the scope of the terrorist act and what actions should be taken.

We recognize that if a terrorist attack should take place in our community, communication will be severely affected. There is a high probability that phone lines will not be operable, cellular towers will be overloaded and confusion and rumors will be prevalent. Additionally, roadways will be clogged with motorists attempting to leave the area and air travel will probably cease for a period of time into and out of the area.

3.10 Aircraft Accident, Explosion or Similar Incident

This policy covers a wide variety of possible incidents involving aircraft crashes, explosions resulting from any unanticipated incident.

3.10.1 Procedures

In the event a mishap occurs, such as an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify 9-1-1 and Campus Safety. Give your name, location, and the nature of the emergency.
3. If necessary, or when directed to do so, activate the building fire alarm.
4. If the building fire alarm is sounded, or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
5. Assist the disabled persons in exiting the building. Remember elevators are reserved for disabled persons. Do not use elevators in case of fire. Do not panic.
6. Once outside, move to a clear area that is at least 500 feet from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your assembly area.
7. If requested, assist emergency crews as necessary.
8. An Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.
9. Do not return to an evacuated building unless told to do so by a College official. IMPORTANT: After any evacuation, report to your designated assembly point. Stay there until an accurate head count is taken.

3.11 Shelter-in-Place

3.11.1 Policy Statement

The purpose of the Rollins College, Shelter-in-Place Policy and Procedure is to formalize a plan that provides structure and guidance for the response to an emergency situation on, or in the immediate vicinity of campus. Shelter-in-Place situations are meant to provide all members of the campus community an additional level of personal security by minimizing the overall exposure of danger.

3.11.2 Definition

a. Shelter-in-Place –

A temporary sheltering technique, ranging from 30 minutes up to several hours, utilized to limit exposure to an “active shooter” or similar incident that impacts the safety and security of the college community. When alerted occupants of any building within the subject area (a portion or all of the campus) will lock all doors and windows not allowing entry or exit to anyone until the “all clear” has been given. This procedure converts any building on campus into a large “safe room”.

3.11.3 Incident Notification

All emergencies, security situations, fires, hazardous spills, etc. must be reported to the Rollins College Campus Safety Department. From College phones, contact the Campus Safety Department at extension 2999 or (407) 646-2999 when calling from a personal phone.

When reporting an emergency, provide the following:

1. your name
2. location of the emergency
3. telephone number and location from which you are calling
4. the type of emergency you are reporting
3.11.4 Assessment

Once the initial call has been received by Campus Safety, they will initiate an investigation to confirm the emergency by:

- dispatching units to the location
- notifying Winter Park Police and/or Winter Park Fire Department
- notifying the Director of Campus Safety or designee

3.11.5 Initiation of the Shelter-in-Place Command

If the assessment determines the need to secure a building, portion of campus or the entire campus to protect the campus community and to prevent the escalation of the emergency, the Director of Campus Safety or designee will give the “Shelter in Place” command.

3.11.6 Shelter-in-Place Procedure

If preceding the command to Shelter in Place, you believe an emergency situation exists or once the notice to Shelter in Place has been issued, take the following actions:

- Follow instructions
- Remain calm
- Remain indoors
- Proceed to a room or space that can be locked
- Close and lock all doors and windows
- Turn off all lights
- If possible, turn off the Heating/Air Conditioning system
- Remain seated below window level
- Remain silent
- Turn off all radios or other devices that emit sound
- If gunshots are heard, lay on the floor away from windows
- Do not shelter in open areas such as hallways or corridors – go to the nearest place that can be secured
- If outdoors, seek nearby shelter as quickly as possible
- Do not unlock doors or attempt to leave until instructed to do so by Campus Safety or Winter Park Police. Additional information/instructions and ultimately, the “all clear” command will be announced using the Rollins Alert system, e-mail and other means.
3.11.7 “All Clear” Command

In consultation with Winter Park Police Department and/or Winter Park Fire Department, the Director of Campus Safety will issue the “All Clear” command. Campus Safety will forward this information to Marketing and Communications to notify the campus community.

- **Campus Community**
  - Follow instructions
  - Participate in training and be familiar with emergency procedures
  - Remain inside a secure building until given further direction

- **Campus Safety**
  - Declare the Shelter-in-Place command
  - Communicate and coordinate response to the situation with Winter Park Police Department
  - Respond immediately to the scene
  - Communicate and inform the Vice President of Finance and Treasurer of the situation necessitating the Shelter-in-Place command
  - Activate the Rollins Alert system
  - Communicate with Marketing and Communications to notify and provide additional information to the campus community about the Shelter-in-Place situation
  - Secure the scene
  - Provide an “all clear” in conjunction with Winter Park Police Department
  - Relocate members of the campus community as necessary
  - Participation in appropriate training
  - Notify the campus community of the “all clear” message through Rollins Alert system.

- **Marketing and Communications**
  - Communicate with the campus community through the use of e-mail, web page postings, etc. that a Shelter-in-Place condition exists
  - Provide additional information to the campus community as it becomes available
  - Notify the campus community of the “all clear” message

- **Vice President of Finance and Treasurer**
  - Notify the President of the situation necessitating the Shelter-in-Place command
  - Provide updates to the President’s Senior Staff concerning the situation
3.12 Evacuation

3.12.1 Procedures for Whole-Campus Evacuation

1. The Incident Commander is advised by the Field Incident Commander that a campus evacuation is warranted and necessary to protect life and property.

2. If time permits, the Incident Commander informs the Vice President and Treasurer (VPT) or his/her designee of the need for campus evacuation. If emergency conditions are extreme to the extent that the Incident Commander is compelled to act immediately, steps 3 and 4 below may occur concurrently.

3. Vice President consults with President (if available) and any available members of the Emergency Policy Group (EPC). If none of these persons are available, or the immediacy of the threat will not allow for consultation, the Vice President or designee may act at his/her own discretion.

4. Upon agreement to evacuate campus:
   a. The Marketing & Communications office is notified.
   b. The Emergency Communication Plan is activated.
   c. Campus Safety, Facilities Management, and the Dean of Student Affairs coordinate evacuation efforts.

5. Guidelines published in the Emergency Procedures are used to effect the orderly evacuation of campus and to account for all students, faculty, staff and visitors.

3.12.2 Procedures for Single-Building Evacuation

1. The Director of Campus Safety, the Director of Facilities Management or the Safety and Emergency Planning Coordinator may authorize a single-building evacuation if a threat to the occupants exists that warrants such action.

2. If possible, the affected Deans (if any) and the Vice President and Treasurer should be consulted before an evacuation is authorized. This consultative process should be undertaken only if the resulting delay in evacuation does not jeopardize the safety and well-being of building occupants.

3. Campus Safety and Facilities Management personnel are deployed to inform the building occupants of the evacuation and to assist in directing occupants out of the building. If a rapid notification is needed, the fire alarms in the building should be manually activated. As soon as possible, a team from the above offices should deploy to the Disabled Persons Assembly area within the building to determine if there are any persons in need of assistance.
4. Concurrently with #3, the Office of Marketing and Communications is notified by Dispatch.

5. Following evacuation, the building is secured by Campus Safety or Facility Management personnel. If the building is keyless-entry, Campus Safety will immediately set the keyless entry doors to “Forced Locked Override”.

6. The building is posted with “No Entry” signs, stating the nature of the emergency and a contact office.

7. Clearing of the building for re-entry is to be authorized by the same administrator who authorized the original evacuation.

8. Following the clearing order, Marketing and Communications is notified by Campus Safety Dispatch.

9. Following the clearing order, outside doors are unlocked, exterior keyless entry doors are “Reset to Schedule” and “No Entry” posters are removed.

3.13 Psychological Emergencies

When a member of the Rollins College community appears to be under psychological distress that rises to a level where there is concern for the individual’s safety or the safety of others, it will be considered a psychological emergency. The appropriate first step when experiencing a psychological emergency is to immediately call 9-1-1 then Campus Safety.

In all cases where a psychological emergency exists, the Director of the Office of Counseling and Psychological Services (CAPS) will be contacted as soon as conditions permit.

The role of the CAPS director will be to advise and give recommendations to the appropriate College dean and/or the AVP for Human Resources and Risk Management on issues involving safety, security and well-being of the individuals involved. This may include the distressed individual, potential victims, bystanders and witnesses.

The Director of Counseling and Psychological Services will follow procedures and protocols and will advise on decisions about the appropriateness of the distressed individual’s return to campus functions.
3.14 Death on Campus

Should the death or serious injury of a College student, faculty, staff or other member of the College community occur, the following guidelines should be followed:

1. Call 9-1-1 immediately if an incident occurs on or near campus, then call Campus Safety at (407) 646-2999. Campus Safety will activate the College's Emergency Operations Plan including the Incident Command Post and the Emergency Policy Group to make decisions about the College’s response and appropriate follow-up activities with family, co-workers and the community at large.

2. If the incident results in a work-related death or multiple hospitalizations, the Safety and Emergency Planning Coordinator must notify OSHA within eight hours.

3. College representatives may be asked to go to the hospital or another location if appropriate. The attending physician or coroner has authority in most cases in terms of notification of the incident to family members.

4. Incident Command Post and departmental representatives will take their guidance from the attending physician or coroner.

5. CAPS serves as a support resource for students’ faculty and staff and those directly involved. If we need more assistance we will reach out to the Employee Assistance Program.

6. The President’s office may wish to write a letter on behalf of the College. The Vice President of Marketing & Communications and the College Counsel - should review all correspondence to family members prior to it being sent.

7. Emergency Policy Group may ask a College departmental representative to attend the funeral on behalf of the College.

8. Due to potential liability concerns, The AVP of Human Resources and Risk Management will coordinate the investigation and review of the incident and prepare a report for the College’s insurance carrier and counsel.

9. Incidents involving international students may require specific needs from local persons who are familiar with customs of the person involved.
3.15 Biological Threat/ Suspicious Substance

3.15.1 Policy Statement

The intent of the biological threat/ suspicious substance response procedure is to provide calm guidance and instruction to members of the College community that may encounter such situations. The issue of biological threats and suspicious substances is a wide-ranging topic that creates a situation where preparation for every case is nearly impossible. For the purposes of this plan, we have focused on safe mail handling and suspicious packages. We recognize that great strides have been taken with the U.S. Postal Service and the awareness of suspicious packages in the workplace over the past few years. Ultimately, it is the individual’s responsibility to be aware of their surroundings and maintaining a calm demeanor. (Please see Attachment A for specific information)

3.15.2 Definition

The terms “biological threat” and “suspicious substance” are synonymous with mail/ packages and terrorism. One item of interest is that this type of attack is usually not meant to coerce behavior. It is either targeted at an individual or an organization with the implied purpose of causing a number of deaths or wide-spread fear. In past years, threats have focused on political leaders and members of the media. However, members of higher education have also been targeted (Unabomber).

3.15.3 Procedures and Response

We recognize that a layered approach is the best defense against biological threats and suspicious substances. First, there have been a number of advancements made in the U.S. Postal Service to reduce the risk of a suspicious package even making it to the workplace. Second, the Rollins College Post Office is the first line of defense on-campus. Post Office staff members work with and receive updates from the U.S. Postal Inspector on how to identify and handle suspicious packages. Finally, individual staff members need to have a general awareness of their surroundings and how to calmly react to a perceived threat.

If a device, package or substance is perceived to be a threat, Rollins College personnel will notify and take direction from local, county, state and federal emergency management experts in an attempt to provide timely information and minimize risk to the rest of the College community.
3.15.4 Specific Responses

a. If you see or receive a suspicious package, letter, or note:

- **DO NOT PANIC**
- Do not disturb the package. Call Rollins College Campus Safety at ext. 2999 or 9-1-1, be prepared to provide the location of the package, a description, and your location and contact numbers
- **DO NOT open the item**
- **DO NOT shake or empty the contents of any suspicious envelope or package**
  - Place in clear plastic zipper storage bag to prevent possible leakage of contents
  - Wash your hands with soap and water
  - Notify your supervisor
  - Follow further instructions given to you by either Campus Safety or Winter Park Police

b. If you receive AND OPEN a package, letter, or note threatening anthrax contamination, or if a suspicious substance is present:

- **DO NOT PANIC**
- Call Rollins College Campus Safety at ext. 2999 or 9-1-1 – be prepared to provide the location of the package, a description, and your location and contact numbers
- Set it down gently at the location where you first opened it
- Do not clean up the area. Keep others from entering the room or area
- Turn off any fans in the area
- If in a room, close the window(s) and door(s). Leave the room or area and go to an area that will minimize your contact with others
- Wash hands with soap and water if possible
- If material is on clothing, don’t brush off vigorously
- Notify your supervisor, who should instruct people not to enter or exit the area
- Make a list of all people who had actual contact with the suspicious substance or were in the room or area
- Follow further instructions given to you by Campus Safety or Winter Park Police

c. In either case, what you should NOT do:

- Do not pass the letter or suspicious package to others to inspect
- Do not transport contents to a hospital, emergency room, or the clinic
- Do not disturb any contents in the letter or package. Handling the letter or package can spread the substance and increase the chances of it getting into the air.
- Do not ignore the threat; it must be treated as real until properly evaluated
3.15.5 Screening Mail for Suspicious Letters or Packages

A concern of many is the receipt of a letter or package containing biological agents. Many biological threats targeting individuals or departments can frequently be controlled by screening of materials and by following the procedures listed below. Responding public safety agencies have plans in place to deal with these types of threats. Following the procedures below will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents.

The Rollins College Post Office is charged with the initial monitoring responsibilities for suspicious letters and packages in accordance with guidelines from the U.S. Postal Service. Many of the letters and packages arriving on campus have previously gone through one or more screening processes before arriving on campus. However, in the event that a letter or package is obtained by some means other than the College mail system, the following are common features of threatening letters or packages:

a. no return address  
b. handwritten or poorly typed address  
c. misspelling of common words  
d. restrictive markings such as “Confidential” or “Personal”  
e. excessive weight, or feel of a powdery or foreign substance

If a letter or package exhibits any of these warning clues, DO NOT OPEN IT. No one is at risk provided there is nothing leaking from the package. Call Rollins College Campus Safety at ext. 2999 or 9-1-1 to report the item and relate that the envelope has not been opened and there is no substance leaking out. Follow the instructions of law enforcement personnel.

If you have questions or need more information, contact the Rollins College Campus Safety Department at (407) 646-2999.

3.16 Sink Hole

3.16.1 Policy Statement

The purpose of the Rollins College Sinkhole plan is to formalize a plan that provides structure and guidance for the response in the event of a sinkhole occurring on campus.

3.16.2 Definition

Sinkholes originate beneath the surface when groundwater moves through the limestone and erodes large voids, or cavities, in the bedrock. When water fills a cavity, it supports the walls and ceiling, but if the water table drops, the limestone
cavity is exposed to further erosion that eventually results in the collapse of the cavity, causing a surface indenture, or sinkhole. The sinkhole becomes a primary site of recharge, where surface water can enter the aquifer and replenish the groundwater supply.

Florida has more sinkholes than any other state in the nation. They are an obvious feature of Florida's natural karst topography. Sinkholes provide a primary pathway for rainwater to replenish subsurface groundwater; they are an important part of the aquifer system that supplies 95% of Florida's drinking water.

On the surface, sinkholes may develop progressively as subtle, bowl-shaped depressions, or they may collapse suddenly into steeply sided, water-filled craters. The shape of the sinkhole, and the speed that it forms, depend on the size of the subsurface cavity and the thickness of the overburden (sediments or organic matter that rest on the limestone bedrock).

### 3.16.3 General Information

To avoid the destruction of property and the contamination of groundwater, it is important to monitor potential sinkhole formation. Although a sinkhole can form without warning, specific signs can signal potential development:

- Slumping or falling fence posts, trees, foundations, etc.
- Sudden formation of small ponds
- Wilting vegetation
- Discolored well water
- Structural cracks in walls, floors, etc.

### 3.16.4 Procedures and Response

- Barricade off danger area(s) to include any suspected/ potential areas
- Evacuate anyone in immediate danger
- Coordinate actions with Winter Park Police/ Fire Departments, Florida Dept. of Environmental Protection, Orange County Dept. Environmental Protection
- Notify the Director of Campus Safety
- Post signs and notices
- Use safety lines to tie off personnel and equipment while working around known or suspected areas
- If possible, perform an aerial reconnaissance of the known or suspected site
- Take photos and video of the site(s)
- Save event related expenses for possible future reimbursement (related costs, bills, etc.)
3.17 Building Collapse

3.17.1 General Information

Building collapses can result from an earthquake, sinkhole, structural damage, etc.

3.17.2 Procedures and Response

1. Notify Winter Park Fire and Police Departments by calling 9-1-1 immediately.
2. Notify the Director of Campus Safety as soon as possible.

IF YOU ARE IN A BUILDING COLLAPSE:

- Get out as quickly and calmly as possible
- If you can’t get out of the building, get under a sturdy table or desk

IF YOU ARE TRAPPED BY DEBRIS:

- Cover your nose and mouth with a cloth or clothing
- Move around as little as possible to avoid kicking up dust, which is harmful to inhale
- If possible, use a flashlight so that you can see your surroundings
- Tap on a pipe or wall so rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort as shouting can cause you to inhale dangerous amounts of dust.

IF YOU CLEAN UP DEBRIS:

- Wear gloves and sturdy shoes
- Sort debris by type (wood, cinderblock, etc.)
- Do not touch debris that has utility wires in it
- Do not move debris that is too large or too heavy. Ask for help from neighbors, friends, and recovery workers.
Section 4: Emergency Notification and Warning

The purpose of this section is to clarify procedures for Emergency Notification and Warning when there is a hazardous condition that threatens the health and safety of individuals on or near a Rollins facility.

Rollins' emergency notification and warning system (RAVE) methods include voicemail, email and text. RAVE alerts are initially authorized and sent by a member of Campus Safety, and subsequently by a Public Information Officer (PIO). The PIO Team is also responsible for updating the website in an emergency.

Prior to sending any message or updating any web copy, all decision criteria, including hazard type, life safety and property protection, urgency, audience, and capabilities and limitations, will be taken into consideration.

Rollins College Public Information Team - RAVE FAQ:

When are RAVE alerts sent?

There are two categories of notices for RAVE alerts: Emergency and Urgent Situation:

- **Emergency** – an incident or condition, expected or unexpected, that threatens life or safety and requires immediate action.
- **Urgent Situation** – an incident or condition that does not pose an immediate threat to life or safety, but that is of a nature where timely receipt of information or instructions may directly affect the well-being of the recipient.

What information should be in each RAVE alert?

Each message should consist of the following three components:

- Alerting (attention management) – calling the user’s attention to the issue at hand
- Informing (information transfer) – what is happening, and what the user should/should not do
- Reassuring (affective or emotional payload) – be aware of the degree of sensitivity to the audience.

RAVE alerts should provide information not included in the one previous, and should always be action-oriented. If more detailed information is available, but there isn’t enough room to post it in the RAVE alert, users will be directed to the emergency website (emergency.rollins.edu). The emergency website is the primary location for updates and information during an incident.
Who is authorized to send out RAVE alerts?

Activation of the RAVE system must be approved by College officials. Members of Campus Safety and members of the Office of Marketing & Communications have been trained and are authorized to send messages.

Who is responsible for crafting RAVE messages?

In an emergency, Campus Safety will send the initial RAVE message. All subsequent messages will be sent by the PIO (Public Information Officer) Team.

Who is on the PIO Team?

The PIO Team is divided into three functions: PR, social media, and web. Each function has a lead and two backups.

PR: Lauren Bradley (lead), Cindy LaFronz, Tom Hope
Social Media: Jennifer DeWitt (lead), Luke Woodling, Nick Georgiodiou
Web: Sarah Johnson Li (lead), Kevin Zepf, Linda Watson

What are each of these functions responsible for?

PR: Crafting messages for use on RAVE, for the media, and for sharing with campus and community partners. Responding to media.

Social Media: Posting to and monitoring social media. Responding to inquiries.

Web: Updating the emergency site.

Once the first message is sent out, how often will messages be sent via RAVE?

Message frequency will depend on the emergency, but a good rule of thumb is every 15-20 minutes.

How will information be shared for incidents that don’t rise to the level of a RAVE alert?

Some emergency situations are less time sensitive than those listed below and allow us more time to communicate with publics through various platforms. Those situations include severe weather warnings (flood, thunderstorm, hail), uncritical outages (power, phone, Internet) and traffic accidents affecting travel to campus.
EMERGENCY NOTIFICATION SCRIPTS:

Important: The following alert message protocols are guidelines only and may be altered to fit a certain situation.

<table>
<thead>
<tr>
<th>Active Shooter/Armed Intruder/Shelter-in-Place</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
</tr>
<tr>
<td>Any human-caused situation, generally of a criminal nature, occurring or imminent, that poses a threat to the health and safety of individuals on campus. This includes a hostage situation.</td>
</tr>
<tr>
<td><strong>Rave Alert</strong></td>
</tr>
<tr>
<td>Emergency! A suspect with a weapon is on campus. Go into nearest room and lock door. Follow instructions from authorities.</td>
</tr>
<tr>
<td><strong>E-Mail/Phone/Web Message</strong></td>
</tr>
<tr>
<td>Emergency! There is a suspect with a (type weapon) on campus. (Shots have been fired). If you are on campus, go into the nearest available room and lock the door. If you are not on campus, stay away. THIS IS NOT A TEST! Wait for the all clear notification from College officials or local authorities. For additional information and updates go to emergency.rollins.edu.</td>
</tr>
</tbody>
</table>
### Aircraft Accident/Explosion

<table>
<thead>
<tr>
<th>Definition</th>
<th>An aircraft accident/explosion has occurred on campus that has potentially caused damage, and the source of the explosion may or may not be determined. Caution should additionally be exercised for secondary explosions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rave Alert</td>
<td>Emergency! An aircraft accident/explosion has occurred on campus at (location). Shelter in place until receiving further information from authorities.</td>
</tr>
<tr>
<td>E-Mail/Phone/Web Message</td>
<td>Emergency! An aircraft accident/explosion has occurred on campus at (location). Shelter in place until receiving further information from authorities. For additional information and updates go to emergency.rollins.edu.</td>
</tr>
</tbody>
</table>

### Biological Threat/Suspicious Object

<table>
<thead>
<tr>
<th>Definition</th>
<th>Any suspicious or hazardous substance or object (i.e. leaking package, white powder, etc.) has been reported, suspected threatened or confirmed on campus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rave Alert</td>
<td>Emergency! Rollins has received a biological threat. Prepare to evacuate. Follow instructions from authorities.</td>
</tr>
<tr>
<td>E-Mail/Phone/Web Message</td>
<td>Emergency! A biological threat that we deem credible has been received at Rollins. If you are near campus, prepare immediately for possible evacuation. Listen for instructions from College officials or local authorities and follow them quickly and carefully. For additional information and updates, go to emergency.rollins.edu.</td>
</tr>
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*Rollins College
EMERGENCY OPERATIONS PLAN*
## Bomb Threat

<table>
<thead>
<tr>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A credible bomb/explosive device, suspected device, or potentially explosive condition exists on campus. Caution should be exercised for secondary devices.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rave Alert</th>
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</thead>
<tbody>
<tr>
<td>Emergency! Rollins has received a bomb threat at (building). Evacuate if in that building. Follow instructions from authorities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-Mail/Phone/Web Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency! Rollins has received a bomb threat that we deem credible. If you are near campus, prepare immediately for possible evacuation. Await instructions from College officials or local authorities and follow them quickly and carefully. For additional updates and information, go to emergency.rollins.edu.</td>
</tr>
</tbody>
</table>

## Bomb Found

<table>
<thead>
<tr>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A bomb has been found on campus.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rave Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency! A bomb has been found on the Rollins campus at (building). Prepare to evacuate. Follow instructions from authorities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-Mail/Phone/Web Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency! A bomb has been found on the Rollins campus in the (building). Avoid the vicinity of the (building), prepare immediately for possible evacuation. If you are not in the area, stay away. Listen for instructions from College officials or local authorities and follow them quickly and carefully. For additional information and updates, go to emergency.rollins.edu.</td>
</tr>
</tbody>
</table>
### Campus Closed/Class Cancellation

**Definition**
Closure of campus and/or cancellation of classes for a specific length of time, and for a specific reason.

<table>
<thead>
<tr>
<th>Rave Alert</th>
<th>E-Mail/Phone/Web Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alert: Classes have been canceled due to (reason for cancellation). Staff should report at their normal time, safety permitting.</td>
<td>Classes have been cancelled for the following locations (locations). Avoid the vicinity of (location). If you are not in the area, stay away. Await instructions from College officials or local authorities and follow them quickly and carefully. Staff should report at their normal time, safety permitting. For additional information and updates, to go emergency.rollins.edu.</td>
</tr>
<tr>
<td>Alert: Classes are on a (time) delay due to (reason for cancellation). Staff should report at their normal time, safety permitting.</td>
<td></td>
</tr>
<tr>
<td>Alert: All classes cancelled and offices closed due to (reason). Do not report to campus. Await further instructions from College officials.</td>
<td></td>
</tr>
</tbody>
</table>

### Critical Utility Failure

**Definition**
A utility failure (water service interruption, an electricity outage, sewer outage or gas leak) that affects campus has occurred.
### Rave Alert

**Emergency!** A (specific utility) failure has occurred at Rollins. Avoid (location).

### E-Mail/Phone/Web Message

A (specific utility) failure has occurred at Rollins at (location). Please avoid the area. If you are not on campus, stay away. For additional information and updates go to emergency.rollins.edu.

## Emergency Personnel on Campus

### Definition

Winter Park Fire/Police departments are currently on campus responding to an incident.

### Rave Alert

Alert! Winter Park Fire/Police activity is occurring on campus.

### E-Mail/Phone/Web Message

Winter Park Fire/Police activity is occurring on campus. Please shelter in place until receiving further information.

## Evacuation

### Definition

Either a portion of or the entire campus must evacuate for a specific length of time, and for a specific reason.

### Rave Alert

This is Rollins Campus Safety. Officers are responding to a report of (problem) at (location). Calmly evacuate the building using all available exists and move away from the building.
# Explosion

<table>
<thead>
<tr>
<th>Definition</th>
<th>An explosion has occurred on campus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rave Alert</td>
<td>Emergency! There has been an explosion on campus. Prepare to evacuate. Follow instructions from authorities.</td>
</tr>
<tr>
<td>E-Mail/Phone/Web Message</td>
<td>Emergency! There has been an explosion on the Rollins campus at the (building). If you are in the immediate vicinity, you should evacuate as instructed to by College officials or local authorities. If you are not in the area, you should keep at a safe distance so that emergency units can work unimpeded. For additional information and updates, go to emergency.rollins.edu.</td>
</tr>
</tbody>
</table>

# Fire

<table>
<thead>
<tr>
<th>Definition</th>
<th>A fire has broken out on campus at a specific location.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rave Alert</td>
<td>There is a fire at Rollins in (building). Evacuate if you are in the building. If you are not in the area, stay clear.</td>
</tr>
<tr>
<td>E-Mail/Phone/Web Message</td>
<td>A fire has been reported at Rollins in (building). If you are in the building, evacuate immediately. If you are not in the area, stay clear so that emergency units and firefighters can work unimpeded. Follow instructions from College officials or local authorities. For additional information and updates go to emergency.rollins.edu.</td>
</tr>
</tbody>
</table>
### Flooding

<table>
<thead>
<tr>
<th>Definition</th>
<th>A flooding has occurred on campus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rave Alert</td>
<td>Alert: Rollins College is currently flooding. Please avoid area.</td>
</tr>
<tr>
<td>E-Mail/Phone/Web Message</td>
<td>Alert: Rollins (affected location) is currently flooding. If you are in the area, seek higher ground immediately. If you are at home or on campus, stay where you are. For additional information and updates, go to emergency.rollins.edu.</td>
</tr>
</tbody>
</table>

### Gas Leak

<table>
<thead>
<tr>
<th>Definition</th>
<th>A gas leak has occurred and there is a threat of fire on campus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rave Alert</td>
<td>A gas leak has occurred and there is a threat of fire on campus. Extinguish all flammable items. Follow instructions from authorities.</td>
</tr>
<tr>
<td>E-Mail/Phone/Web Message</td>
<td>Emergency! There is a gas leak on the Rollins campus in (building), posing a threat of fire from accidental ignition. If you are in the vicinity, immediate extinguish any burners or other flames and prepare to evacuate. If you are not in the area, stay away. Follow instructions from College officials or local authorities. For additional information and updates go to emergency.rollins.edu.</td>
</tr>
</tbody>
</table>
### Hazardous Materials

<table>
<thead>
<tr>
<th>Definition</th>
<th>A hazardous material has been spilled on campus.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rave Alert</strong></td>
<td>There has been a hazardous spill on campus near (building). Prepare to evacuate. Follow instructions from authorities.</td>
</tr>
<tr>
<td><strong>E-Mail/Phone/Web Message</strong></td>
<td>There has been a (spill/release) of a hazardous material on the Rollins campus in the (building). If you are near the spill leave now, all others stay away from this location so that emergency units and hazmat teams can work unimpeded. Follow instructions from College officials or local authorities. For additional information go to emergency.rollins.edu.</td>
</tr>
<tr>
<td></td>
<td>At approximately (time) today, a potentially hazardous material was released on the Rollins campus in (building). As a result, (building) is being evacuated while College and Environmental Health &amp; Safety officials are conducting a thorough investigation. (Building) will be reopened once it is determined that the building is safe for occupancy.</td>
</tr>
</tbody>
</table>

### Hostage Incident

<table>
<thead>
<tr>
<th>Definition</th>
<th>A hostage incident is occurring at a specific location on campus.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rave Alert</strong></td>
<td>Alert: A hostage incident is unfolding in (location). Evacuate immediately and avoid this area.</td>
</tr>
<tr>
<td><strong>E-Mail/Phone/Web Message</strong></td>
<td>Alert: A hostage situation is unfolding in (location). Evacuate immediately and avoid this area. Await instructions from College officials.</td>
</tr>
</tbody>
</table>
### Infectious Disease/Pandemic

| Definition | A large-scale health emergency has already occurred on campus or is likely to affect campus. This includes epidemics and pandemics such as, but not limited to, pandemic influenza, meth-cillin-resistant Staphylococcus aureus (MRSA) or food/water contamination. |
| Rave Alert | The threat of infectious disease has been determined on campus. |
| E-Mail/Phone/Web Message | The threat of infectious disease has been determined on campus. If you are not on campus, stay away. |

### Isolated Shooting/Stabbing – Suspect NOT in Custody

| Definition | A shooting or stabbing has occurred on campus. Suspect is NOT in custody. |
| Rave Alert | A (shooting/stabbing) has occurred at (location). A suspect is not in custody. Shelter in place. See email for more information. |
| E-Mail/Phone/Web Message | A (shooting/stabbing) occurred at (approximate time) at (location). A suspect is not in custody. Police are on the scene and investigating. A suspect is NOT in custody. If you are on campus follow lockdown procedures, go into the nearest room and lock the door. If you are not on campus, stay away. Contact Campus Safety at 407-646-2999 if you see anything suspicious or have information on the case. Wait for the all clear from College officials or local authorities. For additional information and updates to go emergency.rollins.edu. |
### Isolated Shooting/Stabbing – Suspect IN Custody

<table>
<thead>
<tr>
<th>Definition</th>
<th>A shooting/stabbing has occurred on campus. Suspect is in custody.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rave Alert</td>
<td>A shooting/stabbing has occurred on campus at (location). A suspect is in custody. Police are on the scene. See email for more information.</td>
</tr>
<tr>
<td>E-Mail/Phone/Web Message</td>
<td>A shooting/stabbing incident occurred at (approximate time) at location. Police are on the scene investigating. This appears to have been an isolated incident and a suspect is in custody. Even so, please be cautious and contact Campus Safety at 407-646-2999 if you see anything suspicious or have information regarding the crime. For additional information go to emergency.rollins.edu.</td>
</tr>
</tbody>
</table>

### Shelter-in-Place

<table>
<thead>
<tr>
<th>Definition</th>
<th>A situation such as a civil disturbance or hostage situation necessitates individuals to shelter-in-place for safety.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rave Alert</td>
<td>Officers are responding to a report of (problem) at (location). Get to a safe place and take precautions until given, the all clear.</td>
</tr>
<tr>
<td>E-Mail/Phone/Web Message</td>
<td>Officers are responding to a report of (problem) at (location). Get to a safe place, remain there, and take precautions until given the all clear.</td>
</tr>
<tr>
<td><strong>Unknown Situation</strong></td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Definition</strong></td>
<td></td>
</tr>
<tr>
<td>An incident is occurring that may put individuals in danger. While limited information is available at this time, information needs to be relayed.</td>
<td></td>
</tr>
<tr>
<td><strong>Rave Alert</strong></td>
<td></td>
</tr>
<tr>
<td>Campus Safety/Police are investigating an incident at (building/location). Please avoid the area. See email for more information.</td>
<td></td>
</tr>
<tr>
<td><strong>E-Mail/Phone/Web Message</strong></td>
<td></td>
</tr>
<tr>
<td>Campus Safety/Police are investigating an incident at (building/location). Please avoid the area. As we learn more information, we will provide further updates. Again, for your safety, avoid (building area) until you have been given the all clear. Contact Campus Safety at 407-646-2999 if you see anything suspicious or have information regarding the crime. For additional information go to emergency.rollins.edu.</td>
<td></td>
</tr>
</tbody>
</table>
Section 5: College Plan Appendices

5.1 Organization of the ICS Staff

<table>
<thead>
<tr>
<th>POSITION</th>
<th>PRIMARY</th>
<th>ALTERNATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Commander</td>
<td>Safety &amp; Emergency Planning Coordinator</td>
<td>1-6 as appropriate</td>
</tr>
<tr>
<td>Operations Section Chief</td>
<td>Director of Facilities Management</td>
<td>Maintenance Manager</td>
</tr>
<tr>
<td>Planning Section Chief</td>
<td>Director of Campus Safety</td>
<td>Operations Coordinator</td>
</tr>
<tr>
<td>Logistics Section Chief</td>
<td>Director of Business Services</td>
<td>Purchasing Manager</td>
</tr>
<tr>
<td>Finance/Admin Section Chief</td>
<td>AVP Human Resources &amp; Risk Management</td>
<td>Director of Accounting</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>Director of Community Affairs</td>
<td>Marketing Communications Coordinator</td>
</tr>
</tbody>
</table>

5.2 Incident Command Post, Evacuation Shelter, and EPG Locations

<table>
<thead>
<tr>
<th>Incident Command Post</th>
<th>Primary Location</th>
<th>422 W. Fairbanks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Location</td>
<td>Olin Library</td>
<td></td>
</tr>
<tr>
<td>Evacuation Shelter</td>
<td>Primary Location</td>
<td>Bush Science Center</td>
</tr>
<tr>
<td>Secondary Location</td>
<td>Cornell Campus Center</td>
<td></td>
</tr>
<tr>
<td>Emergency Policy Group</td>
<td>Primary Locations</td>
<td>422 W. Fairbanks</td>
</tr>
<tr>
<td>Secondary Location</td>
<td>Olin Library</td>
<td></td>
</tr>
</tbody>
</table>

5.3 Incident Command Post Supplies and Support Services

- Furniture – Incident Command Post is fully furnished
- Computers and printers - in place, officers and managers have laptops, network connections are in place (wired and wireless)
- Copiers - one available
- ICS forms and log books - stored in primary location
- Emergency generator - permanently connected; tested periodically
- Flashlights / emergency lighting – Incident Command Post is equipped with automatic emergency lighting
- All critical equipment is on UPS
- TV, VCR, AM/FM radio - all in place. DISH Network installed and operating, with local channels
- Displays, maps, and white boards - in place
- Office supplies - in place
- First aid supplies - in place at the Campus Safety office
- Command staff identification vests - in primary location
- Emergency weather station - in primary location
- Rest area - in Alfond Sports Center, bedding to be provided from housing emergency stocks
- Food - coordination and supply is provided by Food Services, 7-10 day supply is for at least 1500 people is always on hand (See 5.4)
- Water - 100 gallons emergency supply located immediately adjacent to the Incident Command Post. Flow dependent on gravity only, no electricity needed (See 5.4)

5.4 Plans for Emergency Food and Water

In the event of an emergency where the Emergency Operations Center (EOC) is activated, the campus is closed, and the residents are evacuated to the designated College shelter (Bush Science Center), the following plan shall be activated for provision of food and water:

- Upon activation of the Incident Command Post, the Director of Food Services or his/her alternate reports to the EOC and assumes the duties of Food Unit Leader.
- The Food Services emergency phone tree is activated and pre-designated emergency staff report to the campus.
- If power is out, water use on campus is immediately curtailed. Water will be limited to emergency use only, in the following order:
  - Drinking (Existing stocks of bottled water.)
  - Sanitation (no showers)
  - Toilet flushing
- A central food supply point is designated. Normally this would be the Cornell Campus Center, but circumstances may dictate that some other point be used.
- Food Services emergency staff begins to move available food supplies from the central food supply point. Food Services emergency staff evaluates available stocks and plans menus accordingly.
- Food Services emergency staff, with assistance of Residential Life staff and resident volunteers, if necessary, prepare and distribute food and drinks as necessary.
- Food Unit Leader works with other EOC command staff to insure the availability of food and water for the duration of the emergency.
- Based on normal available supplies, this plan has been determined to be adequate for 1500 people for at least 6 days.
5.5 Senior Decision-Making Tree (Order of Authority)

In the event that the President is unavailable or indisposed, ultimate campus leadership authority is passed to members of the President’s Senior Staff in the following order:

- The Vice President for Academic Affairs and Provost
- The Vice President of Student Affairs
- The Vice President / Treasurer
- The Vice President for Advancement

5.6 Emergency Contact List

The emergency contact list is available through the office of Campus Safety to authorized individuals.

Please contact:

Scott Rayburn, Safety and Emergency Planning Coordinator
(407) 646-2244
srayburn@rollins.edu
PANDEMIC ANNEX

PURPOSE OF THE PLAN

The purpose of the Infectious Disease Response Plan is to assist Rollins College in preparing for and responding to a possible infectious disease outbreak. This plan will assist the College in continuing to provide services to our students, faculty, and staff to prevent the spread of disease on campus during an outbreak. The College will also work with local and state agencies to ensure the best response possible for the health and safety of the campus, local and state populations.

SCOPE

The Rollins College Pandemic Readiness Plan applies to Rollins College students, faculty, staff, visitors and potentially surrounding communities. The College Emergency Planning Council (EPC) is responsible in directing the response and actions in the occurrence of any outbreak. The EPC will also serve as a liaison with the Orange County and City of Winter Park Health Departments, as well as the State of Florida Health Department.

PLAN ACTIVATION

Baseline Activities: Pre-event planning

Level 1: Increased awareness and prevention – presence of a minimal number of cases

Level 2: Significant number of cases – widespread transmission
1. **Emergency Planning Committee (EPC)**

**Baseline Activities**

- Review departmental pandemic plans; submit a draft of the Pandemic Readiness Plan to the EPC for review
- Review suggested changes to the plan
- Draft final version of Pandemic Readiness Plan and update as needed
- Meet weekly (or as needed) to assess the current situation
- Report to the EPC any significant developments
- Communicate plans to Board of Trustees on an annual basis

**Level 1**

- Meet to assess the current situation and report to the EPC
- Meet daily or as needed to continue to assess the situation
- A likely recommendation will be advising the President that decisions regarding cancellation of all gatherings (including classes) and advising all students to leave campus should be made within 3 to 5 days
- Order implementation of Communication Plan (including Board of Trustees)
- Oversee decisions that materially affect daily functions of the College
- In the event that the President is unavailable, the order of decision-making leadership shall be: Provost, Vice President & Treasurer, Vice President of Student Affairs, and Vice President of Institutional Advancement

**Level 2**

- Meet as needed to assess the current situation and report to the President and EPC
- In the event that the President is unavailable, the order of decision-making leadership shall be: Provost, Vice President & Treasurer, Vice President of Student Affairs, and Vice President of Institutional Advancement
2. **Student Affairs Division**  
   a. **Wellness Center**

**Baseline Activities**

- Monitor CDC & OCHD website regularly
- Communicate with the Orange County Health Department (OCHD) regarding preliminary planning and surveillance
- Provide updated information to Marketing and Communications for web postings for Faculty, Staff, Students and Parents
- Provide students, faculty, and staff with self-care guidelines from the CDC
- Outreach in collaboration with Marketing and Communications to campus community with educational campaign to minimize germ transmission (i.e. hand washing, sneeze etiquette, tissue use, and sharing food/drink) Train peer mentors and answer questions preemptively regarding pandemic and germ transmission in general
- Distribute first aid kits to R.A. and H.D. with adequate supply of disposable thermometers for distribution to students as needed
- Order supplies as needed
- Provide Vaccination for students, faculty, & staff against seasonal influenza
- Identify resources for food and on campus lodging for health services staff in the event that they do not wish to or cannot commute from home
- Encourage staff to make personal emergency preparedness plans with their families
- Initiate poster email campaign on self-protection in collaboration with Marketing and Communications
- Assist Marketing and Communications in providing a profile for those who have traveled to (or have been visited by persons from) affected countries and instruct them to contact the Wellness Center
- Develop protocol for referral to local hospitals/emergency departments
- Identify students at higher risk because of pre-existing conditions
Level 1

• Ongoing communication with campus community regarding signs/symptoms, protocols for referral of suspected cases
• Provide care as able to affected/suspected students
• Initiate prophylaxis of contacts based on strength of patient presentation
• Provide updates as needed to the Safety & Emergency Planning Coordinator
• Coordinate care to students in residential buildings
• If a quarantine is ordered, coordinate with Residence Life and food services

Level 2

• Monitor/assist with transport by EMS of seriously ill students to hospital emergency departments
**b. Counseling and Psychological Services**

**Baseline Activities**

- Engage faculty, staff, and peer educators/R.A. in discussion regarding their psychological and emotional support needs in preparedness for dealing with a pandemic event
- Develop a plan for providing counseling services for students, staff, and faculty; include protocols for providing services via telephone and internet
- Develop plan to address rumors, fear, and distress

**Level 1**

- Implement plan to address possible rumors, fears, and distress
- Provide counseling to students as needed

**Level 2**

- Provide oversight for student, staff, and family counseling as appropriate
c. Residential Life

Baseline Activities

- Identify rooms and buildings that could be used for quarantine, isolation, and residence for students who cannot go home
- Educate R.A.’s/H.D.’s on pandemic issues
- Educational campaign to minimize spread of infection in residence halls
- Plan to help disseminate relevant information to residents
- Develop plan for assistance/monitoring of ill residence hall student
- Develop plan to educate students re: importance of appropriate room cleaning to minimize disease spread
- Cross train CICI and Career Services staff to assist with Residential life responsibilities

Level 1

- Initiate steps to prepare for quarantine of students, or moving healthy students
- Arrange for isolation of suspected case(s)
- Distribute appropriate health and safety equipment
- Arrange for monitoring/delivery of medications, meals, and other goods and services to isolated cases

Level 2

- Activate plan to quarantine students in conjunction with the guidance of the Orange County Health Department
- Arrange for monitoring/delivery of medications, meals, and other goods and services to isolated cases
3. Marketing and Communications

**Baseline Activities**

- Annual updating of College emergency communications plan
- Researching available communication materials from the CDC and/or the City of Winter Park, Orange County, etc. for distribution to Staff and Faculty
- Preparing sub communications plan to include preparedness messages without causing alarm (for students, employees and parents)
- Coordinate with Wellness Center on “soft” messaging and Fall 2014 “Clean Campaign”
- Draft and distribute messages in accordance with EPC directions
- Monitor social media for related conversations

**Level 1**

- Remind all constituents of communication vehicles (Web, e-mail, phone)
- Develop method to handle calls and inquiries
- Develop FAQ page for website

**Level 2**

- Establish a Joint Information Center (JIC), coordinate news advisories, news conferences, etc.
4. Provost and Academic Units
   a. Academic Divisions and Departments

Baseline Activities

• Develop detailed plan for all departments and disseminate plan among faculty in various venues
• Contact faculty/staff with special needs about how they will participate in plan (for instance, how will activity courses be offered?)
• Faculty training in Blackboard and other methods of course delivery by IT
• All faculty will prepare their classes for online delivery
• Confirm that all staff are fully cross trained in all general registration, transcript, credit evaluation, and other general operations of the Records Office day-to-day operations
• Update emergency contact tree for office including line of command protocols
• Cross-training of preregistration, grade processing, academic standing, and other Access or Web-based
• Establish a forwarding/dissemination protocol for staff related to registration@rollins.edu and schedule changes (add-drop) in the event of a quarantine and go to fully electronic systems for all processes during a start-of-term period
• Establish an e-mail protocol for schedule and add-drop approval in collaboration with Dean of Faculty in the event of a quarantine

Level 1

• All faculty will begin to offer their classes online but will continue their classes on campus with expanded absence policies (college-wide)
• Decision to end academic term will need to be discussed

Level 2

• All classes will continue online without classes on campus
• All work of the Records Office will continue on-line via BannerWeb, Citrix, and use of registration@rollins.edu following protocols developed at Baseline levels
b. Athletics

Baseline Activities

- Educate staff: urge them to make personal/family plans
- Identify critical personnel
- Collaborate/follow guidance for all staff and students as provided by the EPC
- Review training room preparedness
- Review weight room cleanliness measures

Level 1

- Refer as needed student-athletes to Health Center
- Follow quarantine orders
- Cancellation of competitions and events

Level 2

- Depending on length of closure, cancel sports schedules; cancel contracts
c. Event Scheduling

Baseline Activities

- All contracts will be issued with a clause addressing a procedure in case of a pandemic

- It is anticipated that if the College is not able to deliver on services, it will return deposits or prepayments

- The timing of the peak of the pandemic will tell us if it is possible to sponsor the children’s summer program, but staffing could make that determination since without adequate staffing the program cannot be implemented

Level 1

- If the pandemic were to occur during the summer, immediate closure of all programs with children and youth will be recommended—whether sponsored by the College or an independent contractor (personnel and budget implications will be addressed in our planning activities)

- For summer conferences/activities catering to adults, we will need to assess our obligation—timelines, available resources, etc.—and make prompt decisions in concert with modified institutional policies and the status of available resources
d. Hamilton Holt School

Baseline Activities

- Determine alternative education delivery approaches
- Identify Holt courses that parallel A&S (currently, approximately 45% of Holt offerings) and other courses for continuing service with online support
- Provide faculty training as appropriate
- Predetermine “critical functions” and personnel for these during Levels 1 and 2 and post-pandemic sustainability
- Determine who will need remote access, and facilitate access for them (The current estimate is that 4-6 additional staff would need remote access for a minimum of ½ -day usage per user to maintain critical functions)
- Determine what other equipment will be needed and how it will be allocated, distributed, and accessed
- Outline staff responsibilities in general and identify/begin necessary cross training
- Develop and test an in-house staff-to-staff, staff-to-student, and staff-to-faculty communication plan that is consistent with the campus-wide emergency communications plan (including Web, phone, mail, updating contact information, etc.)
- Prepare messages for communication related to policies and Level 1 and Level 2 actions anticipated

Level 1

- Post/communicate prepared message(s) for Level 1 actions being taken
- Activate communication planning systems
- “Critical functions” personnel implement designated Level 1 activities
Level 1 (cont’d)

- Stand-by and prepare for activation of Level 2 (with pre-planning for course cancellations, continuing student learning through alternative means)
- Facilitate campus-wide emergency communications plan

Level 2

- Post/communicate prepared messages(s) for Level 2 actions being taken
- Continue communication plan implementation
- “Critical functions” personnel implement designated Level 2 activities
e. Crummer School

Baseline Activities

• Determine alternative Develop detailed plan for all departments (Dean’s office, Registrar, PNLC, Executive Education, Full- and Part-time programs, Alumni and Development, all Centers)
• Disseminate plan among faculty and staff
• Contact faculty/staff with special needs about how they will participate in plan (for instance, how will activity courses be offered?)
• Faculty training in Blackboard, Skype and other methods of course delivery by IT
• Explore alternative delivery methods for the MBA
• All faculty will prepare their classes for online delivery
• Confirm that all staff are fully cross-trained in all general registration, transcript, credit evaluation, and other day-to-day operations
• Update emergency contact tree for office including line of command protocols
• Make EPC aware of need for Citrix packages to enable staff in Records and Dean’s Office to continue work from home sites
• Establish procedures to handle all registration, enrollment, grading and schedule changes (add-drop) in the event of a quarantine and go to fully electronic systems for all processes during a start-of-term period
• Establish an e-mail protocol for schedule and add-drop approval in collaboration with Dean in the event of a quarantine

Level 1

• All faculty will begin to offer their classes online but will continue their classes on campus with expanded absence policies.
• Records and other essential staff will continue work in the office as long as able. Staff will also respond to all needs/requests electronically as required
Level 2

• Classes will continue online without classes on campus.
• All work of the Records Office and other offices will continue online via BannerWeb, Citrix, and use of registration@rollins.edu, following protocols developed at Baseline levels.

j. International Programs

Baseline Activities

• Monitor CDC, WHO and NAFSA websites regularly
• Convene International Programs crisis management team to develop policies for:
  • Program cancellation/relocation (semester-long)
  • Field Studies courses cancellation
  • Restricted travel regions
  • Evacuation/Repatriation
  • Academic credit issues
  • Financial policies/Financial Aid implications
  • Shelter-in-place guidelines

• Work with faculty, program providers, and students to insure that all international programs participants have registered with the US Embassies abroad. In the event of an outbreak, the US Embassies will use the warden system to inform faculty and students of any recommendations.
Baseline Activities (cont'd)

• Communication:
  • *Continue distributing advisory statements as part of the orientation process for persons planning to travel to affected areas, including safety and potential personal financial obligations.*

• Develop plans for inquiries from families regarding student foreign travel.

• Develop plan for communicating with and assisting students, faculty and staff who may be restricted from returning to the United States from affected countries, or who may be quarantined while overseas.

• International students (Jenifer Ruby): Develop plans for communicating with and assisting international students, faculty and staff working and learning on the home campus in the US who may be restricted from returning home to their homelands if the US is affected, or who may be quarantined while in the United States

• Develop plans for faculty, staff, and students upon return to home-campus to review health status and incubations concerns

• Develop plans for appropriate protocol training for foreign campus location’s on-site staff and faculty regarding monitoring and infection control (including gathering information regarding local hospitals and admissions guidelines)

• Identify the consequences of travel restrictions on exchange partners and partnering organizations. Review for contractual obligations, including clarification on what each institution’s obligations will be in the event of an outbreak and who pays

• In consultation with the Wellness Center, provide recommendations on hygiene supply kits to faculty, staff and students specific to foreign locations in which they are planning to study
5. **Vice President and Treasurer**
   a. **Human Resources**

### Baseline Activities

- Identify Essential Functions
- Review Leave Policies
- Develop a call off electronic tracking system with IT
- Set up an emergency phone hotline
- Cross-train for essential functions
- Work with Finance to have on-hand paper payroll checks
- Work with Benefits Companies to provide appropriate information to our faculty and staff
- Develop a system for departments to call if they need work assistance

### Level 1

- Monitor and administer leave policies
- Communicate leave policies to faculty & staff
- Activate electronic call off system
- Activate emergency hotline
- Communicate with staff necessary reassignments of duties in order to assist other departments
- Assist campus departments/units with identifying “essential employees”

### Level 2

- Advise administration of the numbers of employees off work
b. Facilities Management

Baseline Activities

- Develop plan with contingencies for foreseeable needs
- Purchase and store supplies while they are still available
- Provide all staff with training in personal protection and proper cleaning techniques for disinfecting based on “best practices”
- Update and verify contact list for department personnel

Level 1

- Operationally check all potential needed equipment such as emergency generators
- Top off fuel reserves
- Review training in personal protection
- Verify inventory of critical supplies

Level 2

- Shut down and secure unused buildings and equipment
- Provide support to campus community as is necessary
c. Campus Safety

Baseline Activities

- Gather current information regarding pandemic and disseminate it to the EPC
- Liaise with the City of Winter Park and Orange County to coordinate response/plans
- Maintain pandemic information on the CS web site
- Report to the EPC any significant developments

Level 1

- Notify EPC of the current situation

Level 2

- Monitor situation and report to the EPC
b. Dining Services (Sodexo)

Baseline Activities

- Display signage and materials for proper hand washing; discourage meal sharing
- Identify essential personnel
- Ensure emergency response menu is planned for various degrees of need
- Ensure food delivery process is planned and delivery supplies are on hand
- Identify meal delivery need and method for quarantined students
- Identify roles of essential staff: leadership, food production, food delivery, etc.
- Plan for additional foodstuffs and water

Level 1

- Arrange for food services to isolated cases
**e. Bookstore**

**Baseline Activities**
- Maintain awareness of response plan and potential infectious diseases which could impact college

**Level 1**
- Identify alternate means of providing required class material, i.e., online ordering

**Level 2**
- Arrange for shipping to various locations

**f. Purchasing**

**Baseline Activities**
- Identify personnel and coverage schedule
- Purchase necessary emergency supplies

**Level 1**
- Limited staff on site with employee(s) working from home if necessary
- Determine items necessary to stock in Central Receiving, i.e., batteries, masks, gloves, etc.
- Increase Purchasing Card limits for purchasing staff and/or departments as necessary
- Process emergency orders only
- Oversee critical shipments to campus
g. Post Office

Baseline Activities

- Identify personnel and coverage requirements

Level 1

- Provided USPS is making deliveries, first class mail would be processed within the same day

Level 2

- May collaborate with Receiving/Purchasing/Print Shop to assist with mail deliveries
- Follow USPS guidelines

h. Print Shop

Baseline Activities

- Identify personnel and coverage requirements
## i. Finance Department

### Baseline Activities

- Ascertain current at-home processing capability for each manager in Finance
- Acquire manual checkbook to provide capability for handwritten checks
- Re-confirm with primary bank our ability to obtain relatively large amounts of operating cash on short notice
- Notify key vendors and service providers that routine transaction processing at Rollins will likely be disrupted
- Notify all campus departments and faculty/staff of Finance’s emergency operating processes and procedures
- Ensure that all lock-box cash receipts will continue to be processed
- Test and confirm capability to access banner from home

### Level 1

- Work through Technology Dept. for Citrix licenses for Finance managers currently w/o the software
- Re-check primary bank to suspend automatic reject controls due to unconventional check processing
- Draw a conservative amount of cash for short-term transaction processing needs
- Where necessary to ensure key services and deliveries are maintained, pre-pay certain accounts after thorough evaluation of needs.
- Publish via Rollins website etc. information relating to how financial operations are being handled. Publish telephone numbers of key personnel for faculty/staff use
- Develop alternative cash receipts processing procedures if normal bank lock-box operations are disrupted

### Level 2

- Test process flow with manual check for $1.00 to ensure proper flow through our primary bank
- Have enough cash on hand for immediate needs plus future potential needs
- Communicate with and work through key banks to make sure they understand the circumstances at Rollins and our emergency operating plan as it affects these business relationships
j. Information Technology (IT)

Baseline Activities

- Verify all UPS batteries in server room are at peak capacity, replace as needed: $10,000
- Verify 422 generator is running properly and has maximum fuel capacity available
- Get statements from key vendors on how they will address this issue including Time-Warner, key hardware supplies and repair firms and Blackboard
- If power must be conserved, Tier III systems will be taken down first, then Tier II to conserve power for Tier I
- Purchase phones or cellular modem cards for key staff to allow computers to plug in and get Internet connectivity
- Order an additional 300 Citrix licenses so faculty and staff can access files from home. The cost of this is $300 per concurrent users, so 100 concurrent users = $30,000

Level 1

- Verify 422 generator operation and amount of up-time available
- Prepare for an I.T. staff member to reside on-campus at 422
- Increase number of full backups run each week
- Establish FoxLink discussion groups on relevant topics such as transportation (traveling home), support (people willing to put students up in their houses) and other topics of interest.
Level 2

- Forward Help Desk phone to staff cell phone(s)
- Staff will be on-call for server/network problems if transportation is permitted, otherwise staying on campus
- Instructional Technology help for Blackboard available by phone or e-mail
- Network to stay up and running as long as it can be supported