EMERGENCY CONTINGENCY
&
CONTINUITY OF OPERATIONS PLAN

Florida Agricultural and Mechanical University

February, 2008
# EMERGENCY CONTINGENCY & CONTINUITY OF OPERATIONS PLAN

Florida Agricultural & Mechanical University

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EMERGENCY CONTINGENCY & CONTINUITY OF OPERATIONS PLAN

STATEMENT OF PURPOSE

It is the responsibility of Florida Agricultural and Mechanical University to ensure that each member of the campus community is provided a safe environment for both work and study, to respond appropriately to emergencies and disasters, and to ensure the execution of the University’s mission essential functions during and following any emergency that necessitates relocation to alternate facilities. In support of this goal, this emergency contingency and continuity of operations plan has been developed to provide an organized, expeditious plan of action by all key response personnel, to both prepare for and respond to major natural and man-made threats to the safety of personnel and the preservation of university facilities. It is the University’s intention to ensure the continued performance of minimum essential functions on campus during a wide range of potential emergencies, and to provide procedures and provisions for alternate facilities.

APPLICABILITY AND SCOPE

This plan applies to all FAMU students, employees, and subcontractors, and to all FAMU owned and leased facilities in Tallahassee, Panama City, and Orlando, Florida.

SUPERSESSION

This plan supersedes all other institutional plans and policies, with regard to emergency contingency planning and actions, and continuity of operations, whenever an emergency is declared or there is a threat to FAMU, or to an area surrounding FAMU facilities.
AUTHORITIES

Florida Statutes Section 252.35 (2) (k), 252.35 (2) (n), and 252.365 ensures coordination of Federal, State, and local emergency management activities before, during, and after emergencies; establish necessity for State agencies to have emergency operating procedures; require the appointment of primary and alternate Emergency Coordination Officers; and the development and review of disaster preparedness plans.

Executive Order 80-29 directs State agencies and counties to develop disaster preparedness capabilities.

Executive Order 87-57 establishes the State Emergency Response Commission and directed the formation of Local Emergency Planning Commissions.

Executive Order 01-262, released on September 11, 2001, declared a state of emergency and established FDLE as the coordinating authority. This EO was designed to allow the coordination of activities amongst many agencies to ensure the protection of the citizenry of Florida and property against future terrorism events.

Executive Order 01-300, issued on October 11, 2001, continued the state of emergency and released findings of an assessment of State and local capabilities regarding counter-terrorism. The assessment demonstrated the need for immediate and sustained action to safeguard Florida from terrorist acts. This EO also offered recommendations leading to the development of the essential elements of a viable COOP program.

Chapter No 2002-43 amends Florida Statutes 252.365 to include specific language requiring that each State agency ECO prepare disaster preparedness plans. The bill establishes requirements for the essential elements of a COOP plan and directs that each state agency and facility, including universities, have a disaster preparedness plan. It mandates that the plans be coordinated with applicable local emergency agencies and approved by DEM.

REFERENCES

Sections 14.055 – 14.056, Florida Statutes (Governor).

Sections 22.01 – 23.127, Florida Statutes (Emergency Continuity of Government).

Sections 23.12 – 23.127, Florida Statutes (Florida Mutual Aid Act).

Section 163.01, Florida Statutes (Inter Local Cooperation Act of 1969).

Sections 252.31 – 252.62, Florida Statutes (Emergency Management Act).
OBJECTIVES

1. To provide for the protection of life, property, essential data, and research from the threat presented by a natural or man-made disaster.

2. To provide for quick, effective preparation for emergency conditions and response to the aftermath of a disaster.

3. To provide for the continuation of minimum essential functions of the University.

4. To provide procedures and provisions for the utilization of alternate facilities on and off campus as needed to continue minimum essential functions.

5. To provide for rapid dissemination of accurate information to the University community.

6. To provide specific procedures to be followed in both preparation for and response to the aftermath of a disaster.

7. To reduce, as much as possible, the impact of a natural or man-made disaster.

8. To enable orderly and timely evacuation of personnel when necessary.

9. To return the University to normal operations as quickly as possible following an emergency event.

MISSION ESSENTIAL FUNCTIONS

1. University Leadership – to provide support as needed for university leadership to manage the University during an emergency; leadership to include the President, Provost, VP Administrative and Financial Services, and VP Student Affairs.

2. Student Housing – safe housing of students living in campus residence halls and apartments during the emergency, for as long as it is feasible to continue occupancy of student housing on campus.
3. Security – safety of students, staff, visitors, facilities, and research during periods of emergency, and the securing of intelligence data required to anticipate potential problems in time to mitigate risk and damage.

4. Emergency Communications – to be capable of communicating effectively on campus as well as with state, county, and federal emergency agencies, contractors, etc. off campus, during and following a disaster and under severe emergency conditions.

5. Medical – to utilize the University’s limited medical resources offered by the Student Health Clinic as much as possible, as needed, in time of emergency, and EMS coordination utilizing the Campus Security Department dispatcher.

6. Food Service – to provide at least limited food service to students living on campus, and as necessary, to ERT members and support staff who must be on campus during a time of emergency.

7. Maintenance and repair – to provide emergency maintenance as needed during and following a period of emergency.

8. Support operations – to provide support to all necessary FAMU ERT operations.

9. Fiscal operations continuity – continuance, under emergency conditions, of essential fiscal operations of the University, including purchasing, payroll, and other essential fiscal activity of the University.

10. Academic operations continuity – safety of students, faculty, visitors, employees and protection of learning and research facilities, and essential data/files. Continuation of classroom activities when feasible during a period of emergency operations.

11. Public relations and public information function within FAMU and externally to State Emergency Management, Leon County/FEMA, City of Tallahassee, public media, parents, and Department of Education authorities.

**EMERGENCY DEFINED**

An emergency shall be defined as an event or impending event that presents a severe threat to the safety of university staff, students, and visitors, to the preservation of university facilities, or to the ability to carry out mission essential functions. Such emergencies are categorized as either natural or man-made. Examples of each are listed below, along with definitions of severe weather terminology.

**Natural Emergencies** - hurricanes, tornadoes, other severe weather, and major fires.

**Man-made Emergencies** - hazardous chemical releases, civil disorder, terrorist activity, riots, bomb
threats, hostage situations, etc.

**Hurricanes** - a hurricane is among the most destructive weather phenomena. Florida is particularly vulnerable to these powerful storms due to the storm's great horizontal extent, range, and longevity. A hurricane exceeds all other weather phenomena in loss of life and property. The average life span of a hurricane is six days from the time it forms until it moves over land and dissipates.

**Tropical Depression** - a low pressure area with some basic characteristics of a hurricane, possessing wind speeds of less than 39 mph.

**Tropical Storm** - an organized storm with most of the characteristics of a hurricane and wind speeds of 40-74 mph.

**Hurricane Watch** - a weather advisory that a hurricane may threaten an area.

**Hurricane Warning** - a weather advisory that a hurricane is expected to strike the area within 24 hours.

**Tornadoes** - Tornadoes may occur anywhere and at any time of the year. The average length of a tornado path is 16 miles, the average width is 400 yards, and forward movement can vary from stationary to 68 mph.

**Tornado Watch** - A special weather forecast advisory issued whenever there is reliable indication of tornado activity.

**Tornado Warning** - A tornado has been sighted, either visually or by radar, and poses an immediate danger to the area.

**Tornado Strike** - A tornado has touched ground in the area.

**SUCCESSION OF AUTHORITY**

The authority to declare and end a campus state of emergency rests with the President or his/her designee. In the absence of the president University leadership is the responsibility of the appropriate vice president as follows:
First alternate – Provost / Vice President of Academic Affairs
Second alternate – Vice President Administrative and Fiscal Affairs
Third alternate – Vice President Student Affairs
Fourth alternate – Vice President University Relations / Public Affairs

Authority for the overall direction and coordination of the Emergency Contingency Plan (ECP) rests with the President or his/her designee.
The following essential personnel are assigned as Emergency Response (ER) Staff to the President or his/her designee during all or any part of an emergency and will be called upon as the character and extent of the emergency demands.

<table>
<thead>
<tr>
<th>Title / Position</th>
<th>Name</th>
<th>Title of Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director Law Enforcement</td>
<td>Mr. Calvin Ross</td>
<td>Assistant Chief</td>
</tr>
<tr>
<td>Director Environmental Health &amp; Safety</td>
<td>Mr. Andrew Balogh</td>
<td>Risk Manager</td>
</tr>
<tr>
<td>Director Plant Operations &amp; Maintenance</td>
<td>Mr. Kendall Jones</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Director Facilities Planning</td>
<td>Mr. Samuel Houston</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Housing Director</td>
<td>Mr. Isaac Brundage</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Director Purchasing</td>
<td>Mr. Buddy Barker</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Assistant Director Administrative Services</td>
<td>Mr. Kerry Brown</td>
<td>Director</td>
</tr>
<tr>
<td>Director Student Health Services</td>
<td>Ms. Tanya Tatum</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Chief Communications Officer</td>
<td>Mrs. Sharon Saunders</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>VP, Information Technology</td>
<td>Mr. Robert Seniors</td>
<td>Assistant VP</td>
</tr>
</tbody>
</table>

Each Emergency Response Staff member has the authority to direct personnel under his/her supervision to carry out the procedures and meet the objectives set forth in this document.

**DESIGNATION OF RESPONSIBILITY**

The President or his/her designee is responsible to declare and end a campus state of emergency.

The President or his/her designee is responsible for activation of the Emergency Contingency and Continuity of Operations Plan, and overall coordination.

The Emergency Response (ER) Staff members are responsible to ensure that the procedures set forth in this plan are carried out, as described herein, and as directed by the President or his/her designee. Specific responsibilities are designated to University leadership and the ER Staff members as follows:

**Leadership of the University**
The president is responsible for overall leadership of the University.

**Emergency Notification**
The President or his/her designee is responsible for notifying ER Staff members that a state of emergency has been declared. Each ER Staff member is responsible to notify his/her essential staff regarding the state of emergency and their responsibilities.

**Academic Operations Continuity**
Is the responsibility of the Provost / Vice President for Academic Affairs.

**Fiscal Operations Continuity**
Is the responsibility of the Vice President for Administrative and Fiscal Affairs

**Interagency Communication and Interface**
Is the responsibility of the Director of Environmental Health & Safety and/or the Director of Law Enforcement, depending upon the nature of the emergency.

**Campus-wide College, School, and Departmental Preparedness**
Is the responsibility of the Deans, Department Chairpersons, and Directors, for facilities occupied by their staff and activities.

**Communications**
Is the responsibility of the Director of Law Enforcement, with the assistance of the Director of Plant Operations & Maintenance, and the Director of Administrative Services.

**Addressing Safety of Campus Housing Residents**
Is the responsibility of the Director of Housing.

**Security, Traffic, and Crowd Control**
Is the responsibility of the Director of University Safety & Security.

**Facility and Grounds Preparation and Follow-up**
Is the responsibility of the Director of Plant Operations & Maintenance.

**Construction Site Preparedness**
Is the responsibility of the Director of Facilities Planning and Construction.

**Suitability of Campus Facilities as Emergency Shelters**
Is the responsibility of the Director of Facilities Planning & Construction.

**Emergency Purchases**
Are the responsibility of the Director of Purchasing.

**Food Service Emergency Concerns**
Is the responsibility of the Director of Administrative Services.

**Emergency Transportation Support**
Is the responsibility of the Director of Plant Operations and Maintenance, with assistance from the Director of Administrative Services for out-sourcing.

**Emergency Medical Care**
Is the responsibility of the Director of Student Health Services.

**Public Information Dissemination**
Is the responsibility of the Director of University Relations.

**Emergency Contingency Plan Maintenance and Update**
Is the responsibility of the Director of Environmental Health & Safety.

**EMERGENCY OPERATIONS CENTER**

The Plant Operations Office Building shall serve as the Emergency Operation’s Center (EOC) during a state of emergency. This building is served by an emergency generator, houses most of the emergency communications equipment on campus and four of the Emergency Operational Staff departments, and is the parking site for the majority of campus vehicles.

**ACTIVATION OF THE EMERGENCY CONTINGENCY PLAN**

The authority to declare and end a campus state of emergency and to activate and to end Emergency Contingency Plan activities rests with the President or his/her designee.

**EMERGENCY NOTIFICATION**

The President or his/her designee shall notify all vice presidents and other executive staff that a state of emergency has been declared. These individuals shall then notify all university personnel under their authority.

The President or his/her designee shall notify the ER Staff that the Emergency Contingency & Continuity of Operations Plan has been activated, and that all ER Staff members shall meet at a specific time in the EOC to begin initial coordination and planning to address the state of emergency.
Refer to Appendix I, ER Team Call List.

Each ER Staff member shall notify his/her departmental staff regarding their responsibilities during the state of emergency. Refer to Appendix II, ER Staff Departmental Call Lists.

**TESTING, TRAINING EXERCISES**

An annual review and update will be conducted by the ER Staff. Deficiencies and changes shall be identified, corrective action and solutions developed, and changes made to this plan. Periodic orientation and training will be conducted for ER Team members and their staff members who will be expected to administer this plan. Periodic exercises shall be conducted to test the operational plans and various components such as alternate facilities and interoperable communications. Joint agency exercises should be planned and conducted when possible. Emergency equipment relied upon in an emergency event shall be periodically tested, an example being emergency generators.

**PROGRAM MANAGEMENT**

The University shall support as much as possible the strategic long-range plans developed by the ER Team to enhance life safety features on campus, and improve capability for continuity of operations. Examples of long-range improvement plans relevant to the University’s ability to cope with major emergencies, support life safety systems, and exercise continuity of operations include: providing permanent emergency generators in residence halls and other strategic locations; develop plans for an operable alternate food preparation facility to provide food service for students and essential staff in an emergency; enhanced back-up systems for all critical data; improved emergency communications systems for critical staff.

**SUITABILITY OF CAMPUS FACILITIES AS EMERGENCY SHELTERS**

The Director of Facilities Planning and Construction is responsible for determining the suitability of campus facilities as emergency shelters.

Based upon a survey conducted by a Division of Emergency Management engineer in 2003, the University has no facilities suitable for use as shelters by Leon County Emergency Management. However, College of Engineering Annex, Building 77, qualifies for potential grant funding for shelter upgrade to serve as a shelter for the University to use as needed in an emergency. Grant funding has been applied for (August, 2003).
Based upon the above noted survey, and previous knowledge of university facilities, the FAMU facilities that are the closest to being in compliance with shelter design criteria are:

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<tr>
<th>Building</th>
<th>Area in sq. ft.</th>
<th>Occupant Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Engineering Annex</td>
<td>96,667</td>
<td>1,170</td>
</tr>
<tr>
<td>School of Business</td>
<td>49,260</td>
<td>736</td>
</tr>
<tr>
<td>Foster Tanner Music</td>
<td>17,846</td>
<td>892</td>
</tr>
<tr>
<td>Foster Tanner Art</td>
<td>5,710</td>
<td>285</td>
</tr>
<tr>
<td>Foster Tanner Ceramic</td>
<td>3,964</td>
<td>198</td>
</tr>
<tr>
<td>Gore Education Center</td>
<td>39,018</td>
<td>1,950</td>
</tr>
<tr>
<td>Dyson Pharmacy</td>
<td>36,101</td>
<td>1,805</td>
</tr>
<tr>
<td>Banneker C</td>
<td>5,156</td>
<td>257</td>
</tr>
<tr>
<td>Banneker D</td>
<td>5,063</td>
<td>253</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>258,785</strong></td>
<td><strong>7,546</strong></td>
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Although these buildings do not meet the criteria as approved emergency shelters, they are the best choice if emergency conditions dictate that FAMU facilities must be used as temporary emergency shelters.

**ALTERNATE FACILITIES**

Considering the potential for a natural or man-made disaster to completely incapacitate a campus building, temporarily or long-term, the need for planning for alternate facility use is essential. Being that the University has 45 major facilities and more than 75 smaller buildings spread across 421 acres of the main campus, it can be assumed that the need for alternate facilities can usually be met on campus in existing FAMU facilities. However, a mutual agreement with Florida State University and Tallahassee Community College is currently being pursued and would be beneficial to all agencies involved, should a disaster event incapacitate all or most of the major buildings of one of the three campuses. Such an agreement is not yet in place, but hopefully will be in the near future. The University also has facilities in Orlando and Panama City, neither of which could rely upon alternate facilities on Tallahassee (main campus) in an emergency requiring alternate facilities.

Of the mission essential functions, several have specific critical facility needs. Plans for alternate facility use are explained below, categorized by the mission essential function to be housed in the facility.

**University Leadership**

For the purposes of this section University leadership includes the President, Provost, VP
Administrative and Financial Services, and VP Student Affairs. The office of the President is located in Lee Hall, and the offices of the other three university leaders are located in Foote Hilyer Administration Center. In the event either of these buildings could not be occupied due to an emergency, the other building is a viable temporary facility for leadership occupancy and function. Other alternative facilities, if required due to the nature of the emergency, include the Science Research Facility and the College of Pharmacy. Both are newer substantial facilities, somewhat centrally located, and with suitable space for emergency occupancy.

**Emergency Operations Center**
The primary emergency operations center (EOC) facility is Plant Operations Building A. Plant Operations Building B is the first alternate facility due to its proximity to the primary EOC building, and the fact that it shares many of its attributes. Building B is served by an emergency generator, and it is proximal to four of the departments that serve on the emergency response team: Campus Security, Physical Plant, Environmental Health & Safety, and Facilities Planning & Construction. The vast majority of University vehicles and all emergency vehicles are parked in the lot between Plant Operations Buildings A and B. As a second alternate the FAMU/FSU College of Engineering Annex has emergency power and wind resistance features qualifying it as a potential choice for an EOC. Its primary drawback is distance from main campus.

**Student Housing**
With fifteen substantial residence hall buildings spread across campus, and twenty-eight smaller buildings in which students are housed, existing campus facilities can be relied upon for short duration alternate facilities. Palmetto South and Palmetto Phase III Apartments, Gibbs Hall, McGuinn, Diamond, Cropper, and Wheatley Halls are the buildings most suitable to over-occupancy in a time of emergency. Due to current high occupancy rates, the overcrowding of facilities during an emergency period (when one or more buildings cannot be occupied) could only be relied upon for periods of short duration (up to 3 days). For long term displacement of students the University must rely upon pre-arranged agreements between the FAMU Housing Office and hotels in the Tallahassee area.

The decision as to when an emergency in residence halls requires such alternate facility use shall be determined by the Vice President for Student Affairs. Life safety concerns (due to storm or fire damage) or terrorist threats are considered the most likely reasons to initiate alternate facilities activation for student housing. Evaluation of the emergency and any threat it poses to residence halls shall be determined by professional staff from Campus Security, Environmental Health & Safety, Physical Plant, and/or Facilities Planning & Construction.

**Campus Security**
Campus Security is housed in Plant Operations Building A. Should an emergency event result in non-occupancy of this building, Campus Security would likely relocate to Plant Operations Building B, which is served by an emergency generator, and is proximal to campus security vehicle parking, and three of the other emergency response departments. There are numerous other locations of similar potential as an alternate facility. Based upon the nature of the emergency, other locations across campus might be considered more suitable, at least as security substations.
Medical Treatment
The Student Clinic, which is currently located in the Foote Hilyer Administration Center, is a limited health care facility with minimal capability for emergency treatment other than for minor injuries. However, if an emergency event did not allow the occupancy of Foote Hilyer Administration Center, the Student Union Complex, with its central location to student housing, would serve as a likely alternate facility.

Food Service
In the event the Student Dining Facility could not be occupied, due to an emergency event, a pre-arranged agreement with the food service contractors will provide food service to students living on campus, delivered to the residence halls. There is no alternate facility on campus that could provide the volume of food preparation necessary for full food service.

Maintenance and Repair
The Physical Plant Department is located in Plant Operations Buildings A and C, with offices in Building A and Shops in Building C. The majority of emergency activity on campus is conducted all across campus, and not in these two buildings. In an emergency the office section of Physical Plant could operate from Building C as an alternate facility. Without Building C the Shops could operate from their vehicles to some degree, with the Heating/Chilled Water Plant and the old Physical Plant Complex as alternate facilities.

Fiscal Operations
On campus, Foote Hilyer Administration Center houses the majority of critical fiscal operations. The alternate facility for these operations in an emergency is the Computer Center in Perry Paige Building. This building offers the best capabilities for critical data processing and transfer of data to off-campus sites. The Second Floor of Coleman Library is the second alternate facility for critical fiscal operations. When an emergency dictates alternate facilities, mission essential fiscal operations would likely be housed in either or both of these facilities, dependant upon space use in these facilities at the time of the emergency, as well as the volume of essential fiscal operations necessary at that time, and the length of alternate facility occupancy.

Academic Operations
If the nature of the emergency permits safe continuation of classes, and alternate facilities are needed, the University would rely initially upon rescheduling of classes as much as possible to fully utilize the sixteen larger buildings on campus that have substantial classroom space. Large meeting room spaces and auditorium seating would be utilized to the fullest to provide temporary classroom space. Should a mutual aid agreement be developed between FAMU, FSU, and TCC all three institutions could rely upon each other to some degree for temporary classroom space. The Provost's office (referred to above under leadership) would likely be temporarily relocated to Lee Hall if an emergency dictated relocation.

Scientific Research
Scientific research on campus is housed primarily in the Science Research Facility, College of Pharmacy Research Wing, Dyson, Jones Hall, and the Perry Paige Building. To whatever degree possible, based upon the nature of the emergency, the laboratories and equipment in each of these buildings will be utilized to preserve and support the research of any laboratory or research building on campus that is incapacitated by an emergency event (such as a fire or severe storm damage). There are two animal research facilities on campus, one in Dyson and one in the Science Research Facility. As much as possible, the two facilities will serve as alternate facilities for each other in an emergency situation when one of the facilities is incapacitated.

PROCEDURES FOR PREPARATION AND RESPONSE TO EMERGENCIES

Emergency procedures are presented below for various critical activities of the University. Where utilized, designations of Initial, Primary, During the Emergency, and Following the Emergency may apply to various types of emergency events, but are most applicable to severe weather conditions.

**Initial Procedures** - The procedures to be initiated and carried out immediately following activation of the Emergency Contingency Plan due to the threat of an emergency event, most likely severe weather conditions such as an advisory that a tornado watch is in effect for the Tallahassee area, or a hurricane watch is in effect for the Northeast Gulf Coast.

**Primary Procedures** - These are the procedures to be initiated and carried out immediately following notification that an emergency event has occurred, or a weather advisory that a tornado warning is in effect for the Tallahassee area, or a hurricane warning is in effect for the Northeast Gulf Coast.

1.) **LOGISTICS AND ADMINISTRATION FOR RELOCATION**

**Responsibility**
The responsible parties for each of the mission essential functions shall be responsible for the logistics and administration for relocation, with the direction of the Vice President for Administrative and Financial Services and the assistance of the directors of Facilities Planning and Physical Plant.

**Procedures**
The responsible parties for each mission essential function must identify and maintain equipment, supplies, and other necessary resources either at an alternate facility, or with the capability of being relocated quickly in an emergency, to an alternate facility. Pre-positioning and off-site storage should be utilized where feasible.
The Vice President for Administrative and Financial Services, or his designee shall authorize the move to an alternate facility in an emergency. The Director of Facilities Planning shall assist with identification of alternate facilities on and off campus as needed either in preparation for an emergency or in response to one, as needed.

Examples of resources that must be considered include computer equipment, software, file cabinets, desks, chairs, office supplies, vehicles, telecommunications, information technology support, copies of critical data, parking accommodations, and vehicles.

The Physical Plant moving and set-up unit is responsible for moving of equipment and supplies to an alternate location and assisting in set-up as needed.

Where feasible and applicable, ‘drive-away’ kits should be prepared and pre-positioned so that staff will have the basic essential resources needed to conduct essential business.

2.) VITAL RECORDS AND DATA BASES

Responsibility
Operational security, cyber security, and preservation of vital records and data bases is the responsibility of the dean, director, or vice president of each administrative or academic unit.

Procedures and Critical Information
Responsible parties shall give maximum protection to any records or data bases deemed vital to perform mission essential functions. Vital records and data bases shall be managed to emphasize operational and cyber security. Rooms shall be locked and electronic security access utilized as necessary. Such records shall be routinely duplicated and stored off site if deemed necessary. When advance warning of an emergency event is possible (as with a hurricane), responsible parties shall make a special effort to duplicate all vital records and databases where feasible, and store them off site through the duration of the emergency period.

Northwest Regional Data Center processes vital University data that leaves campus. It is currently their policy to create 24-hour and weekly back-up tapes, that are shipped off site weekly. **Only data for which the University requests data back-up will be backed up. Thus it is critical that responsible parties at the University request data back-up from Northwest for all critical data.**

Northwest currently has an agreement with Mainline Information Systems to furnish replacement equipment to them within seven days of equipment loss due to a major emergency event. Northwest is currently developing a new business resumption plan with a 48-hour restoration goal. Currently their data handling and emergency back-up practices offer a best case scenario of the last 24-hours of data loss, and a worst case scenario of two weeks of data loss.
3.) INTERAGENCY COMMUNICATION AND INTERFACE

Responsibility
The Director of Environmental Health and Safety is responsible for interaction with outside agencies, (other than law enforcement agencies), when the emergency threat is severe weather, major fires, other natural disasters, and hazardous chemical releases.

The Director of Campus Safety and Security is responsible for necessary interaction with outside law enforcement agencies, especially when the emergency threat involves criminal activity such as civil disorder, riots, bomb threats, hostage situations, etc.

Procedures
Initiate interaction as deemed necessary with state, county, city, and Red Cross emergency response personnel to: identify any issues of support or reliance between the University and such agencies during the emergency; and to ensure compliance with any regulatory requirements to which the University is subject.

Provide for a quick response to any requests from such agencies regarding disaster planning, preparedness, or response, or requests for assistance.

Maintain communication with Florida State University, as deemed necessary in a state of emergency, to offer or request assistance with preparation or response activities.

Agency Contacts
Department of Environmental Protection - 488-1234
Department of Labor and Employment Security - 488-3044
Florida State University Police - 644-1239
Florida State University Environmental Health & Safety - 644-6895
Leon County Emergency Management - Richard Smith 488-5921
Leon County Sheriff's Department - 922-3300
4.) PERSONNEL ISSUES

Responsibility
The Director of Personnel Relations is responsible for all matters related to personnel issues in an emergency situation.

Procedures
When an executive order is issued by the Governor or the University President pertaining to the closing of facilities during an emergency situation, the Personnel Office will contact each major area with employees regarding the closing of the University and instruct them in using leave for that day. Personnel Relations will provide critical information to both essential and non-essential staff to prepare themselves and their families prior to an emergency when possible. They shall provide information relative to pay status, administrative leave, and layoffs caused by, or related to the emergency. They will also make provisions for medical, special, and travel issues.

In the event of an emergency, an employee who is required to remain on duty, would indicate on their Attendance and Leave Report the actual hours worked. An employee who is required to work during any emergency situation will be credited with special compensatory leave.

5.) PUBLIC INFORMATION DISSEMINATION
**Responsibility**
Public information dissemination is primarily the responsibility of the Director of University Relations.

**Procedures**
During any period of time during the state of emergency, the Director of University relations shall act as the primary spokesperson with the media regarding the University. Command staff shall speak with the media regarding university activities relating to the emergency only with the approval of the Director of University Relations or the ER Director.

6.) CAMPUS-WIDE COLLEGE, SCHOOL, AND DEPARTMENT PREPAREDNESS

**Responsibility**
It is the responsibility of each Dean, Director, and Department Head to: ensure that the campus facilities occupied by their school or department are adequately prepared and secured upon notification of an emergency condition, or prior to the onset of forecasted severe weather conditions; ensure that all staff are adequately informed regarding the state of severe weather emergency, and of the following procedures.

**Procedures - Initial**
Review primary procedures with staff in advance to ensure a state of readiness.

Contact Plant Operations and Maintenance, with as much lead time as possible, for any special needs to prepare for severe weather.

**Procedures - Primary**

**Tornado Warning** - Because of the short notice, the speed with which a tornado can form and strike, and its great destructive force, few preparatory actions can be taken other than providing for personal safety. The following procedures should be followed when a tornado warning for the Tallahassee area is in effect:

Seek shelter immediately in the interior portion of a major campus building.

Evacuate vehicles, trailers, mobile units, and other temporary structures.

Evacuate top floors, and stay away from windows and exterior doors.
If a tornado strikes, occupants of a building should kneel face down, knees drawn up under the body and cover back of head and neck with hands. Take cover under heavy furniture if possible.

If caught outside, move at a right angle to the apparent path of the tornado. If you cannot avoid the tornado’s path, lie flat in the lowest accessible area, such as a drainage ditch.

**Hurricane Warning** - There is usually adequate warning that a hurricane is approaching, allowing at least limited time to make emergency preparations. As much as possible, without risking personal safety, the following procedures should be followed:

If possible, disconnect power source from high voltage equipment and from surge sensitive equipment.

If there is potential for flooding in your facility: raise valuable items and equipment off the floor if possible, and disconnect electrical power supply cords. Where applicable, throw breaker switches for permanent power connections.

Remember to back-up computer hard drives.

As much as feasible, protect valuable records from flooding and water damage due to roof leaks, broken water lines, and broken windows.

Move valuable equipment and other items away from windows and exterior doors as much as possible.

Consider using temporary waterproof covering, such as plastic trash bags, on valuable moisture sensitive equipment.

Put telephones and small valuable equipment, books, etc. in desk drawers or cabinets if possible.

Secure all outside loose items or bring them inside, if possible.

Close all venetian blinds, shades, and drapery.

Close and latch or lock all windows and doors.

Once the campus has been officially closed due to severe weather, no one should remain in campus facilities other than emergency response team personnel and their designated staff. Insure that all staff is aware of this. During such an emergency, critical staff occupancy must be authorized by the Vice President of Administrative Affairs. It is essential that any such occupancy be reported in advance to the Police Dispatcher, campus extension 3256.
**Procedures - During an Emergency Condition**

Legitimate concerns regarding campus facilities during severe weather or other emergency condition should be brought to the attention of the Police Dispatcher, campus extension 3256.

Any critical staff authorized to remain in campus facilities during an emergency, when campus is officially closed, should immediately contact the Police Dispatcher regarding any dangerous conditions that develop, such as downed power lines, etc.

**Procedures - Following the Emergency Condition**

Other than emergency personnel, no one should return to campus until it is officially re-opened.

Exercise extreme caution at re-entry if facility has sustained obvious damage (broken glass, shock hazards, etc.). Any dangerous conditions should be immediately reported to Plant Operations and Maintenance (campus extension 3250) or the Police Dispatcher (campus extension 3256). If there is doubt about the safety of re-entry, contact the Environmental Health & Safety Department (campus extension 3442).

Accurately inventory all damaged or missing items, recording university property numbers and value.

**7.) EMERGENCY COMMUNICATIONS**

**Responsibility**

The Director of University Safety and Security is responsible for coordinating the emergency communications effort, with the assistance or the Director of Plant Operations and Maintenance, and the Director of Administrative Services.

**Procedures - Initial**

The three responsible individuals, listed above, shall communicate with each other, and meet if necessary, to ensure that all resources necessary for Primary Procedures (below) are in place and readily available. In particular, any equipment necessary for emergency telephone, hand-held radio communication, Campus Police cruiser loudspeakers, or active use of the Emergency 800 Number shall be tested and evaluated for functional capability.

If any communications equipment deemed necessary for a state of emergency is found to be unavailable or in disrepair, every effort will be made at this time, with the assistance of the Director
of Purchasing, to replace or repair in anticipation of the activation of Primary Procedures.

Secure the emergency lighting/power source for Telecommunications Section switchboard.

Contact the University's Sprint and MCI representatives to ensure that the University has open line of communication (for developments, etc.) with or via Sprint/MCI.

Contact the University's Sprint Cellular representative to establish open line of communication, etc.

**Procedures - Primary**

In the event of a tornado warning or other emergency that offers an immediate lethal threat, to campus or the Tallahassee area, all communications shall be used to urge personnel to immediately seek shelter in the nearest major campus building.

Activate administrative voice mail notifying each registered student, on and off campus of the emergency and procedures to be followed.

Activate administrative voice mail notifying each department/office of the impending emergency and procedures to be followed.

When weather bulletins and/or conditions dictate activation of Primary Procedures, all means of emergency communication will be kept in a state of readiness for immediate use.

As much as possible, request and collect all university paid for cellular telephones from employees who are not assigned to the emergency response team.

Ensure that University switchboard is fully staffed to run on 12-hour shifts or as needed.

Receipt of cellular phones from employees and assign to critical personnel as indicated below, dating and timing issuance and to whom.

Hand-held radios or cellular phones shall be distributed to the ER Director, ER Staff members (when away from the EOC), and critical staff performing essential functions outside of the EOC.

It is essential that critical staff in each occupied residence hall be provided with a hand-held radio or cellular phone to be kept with staff present in the residence hall throughout the duration of the emergency.

Critical staff of any building to remain occupied during the emergency shall also be provided a hand-held radio or cellular phone.

Ensure that the Emergency 800 Number is transferred to the Campus Police dispatcher's station.
Twenty-four hour manning of the Emergency 800 Number, by the Campus Police dispatchers, shall begin and continue until notification from the ER Director.

In the event of an unforeseen weather emergency or other emergency resulting in the campus phone system being down, police cruiser loudspeakers can be used for campus-wide emergency notification of occupants.

**Procedures - During the Storm or Other Emergency**

Critical staff in residence halls and other occupied buildings shall report facility and occupant status to the EOC on an hourly schedule. The University phone system should be used as long as it is functional, and calls should be directed to the University Police dispatcher. In the event of phone system failure, hand-held radios and cellular phones shall be utilized to contact the EOC. Minimize all calls to essential response time, and refrain from or minimize making personal calls.

Maintain ready access to names, pager numbers, cellular numbers, and home addresses of each ER Staff member and other critical staff who are assigned University-owned/leased electronic receiving equipment.

Maintain ready access to all local emergency services and their primary back-up telephone numbers.

Telecommunications personnel shall provide communications assistance to Plant Operations and Campus Police personnel as requested.

Telecommunications personnel shall maintain a thorough log of all unusual or emergency contacts and relay to designated supervisor on duty.

**Procedures - Following the Storm or Other Emergency**

Emergency communications systems shall be utilized as necessary until such time normal means of communication are again operational and/or the need for emergency support activities is no longer needed.

Emergency procedures above shall remain in effect until official notification from the ER Director or his designee.

8.) **ADDRESSING SAFETY OF STUDENT HOUSING RESIDENTS**

**Responsibility**
The Housing Director has primary responsibility for addressing the safety of student housing residents during a state of emergency, such as severe weather. This includes: safety training of students and staff; preparing the residence halls for an emergency, such as a hurricane; training and equipping the Housing Department staff for a state of emergency; maintenance and repair of residence halls and their furnishings and equipment (with the assistance of the Physical Plant and Facilities Planning Departments). Procedures below apply primarily to severe weather, but most are applicable to other emergencies such as civil unrest and terrorist activity.

Procedures - Initial

- Closely monitor weather or other emergency report updates.
- Review departmental and university emergency procedures.
- Meet with the American Red Cross to discuss shelter locations for Housing residents.
- Coordinate evacuation procedures, including transporting of residents as needed.
- Coordinate with L.D.E.C. to assist students with disabilities, if needed.
- Make sure all Housing staff and student residents are aware of the Hurricane Watch\Alert status.
- Ensure that Housing staff review departmental emergency procedures.
- Make sure hurricane preparation materials and information have been supplied to residents.
- Make sure hurricane emergency supplies are in place and in working order.
- Fuel all Housing Department’s vehicles.

Procedures - Primary

- Closely monitor all weather or other emergency update bulletins.
- Meet with the Housing staff to review the department's emergency procedures. The Housing Director will explain what is expected of the staff before, during, and after the emergency.
- Each Resident Director will meet with his/her staff to discuss emergency procedures and what is expected of them.
• Each Resident Director shall ensure that each hall office is open and prepared.

• Each Resident Director will meet with his/her students to discuss the storm, what steps Housing and the University are taking, what procedures the student should follow, and recommend that each student call home prior to the onset of severe weather.

• A list of all students and staff staying in each hall will be updated and maintained.

• The Housing Department's Senior Maintenance Superintendent shall meet with all housekeepers and maintenance personnel to discuss storm preparations and what is expected of the employees before, during, and after the storm.

• Prepare buildings as much as possible for the storm.

• Pre-position special cleaning items and materials in key areas on campus.

• Contact the University food service vendor concerning meals for the students and staff.

• Where applicable, coordinate Housing's efforts at preparation with Physical Plant.

• Position Housing's vehicles in various safe locations.

Procedures – During the Emergency

• Closely monitor all emergency weather update bulletins.

• Maintain communication with all residence halls on a regular basis.

• Communicate with students and staff to help, explain, and keep a calm environment.

• Continuously monitor conditions of buildings.

• Deter anyone from leaving the buildings during the storm or other emergency when applicable.

• If windows break, move students out of the rooms into interior hallways.

• Mop water if it comes in under doors, etc.

Note – Emergencies may or may not require the evacuation of residents. The evacuation of residential students will be based on the directives of the local and state government (Florida Division of Emergency Management), with consultation of the University President, the Vice-
Procedures - Following the Emergency

- If the residents are required to evacuate, prior to them re-entering the residential facilities, Vice-President of Student Affairs, University Police Chief, Director of University Housing, and other staff as needed will do a walk through of the facilities to make sure the buildings are safe for the residents to re-enter. This check includes all emergency and life safety equipment.

- Check the condition of each building, noting damage and necessary repairs, unsafe conditions that need immediate attention, and availability of water and electricity.

- The Housing Office will notify the Emergency Operations Center concerning all damages, with priority to those issues creating a danger to the safety of students and staff.

- As soon as possible, an effort shall be made to call all employees who were home during the emergency.

- Pictures shall be taken of all significant residence hall damages.

- Because there may be power lines downs, broken glass, etc., do not allow anyone to leave the building until notification by the proper authority. The University Police Department will verify when it is safe to leave the buildings.

- Relocate students whose rooms are uninhabitable.

- Contact the University food service vendor concerning feeding students and staff.

- Verify the lists of all students and staff in each residence hall.

- If room phones do not work, set-up special bulletin boards to communicate messages to students.

- Answer questions from students and parents.

- Proceed with clean-up of glass, water, and debris.

- Inform students and staff of the University's efforts regarding post-emergency operations.
9.) SECURITY, TRAFFIC, AND CROWD CONTROL CONCERNS

Responsibility

Security, traffic, and crowd control are the responsibility of the Director of University Safety and Security. The Office of University Safety and Security shall support operational security as much as possible, and provide physical security, and control access to University facilities during an emergency.

Procedures - Initial

Determine the extent of the current emergency event's effect upon security, traffic control, and crowd control; plan appropriate tactical response criteria in each case, and evaluate potential for escalation of problems in these three areas if emergency conditions become more severe.

Determine availability of staff for extended periods of duty should the emergency conditions become more severe.

Fuel all departmental vehicles.

Monitor emergency information broadcasts or weather conditions continuously and provide ongoing updates of emergency conditions to the EOC.

Check inventory of emergency equipment and supplies on hand, and replenish or repair in preparation for more severe conditions.

Procedures - Primary

Re-evaluate the extent of the current emergency's effect upon security, traffic control, and crowd control; and modify tactical response criteria as needed. Of particular concern are areas of expected vehicular traffic congestion, and any planned gatherings or assemblies of large numbers of people in any one area or building.

Notify all emergency staff that are to be on duty through the duration of the emergency.

Monitor weather or other emergency conditions continuously and provide ongoing updates of emergency conditions to the EOC.

Evaluate need to contact local and state law enforcement and/or other emergency response agencies, based upon the perceived need for interagency effort.
Intensify campus patrol effort to identify any potentially dangerous conditions that need to be addressed related to the emergency, or prior to the onset of severe weather. Contact appropriate ER Staff members to address such conditions.

Ensure, as much as possible, the securing of facilities prior to the onset of extreme weather, or the intensification of other conditions, such as civil unrest, terrorist attack, etc.

Provide emergency transportation, where needed, prior to the onset of severe weather.

Preserve law and order and maintain public safety.

Provide crowd control and movement of personnel where necessary.

**Procedures - During a Severe Weather Incident or Other Major Emergency Event**

Provide, as much as possible, for emergency movement of personnel.

Continuously re-evaluate the need to contact local and state law enforcement and/or other emergency response agencies for assistance or any appropriate interagency effort.

Monitor weather conditions continuously and report any changes in severity to the EOC.

Provide and/or assist with rescue efforts, and provide initial first aid to injured victims when necessary.

Make recommendations for action by other ER Staff, based upon law enforcement personnel observations of hazardous conditions as they develop.

As much as possible, maintain security of campus facilities.

Respond to vehicular traffic hazards due to downed power lines and trees, and other storm related issues.

**Procedures - Following Severe Weather Incident or Other Major Emergency Event**

Assess campus conditions regarding vehicular traffic hazards, security of buildings and hazards to personnel due to the event. Based upon observations secure roads, buildings and walkways from entry as needed, with assistance from Plant Operations and Maintenance when applicable.

Report hazardous conditions requiring maintenance to the EOC, in particular, potential gas leaks and electrical hazards due to damage must be reported.
Maintain crowd and traffic control measures where necessary.

Assist in search and/or rescue efforts, and provide law enforcement assistance to emergency medical personnel.

Preserve law and order and provide for public safety as much as possible.

Provide transportation for emergency movement of personnel as deemed necessary.

Maintain control of effected areas until emergency conditions have ceased, or until relieved by proper authority.

10.) FACILITY AND GROUNDS PREPARATION AND FOLLOW-UP

Responsibility

For the majority of facilities the responsibility is primarily that of the Physical Plant Director. With regard to residence halls and apartments, responsibility is primarily that of the Dean of Student Affairs with assistance from Physical Plant where needed.

Procedures - Initial

Review the department's intra-departmental plan to address emergencies as well as the call-out list of essential personnel for facility and grounds preparation and follow-up.

Review the inventory of equipment, supplies, tools, and machinery deemed essential to emergency operation. Verify their availability. Plan emergency purchase of any unavailable items. Proceed with purchase of such items if additional delay may result in unavailability of the item.

Do preliminary planning to mobilize a work force to assist in preparation, response and securing for severe weather conditions or other impending emergency.

Constantly monitor emergency bulletins and maintain communication with the EOC to track the progress of a storm or other emergency event, to ensure that Primary Procedures can be activated as soon as conditions warrant.

Plan for gathering and delivery of personnel and supplies necessary for preparation and response to the emergency.
Fuel all vehicles and provide any necessary vehicle maintenance in anticipation of the storm or other emergency event.

Do any preliminary planning necessary to provide emergency power to essential buildings that will maintain operation during or immediately following the severe weather or other emergency.

**Primary Procedures**

Notify all essential maintenance personnel regarding their work status and responsibilities during the duration of the emergency. Activate the department's intra-departmental plan to address the emergency.

Initiate emergency purchase of all equipment, supplies, tools, and machinery needed throughout the duration of the emergency and the aftermath.

Mobilize the work force necessary to accomplish preparation, response and securing of grounds and facilities in anticipation of the storm or other emergency.

Coordinate the gathering and delivery of personnel and supplies necessary to prepare for the emergency.

Prepare for opening of alternate facilities as deemed necessary.

Prepare buildings and grounds as much as possible for the onset of the storm or other emergency. Assist with the necessary emergency evacuation and transportation of staff and students.

Maintain access to building floor plans, schematics, and mechanical drawings of buildings.

Do set-up, equipment checks, etc. in anticipation of the need for emergency power to areas requiring such that must maintain operation during the emergency. This will include the Plant Operations Complex, the Dining Hall, residence halls, and any other buildings designated essential for occupation and operation during the emergency.

**Procedures - During the Storm or Other Emergency**

Maintain constant communication with the Emergency Operations Center to monitor the conditions and needs of facilities that remain occupied during the emergency, and to identify emergency maintenance needs across campus as they are reported.

Assure isolation of emergency areas via control of gas, water, power, and sanitation as much as emergency conditions will permit.
Clear and maintain access routes as deemed necessary, and as much as emergency conditions will permit.

Respond to utility emergencies, such as downed power lines, as much as emergency conditions will permit.

Assist in the necessary emergency evacuation and transportation of staff and students.

**Procedures - Following the Storm or Other Emergency**

Inventory major damage due to the storm and prioritize repair, replacement, and clean-up necessary. Risk of personal injury and additional facility damages, due to storm or other damage shall determine priority of work to be done.

Clear and maintain vehicular and pedestrian access routes.

Initiate barricading and physically isolating areas deemed unsafe due to damage.

Assure isolation of emergency areas via control of gas, water, power, and sanitation as deemed necessary.

Respond to utility emergencies such as downed power lines, possible gas leaks, and broken water lines.

Assist with any rescue efforts that are necessary.

Initiate major clean-up effort to address debris left by the storm or other emergency, with priority based upon potential hazard to vehicular and pedestrian safety.

Determine extent of damages and cost estimates for repair and replacement. This effort should be coordinated closely with Risk Management to ensure proper documentation for potential insurance reimbursement.

11.) CONSTRUCTION SITE PREPARATION AND FOLLOW-UP

**Responsibility**

Responsibility is primarily that of the Director of Facilities Planning and Construction.
Initial Procedures

Assess the potential for safety hazards on construction sites. Communicate to project managers and contractors the need to be prepared for severe weather, especially with regard to potential loose building materials in and on the structure, as well as on the ground in the construction site.

Primary Procedures

Visit all job sites and ensure that all preparatory work has been completed, or will be complete prior to the onset of severe weather. Notify all contractors on campus that when they stop work for the day the job site must be cleared of any potential flying projectiles (loose lumber, shingles, metal siding and roofing, etc.). Ensure that all equipment and tools are safely secured. Ensure that all materials, waste or otherwise that might cause damage, are secured and removed from campus prior to onset of severe weather. Ensure that all objects that might be moved by the wind are either tied down securely or moved to the interior of the structure.

Ensure that contractors know they must have personnel on stand-by in the event they are needed to mobilize work crews to repair or clean up the work site and surrounding area affected by the construction site due to wind or flooding.

Procedures During the Storm or Other Emergency

Facilities Planning personnel and/or Campus Security personnel shall monitor the perimeter of the construction sites as much as reasonably possible during the storm or other emergency. The primary concern during the emergency is the effect of the project upon the safety of campus personnel. If necessary the project contractor should be contacted during the emergency event to mitigate any safety hazard that might develop. Severe weather may prevent any response until conditions improve.

Procedures Following the Storm or Other Emergency

As soon as possible following the storm or other emergency the site perimeter should be inspected by the project manager or other Facilities Planning staff to identify and assess any potential hazards to the university population. The contractor(s) should be contacted immediately to correct any such hazards as soon as possible. Campus Security should be contacted if necessary to secure a hazardous area if deemed necessary.

12.) EMERGENCY PURCHASES
**Responsibility**

Responsibility is primarily that of the Director of Purchasing.

**Procedures - Initial**

Initiate emergency purchasing activities as needed, with the ER Director and the ER Staff, for the procurement of supplies and services as needed to prepare for potential severe weather.

Maintain contact with the EOC during the initial stages of the emergency to stay abreast of the changing need to provide assistance with emergency purchases as needed.

Review and verify the list of vendors and contractors who can provide essential supplies and services on an emergency basis.

Review the list of Purchasing Department personnel considered as essential, who are expected to stay on duty during severe weather.

Prepare a list of essential supplies and services to be purchased in preparation for the emergency period. The ER Staff will provide input toward the identification of items and services needed. Fuel Purchasing Department vehicles to be used for transporting personnel and supplies, and for local pick-ups and deliveries.

**Procedures - Primary**

Inform all Purchasing Department staff regarding their responsibilities during the periods before, during, and after the emergency period.

Continue to assist ER Staff with emergency purchases deemed necessary to address approaching severe weather emergency, or other foreseeable pending emergency.

Establish a purchasing station at the EOC to facilitate the processing of requisitions and purchase orders during the emergency period.

Secure the name and title of the University official who has signature authority for processing and signing requisitions to purchase supplies and services.

Implement the Controller's emergency policy for paying vendors and contractors using cash when required. Payments will be for small purchases.

Prepare a set of 200 purchase orders to be processed off-line in case of power outage.
Provide the Controller's Office with copies of purchase orders, proof of delivery, and invoices for processing payments during the emergency period.

Coordinate the purchase and delivery of supplies and services prior to the emergency as much as possible (ice, water, batteries, emergency generators, gasoline, portable toilets, hand tools, small equipment, pumps, generators, wood, plastic rolls, nails, rental of portable communication equipment, etc.).

Activate vehicles and selected personnel (Purchasing, Central Stores, and Receiving) based on advisory information from the EOC. Assign personnel as needed to perform related duties for emergency preparedness.

Implement an employee rotation schedule during prolonged emergency periods for the purpose of providing relief to employees involved in the emergency.

**Procedures During and Following the Storm**

Perform duties under emergency status until the ER Director issues a final advisory to return to normal operating procedures and work activities.

### 13.) FOOD SERVICE EMERGENCY CONCERNS

**Responsibility**

Food service emergency concerns are the responsibility of the Director of Administrative Services. At FAMU, food service is a contracted enterprise. All aspects of the food service enterprise must be coordinated by the contractor and the University whether it involves normal or emergency conditions.

**Initial Procedures**

The Director of Administrative Services will notify the Director of University Food Services that the Emergency Contingency Plan has been activated.

The above two individuals will jointly assess the projected extent of the emergency to determine length and degree of emergency service to be implemented.

The need for emergency power for the food preparation and dining facility to carry out emergency
procedures as described below shall be evaluated, and any arrangements to prepare for same shall be initiated, with the assistance of Plant Operations and Purchasing as deemed necessary.

**Primary Procedures**

Arrangements for emergency power for food preparation and dining facilities, as deemed necessary, shall be completed.

Plans with the food service contractor involving emergency food preparation shall be finalized.

**Procedures - During the Emergency**

Non-perishable, nutritious bag meals and suitable drink products will be prepared for each meal plan participant. Each bag meal will be prepared with sufficient contents to accommodate consumption needs for at least a 24-hour (three meal) period. Bag meals will be prepared to commence coverage of the next scheduled meal (breakfast, lunch, or dinner), to go minimally, through lunch the following day.

Meals will also be provided for emergency staff that are required to be on campus through the duration of the emergency.

Students will be strongly discouraged from venturing out to eat at the Dining Hall during breakfast and dinner hours, as these periods lend themselves to darkness and it is difficult to detect perils.

Depending on the severity of the weather or other emergency conditions, all bag meals will be delivered to residence halls where residents, by virtue of their housing assignments, are required to participate in the meal plan. A listing of meal plan participants in the residence halls shall be prepared and used for bag meal distribution.

The President and/or the ER Director shall authorize, if emergency conditions warrant, the providing of food to student residents who are not meal plan participants.

Bag meals will be delivered to each residence hall lobby and distribution will be coordinated with the senior Housing Office staff on duty, or as advised by the Housing Office Director.

The food service contractor will use their own catering transportation to deliver bag meals. If deemed necessary, the University Post Office van and personnel, and Administrative Services personnel will assist with deliveries.

Immediately prior to deliveries, the Director of Administrative Services will contact the Emergency Operations Center for up-to-date information regarding hazards due to the emergency conditions.
Residents will be informed to dial '0' to alert the switchboard operator of any special dietary needs. The operator will relay same to the Food Service Director or the Director of Administrative Services.

Upon completion of all planned bag meal deliveries to the dorms, or serving at the Dining Hall, the Director of Administrative Services and the Food Service Director shall confer with the ECP Director to determine whether or not the delivery process shall be continued.

**Procedures - Following the Emergency**

Emergency procedures shall remain in effect as long as deemed necessary and until notification by the ER Director to return to normal operating procedures. The Director of Administrative Services shall inform the Director of Food Services and the Director of Housing that normal food service operation can resume.

Appropriate notice of return to normal operating procedures shall be communicated to University switchboard operators and other Administrative Services personnel.

**14.) ADDRESSING EMERGENCY TRANSPORTATION NEEDS**

In the event of severe weather or other emergency, the possibility exists that there will be a need for emergency transportation of students living in residence halls, to move them to a safer facility until the emergency condition has ceased. This could be necessary due to damage during a storm, exposure of a particular occupied building to an approaching storm, or a terrorist threat to the safety of a building. The purpose of these procedures is to ensure that a state of readiness is maintained for emergency transportation should it become necessary.

**Responsibility**

Emergency transportation is primarily the responsibility of the Director of Plant Operations and Maintenance with assistance from the Director of Administrative Services for out sourcing if needed.

**Initial Procedures**

Review the inventory of available buses and multi-passenger vans, and the listing of all available employees possessing a valid Florida Class B or A driver's license, with passenger and air brake (optional) endorsements. Begin planning for potential need for emergency transportation and the possible need for additional vehicles available from the Leon County School District or the City
Ensure each such vehicle is fully fueled, and is equipped with first aid kit, flares, safety cone, flashlight and high-visibility vest for driver.

Maintain regular communication with Emergency Operations Center for updated reports on the impending severe weather or other emergency condition.

**Primary Procedures**

Ensure availability and readiness of drivers and vehicles.

Secure Leon County or Taltran buses if deemed necessary.

If and when emergency transportation is deemed necessary, dispatch all drivers to a central location, provide each with written duties and roster to be adhered to and to be completed in documenting all passengers transported.

Provide each driver with a cellular and a pager.

Instruct drivers to communicate to Emergency Operations Center when each trip is completed.

Secure additional pagers and cellular phones if deemed necessary.

Have drivers assess vehicles for readiness, and respond accordingly.

Provide each driver with pocket ID for easy identification.

Instruct drivers of road hazards to be expected during severe weather (downed power lines, trees, etc.) if applicable.

Verify that all drivers are physically and mentally fit upon arrival and during period of duty.

Assign designated relay drivers, as warranted.

**Procedures During the Emergency**

Refer to applicable Primary Procedures (above) when the need for emergency transportation arises.

Maintain constant contact with drivers in route (every 15 minutes) and document.
Maintain roving support team equipped with emergency equipment such as: chains, chain saws, axes, etc. if applicable.

Every effort will be made to ensure all passengers remain in the transport vehicles and only disembark at designated locations where they are checked in and accounted for throughout the emergency.

**Procedures Following the Emergency**

A state of readiness shall be maintained to respond to emergency transportation needs until notification from the ER Director or his designee.

The need to move people back to point of origin shall be evaluated and coordinated if deemed necessary.

Once relieved of emergency duty, all drivers shall report to a location designated by the Director of Plant Operations and Maintenance. All logs, forms, keys, credit cards, pagers, etc. will be collected and logged. Drivers will be individually debriefed.

**15.) EMERGENCY MEDICAL CARE**

The objective of Student Health Services during a state of emergency, is to provide emergency and first aid services for minor injuries that require treatment on an outpatient basis, to persons brought to the facility.

The Director of Student Health Services or his/her designee will determine the extent of medical services that shall be provided during a state of emergency, based upon the limitations of the Student Health Services facility, the effect of the emergency upon the function of the facility, and staffing available during the state of emergency.

**Responsibility**

Responsibility is primarily that of the Director of Student Health Services.

**Procedures - Initial**

Review and stock as needed, the inventory of medical supplies necessary to sustain operation of the facility's services for at least five days, without the ability to replenish.
Review emergency work schedule of staff and plan staffing for the potential emergency period.

Maintain frequent communication with the Emergency Operations Center for update of emergency status.

**Procedures - Primary**

Ensure that inventory of emergency supplies has been replenished.

Inform all staff of their responsibilities during the anticipated period of severe weather or other emergency, and the recovery period following.

Maintain continued communication with the Emergency Operations Center and monitor emergency bulletins.

Ensure that Housing Office personnel and the Emergency Operations Center are aware of the services that Student Health Services expects to be able to provide during the emergency period.

**Procedures - During and Following the Emergency**

Coordinate medical care services to be offered during the emergency period with: The American Red Cross, local hospitals, and ambulance services.

Maintain continued communication with the Emergency Operations Center and monitor weather bulletins for weather condition status changes if applicable.

Provide emergency medical and first aid services as much as possible through the duration of the emergency period, and until notification from the ER Director to return to normal operating procedures.

Maintain accurate and complete records relating to the treatment and disposition of all patients treated during the state of emergency.

16.) **ANIMAL CARE FACILITY EMERGENCY CONCERNS**

**Responsibility**

Addressing emergency concerns involving the campus animal care facilities is primarily the responsibility of the animal care facility director. However, support regarding the facility, utilities,
and emergency maintenance essential to the preservation of research animals is the responsibility of the Emergency Response Team.

**Procedures**
Specific procedures for responding to emergencies are provided in the Animal Care Facility Disaster Plan, which is provided as Appendix VI. of this emergency plan.

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**PRODECURES FOR RESPONDING TO BOMB THREATS**

**Purpose**
To provide a plan to respond to bomb threats on campus, with procedures specifically intended to facilitate: continuance of normal campus activities as much as possible; notification of occupants in a threatened building; quick, orderly evacuation of all occupants from a threatened building when necessary; unrestricted access for emergency response personnel and equipment; cooperation with and assistance to off-campus emergency response personnel; the communication of information to key management personnel; establishment of temporary facility arrangements for work and study, and student housing if necessary; and the re-establishment of normal operations as soon as possible.

**Responsibility**
The following individuals and departments have varying degrees of responsibility in addressing a bomb threat emergency: Vice President of Academic Affairs (Provost); Vice President of Administrative Affairs; other Vice Presidents, Deans, Directors, and Department Chairpersons responsible for any department housed in a threatened building(s); all occupants of threatened buildings; building wardens; Campus Security; Environmental Health & Safety; Physical Plant; Housing; Facilities Planning & Construction; Purchasing; and University Relations.

**Bomb Threat Procedures – Provost and Vice President of Administrative Affairs**
It is the responsibility of these two individuals to make decisions in as timely a manner as possible regarding the continuation or cancellation of classes and the work day for the affected departments and buildings. Such information should be forwarded as quickly as possible to Deans, Directors, and Department Chairpersons who oversee campus activities affected by the incident. These decisions will be based upon the perceived threat of the incident, and when affected buildings are expected to be available for re-occupancy, determined primarily by information received from Campus Security personnel on the scene.

The Emergency Response (ER) Director or his designee will notify Emergency Response (ER) Staff
members in accordance with the Emergency Notification section of the Emergency Contingency Plan.

**Bomb Threat Procedures - Deans, Directors, and Department Chairpersons**

It is the responsibility of all Deans, Directors, and Department Chairpersons to ensure that all employees under their supervision are fully informed regarding the University’s ‘Procedures for Responding to Bomb Threats’, and that these procedures are followed by all. A copy of these procedures is included in the Appendix.

Deans, Directors, and Department Chairpersons are also responsible for informing employees and students regarding the status of the workday and of classes, as soon as possible following directives from the ER Director and/or the Provost. Once emergency response personnel have arrived and occupants with specific information regarding the incident have reported to them, evacuated personnel should be dispersed from the incident location as soon as possible. Employees need to know whether they should temporarily work in another location, go home for the day, etc. Likewise, students need to be informed as soon as possible regarding cancellation or relocation of classes, and when applicable, the status of threatened residence halls.

**Bomb Threat Procedures - Occupants of Threatened Buildings**

It is essential that anyone receiving a bomb threat by phone follow ‘Procedures for Responding to Bomb Threats’, keeping the caller on the line as long as possible, and asking the ‘Bomb Threat Checklist’ questions. Copies of both documents are included in the Appendix. The recipient of a bomb threat should write down the caller’s number if they have ‘caller ID’. If you are able to keep the caller on the phone, try to notify another staff member regarding the bomb threat, so that they may initiate emergency procedures as outlined in ‘Procedures for Responding to Bomb Threats’.

When a bomb threat is received, a bomb found, or if a bomb has exploded in the building, the fire alarm system should be activated as soon as possible to initiate evacuation of the building. In smaller buildings without fire alarm systems, the building must be evacuated by word of mouth.

It is essential that all occupants of the threatened building follow the above referenced procedures. Occupants should evacuate the building immediately when the fire alarm is sounded, or if by word of mouth they learn of a bomb threat in the building. Occupants should take note of any unusual items in the building as they exit, but building occupants should not delay their egress from the building to search for a bomb. A bomb search will be accomplished by trained professionals.

Once outside of the building, occupants should go to the pre-designated emergency evacuation meeting place. This is essential to ensure that everyone has safely evacuated the building. Also, those who have information regarding the bomb or bomb threat should remain available to provide information to emergency response personnel.

**Bomb Threat Procedures - Building Wardens**

Procedures for building wardens are presented in detail in ‘Emergency Evacuation Procedures’.
and Responsibilities of Building Wardens*, a copy of which may be found in the Appendix. The procedures for evacuation, and the role of the building wardens is very much the same for any emergency requiring the evacuation of the building. However, there are responsibilities specific for bombs and bomb threats. They are as follows:

Building wardens should not conduct a bomb search, but should take note of anything unusual or out of place while they are exiting the building.

Ensure that all occupants evacuate the building and move immediately to the outside area designated for that building.

Ensure that any occupants with specific knowledge (took a bomb threat call, found a bomb, etc.) remain available to report such information to emergency response personnel when they arrive. The building wardens shall notify emergency response personnel, as soon as they arrive, and direct them to the location of such occupants.

Inform emergency response personnel regarding any locations in building where occupants may not have evacuated. Also inform them regarding special hazards in the building, such as research laboratories with hazardous chemicals.

**Bomb Threat Procedures - Campus Security**

Campus Security has response procedures to be followed, specific to the criminal aspects of a bomb threat, that is not detailed in this response plan, and are directly related to the criminal investigation of the crime. However, there are also procedures to be followed by Campus Security that are in direct support of this plan. They are as follows:

When an officer reports to the scene of a bomb threat he/she should use the fire alarm system to evacuate all occupants from the building, if it has not already been done. In the event it is a smaller building that has no fire alarm system, the building should be evacuated by word of mouth. Occupants should be directed to go to and remain at the designated location after leaving the building.

The officer, with the assistance of the building warden, shall insure that anyone with specific knowledge of the bomb threat be available to provide information to other emergency response personnel (fire department or bomb squad) should they become involved.

Determine severity of the bomb threat and report to the dispatcher.

The dispatcher shall immediately report the incident to Tallahassee Fire Department.

The dispatcher shall also immediately report the incident to the Director of Campus Security. The Director of Campus Security shall determine the need to call in additional off-campus emergency response personnel, based upon the nature and severity of the threat.
When and if the bomb threat is determined to be a real threat to personnel and facilities, the Director of Campus Security shall notify the Provost and the ER Director. Identity of facilities evacuated and estimated down time for these facilities shall be communicated to these two individuals as soon as possible. From this point forward Campus Security shall update these two individuals continuously regarding any change of status of the threat until final resolution of the incident. Any information regarding changes in the time period for which a threatened building must remain unoccupied is critical to the decision making responsibility of these two individuals, and must be immediately reported to them by Campus Security.

Campus Security is the primary contact with the Tallahassee Fire Department, Tallahassee Police Department, State Emergency Management personnel, etc. Campus Security shall communicate to various FAMU departments the requests of such agencies, such as the need to disconnect electrical power, the need to provide building floor plans, etc.

**Bomb Threat Procedures – Housing**
Ensure that all housing employees, including student residence hall staff, are familiar with ‘Procedures for Responding to Bomb Threats’.

Housing shall maintain plans for temporary relocation of students in other residence halls on campus, and maintain pre-planned agreements with area hotels for temporary off-campus relocation, should emergency response personnel determine that it is not safe to occupy a given residence hall or halls.
Have plans in place to transport students to off campus housing if necessary.

**Bomb Threat Procedures – Environmental Health & Safety**
This department shall communicate the location of fire safety equipment and special hazards in threatened buildings to emergency response personnel as needed. Storage locations and volumes of hazardous chemicals, especially flammables and explosives, will be reported to emergency response personnel on the scene as needed.

Act as liaison between the emergency response personnel on the scene and the ER Director and Provost as needed.

Assist Campus Security as needed to maintain the unoccupied status of a threatened building, and maintaining a safe perimeter around an affected building.

Provide training for building wardens, and maintain assignment of building wardens. Provide updated procedures and related information to all on campus as needed.

**Bomb Threat Procedures – Physical Plant**
Upon notification of the threat, Physical Plant shall maintain a state of readiness to respond to emergency response personnel needs for various emergency services; including but not limited to providing emergency utility shutoffs, keys for access, access routes to attics and crawlspaces, etc.
Bomb Threat Procedures - Facilities Planning & Construction
Once notified of the incident, shall maintain a state of readiness to provide floor plans, mechanical, electrical, and other drawings or plans for campus buildings to emergency response personnel as needed.

Shall maintain the capacity to initiate an emergency construction or repair project, in the event campus facilities are damaged due to a bomb.

Bomb Threat Procedures - Purchasing
Once notified, staff will maintain a state of readiness to expedite emergency purchases as necessary to respond to the emergency; an example being temporary housing in local hotels for residence hall occupants.

Bomb Threat Procedures - University Relations
Shall represent the University regarding all media inquiries related to the bomb threat. Staff will announce necessary changes in work schedules or classes that need to be disseminated to students, employees, and the public by way of the media.

RESPONDING TO FIRE EMERGENCIES

Responsibility
Depending upon the magnitude of the fire, the following departments have varying degrees of responsibility in addressing a fire emergency on campus: Law Enforcement, Environmental Health & Safety, Physical Plant, Housing, Purchasing, University Relations, and department(s) occupying the affected facility.

Emergency Fire Procedures - Occupants
At the first indication that there might be a fire in the building, or whenever the fire alarm system has been activated, assume there is a fire, and follow these procedures:

1. Activate the building fire alarm, if someone has not already done so.

2. Without risking your own safety, insure that other occupants are evacuating the building. Leave the building, closing doors behind you, but do not lock them. Do not use elevators.

3. From a safe location, report the suspected fire (or that the alarm is sounding) by calling 911. Give the building name and location, and the exact location of the suspected fire, if known. If there are
hazardous materials in the building, inform emergency personnel. Stay on the line to answer any questions by emergency response personnel.

4. Stay out of and clear of the building until authorized by emergency personnel to re-enter.

5. If you know for certain that all occupants have exited the building, or if you think someone is still in the building, inform emergency personnel immediately.

6. If there are hazardous materials stored in the effected building (such as laboratory chemicals), inform emergency personnel immediately.

Response time from Tallahassee Fire Department to FAMU facilities is very short. With this in mind, do not jeopardize your own safety to fight a fire. Portable fire extinguishers are to be used only on the smallest of fires, when your personal safety is not put at risk by doing so.

If you cannot evacuate the building due to smoke or heat, seek temporary refuge in a room with a window, and preferably a phone, and:

1. Stuff towels, sheets, etc. under the door. Wet them first if possible.

2. If there is a phone, call 911 immediately, explain your situation, and give your location. Stay on the line to answer any questions of emergency personnel.

3. Open a window 6 to 8 inches for fresh air. Try to attract attention from outside.

4. Hang a sheet, curtain, etc. in the window to alert emergency personnel.

5. Stay as close to the floor as possible if the room begins to fill with smoke.

**Occupant Assessment of Losses Due to Fire**

It is essential that occupants perform a detailed assessment of losses due to smoke and fire. A written detailed inventory of items destroyed and damaged by fire must be prepared. Such items should not be discarded until they are inspected by Property Records and/or Environmental Health and Safety personnel. This is necessary verification to support any insurance claims that are filed. FAMU property numbers (where applicable) and description of items destroyed or damaged must be documented. Insurance claims are to be coordinated by the Environmental Health and Safety Department.

**Emergency Fire Procedures - Campus Security**
The Campus Security dispatcher shall notify Tallahassee Fire Department (TFD) immediately whenever a call is received indicating a possible fire on campus.

A Campus Security officer will be immediately dispatched to the scene.

The officer(s) on the scene shall assess the situation and call in any pertinent information to the dispatcher.

If a fire is confirmed, the dispatcher shall notify the Environmental Health and Safety Department.

The officer on the scene shall insure that all occupants are evacuating the building.

The dispatcher shall inform TFD while they are en route regarding any pertinent information about the fire or suspected fire scene (confirmed fire, confirmed accidental false alarm due to maintenance or construction, etc.). The building must be thoroughly checked to confirm a malicious false alarm, when there are no reliable witnesses as to why or how the alarm was initiated. In such a case determination should be made by TFD.

The officer on the scene shall remain to assist TFD in any way necessary, calling for back-up if needed, crowd control, building room access, etc. until the situation is resolved.

The officer on the scene shall reset the fire alarm, when the situation is resolved. Under no circumstances shall the fire alarm be silenced prior to absolute determination that there is not a fire or other emergency situation in the building. This determination is left to TFD; if a absolute determination cannot be easily arrived at by the officer.

When the officer encounters difficulty resetting a fire alarm, or when a malfunctioning system continues to initiate false alarms, the dispatcher shall contact Physical Plant for technical personnel to assist.

Following a fire that leaves a facility open to access (broken windows and doors), Campus Security shall provide surveillance until the building has been secured.

If arson is suspected following response and investigation of a fire, Campus Security shall assist TFD, and the State Fire Marshal’s investigator by providing any pertinent information available regarding the fire.

**Emergency Fire Procedures - Physical Plant**

Physical Plant shall assist with technical support personnel when contacted by Campus Security regarding reset of a fire alarm system, or system malfunction.

During a major fire, Physical Plant shall provide technical support as needed by emergency response personnel regarding utilities control locations and accessibility.
Following a fire, Physical Plant will provide temporary barriers to doors, windows, etc., and barriers to common pedestrian traffic at a safe margin around a burned building, as needed.

Physical Plant will provide transportation and manpower to move valuables from a burned building as soon as possible to secure locations, as deemed necessary.

**Emergency Fire Procedures - Housing Personnel**

In addition to ‘Emergency Fire Procedures For Occupants’, above, Housing personnel must take special precautions regarding fire response, due to the population density of residence halls, and the fact that they are occupied by sleeping residents at night. The following additional procedures should be followed by Housing personnel in residence halls:

If the alarm sounds, there is a fire reported, or there is any other indication there may be a fire, **always assume that there is a fire!**

Each Resident Assistant (RA) is responsible to make a diligent effort to insure his/her area of responsibility is immediately evacuated from the building. However, RA’s should not risk their own safety to insure their halls are evacuated.

The Housing staff member of highest authority in the residence hall is responsible for immediately calling 911 and reporting the emergency. **Do not assume the alarm system is automatically notifying emergency personnel.** This notification system has been known to fail. The 911 call is essential to insure a timely response to the suspected fire. Housing staff should not assume someone else has made the call.

Once outside, RA’s and SA’s should address the possibility that residents from their hall(s) may not have been awakened and/or may not have evacuated. If you think a resident may still be in the building, immediately inform emergency response personnel of their likely location.

Do not allow residents to re-enter the building until emergency personnel authorize re-entry.

Due to the unique environment of university residence halls, malicious and accidental false alarms are a fact of life. It is essential that residence hall staff, regardless of the number of recent false alarms, **always react to a fire alarm assuming that there is in fact a fire.**

**Emergency Fire Procedures - Environmental Health and Safety**

The Environmental Health & Safety Department shall assist in the development of fire emergency response plans for the various University departments.
EH&S shall act as the University’s representative for: coordinating plans and communications with TFD for emergency response; assisting with fire investigations by the Office of the State Fire Marshal; filing of insurance claims with the State Department of Insurance and various insurance agencies.

Following a fire, EH&S shall identify safety hazards resulting from the fire, and appropriate action to be taken to protect personnel from such hazards.

EH&S will make a determination as to the suitability of the facility for re-occupancy, with regard to personnel safety.

EH&S will coordinate effort with Property Records and occupants to prepare any insurance claims resulting from fire loss or damage.

**Emergency Fire Procedures - Purchasing Department**

Following a fire that results in significant damage and loss of property, the Purchasing Director will insure that necessary emergency purchases are expedited as quickly as possible, to allow the effected departments to resume normal operation, and to bring the damaged facility back on line for occupancy.

**Emergency Fire Procedures - University Relations**

The Director of University Relations shall act as the spokesperson for the University regarding interaction with the media concerning a fire on campus. Only with his approval may other personnel interact with the media on behalf of the University.

**RESPONDING TO HAZARDOUS MATERIALS RELEASES**

**General Overview**

There are two categories of hazardous material releases of primary concern at FAMU: fuel storage tank leaks or spills; and chemical spills in research and teaching laboratories, chemical storage rooms, and the hazardous waste storage units.

**Fuel Storage Tanks** - Three above ground fuel storage tanks are located behind the Heating Plant.
Two are 60,000 gallons each, containing fuel oil number 4; and the third is 500 gallons and contains diesel fuel.

There are four other above ground fuel storage tanks, all diesel. Their volumes and locations are as follows:

- 500 gal. - behind Heating Plant
- 500 gal. - behind Foote Hilyer Building, West wing
- 500 gal. - adjacent to loading dock, FAMU/FSU College of Engineering
- 2000 gal. - behind FAMU/FSU College of Engineering Annex

All four have secondary containment, and the 2000 gal. tank has automatic leak detection. There are two 2000 gallon, below ground, gasoline fuel storage tanks located at the Physical Plant fuel pump station. They have secondary containment tanks and pipes with automatic leak detection.

The primary concerns in the event of a fuel storage tank release are fire and release of fuel to the environment. If the fuel release is gasoline, fire is an even greater concern due to the ease of ignition of this fuel, and the potential for explosion.

**Laboratory Chemicals** - Numerous laboratories in Dyson Pharmacy, Jones Hall, Science Research, and the Perry Paige Building contain stocks of hazardous chemicals, as do the hazardous waste storage units behind Plant Operations. Also, there is a chemical storage room across from the loading dock at Science Research, and one at the loading dock of Dyson Building. Flammable liquids, reactive chemicals, corrosives, and acutely toxic compounds are of primary concern in each of these locations. Maximum volume per container is five gallons or less in the laboratories, and 55 gallons or less in the two storage rooms, and the hazardous waste units. Personnel safety is the primary concern when addressing laboratory chemical spills, and release to the environment is the next primary concern.

**Responsibility**

The following personnel share responsibility for emergency response to hazardous materials releases on campus: Environmental Health & Safety, Campus Security, Physical Plant, Purchasing, and science laboratory personnel. Environmental Health & Safety shall act as the lead department in determining appropriate response action.

**General Emergency Procedures**

**Emergency Procedures - Campus Security**
Any discovery of a hazardous materials release or spill shall immediately be reported to the Campus Security dispatcher. The dispatcher will immediately contact EH&S staff, and dispatch a Campus
Security officer to the scene. If the spill involves fuel or other flammable liquid, or is perceived as an imminent threat to personnel, the dispatcher shall also notify Tallahassee Fire Department.

The responding Campus Security officer shall make an immediate preliminary evaluation regarding potential for harm to the public, and control vehicular and pedestrian traffic to avoid the proximity of the spill, requesting additional officers if deemed necessary.

If a building needs to be evacuated, the officer should use the building fire alarm system. Until the incident has been thoroughly evaluated, immediate response personnel shall assume the worse case scenario, and err on the side of caution regarding the size of the evacuation perimeter.

In the event of a laboratory chemical spill or release after hours, every effort should be made to contact the researcher or major professor for that laboratory, to provide valuable information regarding what was spilled and the hazards involved.

**Emergency Procedures - Environmental Health & Safety**
EH&S staff shall immediately investigate the incident by reporting to the scene to verify and evaluate the release. If not already contacted, Tallahassee Fire Department should be notified at this time if deemed necessary. EH&S staff shall make a determination regarding risk to personnel and facilities, and determine emergency action to be taken to preclude: fire, personnel exposure to hazardous substances, damage to University property, and unauthorized release of hazardous substances to the environment. An emergency purchase order for professional assistance with cleanup or site/project management from FAMU environmental consultant shall be initiated by EH&S if deemed necessary. Florida DEP and/or the City of Tallahassee shall be contacted to report the release if required by law, or determined as appropriate by EH&S.

**Emergency Procedures - Physical Plant**
If deemed necessary, Physical Plant administrators shall be contacted and appraised of the emergency. If deemed necessary, Physical Plant personnel shall be kept on stand-by in the event that manpower or technical expertise is needed to address the emergency.

**Emergency Procedures - Purchasing Department**
The Purchasing Department should be notified as soon as possible if emergency purchases are anticipated for: professional site/project management, emergency response clean-up, specialized equipment purchase or rental, disposal of contaminated soil, etc. The Purchasing Director shall expedite any emergency purchases deemed necessary by the responders.

**Emergency Procedures for Fuel Tank Releases**
All fuel storage tank releases of more than five gallons warrant immediate notification of TFD. If the spill is estimated at more than five gallons, an evacuation perimeter of at least 300 feet should be maintained. 100 feet should be considered sufficient for spills of less than five gallons. If the fuel is gasoline, enforced evacuation to these distances is critical due to explosion and fire risk.
Extreme caution must be exercised to avoid any source of ignition in the vicinity of the release, especially if the fuel is gasoline. Smoking, running vehicles, and live electrical power are likely sources of ignition to guard against.

Sand or soil may be utilized for dikeing for immediate control and containment of a release of fuel. ‘Spill Magic’ absorbent is available from the EH&S Department for absorbing small fuel releases. EH&S also has a limited number of open top drums available for storing contaminated soil or absorbent. Physical Plant shall provide manpower for spill containment if deemed necessary, and if it can be accomplished with an acceptable degree of safety.

Fuel oil tanks behind the Heating Plant have a concrete bunker containment. In the event a leak is discovered in one of these tanks, it is essential that the containment drain be verified closed and kept closed. The Physical Plant director is responsible to insure quick removal of fuel from the tank containment by tanker truck.

In the event of a fuel spill or release from an underground tank, it is essential that the fill valve be capped or extended if it is damaged such that storm water run-off could enter the tank. Being that fuels are lighter than water, they will be first to exit the tank if there is an overfill due to storm water run-off.

Immediately following verification of a fuel tank leak or spill, EH & S staff shall insure notification, as required, of the DEP Storage Tank Office. Their local telephone number is 488-9300. Notification is required when any of the following conditions exists: when greater than 25 gallons has been released to a pervious service (usually soil); when greater than 100 gallons is released onto an impervious surface such as pavement (but not inside a diked area or secondary containment; when greater than 500 gallons has been released into a diked or secondary containment area; whenever fuel is released to interstitial space in buried fuel tanks or fuel pipes as indicated by the alarm of an automatic leak detection device.

EH & S staff shall also make arrangements with environmental consultants and contamination mitigation contractors when necessary, coordinate ongoing communication with DEP, and coordinate any mitigation project following a major release.

**Emergency Procedures for Laboratory Chemical Releases**

**Emergency Procedures - Laboratory Personnel**

When a spill or release of a hazardous chemical occurs, the user is responsible to make an immediate determination regarding the health and safety hazard presented by the event, and react appropriately. User knowledge of the chemical involved is critical to proper response. If it is determined that the spill presents a real threat or potential threat to the health and safety of occupants of the laboratory, immediately evacuate the laboratory and call 911 to alert emergency response personnel. If the spill involves a flammable liquid or gas, sources of ignition should be turned off, unplugged, or moved if
possible before leaving. Also, the laboratory’s air-handling systems should be shut down, if possible, if breathing of fumes from the spill presents a risk. Once evacuated, the lab doors should be closed, and a warning notice posted on each entrance door.

If the spill can be safely controlled and cleaned up, the user should immediately commence doing so, and personnel in the immediate vicinity should be informed of the spill and necessary precautions. The Material Safety Data Sheet, provided by the shipper with all hazardous chemicals, should be relied upon for health and safety concerns, as well as spill clean-up information. The Environmental Health & Safety Department may be contacted at any time to provide spill hazard information, or to assist in clean-up if necessary. Under no circumstances should laboratory personnel risk their own health and safety to contain or clean up a dangerous spill. The Tallahassee Fire Department emergency response team is equipped and trained to deal effectively with dangerous chemical spills.

**Laboratory Personnel Preparedness**

Each researcher and faculty member who maintains and works with hazardous chemicals at FAMU is required to be aware of, and ensure awareness of all personnel under their supervision or instruction (students) who will work with such chemicals, of the hazards and generally accepted emergency procedures for dealing with a spill of such chemicals. This information is available on the MSDS (material safety data sheet) for each hazardous substance. MSDS’s are required by law to be shipped, by the supplier, with any hazardous substance shipped, each and every shipment. The researcher or faculty member shall maintain such MSDS’s in the laboratory for reference. The Environmental Health & Safety Department maintains a master file of MSDS’s for most commonly used hazardous chemicals and products. They are available for copying.

Also, each researcher and faculty member who maintains and works with hazardous chemicals shall prepare and maintain a spill kit to facilitate quick and easy clean-up of minor chemical spills. The spill kit should contain the following: laboratory safety goggles, protective gloves, a plastic dust pan, inert spill absorbent such as vermiculite, oil-dry, or Spill Magic, and a 5-gallon plastic pail with sealable lid. The Environmental Health & Safety Department usually has a supply of Spill Magic and will donate same for laboratory spill kits. Environmental Health & Safety can help with the preparation of a spill kit, and when possible will provide such a kit to a lab that needs one.
## I. EMERGENCY RESPONSE TEAM CALL LIST

<table>
<thead>
<tr>
<th>Name</th>
<th>Work</th>
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<tbody>
<tr>
<td>Dr. James Ammons</td>
<td>599-3225</td>
<td>412-5656</td>
</tr>
<tr>
<td>President</td>
<td>Cell:</td>
<td></td>
</tr>
<tr>
<td>Dr. Cynthia Hughes-Harris</td>
<td>599-3276</td>
<td>942-8049</td>
</tr>
<tr>
<td>Provost and VP Academic Affairs</td>
<td>Cell: 294-1689</td>
<td></td>
</tr>
<tr>
<td>Ms. Teresa Hardee</td>
<td>599-3211</td>
<td>727-0470</td>
</tr>
<tr>
<td>Interim CFO and VP for</td>
<td>Cell: 728-6062</td>
<td></td>
</tr>
<tr>
<td>Administrative and Financial Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Roland Gaines</td>
<td>599-3183</td>
<td>668-2586</td>
</tr>
<tr>
<td>Vice President, Student Affairs</td>
<td>Cell: 728-6063</td>
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</tr>
<tr>
<td>Mr. Joseph Bakker</td>
<td>412-7503</td>
<td>385-3082</td>
</tr>
<tr>
<td>Assoc. VP Construction and Facilities</td>
<td>Cell: 591-9879</td>
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### ER Team Staff

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Mr. Andrew Balogh</td>
<td>599-3442</td>
<td>893-9210</td>
</tr>
<tr>
<td>Director, Environmental Health &amp; Safety</td>
<td>Cell: 510-4090</td>
<td></td>
</tr>
<tr>
<td>Mr. Buddy Barker</td>
<td>599-8134</td>
<td>385-1597</td>
</tr>
<tr>
<td>Director, Purchasing</td>
<td>Cell: 566-2133</td>
<td></td>
</tr>
<tr>
<td>Mr. Isaac Brundage</td>
<td>599-3992</td>
<td>364-4557</td>
</tr>
<tr>
<td>Director of Housing</td>
<td>Cell: 239-251-9353</td>
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</tr>
</tbody>
</table>
Ms. Sharon Saunders   599-3413           727-0375  
Chief Communications Officer  Cell:  491-6779

Mr. Samuel Houston       599-3197           386-3139
Director, Facilities Planning  Cell:

Mr. Kendall Jones       599-8042           877-6467
Director, Physical Plant  Cell:  544-1844

Mr. Calvin Ross   561-2206           668-4656
Director Safety & Security  Cell:  251-5325

Mr. Robert Seniors         599-3560           894-5095
VP, Information Technology  Cell:  491-6687

Mr. Carey Brown        575-9530           575-9930
Assistant Director, Administrative Svcs.  Cell:  251-6974

Ms. Tanya Tatum            599-3777           Cell:  212-2977
Director, Student Health Services

II.  ER Team Departmental Call Lists

<table>
<thead>
<tr>
<th>Environmental Health &amp; Safety</th>
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<td>Home</td>
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<tr>
<td>Andrew Balogh</td>
<td>893-9210</td>
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<tr>
<td>Linda Bell</td>
<td>671-4910</td>
</tr>
<tr>
<td>James Jacoby</td>
<td>671-2917</td>
</tr>
<tr>
<td>Owen Hart</td>
<td>656-8396</td>
</tr>
<tr>
<td>Bari Shepard</td>
<td>984-4988</td>
</tr>
<tr>
<td>Paul McKay</td>
<td>421-4283</td>
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Tanya Tatum
Sharron Foster        907-8246  459-9251  489-1494
Harriet Jennings     875-2296
Michelle Bautista    877-4806
Clarice Perry        893-1884
Coreen Johnson       575-4426
Rhonda Shaw          875-6676
Jackie Rogers        942-3722
Yvette Williams      875-1733
Alice Brickler       224-0876
Martha Ross          385-6460
Angela Parsons       878-8806

III. AGENCY CALL LIST

Department of Environmental Protection - 488-1234
Florida State University Police   - 644-1239
Florida State University Environmental Health & Safety - Tom Jacobson - 644-6895
Leon County Emergency Management - Richard Smith, Kevin Peters - 488-5921
Leon County Sheriff's Department - 922-3300
Red Cross (local) - 878-6080
State Attorney's Office - 488-6701
When a bomb threat is called in -

1. Keep the caller on the line as long as possible. Ask him/her to repeat the message. If you have 'caller ID', record the number.

2. Refer to the attached bomb threat checklist for questions should ask the caller.

3. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to innocent people.

4. If you are able to keep the caller on the phone, notify another staff member (if possible) that you are dealing with a bomb threat on the phone. The staff member should immediately follow procedures below.

If...a bomb threat has been phoned in and the caller has hung up -
You discover any item in the building that appears to be a bomb -
There has been an explosion in the building -

1. Evacuate all occupants from the building by activating the fire alarm system. In smaller facilities that have no fire alarm system, calmly and quickly tell occupants to evacuate the building. **The building must be evacuated.**
2. Inform the faculty or staff member in charge that there has been a bomb threat.

3. Leave the building without delay, but on your way out, take note of anything unfamiliar or suspicious that may have been left in the building. *Searching for a bomb is the responsibility of trained professionals.*

4. Once outside, call Campus Police (911) from the nearest phone. Move at least 300 feet *away from the building*. *Stay away from outside structures that may conceal a second bomb (trash receptacles, dumpsters)*

5. It is essential that anyone having information regarding the bomb threat remain available for questioning by emergency personnel.

6. Do not re-enter the building until emergency personnel give permission to do so.

7. Follow any additional instructions given by building wardens.

**BOMB THREAT CHECKLIST**

**Questions to Ask:**

1. When is the bomb going to explode?_____________________________

2. Where is it right now?________________________________________

3. What does it look like?_______________________________________

4. What kind of bomb is it?______________________________________

5. What will cause it to explode?__________________________________

6. Did you place the bomb?_____________________________________

7. Why?_______________________________________________________

8. What is your address?________________________________________

9. What is your name?__________________________________________

**Exact wording of the threat:**

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

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**Caller's Voice**

Male_____  Middle-aged_____  Normal_____  Lisp_____
Female____ Nasal_________  Stutter_____  Disguised____
Loud_____  Raspy_________  Deep_______  Ragged_____
Soft_____  Crying_______  Raspy_______  Slurred_____
Old_____  Angry_________  Deep breathing____  Cracked voice_____
Young___  Rapid_______  Excited____  Clearing throat_____

If accent, describe: ______________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

If familiar voice, who?____________________________________________________________

**Background Sounds**

Street noises_______  Motors_______  Static_______  Local________
Machinery_________  Voices_______  Music_______  Long distance_____

**Threat Language**

Well spoken_____  Irrational_____  Taped________
Foul___________  Incoherent_____  Message read______
V. EMERGENCY EVACUATION PROCEDURES AND RESPONSIBILITIES OF BUILDING WARDENS

SCOPE

1. The purpose of the Emergency Evacuation Plan is to establish minimum requirements that will provide a reasonable degree of life safety from fire, bomb threats, chemical spills and similar emergencies in Florida A&M University (FAMU) buildings and structures.

GENERAL

1. This endeavors to avoid requirements that might involve unreasonable hardships, unnecessary inconveniences or interference with the normal use and occupancy of a building(s) but insists upon compliance with a minimum standard for safety consistent with the public interest.

2. A positive attitude towards safety is needed by all building users and is a personal responsibility to ensure the safety of all persons at FAMU.

3. A person discovering any fire, explosives, bomb, chemical spill or similar emergency shall:

   (a) activate the building's fire alarm system;
(b) evacuate the building(s) as set out in Section III, 1-6, Emergency Evacuation Procedures;

(c) trained persons may attempt to extinguish fire in its earliest stage providing there is no life safety hazard to the person and such action will not endanger others;

(d) if the emergency is a bomb threat be on the alert for a suspicious package or device while evacuating the building;

(e) if a device is found the evacuation can be accomplished expeditiously while at the same time avoiding the potential danger areas of the bomb; and

(f) after the evacuation of all occupants, Wardens assisted by emergency personnel shall prevent unauthorized persons from re-entering the building;

4. A Fire Warden system shall be utilized for the safe evacuation of occupants in all buildings on campus. The Fire Wardens will be appointed by the Vice President, Dean or Director. The Department of Environmental Health and Safety will maintain the assignment of these Fire Wardens and their training using the Emergency Evacuation Procedures.

5. Fire exit drills shall be held in accordance with Section VI, 1-3.

6. For high-rise buildings, the Emergency Evacuation Plan shall also include:

   (a) the instructions of Chief Fire Wardens on the use of the voice communication system where such systems are installed;

   (b) the action to be taken by designated persons in initiating any smoke control or other fire emergency systems installed in a building in the event of fire until the fire department arrives; and

   (c) the procedures established to facilitate fire department access to the building and other utilities located within the building.

**EMERGENCY EVACUATION PROCEDURES**

**APPLICATION**
1. The Emergency Evacuation procedures shall be utilized to evacuate all occupants regardless of the type of emergency.

2. Adequately trained Wardens can be of great value in directing an orderly movement of people in the event of an emergency until emergency personnel arrive. FAMU will utilize a Fire Warden system to achieve effective emergency evacuation from any building(s) on campus.

3. The Wardens referred to in this division are mainly volunteers with their assignments and responsibilities outlined in Sections V and VI. It is not intended that Wardens should necessarily be in the building(s) on a continuous basis, but when available and on notification of an emergency is able to fulfill their obligations as described herein.

4. The emergency evacuation procedures require all Wardens to:
   (a) instruct all persons to leave the building(s); once the building alarm activates;
   (b) direct the flow of people to the nearest and safest exit;
   (c) advise the evacuees not to use the elevators (See Section VIII- "Elevators");
   (d) when possible, remove all non-ambulatory occupants to areas of refuge or to ground level exits;
   (e) when possible, assist all injured evacuees to areas of refuge or to ground level exits;
   (f) report the location of any trapped or seriously injured occupant(s) to the Chief Fire Warden;
   (g) ensure all persons have evacuated the building(s) (Note the names of individuals and/or room numbers when a problem is encountered.); and
   (h) close all doors opening into corridors.

5. Fire Wardens assigned to pre-designated grade level exits shall prevent unauthorized persons from re-entering the building(s) until the emergency is declared over by the Tallahassee Fire Department or other emergency personnel.

6. After the evacuation, crowd control is the responsibility of emergency personnel and the Wardens may provide assistance as required.

DUTIES AND RESPONSIBILITIES OF CHIEF WARDENS
1. **When the Fire Alarm sounds:**

   (a) Proceed to pre-designated areas;
   
   (b) Commence the emergency evacuation procedures described in Sections III, 1-6;
   
   (c) Check on the assigned Warden conducting the outside building check on:
       
       (i) the progress of the evacuation;
       
       (ii) the location of injured or trapped occupants and of evacuees needing assistance;
       
       (iii) the location and extent of the emergency; and
       
       (iv) the names and/or room numbers of individuals who caused any problems for the Fire Wardens.

2. **When the Tallahassee Fire Department or other emergency personnel arrive:**

   (a) liaison with the emergency personnel upon their arrival;
   
   (b) explain nature of the emergency, the location and extent of the emergency;
   
   (c) explain the progress of the evacuation, the location of injured or trapped occupants and of evacuees needing assistance;
   
   (d) provide floor plans if requested;
   
   (e) provide information on the elevators and elevator controls, standpipe, hose cabinets and fire extinguisher locations, and smoke evacuation routes if available; and
   
   (f) provide information on the elevators or special hazards or valuable properties, radioactive or classified areas which require special consideration by the emergency personnel during rescue operations.

3. **General responsibilities:**

   (a) Understand the Emergency Evacuation Procedures, its objectives and basic concepts, augment and promote the safety awareness of the building occupants;
(b) the Chief Warden shall instruct Wardens in the Emergency Evacuation Procedure described in Section III, 1-6, before they are given any responsibility for emergency evacuation.

(c) The Chief Warden shall delegate responsibility to the Warden to assign a person or persons to take charge of non-ambulatory persons for evacuation purposes (See Section VII, 1-3 - "Non-Ambulatory Persons");

(d) Maintain close liaison with the all Wardens; and

(e) Be aware of:

(i) Safety procedures and practices;

(ii) Fire and safety notices and information bulletins;

(iii) The responsibilities to the building occupants and visitors, assistant Wardens, Fire Safety Officer, Tallahassee Fire Department, other emergency personnel and the property being protected;

(iv) The location of fire extinguishing equipment and areas of refuge within the building(s).

4. **Chief Warden responsibilities also include attending:**

   (a) Training sessions;

   (b) Meetings requested by building Wardens, emergency personnel, Police Department or the FAMU Fire Safety Officer; and

   (c) Any seminars, courses, or meetings on safety supported and recommended by the FAMU Safety and Security Officers.

5. **The responsibilities of Chief Wardens and Wardens do not include the searching of a building when the emergency has been declared as a "Bomb Threat". Refer to Procedures for Responding to Bomb Threats.**

DUTIES OF FLOOR WARDENS
WHEN THE FIRE ALARM SOUNDS:

1. Proceed to your designated area.

2. Direct flow of people to the nearest & safest exit stair and advise them not to use elevators.

3. Arrange for the safe removal of all non-ambulatory occupants in your area (may be moved to safe zone - i.e. stairwell).

4. Close all doors opening into corridor.

5. Instruct all persons to leave the building (NOTE: names and/or room numbers when you encounter a problem). In case of inclement weather, direct occupants to adjacent buildings.

6. Note fire location and any problems with the fire alarm system.

7. Report any problems or comments to Chief Fire Warden.

8. Remain at designated grade level exit to prevent people from re-entering. (Campus Security will be available to assist you.)

9. Return into the building only, when a clear signal has been given by the Tallahassee Fire Department, FAMU Safety Officer, Chief Warden or other emergency person

VI. FIRE EXIT DRILLS

PROCEDURES

1. The conducting of fire exit drills is arranged and supervised by the Fire Safety Officer or his representative with the cooperation of the Chief Warden.

2. The Chief Fire Warden of a building shall receive a completed copy of "Fire Exit Drill Report" from the Fire Safety Officer after the completion of each drill or incident.

3. Fire exit drill shall be held at least:

   (a) Twice per semester in residential occupancies; and

   (b) Annually in all other buildings.

   (c) 10 times a year at FAMU DRS.
NON-AMBULATORY PERSONS

1. The Chief Warden shall delegate responsibility to the Wardens to assign a person or persons to take charge of non-ambulatory persons for evacuation.

2. The Fire Wardens shall keep records of persons in the building and the designated persons responsible for their evacuation.

3. Non-ambulatory persons within a building should be made aware of the procedures as outlined above, to ensure their own personal safety.

ELEVATORS

1. In the event of a fire or similar emergency, elevators shall not be used to evacuate the building.

2. Elevators, in most university buildings, are automatically recalled to the street, floor or transfer level upon the actuation of the buildings' fire alarm system and therefore are not reliable.

3. Only authorized persons including the Tallahassee Fire Department and Fire Safety personnel shall be permitted to use the elevators during fire emergencies.

FIGHTING FIRES AND RESCUE

1. Search and rescue is the responsibility of emergency personnel.

2. If the emergency is fire and it is small or in its earliest stages and can be fought effectively with the available extinguishers, then trained persons may attempt to extinguish such fires providing there is no life safety hazard to the user and such action will not endanger others.
3. The selection of the proper fire extinguisher and knowledge of its operation are critical to prevent injury to the user and to contain or extinguish the fire.

4. Fire fighting procedures for university buildings have been pre-planned by the Tallahassee Fire Department and FAMU Fire Protection Officer.

VI. Animal Care Facility Disaster Plan

DISASTER PLAN
ANIMAL CARE FACILITY
FLORIDA A&M UNIVERSITY
TALLAHASSEE, FLORIDA

EMERGENCIES

Veterinarians can be contacted during the week, weekends or holidays by telephone pagers.

The manual for emergency planning and implementation with regard to the research animals will serve as an annex to Florida A & M University Natural Disaster/Hurricane Emergency Plan in addition to other Emergency Procedures (i.e. fire, flood, threats by animal activists, etc.) as established by Florida A & M University.

Disasters that are big enough to affect the university will also affect the community and the county. Make sure you are aware of your own county’s emergency plans because you will not be the only people wanting critical services to be restored. Most counties are posting these plans on the web.

POTENTIAL EMERGENCIES TO BE COVERED BY THE PLAN:

Bomb Threats/Bombing
Break down of air handling system
**Break-In**
**Fire**
**Flooding**

**Hurricane**
* Interruption of chilled Water Supply
* Interruption of steam supply
* Power Outage
* Protest by Animal Activist/Threats Of Terrorism
* Tornado

**Facilities:** Animal housing areas under management of the College of Pharmacy and Pharmaceutical Sciences. Animal Care Facility wings are located in the following locations:

Frederick S. Humphries Science Research Center
Dyson Pharmacy Building

**Animal Observation and Health Maintenance**

All animals on campus are specifically used for laboratory research. The health and welfare of these animals are the primary goal of the department. All other elements listed are necessary for adequate maintenance of the animals. The Animal technician observes the animals under their care on daily basis and report abnormalities to the veterinary service staff. Failure to observe the animals may result in conditions being left untreated. Personnel is needed to observe the animals in a timely manner and adequate lighting and power is needed for proper observations to occur.

**Food**

*Research animals must be supplied with a continuous supply of food with a specific nutritional formula.*

**Water**

Animals must have a continuous supply of potable water. The water supply to all animal facilities on campus is obtained from the city of Tallahassee chlorinated/fluorinated water supply. Rodent and rabbit cages have automatic watering devices. The water sources for the reptiles are supplied by the staff.
Water is also essential for washing caging and equipment and other sanitation purposes.

Lack of adequate water supplies can cause life-threatening situations in the research populations. Most mammals can survive without food for days to weeks, but cannot live beyond 2-3 days without water. The availability of water is even more important for rodents, which have a higher basal metabolic rate.

**Personnel Responsible for Care of Animals**

Currently the animal care section includes a Veterinarian, Laboratory Animal Manager, and Senior Laboratory Animal Technician. Failure to maintain this staff due to lack of transportation to work, the need to remain and care for their families and homes, needed rest from working excessively long hours in the facility, and lack of personal food and water supply, could result in difficult in maintaining proper standards of animal care.

**Transportation**

The College of Pharmacy has a Ford Winstar Minivan and a transportation truck used to transport rack and cages between the Dyson Pharmacy Building and the Science Research Center.

**Communication**

The attending veterinarian and the laboratory manager are supplied with pagers. The attending veterinarian is accessible during the normal workday. Weekends and holiday and holiday coverage is provided by the Laboratory Animal Manager. The phone and pager numbers are listed on the entry doors to all facilities for weekend and holiday coverage.

**Environmental Support**

Environmental support is dependent upon continuous electric power and a correctly functioning HVAC system. For emergency power outages, there is a back-up generator for the animal facility.
Both animal facilities are equipped with the Edstrom Watchdog System which maintains the temperature and humidity in the animal wings.
Currently the animals’ rooms are maintained at temperatures that range from 68-75 degrees Fahrenheit and a humidity level between 40 and 70 percent. Complete air exchanges range
between 10 and 15 changes per hour. Light cycles are on a 12 hour cycle. Light on at 6:00 a.m. and off at 6:00 p.m. Extreme fluctuations/alterations in temperature and humidity will alter the physiologic parameters of the animal, which can result in death. Alterations in the light cycle may result in loss of or invalidation of important research data. HVAC system disruption may cause health problems (respiratory disease) in animals and employees as well as an accumulation of annoying odors and or harmful fumes.

**Contamination Control**

Established sanitation procedures and the supply of 100% fresh air exchange maintain control of contamination. Equally important is proper storage of food supplies, refrigeration of carcasses, and adequate clean water supply and sewer support. Failure of contamination control could result in significant health problems in the animals and employees. Control is dependent upon personnel to follow established sanitation procedures. Power and water is needed to operate sanitizing equipment.

**Security**

Both animal wings are equipped with Sonitrol card access panels. Surveillance cameras are located in the hallways and outside of each entrance.

**Research Support**

Research investigators are contacted when a problem arises with the condition of their animals such as health problems, power outages, and temperature changes. In the event of emergency situations, researchers are contacted as soon as possible. If contact with the investigator is not possible it may result in not having input from them as to necessary changes that may be needed to maintain proper animal care. This could result in loss of important data for research projects.

**BOMB THREAT/BOMBING**

If a bomb threat is received, the call should be immediately reported to the University Police Department. “What to do in Case if a Bomb Threat” guidelines set fort by the Department of Environmental Health and Safety should be completed during or as soon as possible, after the call. The UPD will determine what action should be taken in the event of a bomb threat (evacuation of building, etc.).
**Animal Observation and Health Maintenance**

All animals will be checked as soon as the fire and police safety personnel permit access to the facility. Animals suffering from injuries or smoke inhalation will be examined as quickly as possible and treated or euthanized as necessary. Dead animals will be removed from cages and placed in the freezer. If the bomb damages the freezer, the carcasses will be taken to a freezer in another facility and stored until arrangements for disposal can be made. If a bomb (or subsequent fire) has destroyed proper housing ability in any of the facilities, any remaining animals will be transported to another facility. Undamaged equipment and supplies will be moved to appropriate storage areas.

**Food**

Should a bomb or subsequent fire or water damage destroy any or all of the feed supply, the local feed vendor will be contacted for immediate replacements. Any feed that cannot be obtained from the local vendor, will be order for overnight delivery from the distributor. Spoiled or contaminated feed will be immediately discarded.

**Water**

In a case where a bomb destroys the water supply or equipment in the Animal Care Units water will be brought in from other facilities.

**Personnel Responsible Care of Animals**

If a bombing or a bomb threat occurs during normal working hours, all employees must vacate the facilities immediately and report to a predetermined place and wait for further instructions. If a bombing occurs after regular operating hours an attempt will be made to notify all employees to report to work. The facility manager (or designee) and veterinarian on call will be notified of any bombing and report to asses any resulting damage.

**Environmental Support**

Physical plant is responsible for the operation of the ventilation system and electrical power. Should power be lost for an extended period of time, the emergency generators will be activated.
**Contamination control**

Contamination control will be handled by cleaning up of any bomb, smoke and/or water damage. All dead carcasses will be placed in the deep freezer. If the air handling system is functioning, all air filters in the affected areas will be changed.

**Research Support**

Research investigators will be notified of the status of their animals as soon as possible and any alterations in routine plans of proper care for them (room or building relocation, etc.).

**BREAKDOWN OF AIR HANDLING SYSTEM**

**Animal Observation and Health Maintenance**

*Depending on the estimated time for repair, animals may be relocated to a more suitable area. Animals that cannot be readily relocated (e.g. in testing chambers) will be monitored frequently.*

**Food**

A breakdown of the air handling system for extended periods of time may result in higher levels of humidity and temperature. These excessive levels could affect the quality of feed. All feed will be closely monitored for spoilage. Spoiled or contaminated feed will be discarded and replaced immediately.

**Water**

No problem in association with HVAC System.

**Personnel Responsible for Care of Animals**

On call staff will be notified by physical plant and will assess any possible problems.

**Transportation**

No problem in association with HVAC System.
Environmental Support

Portable air handling units will be brought to the facilities along with fans for air circulation.

Research Support

Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible.

BREAK IN

Animal Observation and Health Maintenance

Any animals that may be loose in the facility will be captured, identified, and returned to cages or euthanized depending on their condition. Any animals killed as a result of vandalism will be disposed of.

Food

If the feed is destroyed by an act of vandalism, an order will be placed immediately with the local vendor for replacement. Feed will be shipped in by overnight delivery if needed.

Water

If vandalism disrupts the water supply, fresh water will be brought in from other areas until repairs are made.

Environmental Support

Physical plant is responsible for the operation of the ventilation and heating/cooling systems. If vandalism disrupts any of these services,
physical plant will be contacted and they will engage the emergency generators if needed.

Contamination Control

Environmental Health and Safety will be notified of any contamination may be the result of vandalism (e.g. chemicals being spilled). Spills will be cleaned up by EH&S instructions. Other possible sources of contamination such as standing water or spoiled feed will be cleaned up and disposed of.

Research Support

Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible.

FIRE

Animal Observation and Health Maintenance

All animals will be checked as soon as the fire safety personnel permit access to the facility. Dead animals will be moved from cages and put in the deep freezer. If the fire damages the deep freezer the animal carcass will be taken to a deep freezer in another facility and stored until arrangements can be made for disposal. Animals that need to be relocated due to fire damage to the facility will be removed as soon as possible to another facility. Animals suffering from smoke inhalation will be examined as quickly as possible and treated or euthanized as necessary.

Food

Should a fire or subsequent water damage destroy any or all of the feed supply we will have a local vendor deliver feed immediately. Feed may need to be overnight shipped to our facility to replace some of the damaged supply.

Water

In case where a fire disrupts the regular tap water supply, water will be bought in from other areas until the main supply is determined to be safe again.

Personnel Responsible for Care of Animals
If a fire occurs during working hours all employees must vacate the facilities immediately and report to a predetermined place and wait for further instructions. If a fire occurs after regular operating hours an attempt will be made to notify all employees to report to work. The facility manager and veterinarian on call will be notified of any fire and report to assess any resulting damage.

**Transportation**

If a fire destroys proper housing ability in any of the facilities, any remaining animals will be transported to another facility on campus. Undamaged equipment and supplies will also be relocated to another appropriate facility on campus for storage.

**Environmental Support**

Physical plant is responsible for the operation of the ventilation and heating/cooling systems. If fire disrupts any of these services, physical plant will be contacted and they will engage the emergency generators if needed.

**Contamination control**

Contamination control will be handled by cleaning up any smoke and/or water damage and putting any dead animals in the deep freezer. All air filters in the affected areas will be changed.

**Research Support**

Research investigators will be notified of the status of their animals soon as possible and any alterations in routine plans of proper care for them (room or building relocation, etc.).

**FLOOD**

**Animal Observation and Health Maintenance**

If potential flooding is expected animals will be relocated if possible. If relocation is not possible, animals will be moved to the highest row within their racks and monitored frequently. All animals will be checked as soon as access has been granted to a flooded building. Dead animals will be removed from cages and placed in the deep freezer. If the deep freezer is damaged by the flooding the carcasses will be taken to another deep freezer on campus and stored until disposal. Animals suffering from exposure will be examined and treated as soon as possible.
**Food**

If a flood within any of the facilities should damage the feed supply, the local vendor will be contacted for delivery of new food immediately. Should we experience a prolong power outage due to the flood, all feed will be closely monitored for spoilage and discarded and replaced as necessary.

**Water**

Water will undergo quality testing if widespread flooding occurs. Bottled water may need to be purchased until the City of Tallahassee has tested and proven that the water supply is once again safe for consumption.

**Transportation**

If roads are closed, staff will travel as close as possible by car and then proceed to the facilities on foot to care for the animals.

**Environmental Support**

Physical plant will monitor the HVAC system and provide emergency generators if needed.

**Contamination Control**

Any standing water will be cleaned up immediately.

**Research Support**

Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible.

**HURRICANE**

**Animal observation and Health Maintenance**

If landfall is predicted for the Tallahassee area and the hurricane is a category 3 or above, all species will be moved from the Science Research Facility and Dyson Pharmacy Building to a designated area.

All caging and racks will be changed if possible (time permitting).

All food hoppers and water bottles on cages containing animals will be filled.

All extra bottles and emergency water barrels will be filled with water.
All extra supplies such as bleach and trash bags will be stored.

**Food**

Feed is monitored to keep approximately 2-3 weeks supply on hand at all times. Should prolonged power outages occur (>24 hrs) all feed would be closely monitored for spoilage. Spoiled or contaminated feed will be discarded and replaced as soon as possible. If the feed supply is destroyed, we will have feed shipped overnight. If it is not possible for direct delivery we will arrange for it to be delivered to the closest accessible location for pick up.

**Water**

All possible water containers will be filled with water. A supply of apples and potatoes will be purchased in case the water supply becomes contaminated or in event of extended water outages. Water from outside of the hurricane-damaged area will be brought in to supplement water supplies as they become low. Sinks and mop buckets are washed out and filled with water for cleaning purposes only.

**Personnel Responsible for Care of Animals**

The Animal Care Facility staff will follow the following guidelines:

All possible staff members will report to work to prepare for the storm by following these guidelines. Once this is done they may return to their homes or evacuate the area depending on area of landfall.

Following the hurricane, animal care staff will report to work, when possible, to assist in caring for the animals, securing the facilities and any clean up that is needed.

**Environmental Support**

If needed, a generator will be borrowed from the physical plant department or rented. Gasoline for generators, electric cords, lights and fans will be maintained at the physical plant.

**Contamination Control**

All dead animals will be removed from cages, bagged, and put into the deep freezer. If the deep freezer is damaged and there are no other deep freezers to store these animals, attempts to contact City Emergency Department will be made for assistance from them in this matter.
Any standing water will be cleaned up as soon as possible.

**Research Personnel**

Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible.

**INTERRUPTION OF CHILLED WATER SUPPLY**

**Animal Observation and Health Maintenance**

Depending upon the estimated time for repair and time of year, potable-cooling units may be provided by physical plant. Animals will be monitored frequently to ensure their comfort.

**Personnel Responsible for Care of Animals**

Director of the facility will be notified by physical plant when an unplanned chilled water interruption occurs.

**Environmental Support**

The main reason for a chilled water outage may be a major power failure. If the chilled water is totally shut down, a request will be made for potable cooling units. Should maintenance not have the quantity needed an outside vendor will be contacted for additional units.

**Research Support**

Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible.

**INTERRUPTION OF STEAM SUPPLY**

**Environmental Support**

If there is an interruption of the steam supply during the warmer months, it will not create a problem. If a steam outage occurs during the cooler months, potable space heaters will be requested from physical plant if needed.

**Research Support**
Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible.

POWER OUTAGE

*Animal Observations and Health Maintenance*

All air handlers and fans for animal rooms are connected to emergency generators, therefore air supply and ventilation will continue to be provided. Should a campus power outage effect the chilled water supply, the animal room temperatures will be monitored and requests for fans or cooling units will be made.

*Environmental Support*

The emergency generator will supply power to the air handlers and fans that supply air to the animal rooms.

*Contamination Control*

The deep freezer is connected to the emergency generator and should not be affected.

*Research Support*

Attempts will be made to contact all research investigators to inform them of the status of their animals as soon as possible.

PROTEST AGAINST ANIMAL RESEARCH/ANIMAL ACTIVIST THREAT

If an unscheduled protest, notice of an unscheduled protest, or animal activist threat occurs, the University Police Department should be notified immediately. They will determine what action should be taken in the event of a protest/animal activist threat.

TORNADO

*Animal Observations and Health Maintenance*

All animals will be checked as soon as the safety personnel permit access to the facilities. Dead animals will be removed from cages and put into the deep freezer. If the deep freezer is damaged by the tornado the dead animals may be taken to a deep freezer in another facility and stored until arrangements for pick-up and disposal can be made. Animals that need to be relocated due to tornado damage to a facility will be moved as soon as possible to another suitable facility.
Animals suffering from injury will be examined as quickly as possible and treated or euthanized as necessary.

**Food**

Should a tornado or subsequent water damage destroy any or all of the feed supply, the local vendor will be contacted for replacements. If needed, feed will be shipped by overnight delivery. Spoiled or contaminated feed will be discarded and replaced as soon as possible.

**Water**

In a case where a tornado disrupts the water supply to a facility, water will be transported in from facilities on campus.

**Transportation**

If a tornado has destroyed proper housing ability in any facility, any remaining animals will be transported to another facility on campus. Undamaged equipment and supplies will be taken to storage areas within undamaged facilities.

**Personnel Responsible for Care of Animals**

If a tornado occurs during working hours all employees in the outlying areas must vacate to a safe area immediately. If a tornado occurs after regular working hours an attempt will be made to notify all employees to report to work. The facility manager and veterinarian will be notified of any tornado and report to assess any resulting damage.

**Environmental Support**

If needed, emergency generators will be requested from physical plant.

**Contamination Control**

Any dead animals will be removed from cages and put into a deep freezer. If the deep freezer is damaged, the animal carcasses will be taken to a deep freezer in another facility and stored until arrangements can be made for pick-up and disposal.
**Research Support**

Research investigators will be notified of the status of their animals as soon as possible and any alterations in routine plans of proper care for them.

**Emergency Phone Numbers**

Fire or Ambulance (from campus) 9-911

FAMU Police -599-3256

Maintenance -599-3525

On call Supervisor for weekends and Holidays (see posted on facility entry door)

On call Veterinarian for weekends and Holidays (see posted on facility entry door)

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**VII. Plant Operations and Maintenance Department Emergency Preparation Plan**

Once an official emergency concerning a possible hurricane has been declared by the University’s Emergency Response Team the following process is implemented by the Plant Operations and Maintenance Department (POM):
• POM essential staff members are immediately identified to address hurricane related calls (normally about 25 employees).
• POM office staff place telephone calls to various departments on campus requesting that all state vehicles be relocated to the lower level of the parking garage on Wahnish Way, as a precaution to minimize potential damages.
• POM service vehicles are fueled and made available for essential staff to respond throughout the event.
• POM staff canvas campus grounds, relocating miscellaneous items, i.e., (newspaper stands, trash cans, small roll-offs etc.) to the POM storage facility.
• POM electrical staff shall verify that the freezer/refrigerator, located at the Student Service Center is connected to the back-up power generator and ensure the generator fuel tank is full of diesel fuel.
• POM grounds staff stage all emergency related equipment on the trade shop area to address hurricane-related issues; i.e., (chainsaws, blowers, forklifts, generators, etc.).
• POM warehouse staff will ensure that an ample amount of plywood is on hand to address the potential damages, i.e., buildings, windows and doors.
• An inventory of fuel oil in the above-ground fuel tanks is assessed, to ensure that an ample supply is on hand (4 or 5 day supply).
• Campus assessments will be conducted throughout the emergency event to determine damages to buildings and campus facilities, i.e., (domestic water supply, drainage systems, water intrusion, damaged or wet ceiling tiles, and areas where water needs to be extracted from carpeting and other flooring.
• POM employees are available to assist the food service personnel with the distribution of box lunches to on-campus housing residents.