

**IN CASE OF AN EMERGENCY CALL 911
9-911 ON COLLEGE PHONE**

EMERGENCY MANAGEMENT PLAN

OF

**FLORIDA KEYS COMMUNITY COLLEGE
5901 College Road
Key West, Florida 33040**



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A: INTRODUCTION

Purpose

The Florida Keys Community College (FKCC) Emergency Management Plan (EMP) is designed for use by the entire college community. The EMP establishes standard operating guidelines, based on existing policies and procedures, for the response to an emergency impacting the College. The EMP describes the emergency management roles and responsibilities of the entire college community and provides a strategy to be prepared as possible for the most likely hazards. The EMP is designed to protect lives and property through effective use of college, local, state and federal resources. Since an emergency may be sudden and without warning, the EMP is intended to be flexible in order to accommodate contingencies of various types and magnitudes. The FKCC EMP does not limit the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

Scope

The EMP outlines the mitigation/prevention, preparation, response and recovery actions of FKCC personnel and resources for all-hazards that could negatively impact FKCC. The EMP incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination between responding agencies and is consistent with the Monroe County EMP, State of Florida EMP, and National Response Framework (NRF). FKCC continuously collaborates with local, state and federal emergency response agencies in the development, implementation and maintenance of the FKCC EMP.

FKCCC personnel and equipment will be utilized in accordance with the guidelines set forth in the EMP to accomplish the following priorities in order of importance:

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety and Basic Care Services
- Priority 3: Protection of FKCC Assets
- Priority 4: Maintenance of Critical FKCC Services
- Priority 5: Assessment of Damages
- Priority 6: Restoration of FKCC Operations

The FKCC EMP is comprised of four sections. The first section is the BASIC PLAN which provides a plan overview, specifies emergency management roles and responsibilities, explains how the college prepares for and mitigates against likely hazards, outlines the organizational structure of the college during an emergency, and provides standard operating response guidelines. The second section contains HAZARD SPECIFIC PLANS which cover the special circumstances and processes that are only relevant to a specific hazard type. The third section contains the FKCC Continuity of Operations Plan (COOP) which addresses all recovery guidelines. The fourth section contains FUNCTION SPECIFIC CHECKLISTS and other supporting documents to assist personnel to execute their roles and responsibilities in accordance with the guidelines set forth in the previous sections of the FKCC EMP.

Assumptions

The FKCC EMP is predicated on a realistic approach to the challenges likely to be encountered during a major emergency. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency are not predictable; therefore, published response plans, such as the FKCC EMP, should serve only as a guide and may require modifications in order to meet the requirements of a specific emergency.
- An emergency may be declared if information indicates that such conditions are developing or probable.
- All emergencies begin locally. Therefore, most emergencies impacting FKCC will begin at the campus level.
- Major emergencies may become county or statewide. Therefore, it is necessary for FKCC to prepare for and carry out emergency response and short-term recovery operations in conjunction with local, state, and federal emergency response agencies.
- Assistance from local, state, and federal emergency response agencies may not be immediately available.

Authority

Monroe County Emergency Management authority and support are governed by Chapter 11 of the Monroe County Code of Ordinances. The State of Florida emergency management authority and support are governed by Florida State Law, F.S. chapter 252; States of Emergency. The federal government is authorized to support both the county and state governments in accordance with the Robert T. Stafford Act and Title 44 of the Code of Federal Regulation.

On April 30, 2007, Florida Governor Charlie Crist signed Executive Order 07-77, establishing the Gubernatorial Task Force for University Campus Safety. The goal of the task force was to develop recommendations and identify best practices that Florida colleges and universities could implement to make their campuses safer. The task force recommended that each college create an emergency management committee whose responsibility would include reviewing the institution's EMP and recommending areas of improvement. In response to the above recommendation, FKCC created an Emergency Management Team. The FKCC Emergency Management Team is responsible for maintaining the EMP and developing strategies to address new hazards as they are identified.

Members of the FKCC Emergency Management Team represent the following functional areas:

Academic Affairs
Administrative Services
Advising Services
Business Services
Enrollment Services
Facilities Management

Human Resources
Information Technology
President's Office
Public Relations
Public Safety
Student Government Association
Students w/ Disabilities

B: EMERGENCY MANAGEMENT ROLES & RESPONSIBILITIES

College Level

College President

The College President is responsible for ensuring the ongoing mission of FKCC. The FKCC EMP is promulgated under his/her authority. All policies and procedures related to the safety and security of the college community shall be approved by the College President or his/her designee.

Emergency Response Role

The College President has the authority to declare a college state of emergency. This declaration activates the Executive Management Team (EMT). All decisions concerning the discontinuation of College functions, cancellation of classes, or cessation of operations rest with the College President or his/her designee. If the College President is unavailable, the VP of Instruction is authorized to assume this role.

Executive Staff

The Executive Staff is comprised of the College President and his direct reports.

Emergency Response Role

The Executive Staff's role is that of policy and major decisions. Typically, this would be centered on planning and preparation prior to and the recovery from the incident, the long-term effects of the incident and the needs to restore the College to normal operations (continuity of operations planning and recovery management). The Executive Staff would be directly involved in incident stabilization only if major expenditures or policy decisions were needed to complete the stabilization.

Exhibit 1 – Executive Staff Members

- President
- Executive Director, President's Office
- Vice President, Instruction / Academic Affairs
- Vice President, Business and Administrative Services
- Vice President, Advancement
- Director, College & Public Relations
- Director, Human Resources

Vice President of Instruction

The VP of Instruction is responsible for the ongoing academic status of FKCC. The VP of Instruction has the authority to assign members from the College's academic divisions with emergency management roles and responsibilities in support of the FKCC EMP and other emergency preparedness initiatives.

Emergency Response Role

During a declared college state of emergency, the VP of Instruction will be responsible for the proper and expeditious handling of the emergency in accordance with the guidelines set forth in the FKCC EMP. If the College President is unavailable, the Vice President may declare a college state of emergency and activate the Emergency Management Team.

Vice President, Business and Administrative Services

The VP of Business and Administrative Services is responsible for the ongoing operational status of FKCC. The VP of Business and Administrative Services has the authority to assign members from the College's operational divisions with emergency management roles and responsibilities in support of the FKCC EMP and other emergency preparedness initiatives.

Emergency Response Role

During a declared campus state of emergency, the VP of Business and Administrative Services will be responsible for the proper and expeditious handling of the emergency in accordance with the guidelines set forth in the FKCC EMP. If the College President and/or VP of Instruction are unavailable, the VP of Business and Administrative Services and/or the VP of Advancement may declare a campus state of emergency and activate the Emergency Management Team.

Vice President, Advancement

The Vice President of Advancement is responsible for creating and maintaining a safe, healthy and supportive environment for FKCC students. He/she oversees the planning and governance of Student Affairs, Accreditation and the Residence Hall. The VP has the authority to assign members from the College's academic divisions with emergency management roles and responsibilities in support of the FKCC EMP and other emergency preparedness initiatives.

Emergency Response Role

During a declared state of emergency, the Vice President of Advancement accounts for students involved in or impacted by a college emergency. He/she will develop strategies to reschedule classes or alter class schedules, identify alternate locations for college functions (classes, events, etc.), organize student crisis counseling services and secure and/or organize the evacuation of the Residence Hall.

Director, College & Public Relations

The Director, College and Public Relations is responsible for the College's activities relating to external and internal communications. The Director of College and Public Relations is the College's point of contact with all media agencies. He/she is responsible for informing the college community about the FKCC EMP and other emergency preparedness initiatives.

Emergency Response Role

The Director, College and Public Relations is the primary college official responsible for activating the College's emergency notification system (Blackboard Connect) and alerting the general college community of a MAJOR EMERGENCY. The Director of Information Technology will serve as backups for the emergency notification responsibility. If a campus state of emergency is declared, the Director of College and Public Relations will provide media relations support.

Director, Maintenance and Campus Operations

The Director of Maintenance and Campus Operations provides vision, leadership, strategic planning, policies, goals and oversight in the management of college-wide resources in facilities, grounds, and physical plant operations. The Director of Maintenance and Campus Operations has the authority to assign members from his/her division with emergency management roles and responsibilities in support of the FKCC EMP and other emergency preparedness initiatives.

Emergency Response Role

During a declared college state of emergency, the Director of Maintenance and Campus Operations can serve as the Logistics or Operations Section Chief on the Emergency Management Team.

Director, Human Resources

The Director of Human Resources is responsible for directing all Human Resources related activities for the College. The Division of Human Resources consists of Benefits, Compensation, Employee Relations, Staffing and Compliance. The Director of Human Resources has the authority to assign members from his/her division with emergency management roles and responsibilities in support of the FKCC EMP and other emergency preparedness initiatives.

Emergency Response Role

During a declared college state of emergency, the Director of Human Resources can serve as the Planning Coordinator on the Emergency Management Team.

Director, Information Technology

The Director of Information Technology provides the vision and leadership for evaluation of short and long range goals for all instructional and administrative technology needs of the College. The Director of Information Technology has the authority to assign members from his/her division with emergency management roles and responsibilities in support of the FKCC EMP and other emergency preparedness initiatives.

Emergency Response Role

During a declared college state of emergency, the Director of Information Technology can serve as the Logistics or Operations Chief on the Emergency Management Team.

Faculty & Staff

Faculty and staff are seen as leaders and must be prepared to direct students, visitors, and colleagues to safe locations in the event of an emergency. Faculty and staff are responsible for being familiar with applicable emergency plans, procedures and evacuation routes for their assigned work locations. Faculty and staff are also responsible for maintaining their contact information for FKCC Emergency Notification Systems to maximize the College's capability to notify them of a life threatening emergency and issue appropriate protective actions.

In addition to the items listed above, faculty is encouraged to include the following public safety and emergency preparedness information in their course syllabus and review this information with their students at the beginning of each term.

- How to dial 911 from a Campus Phone 9-911
- Location of classroom evacuation map Placard next to exit door
- Information on what to do in an emergency www.fkcc.edu
- Register to receive emergency notifications www.fkcc.edu
- Location of emergency call box www.fkcc.edu

Emergency Response Role

If faculty and staff are involved in or witness a life-threatening emergency, they are required to immediately call 911. Faculty and staff must be prepared to assess emergency situations quickly but thoroughly, and use common sense in determining how to implement any issued protective actions. During a declared state of emergency, faculty and staff without specific crisis management responsibilities are required to take action as directed by the Emergency Management Team.

Students & Residence Hall

Students are responsible for familiarizing themselves with emergency preparedness resources, campus emergency procedures, and evacuation routes in the buildings they use frequently. Students are responsible for maintaining their contact information for FKCC EMERGENCY NOTIFICATION SYSTEMS to maximize the College's capability to notify them of a life threatening emergency and issue appropriate protective actions.

Emergency Response Role

If students are involved in or witness a life-threatening emergency, they are required to immediately call 911. Students must be prepared to assess emergency situations quickly but thoroughly, and use common sense in determining how to implement any issued protective actions. Students are required to implement protective actions in an orderly manner when directed by faculty, staff, emergency response personnel or an FKCC EMERGENCY NOTIFICATION SYSTEMS message.

Local Level

Monroe County

The Monroe County Department of Emergency Management & Homeland Security (DEM & HS) is responsible for coordinating all countywide emergency management efforts. DEM & HS prepares and implements the County EMP and periodically conducts exercises to test county and municipal emergency response capabilities. The County Mayor has the authority, under Chapter 11 of the Monroe County Code, to declare a county emergency, activate the Emergency Operations Center (EOC) and allocate the resources necessary to protect lives and property. The Monroe County EOC is the facility in which emergency and disaster preparations, response, and recovery activities are coordinated among participating agencies residing within the County's jurisdiction.

All three FKCC campuses reside within the jurisdiction of Monroe County. The Monroe County Sheriff's Department (MCSD) is the primary law enforcement agency for the Tavernier, Marathon and Key West campuses. The Monroe County Fire Department (MCFD) is the primary fire rescue agency for the Tavernier, Marathon and Key West campuses.

Regional Level

Regional Domestic Security Task Force

The State of Florida has taken a regional approach in the fight against terrorism and preparation for catastrophic disasters. The State is divided into seven Regional Domestic Security Task Forces (RDSTF). Each task force is made up of the local, state, and federal emergency response agencies that serve and protect the communities within the defined region. The Southeast RDSTF (Region 7) encompasses Miami-Dade, Broward, Monroe and Palm Beach counties. The task force is broken down into functional workgroups that meet regularly and discuss ways to update/sustain equipment, train personnel, increase public awareness and establish protocols for response to a terrorist incident under a unified command. FKCC's ongoing participation in the RDSTF is instrumental in applying for homeland security grants, planning of regional exercises, and ensuring the consistency of the FKCC EMP with other local and state response plans.

State Level

Florida Division of Emergency Management

The Florida Division of Emergency Management (FDEM) is responsible for the coordination of all statewide emergency management efforts. FDEM prepares and implements the State of Florida EMP and periodically conducts exercises to test state and county emergency response capabilities. The Governor has the authority to issue an Executive Order declaring a Florida state of emergency and activating the State's emergency response resources. During a declared Florida emergency, FDEM is authorized to support the local response efforts through the activation of the State EMP and EOC. If the Governor is not able to issue an Executive Order due to time constraints, the Director of FDEM is authorized to activate the State EMP and immediately initiate emergency response actions. The Region 7 FDEM Coordinator is responsible for coordinating FDEM initiatives with the FKCC Emergency Management Team.

Florida Department of Law Enforcement

The Florida Department of Law Enforcement (FDLE) was created to promote public safety and strengthen domestic security by providing services in partnership with local, state, and federal criminal justice agencies to prevent, to investigate, and to solve crimes while protecting Florida's citizens and visitors. Through its seven Regional Operations Centers, fourteen field offices, and seven crime laboratories, FDLE delivers investigative, forensic, and information system services to Florida's criminal justice community. FDLE is responsible for coordinating the seven RDSTFs and the State of Florida Domestic Security Oversight Committee (DSOC). The Region 7 FDLE Special Agent Supervisor is responsible for coordinating FDLE and DSOC homeland security and emergency management initiatives with the FKCC Emergency Management Team.

Florida Department of Education

The Florida Department of Education (FDOE) governs public education for the State of Florida. The State's colleges are governed locally by a board of trustees and coordinated statewide under the State Board of Education. The Florida College System consists of 28 community and state colleges from across Florida. The Chancellor of Florida Colleges is the chief executive officer of the system and supports the member colleges on statewide education initiatives. The Assistant Chancellor of Florida Colleges is responsible to assist FDEM and FDLE with all statewide emergency management efforts that impact the Florida College System. The Assistant Chancellor of Florida Colleges is also responsible for coordinating FDOE emergency management initiatives with the FKCC Emergency Management Team.

C: PREPAREDNESS & MITIGATION/PREVENTION ACTIONS

Collaboration

Collaboration with off-campus emergency response agencies is critical at FKCC. FKCC is committed to enhancing collaboration and communication with these agencies to avoid duplication of effort; ensure that FKCC's emergency policies, plans, and procedures are consistent with local, state and federal plans; and be as prepared as possible for a major campus emergency of any type.

Planning

The FKCC EMP is reviewed, updated, and enhanced on an as needed basis in accordance with newly implemented laws or regulations and the lessons learned after emergency preparedness exercises or real-life emergency incidents. The Emergency Management Team consist of representatives from Academic Affairs, Administrative Services, Advising Services, Business Services, Enrollment Services, Facilities Management, Human Resources, Information Technology, President's Office, Public Relations, Public Safety, Student Government Association and Students w/ Disabilities. The Emergency Management Team consults other members of the FKCC community as needed for additional input.

Emergency preparedness and the planning process are the responsibility of the entire college community. The Emergency Management Team is responsible for distributing a copy of the entire EMP and updated campus floor plans to all supporting emergency response agencies on an as needed basis not to exceed one year.

Hazard Analysis

The College is an open-access, public institution of higher education. FKCC's annual enrollment is over 1,000 students and approximately 200 employees. FKCC has one main campus and two satellite centers. All FKCC facilities are located within Monroe County on the southeast coast of the Florida peninsula. Monroe County's low and flat topography coupled with its coastal geography makes the College extremely vulnerable to hurricanes and other natural hazards. All open-access, public institutions of higher education are vulnerable to intentional human-generated hazards.

Due to FKCC's vulnerability to a wide range of hazards, the EMP was developed using a risk based hazard analysis. The EMP provides specific guidance to some of the College's most likely hazards. The College's vulnerabilities are listed below by hazard category.

Natural Hazards

- Hurricanes
- Fires
- Floods
- Tornadoes
- Pandemics/Infectious Diseases

Accidental Technological Hazards

- Utility/Telecommunication Failures
- Hazardous Material Spills/Releases
- Major Vehicle Accidents
- Airplane Crashes

Intentional Human-Generated Hazards

- Active Shooters/Hostile Intruders
- Cyber Security Attacks
- Civil Disturbances/Demonstrations/Riots
- Bombings
- Other Terrorism Incidents

Training

Training is a critical component of FKCC's preparedness actions. The FKCC Emergency Management Team is responsible for identifying college personnel who need to receive training based on their roles and responsibilities in the overall preparedness for, management of, and response to a college emergency.

Exercising

The FKCC Emergency Management Team is responsible for the development, implementation and maintenance of a yearly exercise schedule to test and evaluate the EMP. At a minimum, FKCC must participate in the Statewide Hurricane Exercise. The EMT will analyze the academic calendar to determine the best times to conduct the specified exercises and work to finalize the schedule with each functional area to ensure the least impact to normal College operations and the adequate involvement of faculty, staff and students. The EMT will attempt to hold exercises in conjunction with the local, state and federal emergency response agencies that serve and protect FKCC to avoid duplication of efforts and enhance collaboration. All exercises are required to be conducted in accordance with the Homeland Security Exercise and Evaluation Program. Lessons learned from completed exercises will be documented and an improvement plan will be created to identify areas for improvement.

D: EMERGENCY ORGANIZATION STRUCTURE

Implementation of the Incident Command System

FKCC will utilize the Incident Command System (ICS) in response to a declared college state of emergency. A basic premise of NIMS is that incidents typically are managed at the local level first. The FKCC EMP assumes that all emergencies will start at the campus level. The Emergency Management Team will operate as separate incidents and become branches within the MDC Incident Complex structure depending on the type and severity of the emergency and how many campuses are impacted.

Advantages of an Incident Complex Structure

- Assists in College-wide coordination
- Ensures efficient resource use
- Ensures that College policies, priorities, constraints and guidance are implemented consistently across campus incidents

Emergency Management Team

The Emergency Management Team consists of college personnel who are assigned specific emergency roles and responsibilities. The Emergency Management Team consists of a Public Safety Group Supervisor, Student Affairs Group Supervisor, Academic Affairs Group Supervisor, Campus Services Group Supervisor, Facilities Operations Group Supervisor, and an Information Technology Operations Group Supervisor. The College Emergency Management Team is required to have a primary and an alternate person for each position.

Public Safety Group Supervisor Responsibilities

- Disseminates Campus warnings and threats
- Directs evacuation efforts
- Maintains traffic and crowd control
- Controls access to incident scene
- Coordinated response with the local emergency response agencies

Student Affairs Group Supervisor Responsibilities

- Accounts for students involved in or impacted by a college emergency
- Develops strategies to reschedule classes or alter class schedules
- Identifies alternate locations for campus functions (classes, events, etc.)
- Organizes student crisis counseling services
- Notifies RA's to account for students residing in the Residence Hall

Academic Affairs Group Supervisor Responsibilities

- Accounts for faculty involved in or impacted by a college emergency
- Develops strategies to reschedule classes or alter class schedules
- Identifies alternate locations for critical academic functions
- Organizes faculty crisis counseling services

Facility Operations Group Supervisor Responsibilities

- Provides utility assessment and shut down services
- Organizes the clearance and removal of debris
- Conducts preliminary damages assessments

Information Technology Group Supervisor Responsibilities

- Maintains the operation of campus voice, internet, radio and wireless communications
- Identifies Information Technology resources and services required to support the incident

- Implements proper backup controls and redundancies to maintain critical college Information Technology services
- Maintains information security controls

Campus Liaison Officer Responsibilities

- Serves as point of contact for external college agencies with a presence on campus (Charter School, PACE, food contractor, etc.)

E: RESPONSE & RECOVERY OPERATIONS

Incident Identification & Threat Assessment

The most critical steps in the emergency response process are incident identification and threat assessment. The FKCC EMP assumes that most emergency incidents on campus are going to be identified by students, faculty, staff or visitors. If students, faculty, staff, or visitors are involved in or witness a life-threatening emergency, it is essential for them to immediately call 911. This notification is the first step in the activation of the FKCC EMP and emergency response. The first responding college personnel is responsible for safely assessing the scene for threats, report known threats to other responding officials and confirm the emergency severity and type. The college personnel are then responsible for contacting the Director of College and Public Relations, Director of Information Technology and/or the Director of Maintenance and Campus Operations to initiate the major emergency notification process.

A non-life threatening emergency should be immediately reported to the appropriate college personnel. When doubt exists or if a non-life threatening emergency has potential to become more dangerous, always resolve in favor of notification based on the above guidelines.

Once the appropriate college personnel are notified of an incident, the threat assessment process begins. Personnel at the college must assess the emergency incident and any known threats to determine the appropriate level of response. The following elements of information should be used to assist in the threat assessment process:

- 1.Type of incident
- 2.Location of incident
- 3.Time of incident
- 4.Information received from local law enforcement & fire rescue agencies
- 5.Information received from FKCC Emergency Management personnel on scene
- 6.Information received from local, regional, state, and federal intelligence reports

Emergency Response Levels

In responding to any emergency it is important for college personnel to identify and classify the severity of incident to ensure the appropriate resources are allocated and organizational structure is implemented in a timely fashion. There are three levels of emergency response. The lower the level

of emergency the larger the scale of the incident and the more resources and coordination required to manage it. Any given level may be bypassed if necessary to allow a response to proceed to a higher level.

Level 3 – Minor Emergency

A MINOR EMERGENCY is defined as a localized incident with a limited threat to life/safety and no impact to normal college operations. Planning and response to a MINOR EMERGENCY is carried out at a limited local level. The FKCC EMP is not activated for a MINOR EMERGENCY, but certain sections can be used as standard operating guidelines to the extent necessary.

Level 2 – Major Emergency

A MAJOR EMERGENCY is defined as an incident that threatens life/safety and/or severely impacts normal college operations. Response to a MAJOR EMERGENCY can be managed at the local level and could require significant resources internal and external to FKCC. The FKCC EMP is activated for a MAJOR EMERGENCY.

Level 1 – Disaster

A DISASTER is defined as an incident that results in the catastrophic loss of life and/or closure of the college for an extended period of time. Response to a DISASTER is managed at the district level and requires mutual aid from external agencies. The FKCC EMP and COOP are fully activated for a DISASTER.

Exhibit 1.1 - Expected Impact

Scope	Level – 1	Level – 2	Level – 3
College Activities	Minimal and localized. Most College activities not impacted.	Significant. College Activities localized shutdown.	Very Significant. College activities shutdown for a period of
Faculty, Staff and Students	Site-specific localized impact. Injuries possible.	Site-specific or general impact with possible disruptions. Injuries possible.	General impact with probable disruptions. Injuries and possibly fatalities are a
Media Coverage	None expected or limited local coverage.	Local/regional coverage.	Local, regional and possible national
Public & Government Concern	Limited.	Potential exists for an embarrassing situation. Government agencies may investigate prevention/response/recovery efforts.	Potential exists for an embarrassing situation and government investigations or hearings.
EMT involvement	Probably none.	Consulted as needed.	Consulted regularly and actively involved.

Response Protocol

The operational aspect of the College Emergency Response Plan is based upon the National Incident Management System (NIMS) (see Appendix I-1). NIMS is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. Use of NIMS at the College facilitates the College's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Some of the kinds of incidents and events that would be managed through NIMS are listed below:

- Fires, HAZMAT, and multi-casualty incidents
- Multi-jurisdiction and multi agency disaster responses (natural disaster, terrorism, civil unrest)
- Search and rescue missions
- Significant transportation accidents
- Major planned events, e.g., celebrations, parades, concerts

F: EMERGENCY NOTIFICATION

FKCC Emergency Notification Systems

To aid in the awareness of students, faculty, staff, and visitors, FKCC combines all of its emergency notification systems into a single system concept called FKCC ENS. Regardless of which notification methods/technologies are utilized, to the recipient, all emergency notification and warning messages come from FKCC ENS.

Emergency Communication Methods

The FKCC Emergency Notification System consists of the following delivery methods, listed in order of effectiveness (activation, delivery speed, audience reach, etc). FKCC recognizes that emergency information will travel via word-of-mouth. However, in that this method is unreliable and cannot be controlled, it is not considered an official communication method.

Primary (immediate)

- Sirens and Public Address
- SMS Text Message
- Bulk Email

Secondary (15 minutes and beyond)

- Student and Employee Hotlines
- Voicemail Message
- Media Release / Press Conference

- FKCC Website
- Emergency Phone Trees

If a campus siren or public address capability is available, the message used and the decision to activate the system takes place immediately. All delivery methods listed above, will be initially activated by the Director of College and Public Relations, Director of Information Technology and/or the Director of Maintenance and Campus Operations in accordance with established guidelines

Decision Criteria

Five criteria must be considered to determine if activation of the FKCC ENS is warranted, which communications will be utilized, and who authorizes activation of the system:

1. Hazard Type

- What is the hazard? (Room fire, tornado, hurricane)
- What is the impact to FKCC? (Minor, major, disaster)
- What is the potential for the situation to worsen?
- Is the situation under control?

2. Life Safety / Property Protection

- What is the potential for death?
- What is the potential for serious injury?
- What is the potential for minor injury?
- What is the potential for damage?
- What is the potential for disruption to normal course of business?

3. Urgency

- How soon does the message need to go out? (Seconds, hours, days)
- Is there time for approval?

4. Audience

- Who needs to be alerted? (Administration, faculty, staff, students, visitors)
- How many people need to be alerted? (dozens, hundreds, thousands)

5. Capabilities / Limitations

- What are the limitations of the system? (audience, delivery time, mass panic)
- Which system should be used? (Press conference, bulk text message, siren)
- How quickly can the messages be sent? (Immediately, minutes, hours)

Activation Approval

Activation of the FKCC Emergency Notification System must be approved by the appropriate college officials. The FKCC EMP was developed under the assumption that there is a need to streamline the activation process for an emergency notification system to ensure timely notification and warning. Seconds count! A cumbersome activation and/or approval procedure may result in injury or loss of life. As such, this process serves to establish a flexible, but controlled, activation approval hierarchy.

Activation Approval for On Campus FKCC ENS Delivery Methods

The following individuals are trained and authorized to activate the campus siren/public address FKCC ENS delivery methods during a life-threatening MAJOR EMERGENCY. **As practical and without jeopardizing life safety**, the Director of Information Technology is the primary person responsible for activating all On Campus FKCC ENS delivery methods during a MAJOR EMERGENCY. If he/she is not available or capable of activating the system proceed down the list to the next available individual:

1. Director of Information Technology
2. Director of College and Public Relations
3. Director of Maintenance and Campus Operations

As practical and without jeopardizing life safety, the following individuals shall be consulted prior to FKCC ENS message dissemination. If the preceding individual is not available or not feasible, proceed down the list to the next available individual:

1. College President
2. VP of Instruction
3. VP of Business & Administrative Services

Authorized users are permitted to only send Prepared ENS Messages without prior consultation with one of the individuals listed above. Situations or messages that do not fall within the prescribed parameters of a Prepared Alert must be approved by at least one of the individuals above prior to dissemination.

Activation Approval for Off Campus FKCC ENS Delivery Methods

The following individuals are trained and authorized to activate all other FKCC ENS delivery methods during a life-threatening MAJOR EMERGENCY. **As practical and without jeopardizing life safety**, the Director of College and Public Relations is the primary person responsible for activating all Off Campus FKCC ENS delivery methods during a MAJOR EMERGENCY. If he/she is not available or capable of activating the system, proceed down the list to the next available individual:

1. Director of College and Public Relations
2. Director of Information Technology
3. Director of Maintenance and Campus Operations

As practical and without jeopardizing life safety, the following individuals shall be consulted prior to FKCC ENS message dissemination. If the preceding individual is not available or not feasible, proceed down the list to the next available individual:

1. College President
2. VP of Instruction
3. VP of Business and Administrative Services

Authorized users are permitted to only send Prepared ENS Notifications without prior consultation with one of the individuals listed above. Situations or messages that do not fall within the prescribed parameters of a Prepared Notification must be approved individually by at least one of the individuals

above prior to dissemination.

Prepared ENS Messages

The following emergency scenarios and associated FKCC ENS Prepared Notifications were developed by the Director of College and Public Relations and have been reviewed by the College President, VP of Instruction, VP of Advancement and the VP of Business and Administrative Services. These prepared notifications are eligible for immediate activation by an authorized user only if a campus/college emergency falls within the prescribed parameters listed below. All Prepared Notifications will be followed by an FKCC ENS message with the appropriate issued protective actions.



DANGEROUS SITUATION

Definition: Any intentional human-generated hazard, generally of a criminal nature, occurring or imminent, that poses an immediate threat to the health and safety of individuals on campus and requires response from local law enforcement.

Examples: active shooter, hostile intruder, suicide bomber, hostage situation, civil unrest, terrorist attack, credible bomb or terrorist threat.

Origin: Monroe County Sheriff's Department.

Urgency: Immediate (seconds)

Threat: Potentially fatal or serious injuries to individuals on campus.

Sample Dangerous Situation Prepared Message for Siren/Public Address Delivery Methods:

Attention! Attention Please! A Dangerous Situation has been confirmed on campus. The appropriate personnel are responding. Seek shelter immediately in a secure location and await further instruction.

Sample Dangerous Situation Prepared Message for SMS Text Message & Bulk Email Delivery Methods:

DANGEROUS SITUATION - If on campus, seek secure location. If off campus, avoid area.



HAZARDOUS CONDITION

Definition: Any technological hazard, generally as the result of an unintentional accident or natural occurrence, occurring or imminent, that poses an airborne threat to the health and safety of

individuals on campus. Although a Hazardous Condition is generally the result of an unintentional accident, this message can be used during an airborne threat that is a result of an intentional hazard.
Examples: gas leak, chemical spill, biological hazard, radiological hazard.

Origin: Monroe County Sheriff's Department, Key West Police Department, or Monroe County Health Department.

Urgency: Immediate (seconds)

Threat: Potentially fatal or serious injuries to individuals exposed to the hazard.

Sample Hazardous Condition Prepared Message for Siren/Public Address Delivery Methods:

Attention! Attention Please! A Hazardous Condition has been confirmed on campus. The appropriate personnel are responding. Seek shelter immediately in a safe location in the nearest building away from doors and windows and await further instruction.

Sample Hazardous Condition Prepared Message for SMS Text Message & Bulk Email Delivery Methods:

HAZARDOUS CONDITION - If on campus, seek shelter indoors. If off campus, avoid area.



WEATHER EMERGENCY

Definition: Any natural weather hazard that immediately threatens life safety.

Examples: Spotted Tornado in Area, Severe Hail, Severe Lightning (During Outdoor Events)

Origin: National Weather Service (NWS), NOAA Weather Radios, Emergency Alert System, local media.

Urgency: Immediate (seconds – 5 minutes)

Threat: Potentially fatal or serious injuries to individuals located outdoors on campus.

Sample Weather Emergency Prepared Message for Siren/Public Address Delivery Methods:

Attention! Attention Please! A Weather Emergency has been reported in the area. Seek shelter immediately in the nearest building away from doors and windows. Wait for further information until you return outdoors.

Sample Weather Emergency Prepared Message for SMS Text Message & Bulk Email Delivery Methods:

WEATHER EMERGENCY - Seek shelter immediately in the nearest building.

Declaration of Emergency

The College President has the authority to declare a campus state of emergency. This declaration activates the Emergency Management Team with the authority to implement actions for the protection of life and property warranted by the scope, location, and/or magnitude of the emergency. If the College President is unavailable, the VP of Instruction, VP of Advancement and/or VP of Business and Administrative Services may declare a campus state of emergency.

Once the College President, VP of Instruction, VP of Advancement and/or VP of Business and Administrative Services have been notified of a major emergency incident, they should assess the situation to determine if a state of emergency needs to be declared. The following questions should be asked to assist in assessing the situation:

1. Are lives threatened?
2. Is there significant property damage?
3. Has a campus state of emergency been declared?
4. Are standard campus operations departments able to manage the incident?
5. Are specialized emergency services needed? (i.e. Bomb Squad, Urban Search and Rescue, SWAT, (HazMat)
6. Are significant outside mutual aid services needed from the City, County or State?

Should it be deemed necessary to warn the College community of an impending threat or emergency situation, the Director of College & Public Relations is designated to maintain the Communications Center with authority to activate alert warning resources and activities.

College Incident Command Post

During a Declared State of Emergency the College President's Office (Bldg. A Room 101) will serve as the designated Command Post for the Emergency Management Team to meet and begin directing response actions and assigning emergency responsibilities.

Emergency Response Kits

The FKCC Emergency Management Team and Facilities Management are responsible to collaborate with the local emergency response agencies that serve and protect the College. Even though collaboration and communication are priorities to FKCC and its partners and every effort is taken to familiarize local emergency response personnel with the campus, the EMP was developed under the assumption that some responders will be dispatched to a college emergency with limited knowledge about the campus layout. Therefore, FKCC EMT is required to maintain an emergency response kit to be distributed to the local emergency response agencies during a declared emergency.

At a minimum the kits must include the following items:

- One set of keys to campus buildings
- One campus public safety radio
- One flash drive with PDF version of campus floor plans

- One paper copy of campus floor plans

G: PROTECTIVE ACTIONS

There are three protective actions (SHELTER-IN-PLACE, EVACUATION, and TEMPORARY CLOSURE) that can immediately be issued and implemented by the Executive Staff and the Emergency Management Team personnel in response to a spontaneous MAJOR EMERGENCY. **Lockdown is not considered a viable protective action** because FKCC is an open and public institution of higher education and the campuses were designed for easy accessibility.

The cancellation of an FKCC sponsored event or the closure of all FKCC campuses in preparation for a tropical storm/hurricane or other planned event is not covered below. Closures in preparation for a tropical storm/hurricane are covered in the HAZARD SPECIFIC section of the EMP.

Shelter-In-Place

One of the protective actions that may be issued by Executive Staff and Emergency Management Team personnel is SHELTER-IN-PLACE. A SHELTER-IN-PLACE protective action may be issued in response to a hazardous materials spill/release, active shooter situation, or weather emergency. This protective action is aimed to keep students, faculty, staff and visitors safe while remaining indoors. SHELTER-IN-PLACE means selecting a secure, interior room if possible, with no or few windows, and taking refuge there. Students, faculty, staff and visitors are required to immediately SHELTER-IN-PLACE in an orderly manner when directed by emergency response personnel or an FKCC ENS message.

Evacuation

One of the protective actions that may be issued by Executive Staff or the Emergency Management Team personnel is building or campus-wide EVACUATION. An EVACUATION protective action may be issued in response to a fire, hazardous materials spill/release, or active shooter situation. An EVACUATION protective action should not be issued for a bomb threat unless there is credible and specific information regarding the location and time of the threat. This protective action is aimed to keep students, faculty, staff and visitors safe by creating distance between them and the hazard area. EVACUATION means immediately leaving the area you are located for another designated safe location. If a campus-wide EVACUATION is issued, everyone on a campus is required to immediately leave on foot in an orderly manner and should not try to leave by car.

Temporary Closure

One of the protective actions that may be issued by Executive Staff or the Emergency Management Team personnel is TEMPORARY CLOSURE. A TEMPORARY CLOSURE protective action may be issued after an EVACUATION is ordered and it is determined that a building or campus is unsafe until further notice. This protective action is aimed to keep students, faculty, staff and visitors safe by keeping them out of the hazard area and away from emergency response operations. TEMPORARY CLOSURE means all campus classes and functions are canceled until further notice. Only essential personnel should remain on campus unless they ordered to leave by the Executive Staff or local emergency response agency personnel.

H: PEOPLE WITH DISABILITIES

FKCC recognizes the need to incorporate provisions within all sections of the EMP to address the specific needs of people with impairments to their vision, hearing, or mobility. Their disabilities can be permanent or temporary. The FKCC EMP addresses the unique issues regarding identifying people with disabilities who might need assistance during an emergency and provisions within the plan for notification and evacuation. The participation of an ADA Coordinator on the FKCC Emergency Management Team ensures that the requirements of students, employees, and visitors with disabilities will be maintained in all sections of the FKCC EMP.

Self-Identification

The best way to identify emergency needs for persons with disabilities is to ask members of the college community whether they may need assistance in case of a college emergency. The Equal Employment Opportunity Commission has issued guidance regarding what information employers are allowed to gather when developing an emergency plan. According to the Equal Employment Opportunity Commission:

- An employer may periodically ask all of its current employees if they will require assistance in an emergency. The employer must be clear that self-identification is voluntary and the purpose for the request is to provide information to assist them in case of an emergency.
- An employer may ask employees with known disabilities if they will require assistance in the event of an emergency. An employer should not assume, however, that everyone with an obvious disability will need assistance during an evacuation. For example, individuals who are blind may prefer to walk down stairs unassisted. People with disabilities are generally in the best position to assess their particular needs.

FKCC will create a voluntary Person with Disabilities Registry to assist with the identification of individuals who might need assistance during a college emergency. At least once per semester, the College's ADA Coordinator will email all students, faculty, and staff regarding the emergency preparedness resources that are available for persons with disabilities. The email will also direct faculty, staff and students with permanent or temporary disabilities the opportunity to voluntarily identify themselves via the registry. Supervisors are directed to ask faculty and staff with known disabilities if they will require assistance in the event of an emergency and to ensure they are aware of the resources available to them. The ADA Coordinator is responsible to notify students with disabilities the availability of the emergency preparedness resources and assist them to sign-up via the online registry if they choose to do so.

FKCC will use the information contained within the Persons with Disabilities Registry for the sole purpose of identifying who might require additional assistance during an emergency and where they are primarily located on campus. The Emergency Management Team is authorized to pull a Person with Disabilities Registry during a declared campus emergency. The registry will contain the name, student/employee number, location, type of assistance requested and emergency contact

information for the individuals who are known to be on campus at the time the report is pulled. The Person with Disabilities Registry will be linked to employee records and student class schedules. All information on the Person with Disabilities Registry will be kept confidential. However, a local emergency response agency may be informed, when appropriate, if an individual with a disability requires immediate emergency medical treatment or if the assistance requested is outside the capabilities of the impacted FKCC Department.

Evacuation Provisions

Locations for Rescue Assistance will be identified on all floors of each building where there is no exit at grade level. Whenever possible, these locations should be in approximately the same place on each floor, close to but not in a stairwell. These designated locations will allow for the swift evacuation of persons with disabilities by emergency personnel, as they do not have to locate a variety of offices or locations throughout the building. These locations should have a closing door, a phone for communication, and supplies that enable the person(s) to block smoke from entering under the door. If possible, they also should have a window so that evacuees can signal their location; however, the fire rating of the location is most important. The location must be clearly identified on emergency evacuation plans, so that faculty, staff, students, visitors and emergency personnel may easily locate them. Locations for Rescue Assistance will be identified based on the building configuration and construction.

In cases where a person with a disability is identified they should be escorted to a designated Location for Rescue Assistance, escort the person from the building or identify a volunteer “buddy” who can assist the person. In circumstances where evacuation is not possible, and a Location of Rescue Assistance has not been identified, a person with a disability should SHELTER-IN-PLACE and inform at least two other evacuees of their location.

FKCC is required to maintain equipment to assist with the emergency evacuation of persons with disabilities, especially persons with mobility impairments who cannot use the stairs. This equipment should only be used in life threatening situations since it requires two or more trained personnel and can easily hurt someone if not used correctly. Similarly, Individuals with mobility impairments should only be carried out of a building in case of a life threatening emergency. This presents a risk not only for the person with a disability, but also the “Good Samaritans” or buddies who have agreed to assist the individual. Executing both of these types of evacuation techniques require extensive training by emergency evacuation professionals.

Notification Provisions

Students, faculty, and staff with a disability who may need assistance during an emergency will be encouraged to sign-up to the Persons with Disabilities Registry. Students, faculty, staff and visitors with disabilities who do not pre register will be responsible to ask for assistance in case of an emergency. This should include providing their location if they are unable to evacuate. If they SHELTER-IN-PLACE, they should attempt to notify officers of their location, in addition to asking others who are evacuating to provide their location to emergency personnel immediately upon leaving the building.

Students, faculty, and staff with a disability are encouraged to review the methods of emergency notification that are present on their campus. Since the details of the emergency may not be immediately known to the person with a hearing impairment, a floor marshal or “buddy” should

guide him or her on how to implement the appropriate protective action. FKCC buildings are equipped with voice and siren notification methods that are integrated into the fire alarm system. Most people with a visual impairment are familiar with their immediate surroundings and frequently-traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance during an emergency evacuation. Assistance should be offered to the individual with a visual impairment and guide him or her through the evacuation route.

I: PUBLIC INFORMATION

Public Information is a priority response action. The increased demand for public information after a major emergency can quickly overwhelm the capabilities of response personnel if it is not addressed appropriately. In response to a MAJOR EMERGENCY, FKCC supports the creation of a Joint Information System (JIS). A JIS integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during emergency operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort. The FKCC Director of College and Public Relations is responsible for integrating the College's public information resources and coordinating all official information regarding FKCC via the JIS process. In order to support the JIS process, FKCC has adopted the following principles.

Joint Information Centers

A Joint Information Center (JIC) is a designated location established to coordinate all incident-related public information activities and the JIS process. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC. The Director of College and Public Relations will work with the VP of Business and Administrative Services to identify a location that could serve as a JIC during an emergency.

Official Spokespersons

The Director of College and Public Relations and the College President are the only official spokespersons for FKCC who are authorized to complete interviews with the media during a declared college emergency. The Director of College and Public Relations or the College President are authorized to designate other FKCC official spokespersons as needed.

Designated Areas for Media

The FKCC EMP was developed under the assumption that there will be increased media presence during a campus MAJOR EMERGENCY. If the media is not controlled, they could interfere with response operations. A media staging area will be positioned outside the present and potential hazard zone and the secure perimeter of response operations, but close enough to accurately report the incident. As the scope of the emergency increases, so does the media presence. A designated press conference location should be positioned as close to the JIC as possible.

Rumor Control

The FKCC EMP was developed under the assumption that rumors and unofficial information will be spread during a declared MAJOR EMERGENCY. The implementation of a JIS and the activation of a JIC will help FKCC control rumors, but may have limited results. If further rumor control is needed, FKCCC will request the assistance of the Monroe County rumor control call center at (800) 955-5504. The FKCC EMP was developed under the assumption that current FKCC hotlines and call centers will not be able to handle the call volume of a MAJOR EMERGENCY. The Monroe County call center has the telecommunication resources needed to handle the increased call volume of a MAJOR EMERGENCY. The FKCC Director of College and Public Relations will be responsible for providing the Monroe County call center with all official information regarding the FKCC emergency. The FKCC Public Relations Officer will distribute a press release to all media outlets directing the members of the community with questions regarding the FKCC emergency to call (800) 955-5504. The Monroe County call center supervisor will report the most asked questions hourly to the FKCC Public Relations Officer. The FKCC Public Relations Officer will evaluate the information provided by the Monroe County call center supervisor and issue new press releases to the media as needed to clarify or correct any rumors being spread or questions going unanswered.

Student & Employee Accountability

Family reunification is a priority after a major life threatening emergency. Requests for information regarding the welfare of students and employees could quickly overwhelm the College's internal communication resources and negatively impact FKCC's response capabilities. Increased demand on external communication infrastructure, such as cell phones, will also hinder the family reunification process. Therefore, FKCC crisis management team personnel will immediately evaluate the need to implement an external accountability system for the college community to report their welfare status. Once the need for student and employee accountability is determined, FKCC will request assistance from the American Red Cross.

The American Red Cross has the resources to assist FKCC with welfare status information and family reunification. The American Red Cross provides a Safe and Well Website for people who have been impacted by a disaster or major emergency. FKCC will request that American Red Cross allow the College to direct students and employees to the Safe and Well Website. The FKCC Public Relations Officer will then distribute a press release to all media outlets directing students and employees to immediately report their welfare status online at <https://disastersafe.redcross.org>. The press release will also include instructions for how family members can access the Safe and Well Website to check the welfare status of their loved ones.

Maintenance of Critical Services

A MAJOR EMERGENCY may cause a campus or the entire college to cease certain FKCC operations. In order for FKCC to effectively respond to a MAJOR EMERGENCY, continue to protect life and property, and restore critical operations, the following services must be maintained throughout the incident:

- Public Safety
- Facility Operations
- Facility Safety & Security Systems
- Plant Maintenance
- Computer & Network Services
- Telecommunications
- Purchasing

- Payroll

J: ESSENTIAL PERSONNEL

FKCC conducted a needs assessment and determined the positions and functions within the College that are critical for responding to and recovering from an emergency. If a position or function was determined to be critical, the employee responsible for that position or function was designated as essential personnel. Essential personnel are required to remain available for assignment during a declared emergency as a condition of their employment. Employees are advised annually if they are essential in the case of a declared emergency.

The College reserves the right to designate additional positions as essential according to circumstance and the needs of the College.

The following personnel are to be called in the event of an emergency:

	Title	Name	On Campus	Off Campus	Cell Phone
1	President	Jonathan Gueverra	203/204		781-718-4259
2	Dir., President's Office	Debbie Leonard	203/204	294-5059	797-0814
3	VP, Business & Admin	Jean Mauk	266	304-7707	304-7707
4	VP, Instruction	Brittany Snyder	233	923-9403	923-9403
5	Director, Enrollment	Michelle Cherry	237		
6	Dir of Centers	Lori Kelly	501	731-9032	731-9032
7	Dir College & PR	Amber Ernst-Leonard	531	747-4017	747-4017
8	Dir HR	Kathleen Daniel	248	731-3889	731-3889
9	Dir IT	Michelle Adam	279		401-368-6255
10	Dir Maint. & Campus	Greg O'Flynn	547	304-3789	304-3789
11	VP Advancement	Frank Wood	287	304-4718	304-4718

Campus Security

Security services are provided in Key West 24 hours seven days a week. Security for the Residence Hall is provided on an as needed basis for events and closures.

Campus security is provided by: **Ralons Security (305) 467-6912 or Ext. 543 on campus**

OFF-CAMPUS LOCATIONS

Middle Keys Center

Call 911 (9 – 911 when using college phone). This allows contact with fire, ambulance and police services. If possible use office phone, if not, evacuate, and find a safe phone outside the building.

If a fire, accident, or other emergency occurs, get details as soon as possible. Then immediately sound the fire alarm if an evacuation from the building is needed.

Inform Marathon High School office of the reason for the alarm.

Inform Director of the Center, Vice President of Instruction, and the President of the College.

Assist as necessary in disseminating correct information about evacuation procedures, etc., to our adjuncts and students, and in getting them back to their classrooms once the emergency has passed.

Instructors should check roll books for any missing students.

1. Middle Keys Center – (305) 743-2133
2. Director of Centers – (305) 743-2133
3. Academic Advisor – (305) 743-2133
4. Marathon High School (305) 289-2480

Upper Keys Center

In the event of a bomb threat prior to 7 p.m. either the Center Director or the Staff Assistant will contact the Plantation Key Sheriff's Substation and the High School's Adult Evening Coordinator. The alarm will be sounded and students will be alerted to leave the building.

In the event of a fire the Center Director or Staff Assistant will call 911 and the High School's Adult Evening Coordinator. The alarm will be sounded and the students will be alerted to leave the building. If the fire is in the center office, college personnel will first evacuate the office and then call the proper authorities.

In the event of a civil disturbance the Center Director or Staff Assistant will dial 911 (9-911 when using college phone) and then leave the area.

Inform Center Director, Vice President of Instruction, and the President of the College.

Assist as necessary in disseminating correct information about evacuation procedures, etc., to our adjuncts and students, and in getting them back to their classrooms once the emergency has passed.

Instructors should check roll books for any missing students.

1. Upper Keys Center – (305) 852-8007
2. Staff Assistant - (305) 664-4758
3. Center Director – (305) 743-2133
4. Plantation Key Sheriff's Sub-Station – (305) 853-3211
5. Coral Shores School – (305) 853-3222

EMERGENCY CONTACTS

MEDICAL EMERGENCY, FIRE, CIVIL DISTURBANCE, CALL 911

	Title	Phone	Alternate Phone
1	Ambulance	911	289-6004
2	Animal Shelter (FKASPCA)		294-4857
3	KWPD	911	809-1000
4	Fire Department/Fire Rescue	911	289-6010 / 289-6088
5	Fishermen's Hospital (Middle Keys)		743-5533
6	Florida Highway Patrol		292-6712 (Lower Keys)
			289-2300 (Middle Keys)
			853-2300 (Upper Keys)
7	Lower Florida Keys Health System		294-5531
8	Mariners Hospital (Upper Keys)		424-3000
9	Miami-Dade Emergency Information Hotline		800-236-4935
10	Monroe County Emergency Management	289-6018	294-4641
	Dept and Hotline		800-427-8340
11	Monroe County Sheriff	911	296-2424 (Key West)
			745-3184 (Cudjoe)
			289-2430 (Middle Keys)
			853-3211 (Upper Keys)
12	National Weather Service		295-1316
13	Poison Information Center		800-282-3171
14	Red Cross		296-3651

K: DAMAGE ASSESSMENT

FKCC Facilities Management created the Post Hurricane Building Assessment and Recovery process to determine the extent of damages after a hurricane and the length of time needed to resume normal operations. The color coded key listed below is based on the Post Hurricane Building Assessment and Recovery process and will be used to assess damage from a MAJOR EMERGENCY or DISASTER no matter the cause. This color coded key can be used to assess the damage of buildings and operational resources as well as a campus as a whole.

- **BLUE** = No serious damage, Operational within 24-48 hours
- **GREEN** = Minor damage, Operational within 24-48 hours
- **YELLOW** = Major damage, Operational within one week
- **ORANGE** = Extensive damage, Operational within six to eight weeks
- **RED** = Destroyed, Cannot resume operations without being rebuilt or replaced

FKCC Facilities Management is responsible to work with the VP of Business and Administrative Services to collect all damage assessment data and provide a report to the College President's office.

Mutual Aid

FKCC is a signatory of the Florida Statewide Mutual Aid Agreement. The Statewide Mutual Aid Agreement is an agreement between state and local entities to leverage limited resources and assist each other during a major disaster. The Statewide Mutual Aid Agreement streamlines the assistance process within the State of Florida when resources are needed most. The agreement provides FKCC a mechanism to request critical resources needed to restore college operations after a disaster. The Statewide Mutual Aid Agreement also provides access to assistance from the Federal government and other states via the Robert T. Stafford Disaster Relief and Emergency Assistance Act and Emergency Management Assistance Compact. FKCC can also invoke assistance under the Statewide Mutual Aid Agreement when the College needs assistance from a participating agency during a minor emergency and does not have an existing mutual aid agreement with them.

The Director of Emergency Preparedness is responsible for maintaining the Statewide Mutual Aid Agreement with the Florida Division of Emergency Management. The Director of Emergency Preparedness is the primary college official authorized to coordinate FKCC resources in accordance with the Statewide Mutual Aid Agreement. The VP of Instruction, VP of Advancement and the VP of Business and Administrative Services serve as the Director of Emergency Preparedness's backups for mutual aid requests. All requests for mutual aid must be approved by the College President or his/her designee.

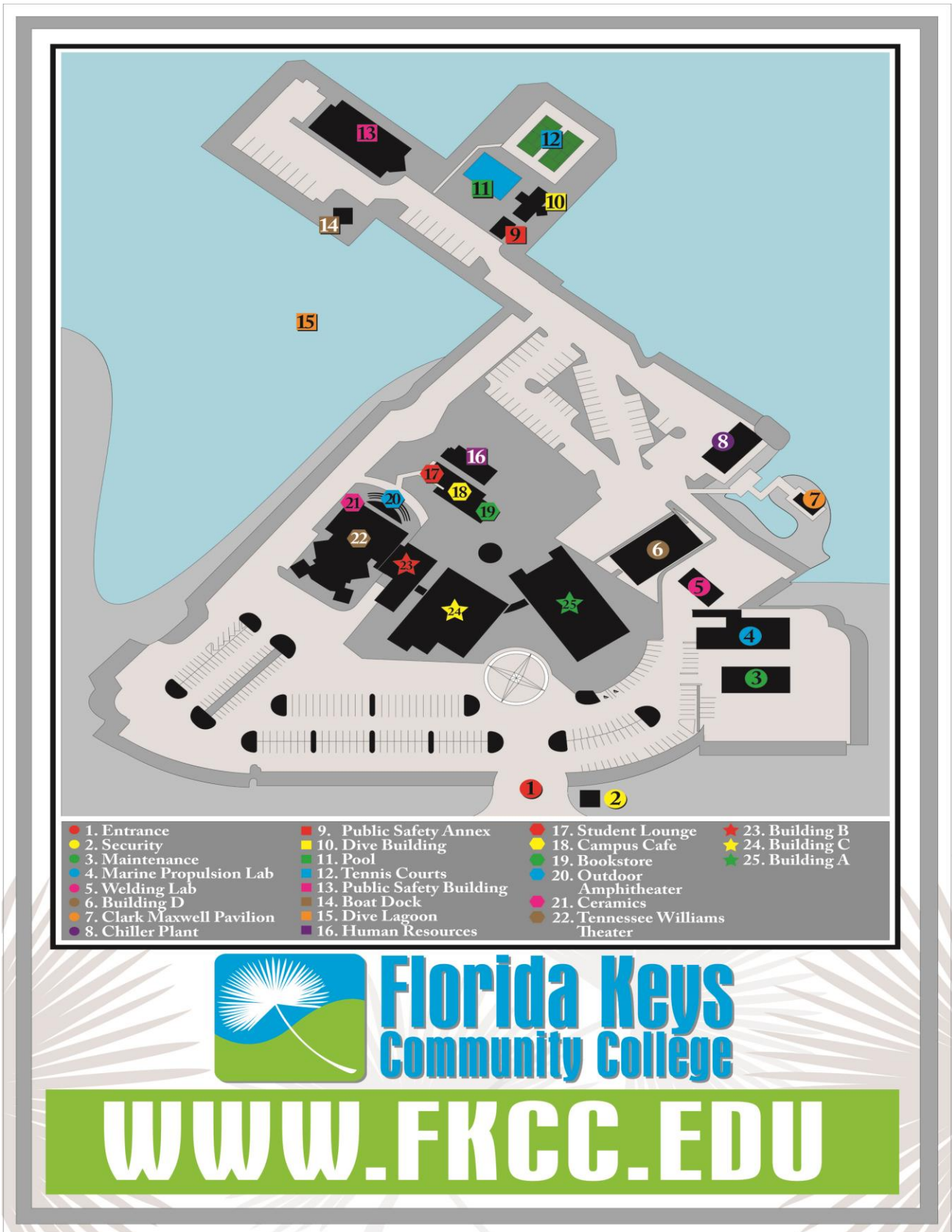
Critical Operations Restoration

As the immediate threat to life, property, and the environment subsides, the restoration of critical FKCC operations becomes the priority. A MAJOR EMERGENCY or DISASTER may cause a campus or the entire college to cease critical operations. Critical operations restoration is the first step of transitioning from emergency response to recovery once the campuses are determined to be safe and secure for all personnel. The specific processes and responsibilities regarding the restoration of critical FKCC operations are not covered in the FKCC EMP's BASIC PLAN. Specific information regarding the restoration of critical FKCC operations will be covered in the FKCC Continuity of Operations Plan (COOP).

L: ATTACHMENTS

Key West Campus Map – see page 31

Emergency (911) Call Box Map – see page 32



The LRC is located on the 2nd Floor of Building A.