Chancellor Institute

Emergency Preparedness Plan

Table of Contents

1. Purpose and Scope *3*
2. Assumptions *3*
3. Emergency Operations *4*
4. CI's Incident Management Team (IMT) *5*
5. Responding to an Emergency *7*
6. Emergency Communications *8*
7. Types of Emergencies *8*
8. Accidents *8*
9. Bomb Threat *9*
10. Civil Disturbances *9*
11. Fire and Facility Evacuation *10*
12. Hazardous Release *11*
13. Hostile Intruder/Violent Student/Violent Employee *12*
14. Medical Emergency or Epidemic/Pandemic *14*
15. Natural Disasters *14*
16. Training *16*
17. Attachments *17*

1. Purpose and Scope

The purpose of Chancellor Institute 's (CI) Emergency Management Plan (EMP) is to guide operations and response if a manmade or natural crisis impacts CI. This plan incorporates principles of the National Incident Management System (NIMS) and Incident Command System (ICS) and describes basic strategies, assumptions, roles and responsibilities to be followed in the event of an emergency.

While the EMP covers some operational and communications procedures, it is not intended to be a comprehensive guide for crisis communications or business continuity.

Emergencies often happen without warning, and it's impossible to anticipate what may occur in every situation. Therefore, the EMP is intended to be flexible and should not limit the use of good judgment and common sense in matters not foreseen or covered in this document.

CI will respond to emergencies in a safe, effective and timely manner. CI resources and equipment may be used to accomplish the following priorities:

Priority I:	Protection of Human Life & Maintenance of a Safe Environment
Priority II:	Protection of Business Assets
Priority III:	Maintenance or Rapid Restoration of Critical Business Operations
Priority IV:	Assessment of Damages
Priority V:	Restoration of General Business Operations

Priority II and Priority III are at an approximately equal level.

2. Assumptions

The following assumptions are made throughout the EMP and should be considered by anyone following its guidelines:

- Emergencies may occur at any time – day or night, weekends or holidays – and with little or no warning.
- An emergency may be declared if information indicates that such conditions are developing or likely to develop.
- The succession of events in an emergency are not predictable; therefore, CI's EMP should serve only as a guide and may require modifications to meet the requirements of a specific event.
- Major emergencies may become county or statewide. Therefore, CI must be prepared to work collaboratively with local, state and federal emergency response agencies.
- Assistance from state and federal emergency response agencies may not be immediately available.
- Depending on the type and severity of the emergency, CI's primary systems and contact centers may be temporarily disabled.

3. Emergency Operations

CI's EMP incorporates principles of the National Incident Management System (NIMS) and Incident Command System (ICS).

NIMS was created by the U.S. Department of Homeland Security (DHS) to establish a uniform, nationwide approach for responding to emergencies and disasters. It is designed to be useful and applicable to all levels of government, the private sector and non-governmental organizations, enabling multiple organizations to collaborate seamlessly when preparing for, responding to and recovering from an emergency or disaster. Having a common system of operations and communication can help to minimize damages, injuries and fatalities by clarifying roles and responsibilities, speeding response time and maximizing efficiency.

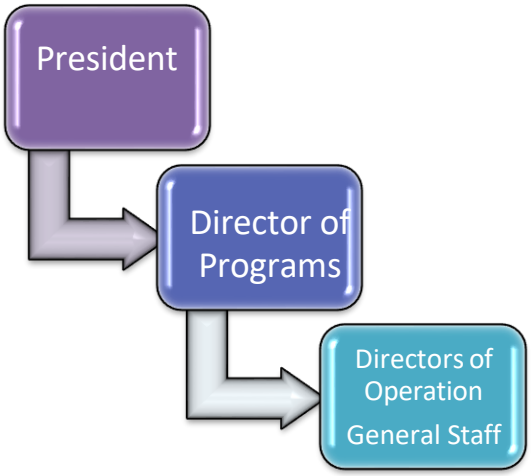
NIMS consists of the following components:

- Preparedness
- Communications and Information Management
- Resource Management
- Command and Management
- Ongoing Management and Maintenance

The Incident Command System (ICS) is a component of NIMS and provides a model for the command, control and coordination of resources in emergency situations. The ICS can expand as needed based on the size and severity of an incident. For example, a minor incident involving CI location or facility might be managed using a basic ICS. However, if the incident is extensive or long-lasting, a more complex ICS structure, known as an Area Command, may be implemented. For example, in the event of a major hurricane that closes roads and makes CI's facilities unsafe for entry, local law enforcement may assume Area Command. CI's EMP assumes all emergencies will start at the basic level and scale as needed.

ICS is comprised of the President, Vic President and General Staff that make decisions and execute plans. Collectively, the Incident President and Vic President and Directors, General Staff make up the Incident Management Team (IMT) (See Exhibit 1).

Exhibit 1: CI's Incident Management Team (IMT) Organizational Structure



The President is responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The President has overall authority and responsibility for incident operations.

The President sets policy establishes the mission to be accomplished and shapes an overall strategic direction. They do not direct incident objectives and tactics.

The President and implements the policies established. The VP manages communication and interaction with the public, media and/or with other agencies with incident-related communication requirements. The Director of Programs is responsible for monitoring incident operations and advising the Campus President on all matters relating to safety. The VP is responsible for coordinating with the representatives of cooperating and assisting agencies/organizations.

The Directors and General Staff is responsible for managing all operations directly applicable to the mission. CI's General Staff is comprised of the following sections: Education, Technology, Finance and Administration. The Education Section is responsible for the management of all operations directly applicable to the Education mission. The Technology Section is responsible for all information technology systems, operations and infrastructure. The Administration Section is responsible for the development and dissemination of the Incident Action Plan (IAP). This section also maintains information on current and forecast situations and on the status of resources assigned to the incident.

The Finance and Administrative Section is responsible for the administrative and fiscal aspects of the event.

4. CI's Incident Management Team (IMT)

CI's IMT is typically comprised of the following members:

Role	Primary
President	Tamecia Scott 954-400-0624 /850-322-2766
Director of Programs	Towan Lambert 954-400-0622/ 754-551-1565
Technology-IT	Tamecia Scott 954-400-0624
Clinical Coordinator	Designated personnel at the time

5. Responding to an Emergency

An emergency is any situation that may cause injury, loss of life, property damage and/or unplanned and unwanted interference with normal business activities. While some emergencies come with some warning (e.g., severe weather) others may happen suddenly with CI staff or visitors being the first witnesses. If CI staff or visitors recognize a threat to life or safety, they should immediately call 911.

Once CI leaders become aware of an emergency or incident, they should assess the threat level and act according to these guidelines:

Level 1: Minor Incident – A local event with limited impact which does not affect the overall functioning capacity of the organization. Examples include a contained hazardous material incident or a limited power outage. Initial responders and/or CI facilities teams can typically handle these situations. While the incident may be documented and the Vice President notified, the IMT will not be assembled. The Crisis Communications Plan and Business Continuity Plan are not activated.

Level 2: Emergency – Any incident – potential or actual – which seriously disrupts the overall operation of the organization for 24 hours or less. Examples include a small but uncontained building fire, a civil disturbance or a widespread power outage of extended duration. Initial responders and/or CI facilities teams cannot handle the situation entirely. The CI Vice President is immediately notified, and the CI EMT is informed.

Level 3: Disaster – Any crisis that has seriously impaired or halted the operations of the organization. Examples include a hurricane, a damaging tornado, a major building fire or other significant crisis. In some cases, large numbers of employee casualties and severe damage may be sustained. This type of crisis would likely disable normal operations for at least 24 hours, and outside emergency services would not always be immediately available. The CI Vice President is immediately notified, and the CI EMT is informed. In any emergency or incident, the primary objectives are:

1. Protect life and prevent injuries
2. Contain or control the crisis
3. Mitigate damages
4. Classify the level of response needed
5. Summon the necessary resources (internal and external)

An incident concludes when normal operations resume, and all incident outcomes are measured and reported.

Role of Employees:

Employees should be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. Every employee should familiarize themselves with emergency procedures and evacuation routes (Attachment C) and emergency procedures for persons with disabilities

(Attachment G). They should evacuate to assembly areas in an orderly manner when directed to do so by management personnel, emergency personnel or when an alarm sounds. All employees should also be able to execute shelter-in-place and/or emergency lockdown procedures.

All employees are responsible for securing their work areas in advance of certain weather systems (e.g., hurricanes and floods).

Faculty and staff who have been designated to relocate to remote sites will be released early to make personal preparations and to travel to the remote site location(s). All employees are encouraged to take proper safety steps for themselves and their families.

6. Emergency Communications

In an emergency, clear, accurate and timely communication is critical to ensure safety, clarify roles and responsibilities, speed response times, minimize confusion, maximize efficiency and protect the organization. Emergency communications are directed by the Vice President and the Public Information Officer, who serves as the CI Spokesperson.

Receiving Emergency Communications:
Emergency information is communicated to CI staff and students via CI Alert, which includes email, text and phone messages. All CI staff and students are responsible for ensuring they have signed up for CI Alert and that their personal contact information is up to date in UltiPro and the learning management system (LMS).

Media Communications:
Unless otherwise authorized by the Vice President, only the VP or President is authorized to speak with media on behalf of CI about an emergency or incident.

7. TYPES OF EMERGENCIES

8. Accidents

(Note: This is a general term for an incident that causes injury or loss that does not fall into one of the other categories below.)

Expected Impact

- Injuries likely
- Fatalities possible
- Normal operations may be affected
- In most instances, CI-wide operations will not be seriously affected
- Major physical damage and environmental contamination is unlikely but possible under certain events
- Full emergency response actions (Attachments A-E) will not likely have to be executed

Special Actions

- First witness contacts outside emergency services (police, EMS, etc.)
- The CI Vice President may be notified
- Employees may be asked to evacuate or shelter in place, depending on the incident
- Persons with disabilities and emergency assistants should follow instructions in Attachment G, as needed
- EMT may be activated, if so:
    - Together with the CI Vice President, establish an accurate description of the event
    - Together with the Technology Operator
    - Together with HR, contact relatives of affected employees and students
    - Update the CI emergency hotline (Attachment B) and webpage, if needed
- Facilities may establish perimeter control around affected areas

Post Crisis Actions

- Closest supervisor/director must complete the Incident report.

9. Bomb Threat

(This is a type of 'Sudden Emergency' but applies only if there is merely a threat rather than an actual bomb detonation.)

Expected Impact

- Since this is only a threat, it is assumed that there are no injuries or damages
- The building will be closed temporarily

Special Actions

- Evacuate the threatened building by pulling the fire alarm and following the evacuation procedures described in Attachments C and D.
- Persons with disabilities and emergency assistants should follow instructions in Attachment G, as needed
- First witness or Facilities contacts the police department or pulls the silent alarm

Post Crisis Actions

- VP/Directors must complete the incident report

10. Civil Disturbances

NON-VIOLENT

Expected Impact

- General distraction

- Escalation possible
- Full emergency response actions (Attachments A-E) will not likely have to be executed

Special Actions

- Facilities monitors the situation
- President and VP, Technology is placed on alert
- The CI Vice President is notified

Post Crisis Actions

- Closest supervisor/Director must complete the incident form

VIOLENT

Expected Impact

- Injuries possible
- Physical damage possible
- Normal operations will likely be disabled until the situation stabilizes

Special Actions

- First witness contacts the police department
- If applicable, Facilities contacts emergency medical services
- The CI Vice President is notified
- IMT is activated
- Crisis Communications Team is activated and prepares for the media
- Executive Directors (P,VP) contact relatives of affected employees or students
- Facilities addresses any damages
- Faculty, staff and students may be instructed to shelter in place (Attachment E)
- Faculty, staff and students may be released and routed out of harm's way (Attachments C-D, G)

(NOTE: Faculty, staff and students should never be released into a dangerous environment)

Post Crisis Actions

- Closest supervisor/director must complete the Incident report

11. Fire and Facility Evacuation

Expected Impact

- Possible injuries and/or fatalities
- Possible building and/or property damage or loss
- Possible data loss
- Utility disruptions are possible
- In an extreme situation, normal business operations may be disrupted for an extended period

- Critical business operations may have to be conducted from remote locations

Special Actions

- If a fire is discovered, the individual shall immediately pull the closest fire alarm switch
- When a fire alarm is activated, all occupants will evacuate the building in an orderly and safe manner following the instructions in Attachment C
- Persons with disabilities and emergency assistants should follow instructions in Attachment G, as needed
- Evacuation needs to be made to a designated area where individuals can be accounted for (Attachment D)
- Staff will be instructed not to take any equipment or personal effects

12. Hazardous Release

Chemical, biological or radiation releases of an accidental non-terrorist related event.

Expected Impact

- General panic
- Injuries or sickness possible
- Some individuals may be quarantined by emergency responders
- Normal operations are likely shut down
- Some physical damage possible
- Environmental contamination almost certain
- Some staff may be asked to commence business operations from homes and local hotels

Post Crisis Actions

- Facilities prepares to address environmental issues, if needed
- Contact subcontractors to handle, if needed:
    - Hazardous spill cleanup
    - Decontamination
- The EMT should:
    - Together with the CI Vice President, establish an accurate description of the event
    - Together with the Crisis Communications Team, prepare for the media
    - Together with HR, contact relatives of affected employees
    - Together with CI contact relatives of affected students
    - Update the CI emergency hotline and webpage, if needed *(Attachment B)*
- Full emergency response actions (Attachments A-G) and the Business Continuity Plan may need to be activated
- Closest supervisor must complete the Incident report

INTERNAL HAZARDOUS RELEASE

Special Actions

- First witness contacts emergency services (police, EMS, etc.)
- If widespread impact is possible, the building may be evacuated by pulling the fire alarm and following the instructions in Attachments C and D
- Persons with disabilities and emergency assistants should follow instructions in Attachment G, as needed
- Evacuation gathering areas should be located upwind of the contaminated area
- The CI Vice President is notified
- The IMT is activated
- Facilities establishes perimeter control around and attempts to contain affected areas
- Facilities shuts down ventilation systems to affected areas

EXTERNAL HAZARDOUS RELEASE

Special Actions

- Everyone in hallways or open areas is to seek shelter in the nearest room following the instructions in Attachment E
- Close windows and window treatments
- Everyone is to remain quiet and not enter hallways or open areas
- Crouch down in areas that are away from windows
- Air ventilation systems may be shut down
- A vertical evacuation may be considered

13. Hostile Intruder/Violent Student/Violent Employee

Expected Impact

- Injuries possible
- Fatalities possible
- Normal operations are likely shut down temporarily
- Physical damage and environmental contamination possible

Special Actions

- First witness calls police
- The CI Vice President is notified
- IMT may be activated
- If hallways and other walkways are dangerous, individuals may need to shelter-in-place following the instructions in Attachment E
- If the event is ongoing:
    - The police department will likely set up a building perimeter and probably a closer inner perimeter

    - If the subject or subjects have injured anyone, arriving officers will take actions to prevent further harm
    - If the subject or subjects have only threatened harm, then a negotiating team would be set up
    - Follow police department instructions
- The IMT should:
    - Together with the CI Vice President, establish an accurate description of the event
    - Together with the Crisis Communications Team, prepare for the media
    - Together with HR, contact relatives of affected employees
    - Together with CI Cares, contact relatives of affected students
    - Update the CI emergency hotline and webp*age* (Attachment B)

Post Crisis Actions

- Closest supervisor/director must complete the Incident report

14. Medical Emergency or Epidemic/Pandemic

Expected Impact*

- Fatalities:
    - Possible within the workforce and possibly at significant levels
    - Numerous (in the thousands or more) nationwide/worldwide
- High absentee rates
- Areas will almost certainly be quarantined
- Even with quarantines, widespread impact possible
- Duration would not likely be short, hampering any rapid recovery efforts
- Areas would likely be affected in waves lasting several weeks
- Medical facilities not able to attend to all cases in a timely manner
- Effective vaccines would not likely be readily available
- Some general warning period is likely, but it may be a brief warning
- General panic likely
- Enormous post-crisis event socioeconomic changes are possible
- Normal business operations could be suspended for a significant period

* This scenario assumes that a highly contagious and deadly virus exists and there is no effective vaccine in enough quantities available.

Special (Pre-Crisis and Ongoing) Actions

Pre-Event (Ongoing)

- Identify a person and group to monitor the situation
- Develop plans to maintain necessary operations to the extent possible.
- Consider work from home plans where possible
- Establish return-to-work policies

- Consider assisting faculty, staff and students with access to vaccination program
- Have faculty, staff and students practice good hygiene habits while at CI
- Place 'Wash Hands' and other hygiene messages in bathrooms and in other areas

- Maintain adequate hand sanitization stations
- Collaborate with public health agencies

Post Crisis Actions

- Full emergency response actions (Attachments A-E) will likely have to be executed

15. Natural Disasters

For any of the following natural disasters resulting in a loss of power, arrangements have been made to initiate generator power to maintain operations so long as no damage has been done to the facilities that would affect employee and student safety.

Earthquakes:

- If an earthquake strikes, take cover immediately under a sturdy object.
- Be prepared to move with the object and, if possible, grab the object.
- Cover your head, neck and face fully possible.
- Stay away from, fully possible, windows and items that might fall.
- Do not attempt an evacuation during the earthquake.
- Once the shaking stops; evacuate and remain prepared for aftershocks.
- Do not move seriously injured individuals.
- Provide search and rescue personnel with the last known location of any missing victim.
- Once outside seek open areas away from power lines, buildings and objects that might fall.

Hurricanes and Floods:

CI will follow the guidelines of local and federal emergency management personnel. Employees are required to secure work areas for potential flood and/or wind damage prior to being released (Attachment A).

Employees who have been designated to relocate to remote locations may be released early to make personal preparations and to travel to the recovery site location(s).

Expected Impact

Category 1

- Some wind damage/trees down
- Possible building content damage from flooding
- Temporary utility disruptions likely
- Normal business operations disrupted for a couple of days

Category 2

- Wind damage/trees down
- Possible building content damage from flooding
- Building structure damage possible
- Utility disruptions likely
- Normal business operations disrupted for three to seven days

Category 3 or higher

- Substantial wind damage/trees down
- Significant building content damage likely from high winds
- Building structure damage likely
- Building destruction possible (especially for a category 4 or 5 hurricane)
- Extensive utility disruptions likely
- Normal business operations disrupted for several weeks or longer

Special (Pre-Crisis) Actions

At the Alert Point (3-5 days from expected impact)

- Begin regular meetings of the IMT:
    - Meetings should be held at 5:30 am (early morning meetings may be conducted by telephone among selected members) and 5:30 pm or more frequently as necessary
    - Government officials will generally announce governmental evacuation orders in either the late afternoon or pre-dawn hours following weather updates
    - The CI emergency hotline and internal messaging system may be updated at 6 a.m. and 6 p.m. or more frequently as necessary *(Attachment B)*
- Facilities:
    - Checks emergency supply quantities
    - Secures any needed fuel, supplies, etc.
    - Continuously monitors the weather
    - If applicable, work with Information Technology department on continuity and security of systems and back-ups

At the Watch Point (36-hours from expected impact **or earlier)**

- Facilities:
    - Secures the grounds
    - Monitors the weather continuously
    - Secures building contents in common areas
    - Distributes supplies to employees to secure office and classroom contents

At the Warning Point (24-hours from expected impact)

- Facilities completes any unfinished tasks:
- Securing the grounds
- Securing building structures
- Securing building contents in common areas

- Distributing supplies to employees to secure office and classroom contents
- Facilities monitors the weather continuously
- Employees secure building contents in offices and classrooms (Attachment A)
- Normal business activities are cancelled
- Everyone will need to be released before travel conditions become dangerous
- Facilities makes a final inspection of the building(s) and secures the perimeter

Post Crisis Actions

- Full emergency response actions (Attachments A-E) will likely have to be executed

Mid-Latitude Storms, Winter/Ice Storms and Tropical Storms:

CI will follow the guidelines of local and federal emergency management personnel.

Thunderstorms:

Observe the following rules if lightning is occurring or is about to commence:

- Avoid water fixtures, telephone lines and any electrical conducting materials.
- Stay inside buildings and off grounds and parking lots.
- Stay away from anything metal.
- If you feel your hair standing on end, drop to your knees bend forward and put your hands on your knees; do not lie flat on the ground.

Tornadoes:

Expected Impact

- Panic possible
- Wind damage/downed trees
- Building content damage probable
- Building structure damage very possible
- Utility disruptions likely
- Injuries probable
- Fatalities possible

Special (Pre-Crisis) Actions

At the Watch Point

- Facilities continuously monitors the weather

At the Warning Point

- An Omnilert is issued to notify employees
- Everyone should:
    - Go to the interior area of the building.
    - Avoid west and south facing exterior walls and rooms (tornadoes generally travel from the southwest to the northeast in Central Florida).
    - Take cover under a sturdy object.

    - Protect your head, neck and face.
- Persons with disabilities and emergency assistants should follow instructions in Attachment G, as needed

16. Training

IMT Training
CI staff who may serve on the IMT or in ICS leadership positions should complete the following online courses from the Federal Emergency Management Agency (FEMA):

- IS-700 NIMS: An IntroductionICS-100: Introduction to the Incident Command System
- ICS-200: Basic Incident Command for Initial Response

Staff Training
At new employee orientation (NEO), all CI employees are provided a copy of the Emergency Management Plan (EMP) and emergency evacuation plans are discussed and reviewed.

Student Training
All CI students can access a copy of the Emergency Management Plan (EMP) in the LMS orientation course. The campus emergency exit areas are discussed and posted emergency exit signs are pointed out to the students. As a reminder to students, staff and faculty, an emergency exit map is posted in each classroom, laboratory and main office area. For the online campus, all students are provided a copy of the EMP in the CMS, learning management system.

17. Attachments

Attachment A – Securing Work Areas

Location Closing Checklist – Flood Threat

If CI suspends normal business operations in response to the threat of a tropical storm or other water-related event, the following activities must be carried out prior to employees being released.

- Ground-floor occupants in buildings subject to flooding:
    - Unplug computers, printers and other electrical appliances.
    - Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding
    - Move all equipment, books, papers and other valuables off the floor to locations safe from flooding
    - If necessary, relocate equipment and other valuables to a higher floor or higher location (*Be sure that equipment and other valuables that are moved outside your work area are tagged for easy identification and retrieval)*

    - If relocation to a higher floor is difficult or impossible, cover and secure or encase and seal equipment and other valuables in plastic
- Faculty take gradebooks to designated area for securing (only time grade books are permitted to leave classroom)
- Check contents of refrigerators and set to coldest setting
- Empty trash receptacles of items likely to rot
- Take home all personal items of value
- Close and latch all windows and close and lock all doors
- Stay tuned to the radio/television for additional information and check the CI emergency webpage or call the CI emergency hotline

Location Closing Checklist – Wind and Flood (e.g., Hurricane) Threat

If CI suspends normal operations in response to the threat of a hurricane or other severe wind and flood event, the following activities must be carried out prior to employees being released.

- All employees:
    - Unplug computers, printers and other electrical appliances.
    - Relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
    - Move all equipment, books, papers and other valuables away from windows, off the floor and consider moving to interior areas of the building.
    - Be sure that equipment and other valuables that are moved outside your work area are tagged for easy identification and retrieval. (Note: Wind-driven rain can cause some flooding at all floor levels, so executing this procedure is advisable even for upper-floor levels and for locations that do not face a flood or storm surge threat.)
    - Check contents of refrigerators and set to coldest setting.
    - Empty trash receptacles of items likely to rot.
    - Take home all personal items of value.
    - Close and latch all windows and close and lock all doors.
    - Stay tuned to the radio/television for additional information, check the CI emergency webpage or call the CI emergency hotline.
- For ground-floor occupants in buildings subject to flooding:
    - If necessary, relocate equipment and other valuables to a higher floor or higher location. (Be sure that equipment and other valuables that are moved outside your work area are tagged for easy identification and retrieval).
    - Cover and secure or encase and seal equipment and other valuables in plastic.
    - Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.
    - Close and latch (or secure with tape) all filing cabinets.
    - To the fullest extent possible, turn bookcases and shelving units around to face walls.
    - Place telephones in desk drawers. Leave telephones plugged in because you will be able to receive emergency messages.

Note: Closing window treatments and applying masking tape on windows provides no real protection. If the window is breached, window treatments just batter about causing additional damage. Tape on window glass causes no damage but it is a waste of time and money.

Attachment B – Phone Hotline

Emergency Hotline Activation and Change Emergency Audio Procedure

CI Information Technology (IT) manages the telephony systems and, along with facilities, can assist with recording new outgoing messages.

Contact Name	Role	Contact Phone Number
Tamecia Scott	Campus President	850-322-2766
Towana Lambert	Director of Programs	954-536-1816
Tamecia Scott	IT, Technology	954-400-0620
TBD	Clinical Coordinator	954-400-0625

"Business as Usual" Message Sample

Thank you for calling the CI, IT Service Desk. There are currently no known service outages at this time. If you have a service request, please use HEAT Self Service. To report a service outage incident please remain on the line while your call is directed to our next available engineer.

Systems Outage Message Sample

Thank you for calling the CI, IT, Service Desk. CI is currently experiencing the following service outage: _____. We are working to restore normal operation currently and anticipate resolution by _____. If you need assistance with any other issue, please remain on the line while your call is directed to the next available engineer.

CI Closure Message Sample

This message is for faculty, staff and students at Chancellor Institute. Please be aware that CI's _____location(s) will be closed on _____due to the anticipated impact from _____. We will continue to update this message as information becomes available. If you are a student who may be impacted, please contact 954-400-0620, or your Career Services Advisor at 954-400-0620 X 4005. If you are a faculty or staff member, any additional changes to CI operations will also be communicated via email and text message through our emergency alert system.

Attachment C – Evacuation Procedures

All students and staff are expected to:

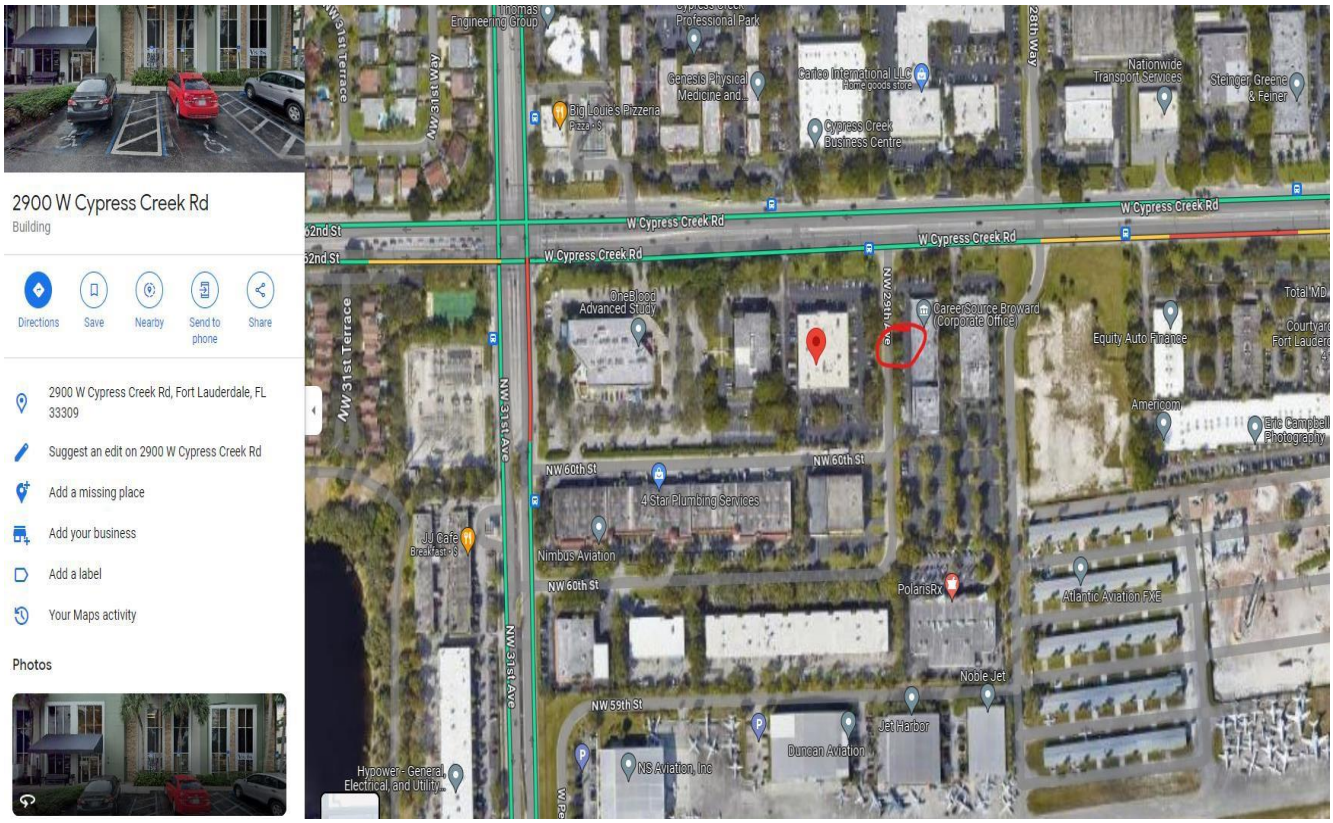
1. Become familiar with exit locations.
2. When a fire alarm sounds, prepare to evacuate immediately.
3. Do not panic but walk quickly to the closest emergency exit.
4. Do not use cell phones.
5. Walk in a single-file line to the right through corridors and stairwells.
6. Avoid unnecessary talking and keep the lines moving.
7. Individuals requiring assistance in evacuation should proceed to stairwell entrance area and wait for assistance.
8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
9. When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
10. Instructors are responsible for getting all their students out and taking role at their designated safe meeting area. *(Attachment D)* Attendance should be reported to the instructional team and any missing students should be reported to the Vice President.

The Executive Team and EMS

1. Conduct a sweep of assigned area and be certain that everyone has evacuated.
2. Initiate evacuation procedures, as necessary.
3. Close doors as areas are evacuated.
4. Assist with the extraction of any physically challenged personnel. If necessary, record the location of any individuals who require emergency personnel to assist with the extraction.
5. Maintain an orderly evacuation.
6. Record inappropriate actions (panic, use of elevators, etc.).
7. Assemble personnel at a designated safe location and account for personnel. *(Attachment D)*
8. Record any missing personnel and their last known location.
9. Document evacuation time.
10. In the most minor incidents, faculty and staff with training in the use of fire extinguishers are permitted to use extinguishers.
11. Be the last ones out.

Attachment D – Evacuation Assembly Areas

CI Emergency Assembly Outside Area
Northeast side of building near NW 29th Street


2900 W Cypress Creek Rd
Building
Directions
Save
Nearby
Send to phone
Share
2900 W Cypress Creek Rd, Fort Lauderdale, FL 33309
Suggest an edit on 2900 W Cypress Creek Rd
Add a missing place
Add your business
Add a label
Your Maps activity
Photos
W Cypress Creek Rd
NW 31st Ave
NW 31st Terrace
NW 31st Way
NW 29th Ave
NW 60th St
NW 59th St
Professional Park
Genesis Physical Medicine and...
Big Louie's Pizzeria
Cypress Creek Business Centre
Nationwide Transport Services
Steinger, Greene & Feiner
OneBlood Advanced Study
CareerSource Broward (Corporate Office)
Equity Auto Finance
Americom
Eric Campbell Photography
4 Star Plumbing Services
Nimbus Aviation
JJ Cafe
PolarisRx
Atlantic Aviation FXE
Noble Jet
Jet Harbor
Duncan Aviation
NS Aviation, Inc
Hypower - General, Electrical, and Utility...

Attachment E – Lockdown / Shelter-in-place Procedures

There are several emergency situations where an evacuation of a building, room and/or office area is not advisable. For example, a hostile intruder, hazardous release outside, terrorist attack outside, etc. These threats require shelter-in-place procedures – the exact opposite of a facility evacuation. Often shelter-in place situations constitute life-threatening events and conducting a facility evacuation or failing to respond properly could be a fatal mistake.

Communications

- A shelter-in-place may be announced by voice or text communication.
- If a situation that may require a shelter-in-place is discovered, the individual making the discovery shall immediately move to a safe location, call 911 an - if it safe to do so.
- Evacuation alarms may not be sounded.

How to Shelter in Place

- Go to a location in which you can close the door and any windows, if possible. If not, hide under your desk.
- Stay in place until advised it's safe to leave.

Remember that in an active shooter situation, the recommended order of actions is run (if safe to do so), hide or fight (if you can't run or hide).

Attachment E – Evacuation Procedures for Persons with Disabilities

People of all ability levels should always familiarize themselves with the facilities they enter and identify emergency exists, evacuation routes and areas of refuge.

Those who may need assistance during an emergency should know their capabilities and limitations and communicate them in advance so that leaders, supervisors and assistants are aware. People who need assistance can help prepare for emergencies by:

- Knowing evacuation options;
- Informing Human Resources and supervisors that they may need assistance in an emergency, due to either a permanent or temporary condition;
- Identifying an Evacuation Assistant within their department or at least three individuals who are willing to help in an emergency;
- Informing supervisors and assistants how best to help, how to operate any necessary equipment, etc.

The following general guidelines are intended to help evacuate individuals with disabilities. However, these guidelines may not apply in every circumstance due to specific individual needs. It is important to remember that evacuation can be difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly.

It is also important to know that environmental conditions (smoke, debris, loss of electricity) may complicate evacuation efforts. Before attempting to evacuate a person with a disability consider your options and the risk of injury to yourself and others. Do not make an emergency worse.

- Individuals should be invited to volunteer ahead of time to assist persons with disabilities in an emergency.
- Always ask someone with a disability how you can help. Ask how they can best be assisted or moved and whether there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Do not use elevators, unless authorized to do so by emergency personnel, security or property management.
- If the situation is life threatening, call 911 and security immediately.
- Check on individuals with disabilities during an evacuation. Evacuation Assistants or co-workers should check on and ensure persons with disabilities have been alerted to the emergency.

Assisting Persons with Mobility Impairment

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area, e.g., most enclosed stairwells, an office with the door shut which is a good distance from the hazard
- Notify emergency personnel or security immediately about any mobility impaired individuals remaining in the building and their locations.
- Emergency personnel will decide whether the individuals are safe where they are and will evacuate them as necessary. Emergency personnel may determine that it is safe to override the rule against using elevators.

Assisting Persons with Hearing Impairment

- Get the attention of a person with a hearing impairment by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

Assisting Persons with Visual Impairment

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

Evacuation Options for All Individuals

- **Exit the Building**: If able on your own or with the help of Evacuation Assistants, immediately leave the facility through the most accessible building exit. If on an upper level, use stairs, relying on an Emergency Evacuation Chair, if needed. Do not use elevators, only stairs, unless authorized to do so by emergency personnel. In most buildings, elevators are rendered inoperable in the event of a fire.
- **Area of Refuge**: On your own or with an Evacuation Assistant, go to an area of refuge away for the obvious danger zone. The Evacuation Assistant will then go to the building evacuation refuge point outside the building and notify emergency personnel of your location. If a designated Evacuation Assistant is not available, notify a co-worker or any individual of your location and ask them to relay it to emergency personnel. Emergency personnel will determine if further evacuation is necessary. Usually, the safest areas of refuge are pressurized stairwells. Stairwell landings are considered a "safe zone" and a safe, temporary refuge area if exiting to a ground level exit is not possible. Other possible areas of refuge include fire-rated corridors or vestibules adjacent to exit stairs. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway. Remain in the stairwell or corridor until assistance from the first responders.

- **Stay in Place**: Remaining in place is appropriate for individuals who are alone and unable to safely evacuate. If this is the case, individuals should remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. Stay in contact with emergency services by dialing 911 and reporting your location. Emergency services will immediately relay your location to on-site emergency personnel, who will determine the necessity for evacuation. A solid or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 ¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.