



ST. THOMAS UNIVERSITY

Emergency and Safety Preparedness Handbook

TABLE OF CONTENT

MISSION STATEMENT 1

INTRODUCTION 1

SAFETY PRINCIPLES 1

COMMUNICATION COORDINATION AND PROCEDURES 2

EMERGENCY ASSISTANCE..... 2

MEDIA INFORMATION 2

PERSONNEL 3

RESIDENT STUDENTS..... 3

MEDICAL EMERGENCIES..... 3

 General Procedures 3

 Local Hospital Facilities 4

WORKER'S COMPENSATION 4

 General Procedures 4-5

CRISIS SITUATIONS 6

CRISIS PLAN ACTIVATION..... 6

CRISIS ADVISORY TEAM (CAT) AND CRISIS OPERATIONS TEAM (COT) 7

 Crisis Operations Team Members 7

 Crisis Advisory Team Members 7

 On Call Staff for Administrative Duties 8

 Relocation Team 8

COMMAND POST DESIGN..... 9

CRISIS INFORMATION FLOWCHART (UNIVERSITY-WIDE) 10

TERRORISM GUIDELINES 11

 Background Information 11

 Biological Agents 11-12

 Nuclear Incidents 12

 Incendiary Incidents 12

 Chemical Agents 13

 Explosive Agents 13

 Preparation 13-14

 Response 14

SUSPICIOUS MAIL OR OTHER PACKAGES 15-16

 What is a Suspicious Package? 16

 Open Package 16-17

 Unopened Package 17

 Issues Concerning Exposures 18

BOMB THREAT	18
Procedures for Persons Receiving Bomb Threat	18-19
MASS EVACUATION	19
FIRE AND HAZARDOUS SUBSTANCES	19
General Procedures – Fire Precautions	19-20
HEALTH AND SAFETY	20
Occupational Health and Safety	20
Faculty and Administration	20
Facility Design	20
Student Housing	20
Swimming Pool/Bathing Places	20
LABORATORY SAFETY	21
Biology (Anatomy, Physiology, Biology, Micro-Biology and Genetics Labs)	21
Safety Procedures	21
Chemistry	21-22
Chemical Storage	22
Chemical Waste	22
Eye Washes	22
Fume Hoods	22
Safety Reminders	23
Special Precautions	23
At the end of an Experiment	23
POWER OUTAGE	23-24
TELEPHONE SYSTEM FAILURE	24
WEATHER EMERGENCIES	24
SEVERE WEATHER AND LIGHTENING STORMS	24
General Information	24
Terminology	24
Procedures during the storm	25
Following the storm	25
TORNADO THREATS	25
Terminology	25
Following the storm	26
TROPICAL STORMS AND HURRICANE PREPARATIONS	26
General Information	26-27
Tropical Storm Guidelines	27
Category 1 Hurricane Guidelines	27-28
Category 2 Hurricane Guidelines	28-29
Category 3, 4, 5 Hurricane Guidelines	29-30
Department Preparations	30
Department Head/Chair Action (To Be Done Routinely)	30-31
Department Head/Chair Action (Once a Disaster Has Been Declared)	31-32
Individual Action	32-33
Post Disaster Response Steps	33-34

DOCUMENT PREPARATION FOR FEMA CLAIMS	34
Purpose.....	34
Primary Responsibility.....	34
General Record Keeping	34
Background	34-35
Public Assistance Categories.....	35
Announcements to Departments.....	35
Departmental Responsibilities.....	35
Types of Expenditures	36-38
APPENDICES	39
Appendix A: Contingency Plan for Communication.....	39
Appendix B: Hurricane Preparedness for Students.....	40-41
Appendix C: Tropical Storm and Hurricane Major Steps Flowchart	42
Appendix D: Personnel Status Report (PSR).....	43
Appendix E: Preliminary Damage Assessment (PDA)	44-45
Appendix F: Disaster Expense Log (DEL)	46

MISSION STATEMENT

This document is a management supported, cost-effective, and documented plan that provides UNIVERSITY-WIDE capability for organized preparation and timely recovery from an unforeseen disruption.

INTRODUCTION

St. Thomas University's Emergency and Safety Preparedness Handbook is intended to prevent any operational outage in one area of the University from having a significant impact on the critical operations of other areas. The University is strongly committed to promoting and providing a safe environment for its students, faculty and staff. To accomplish this goal, the University has developed and implemented a Plan for Business Continuity.

The procedures outlined in this handbook provide quick and succinct steps to be followed in various emergency situations. The handbook will serve as a guide in the event an emergency/disaster occurs within the University facility. Its primary purpose is to assist individuals in understanding what to expect and what actions to take immediately.

All personnel and students are encouraged to carefully read and familiarize themselves with this document. Above all, remain calm and follow the instructions of authorized officials.

SAFETY PRINCIPLES

The publication of these policies, procedures, regulations and practices is the first step toward achieving a safer campus. There are eight (8) basic safety principles:

1. All injuries and occupational illness can be prevented, if the proper means are taken.
2. All administrative personnel are directly responsible for preventing injuries and illness. Each level is accountable to the one above and responsible for the one below. This starts with the Vice President for Administration/CFO, and extends through first line supervisors, students, faculty and staff.
3. Safety is a condition of employment. Each employee must assume responsibility for working safely. Safety should be as important as any task or activity during the workday in the work place.
4. Training is an essential element for safe workplaces. Management must inform employees of safety procedures to avoid injuries. This includes providing informational sessions.
5. Safety audits must be conducted by the Physical Plant Director and/or Assistant Director to assess the effectiveness of facilities and programs, and to identify areas for improvement. It is essential to investigate all unsafe practices, incidents with injury potential, and injuries.
6. All deficiencies must be corrected promptly, either through modifying facilities and/or changing procedures.
7. Management responsibilities must be complemented by employees' suggestions and their active involvement in keeping work place (and campus areas) safe.
8. Public Safety will provide an escort for all students, faculty, and staff upon request. Public Safety may be contacted at **305.628.6500**.

COMMUNICATION COORDINATION AND PROCEDURES

Establishing a communications network is vital to the implementation of a well-coordinated plan and to ensure the personal safety of all University members. The communications system encompasses several areas as outlined below. **For additional information regarding communications for the CAT/COT Teams, please refer to Appendix A.**

EMERGENCY ASSISTANCE

Public Safety is responsible for contacting the appropriate city agencies, e.g., the fire and police departments after assessing the scope and seriousness (live threatening) of the emergency situation. This is done in conjunction with administrative officials.

Public Safety is also responsible for ensuring that all members of the University community are away from any unsafe or dangerous building/area. Safety areas will be determined by the situation at the time.

Public Safety must be in constant communication with key University officials at all times. They are to inform the University community within the campus facility, upon authorization from any city agency or administrative officials, of the appropriate time to re-enter any affected area buildings.

MEDIA INFORMATION

The Director of Marketing and Communications (or designee) will act as the official spokesperson for the University with the media. In his/her absence an administrative official designated by the Vice President of Advancement, Marketing and Communications will assume that responsibility.

Below you will find the list of media outlets which will announce the University's operational status.

FM RADIO STATIONS

87.7 – WTVJ – NBC
 91.3 – WLRN – Public Radio & TV/Herald
 News
 93.1 – WHDR – 93 Rock
 96.5 – WPOW – Power 96
 99.1 – WEDR – 99 Jamz
 99.9 – WKIS – Kiss Country
 100.7 – WHYI – Y100
 102.5 – WMXJ – Magic 102.7
 105.1 – WHQT – Hot 105

AM RADIO STATIONS

610 – WIOD – News Radio

TELEVISION NETWORKS

Channel 4 – WFOR (CBS)
 Channel 6 – WTVJ (NBC)
 Channel 7 – WSVN (FOX)
 Channel 10 – WPLG (ABC)

PRINT MEDIA

The Miami Herald
 The South Florida Sun-Sentinel

SPANISH FM RADIO STATIONS

95.7 – WXDJ – El Nuevo Zol
 98.3 – WRTO – LA Kalle
 106.7 – WRMA – Romance
 107.5 – WAMR – Amor

SPANISH AM RADIO STATIONS

710 – WAQI – Radio Mambi
 1140 – WQBA
 1260 – Radio Caracol
 830 – Radio Paz

SPANISH TELEVISION STATIONS

Channel 23 – WLTV Univision
 Channel 51 – Telemundo

SPANISH PRINT MEDIA

El Nuevo Herald

PERSONNEL

Each University department head/chair is responsible for establishing a communications network within his/her area. All employees should be contacted and informed of the emergency situation, if it occurs during non-business hours, and instructed on the procedures to be followed for situations that occur during the normal working hours. **Employees must provide Office of Human Resources with current home, cell, and emergency contact information.**

RESIDENT STUDENTS

It is the responsibility of the Campus Life Office to ensure that all students residing in any of the university residence halls and facilities are properly advised and informed on emergency evacuation procedures, location and use of emergency equipment in each building, and safety zones/areas. **For additional information regarding Hurricane Preparedness for Students, please refer to Appendix B.**

MEDICAL EMERGENCIES

GENERAL PROCEDURES

If you become aware of any individual with an injury or illness:

1. Immediately call Public Safety at **305.628.6500**. Be sure to inform them of your location (building and floor), your name, the type of emergency, and your telephone number. Public Safety will immediately call 911 and dispatch the campus nurse and appropriate security members to said location.
2. First aid supplies are available at the Health and Wellness and Physical Plant.
3. Only certified personnel may perform C.P.R. on an individual.
4. For occupational injury or illness Public Safety will notify the Office of Human Resources (see page 4).

If a medical emergency arises, DO NOT attempt to move or aid anyone. Instead, you should take the following steps:

- Contact Public Safety at **305.628.6500** and inform them of the situation. Public Safety will contact the appropriate local agency, e.g., fire/rescue department, "911", or Poison Control Center, 1.800.282.3171.
- Be ready to describe the location and the nature of the emergency and the condition of the victim.
- While waiting for medical help, keep the victim comfortable.

LOCAL HOSPITAL FACILITIES

Palmetto General Hospital

2001 West 68th Street
Hialeah, Florida
(305) 364.2161

Jackson North

150 Northwest 168th Street
North Miami Beach, Florida
(305) 999.9759

Memorial West

703 North Flamingo Road
Pembroke Pines, Florida
(954) 436.5000

WORKERS' COMPENSATION

GENERAL PROCEDURES

1. If you are involved in a work-related injury which is a true emergency and requires immediate treatment, contact Public Safety at **305.628.6500**. Public Safety will call Emergency Services ("911"), coordinate emergency efforts and prepare an Incident Report.
2. Notify your immediate supervisor as soon as possible.
3. Contact the Office of Human Resources at 305.628.6514 to report injury. HR will coordinate reporting procedures with the Workers' Compensation insurance carrier and managed care provider.
4. For injuries that do not require Emergency Services intervention, follow #3 above and obtain a medical authorization form from HR for treatment at:

Miami-Dade County

Concentra Medical Center

17601 NW 2nd Avenue
Miami, FL 33169
(305) 770.4500

Hours of operation:

Monday – Friday – 7:00AM – 10:00PM
Saturday – 8:00AM – 4:00PM
Closed Sundays

Concentra Medical Center

7800 NW 25th St., Suite 4
Miami, FL 33122
(305) 593.2174

Hours of operation:

Monday – Friday – 7:00AM – Midnight
Saturday – Sunday – 8:00AM – 4:00PM

Concentra Medical Center

Port of Miami
907 North Cruise Blvd.
(South America Way)
At the end of Terminal G
Miami, FL 33132
(305) 372.1930

Hours of operation:

Monday – Friday – 8:00AM – 5:00PM
Closed Saturdays and Sundays

Concentra Medical Center

South Miami
6341 Sunset Dr., 2nd Floor
Miami, FL 33143
(305) 666.0496

Hours of operation:

Monday – Friday – 8:00AM – 6:00PM
Saturday – 9:00AM – 2:00PM
Closed Sundays

Broward County**Concentra Medical Center**

501 SE 24th Street (SR84)
Ft. Lauderdale, FL 33316
(954) 522.6009

Hours of operation:

Monday – Friday – 8:00AM – Midnight
Saturday – Sundays – 8:00AM – 4:00PM

Concentra Medical Center

105 SW 12th Avenue (Andrews Avenue)
Pompano Beach, FL 33069
(954) 941.6301

Hours of operation:

Monday – Friday – 8:00AM – Midnight
Saturday – Sundays – 8:00AM – 4:00PM

Concentra Medical Center

Sunshine Office
1347 South Andrews Avenue
Ft. Lauderdale, FL 33316
(305) 372.1930

Hours of operation:

Monday – Friday – 8:00AM – 10:00PM
Saturday – Sundays – 10:00AM – 6:00PM

Palm Beach County**Concentra Medical Center**

4455 Medical Center Way
West Palm Beach, FL 33407
(561) 881.0066

Hours of operation:

Monday – Friday – 7:30AM – 6:30PM
Closed Saturday and Sundays

For life-threatening injuries you will be transported by Emergency Services to the nearest hospital for medical treatment. Once practicable, please follow #3 and #4 above.

CRISIS SITUATIONS

A “crisis situation” represents an extraordinary and unpredictable disastrous event such as flood, tornado, power outage, criminal activity, civil disturbance, fire, etc.

CRISIS PLAN ACTIVATION

Any individual, and especially those individuals responsible for monitoring threats, or individual Crisis Advisory Team (CAT) team members, can implement safety and life-saving emergency steps. The individual recognizing a crisis situation will:

1. Contact police, fire, or rescue agencies. Turn decisions over to the appropriate government agency as soon as possible.
2. The police or any member of the CAT team will contact the appropriate Crisis Decision Team to assemble.
3. The Crisis Advisory Team will:
 - Handle all media contact through the Director of Marketing & Communications. Official media spokespersons will be the President and Vice President of Advancement, Marketing & Communications.
 - Assign individuals to disseminate information to employees, students, spouses, parents, etc. utilizing the STU-PLAN (**877.788.7526**), information line, the Web Exchange or other media as appropriate.
 - Determine the need for suspension of classes, dismissal of employees, and/or relocation/evacuation of resident students.
 - Determine the need for the cessation of activities in a building or facility as a result of utility disruption, such as power failure.
 - Determine frequency of meetings
 - Assemble appropriate resources (Public Safety, Student Affairs, Facilities, Risk Management, Human Resources, etc.) in the event of a crisis.
 - Conduct a debriefing session with the appropriate key administrators.

CRISIS ADVISORY TEAM (CAT) AND CRISIS OPERATIONS TEAM (COT)

Crisis Advisory and Crisis Operations Teams have been developed for the University. These teams are comprised of individuals who are responsible for directing emergency actions, campus closing, communications, etc. in crisis situations.

The Crisis Operations Team will conduct emergency meetings to determine the course of action. Team members and alternates are on call at all times. The President's Boardroom is the official meeting site for University-wide Crisis Operations Team meetings.

CRISIS OPERATIONS TEAM MEMBERS (COT)

Rev. Msgr. Franklyn M. Casale	President	President's Office
Mr. Terrence O'Connor	Vice President/Chief Financial Officer	Administration
Dr. Gregory S. Chan	University Provost/Chief Academic Officer	Office of the Provost
Dr. Beatriz Robinson	Vice President/Planning & Enrollment	Student Affairs
Ms. Beverly S. Bachrach	Vice President	University Advancement, Marketing & Communications
Mr. Alfredo Garcia	Dean	School of Law
Dr. Susan Angulo	Associate Provost for Academic Support	Academic Affairs Vice President's Office
Ms. Kathy Blankenship	Manager	Campus Dining
Mr. Issac Carter	Director for Leadership & Student Communications Associate	Student Affairs
Ms. Begone Cazalis	Captain	Marketing & Communications
Mr. Trevor Chambers	Assistant to VP for Emergency Management	Public Safety
Mr. Timothy De Palma	Associate Director	Planning & Enrollment
Dr. Joan DiGregorio	Associate Director	Health & Wellness
Mr. Julio Diaz	Associate Dean	Physical Plant
Ms. Cece Dykas	Telecommunications Manager	School of Law
Ms. Ruth Esteras	Director of Student Services	OIT
Mr. Peter Kelly	Chief Information Officer	LS Support Services
Mr. Rudy Ibarra	Housing Officer	OIT
Mr. Richard McNab	Associate Director	Residential Life
Ms. Lenore Prado	Chief Marketing Officer	Human Resources
Ms. Marivi Prado	Controller	Marketing & Communications
Ms. Maribel Ramirez	Director of Administration	Financial Affairs
Ms. Sylvia Rodriguez	Director	Administration
Ms. Brooke Whitley	Director	Law School Marketing
Mr. Juan Zamora	Director	Physical Plant

CRISIS ADVISORY TEAM MEMBERS (COT MEMBERS PLUS THE FOLLOWING)

Dr. Edward Ajhar	Interim Dean	School of Science, Technology & Engineering Management
Dr. Todd Ambrosia	Nurse Practitioner	Planning & Enrollment
Ms. Lydia Amy	Dean of Enrollment	Planning & Enrollment
Mr. John Hernandez	Assistant Dean	LS Student Affairs
Dr. Guiyou Huang	Dean	Biscayne College
Dr. Joe Iannone	Dean	School of Theology & Ministry
Ms. Toni Mountain	Assistant Dean of Students	Student Affairs

Dr. Gloria Ruiz	Interim Dean	School of Leadership Studies
Dr. Jose Antonio Villamil	Dean	School of Business

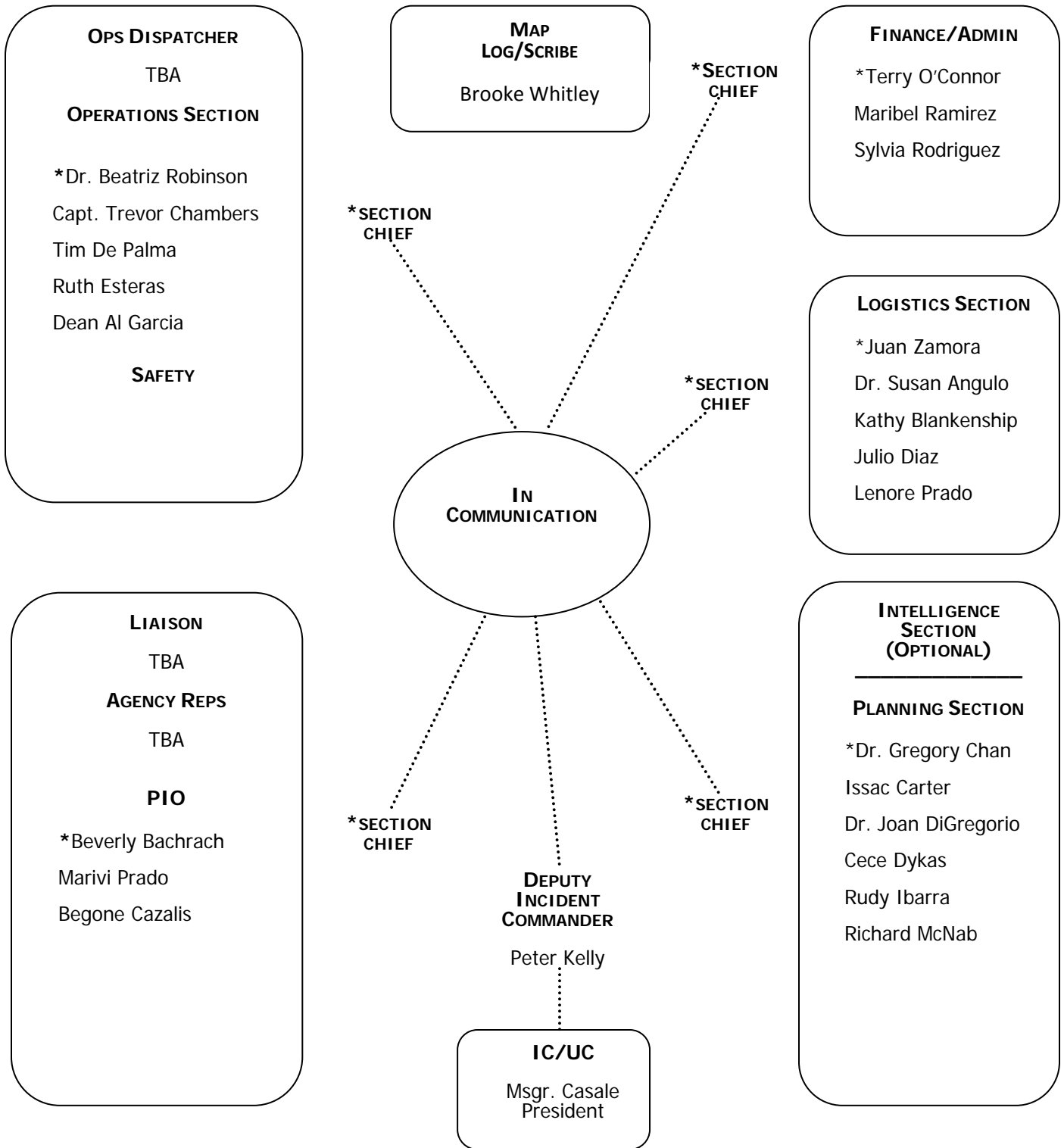
ON CALL STAFF MEMBERS FOR ADMINISTRATIVE DUTIES

Ms. Jessica Antelo	Administrative Assistant	University Advancement
Ms. Laura Courtley-Todd	Director	Athletics
Ms. Sharon Dupree	Administrative Assistant	Office of the Provost
Ms. Ana Maria Ferradaz	Administrative Assistant	Student Affairs
Ms. Marcia Guerrero	Associate Director, Event Planning/Risk Management & Compliance	Administration
Ms. Pam Loconto	Executive Assistant	President's Office
Fr. Harry Loubriel	Director	Campus Ministry
Ms. Jackie Ordehi	Administrative Assistant	Physical Plant
Dr. David Quesada	Assistant Professor	School of Science, Technology & Engineering Management
Ms. Maria Thompson	Administrative Assistant	Campus Ministry
Ms. Angela Toth	Associate Director of Student Life/SGA Advisor	Student Affairs
Ms. Sandy Secord	Director	Office of the Provost

RELOCATION TEAM

Rev. Msgr. Franklyn M. Casale	President	President's Office
Mr. Terrence O'Connor	Vice President/Chief Financial Officer	Administration
Dr. Gregory S. Chan	University Provost/Chief Academic Officer	Office of the Provost
Dr. Beatriz Robinson	Vice President/Planning & Enrollment	Student Affairs
Ms. Beverly S. Bachrach	Vice President	University Advancement, Marketing & Communications
Mr. Alfredo Garcia	Dean	School of Law
Dr. Susan Angulo	Associate Provost for Academic Support	Academic Affairs Vice President's Office
Mr. Issac Carter	Director for Leadership & Student	Student Affairs
Mr. Timothy De Palma	Director	Career Services
Mr. Rudy Ibarra	Chief Information Officer	OIT
Mr. Peter Kelly	Director of Studnet Services	LS Support Services
Ms. Diana Lopez	Webmaster	OIT
Ms. Marivi Prado	Chief Marketing Officer	Marketing & Communications
Ms. Maribel Ramirez	Controller	Financial Affairs
Ms. Sylvia Rodriguez	Director of Administration	Administration

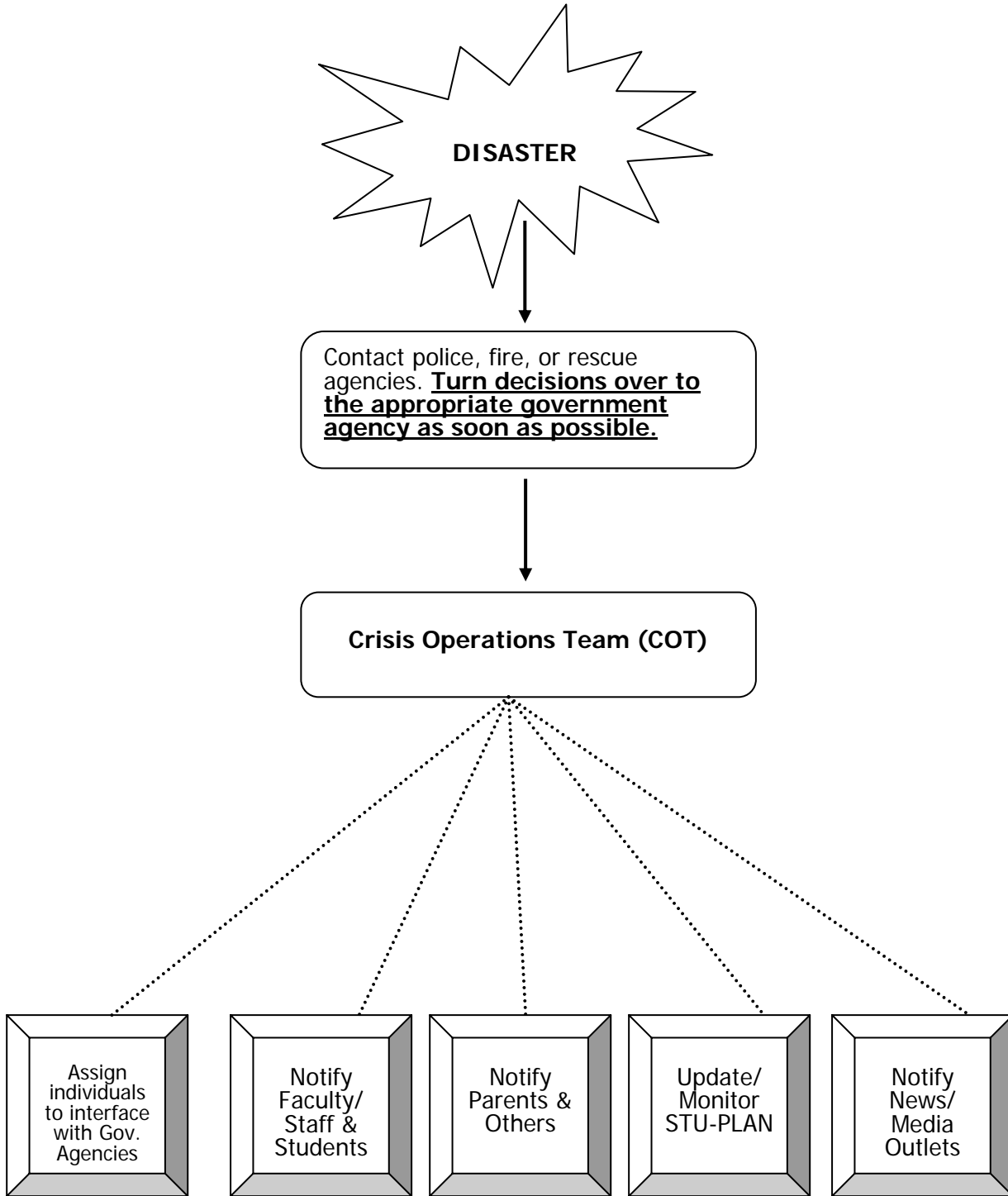
COMMAND POST DESIGN



CRISIS INFORMATION FLOWCHART (UNIVERSITY-WIDE)

A sudden crisis/emergency includes fire, terrorism and/or bomb threat, hurricane and tornado.

In the event of a sudden crisis/emergency, the University has established a Crisis Information Flowchart to disseminate all information/directives in an effort to control rumors, minimize confusion and overall uncertainty for its students, faculty and staff.



TERRORISM GUIDELINES

BACKGROUND INFORMATION

Terrorism is “the unlawful act of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives” [28CRF0.85(l)]. What makes terrorist acts so dangerous is that they are systematic, unpredictable and indiscriminate criminal acts intended to cause damage, to inflict harm, and to kill. The purpose is to achieve maximum disruption of normal activity and to create extreme anxiety and paralyze the target population. Its success depends upon the fear it creates. There may be anywhere from 4 to 20 psychological victims for every physical victim, and the behavioral health consequences may well be the most widespread, long lasting, and expensive consequences of a mass casualty event.

Historically, terrorism has been categorized into left – and right-wing extremism and special interest terrorism. Much of this extremism has grown out of frustration with what adherent’s view as flaws in American political and societal values. More recently, terrorists have moved from a “means to an end” to terrorism as an end in itself, with the phenomenon of loosely affiliated international extremists. It also appears likely that, as governments “harden” official targets, terrorists will increasingly seek more vulnerable “softer” targets.

It is important to recognize that terrorism is a criminal act and effort should be made to coordinate with law enforcement agencies to preserve physical evidence where feasible without compromising medical care to the victims.

Responding personnel should be aware that entry at the scene could cause exposure to deadly radioactive, chemical, or biological agents that may have contaminated the atmosphere and environment around the scene. Fires and/or collapsed building sections may intensify thermal and physical hazards. An appropriate response may require decontamination of equipment, entry personnel, survivors, and casualties. Be aware of the possible presence of a secondary device intended to injure or kill.

Experts agree that there are five categories of terrorist incidents: biological, nuclear, incendiary, chemical, and explosive.

1. **BIOLOGICAL AGENTS** pose serious threats considering their fairly accessible nature and the potential for their rapid spread. These agents can be disseminated in the following ways: aerosols, oral (contaminating food or water), dermal (direct skin contact), or injection. Inhalation or ingestion is the most likely.

The biological indicators will present either as a public health emergency or a focused response to an incident, e.g., a toxin. The onset of symptoms may take days to weeks, with no characteristic signatures.

An early clustering of flu-like illness might represent an early start to the influenza season, the introduction of a new pandemic strain, or the initial warning of a terrorist event.

The Centers for Disease Control list approximately 20 biological agents (bacterial agents, viral agents and biological toxins) which are considered as possibilities for terrorist use. Following is a list of those considered most likely to be used.

ANTHRAX (*Bacillus anthracis*) infection is a disease acquired following contact with infected animals or contaminated animal products or following the intentional release of anthrax spores as a biological weapon. Exposure to an aerosol of anthrax spores could cause symptoms as

soon as 2 days or as late as 6-8 weeks after exposure. Further, the early presentation of anthrax disease would resemble a fever or cough and would therefore be exceedingly difficult to diagnose without a high degree of suspicion. Once symptoms begin, death follows 1-3 days later for most people. If appropriate antibiotics are not started *before* development of symptoms, the mortality rate is estimated to be 90%.

BOTULINUM TOXIN (produced by *Clostridia botulinum*) is the single most poisonous substance known, and poses a major bioterrorism threat because of its extreme potency and lethality; its ease of production, transport and misuse; and the potential need for prolonged intensive care in affected persons. Natural cases of botulism typically result from food contamination (food not or incompletely heated) with absorption of the toxin from the gut or a wound. The incubation period for food-borne botulism can be from 2 hours to 8 days after ingestion. Patients with botulism typically present with difficulty speaking, seeing and/or swallowing and may initially present with gastrointestinal distress, nausea, and vomiting preceding neurological symptoms.

PLAGUE (*Yersinia pestis*) is an infectious disease of animals and humans found in rodents and their fleas. Pneumonic plague occurs with infection of the lungs. The incubation period is 1 to 6 days and the first signs of illness are fever, headache, weakness, and cough productive of bloody or watery sputum. The pneumonia progresses over 2 to 4 days and may cause septic shock and without early treatment, death. Person-to-person transmission of pneumonic plague occurs through respiratory droplets, which can only infect those who have face-to-face contact with the ill patient. Early treatment of pneumonic plague with antibiotics is essential.

SMALLPOX (*variola major*) has an incubation period of 7 to 17 days following exposure. Initial symptoms include high fever, fatigue, and head and back aches. A characteristic rash, most prominent on the face, arms, and legs, follows in 2-3 days. Smallpox is spread from one person to another by infected saliva droplets that expose a susceptible person having face-to-face contact with the ill person.

TULAREMIA (*Francisella tularensis*) is one of the most infectious pathogenic bacteria known, requiring inoculation or inhalation of a few as 10 organisms to cause disease. It is a zoonosis, with natural reservoirs in small mammals such as voles, mice, water rats, squirrels, rabbits and hares. Naturally acquired human infection occurs through a variety of mechanisms such as: bites of infected arthropods; handling infectious animal tissues or fluids; direct contact or ingestion of contaminated water, food, or soil; and inhalation of infective aerosols. Human to human transmission has not been documented. Aerosol dissemination by a terrorist would be expected to result in the abrupt onset of acute, nonspecific febrile illness beginning 3 to 5 days later (incubation range, 1-14 days). Treatment is with antibiotics.

2. **NUCLEAR INCIDENTS** are expected to take one of two forms: threatened or actual detonation of a nuclear bomb or threatened or actual detonation of a conventional explosive incorporating nuclear materials. It is unlikely that a terrorist could acquire or build a functional nuclear weapon. Dispersal of nuclear materials with a conventional explosive would contaminate the bombsite and raise environmental decontamination and long-term health issues.

Nuclear indicators, short of actual detonation or obvious involvement of radiological materials, include observation for a Department of Transportation placard or decal, and radiation detection devices.

3. **INCENDIARY INCIDENTS** could be any mechanical, electrical, or chemical device used to cause a fire. Indicators of incendiary devices include multiple fires, remains of incendiary device components, odors of accelerants (e.g., gasoline), and unusually heavy burning or fire volume.

4. **CHEMICAL AGENTS** fall into five classes: nerve (disrupt nerve impulse transmission), blister (severe burns to eyes, skin, and respiratory tract), blood (interfere with oxygen transport), choking and irritating (designed to incapacitate).

NERVE AGENTS are similar to organophosphate pesticides, but with higher toxicity. Early symptoms include uncontrolled salivation, lacrimation, urination, and defecation. These agents may resemble water or light oil and possess no odor, and are best dispersed as an aerosol. Many dead animals at the scene may indicate a nerve agent.

BLISTER AGENTS are also referred to as mustard agents due to their characteristic smell. They can be absorbed through the skin, and clinical symptoms may not appear for hours or days. These agents are heavy, oily liquids, dispersed by aerosol or vaporization.

BLOOD AGENTS interfere with oxygen transport by the blood, resulting in asphyxiation. Clinical symptoms include respiratory distress, vomiting and diarrhea, and vertigo and headaches. These agents are gasses, although precursor chemicals are typically cyanide salts and acids. All have the aroma of bitter almonds or peach blossoms.

CHOKING AGENTS stress the respiratory tract by causing edema (fluid in the lungs) which can result in asphyxiation. Clinical symptoms include severe eye irritation and respiratory distress. Most people recognize the odor of chlorine; phosgene has the odor of newly cut hay. Both are gases and must be stored and transported in cylinders.

IRRITATING AGENTS, also known as riot control agents or tear gas are designed to incapacitate. Generally, they are nonlethal; however, they can result in asphyxiation. Clinical symptoms include eye and throat irritation, respiratory distress, and nausea and vomiting.

5. **EXPLOSIVE AGENTS**, i.e., bombs, can be 1) readily made from commonly available materials (e.g., ammonium nitrate fertilizer and diesel fuel), 2) obtained from commercial sources (e.g., blasting agents and explosives), or 3) obtained from the military. These devices account for 70 percent of terrorist attacks.

Chemical, biological, and radiological weapons—often referred to as weapons of mass destruction—have the potential to kill large numbers of people and cause mass fear. Modern society, with its use of computers and technology, is vulnerable to cyber terrorism and even more exotic dangers such as high-energy radio frequency and electromagnetic pulse weapons capable of causing denial of service and damage to circuitry.

PREPARATION

Given the open environment of academic institutions it would be easy for a terrorist to access most of these facilities. Obvious targets include public gathering points (arena, stadium, auditorium, etc.), laboratories, and food service. Although the probability of a terrorist event is very low, the consequences are high. It is not possible to plan for every contingency; however, the following are considered reasonable steps to reduce the opportunities for a terrorist.

Enhanced awareness of daily environments, i.e., normal activities, mail, packages, persons, vehicles, etc. anything unusual or “out of the ordinary” should be considered in the context of a potential terrorist event and promptly reported to Public Safety **305.628.6500**:

- Monitor activities and groups that might indicate a potential terrorist event. Examples include:
 - Groups fostering anti-University, anti-government, or anti-U.S. agitation, intimidation, etc.

- Meetings, rallies, and demonstrations being organized; inflammatory speeches and charges; provocation of authorities to intervene or overreact.
 - Dissent for political, social, or ethnic reasons.
 - New spokespersons for the people's, animal, or environmental causes emerging or out-of-town organizers arriving.
- Control access to laboratories and other areas that could pose likely targets. Lock doors when laboratory personnel are not present.
 - Monitor and report any unusual cases of upper respiratory disease, rash, or other unusual symptoms.
 - Follow established medical guidelines for reporting to the Miami-Dade Health Department when a cold or flu is suspected to be something more.
 - Design new facilities with focus on safety and security.

RESPONSE

Regardless of the type of event, it is the policy of the University to notify Public Safety immediately **305.628.6500**. The University's Crisis Advisory Team (CAT) will be activated to address such an emergency.

Marketing & Communications will coordinate responses and inform students, faculty and staff (via email) so that those persons most directly in contact with affected individuals can be properly assessed at the designated location(s). Care should be taken to avoid triggering a mass screening that would be tax limited resources.

Media communications are critical. Accurate, up-to-date information should be provided regularly, without conjectures about the future or about information that is not yet available.

Personal protective equipment (PPE) and respiratory protection should only be used by those who are properly trained and equipped in their use. Unless notified otherwise by University, Local, State, or Federal Authorities, disposable PPE should be placed in the routine trash. If it is likely that the PPE is contaminated with a biological or chemical agent, then it should be disposed as medical waste (i.e., red bag).

SUSPICIOUS MAIL OR OTHER PACKAGES

The following information is intended to heighten your general awareness regarding suspicious packages of all types and help guide your response to this kind of threat.

You should be wary of any mail or package that has/is:

1. Emitting a ticking sound, oddly shaped, lopsided, or lumpy.
2. Rigid or bulky (flat mail) or unusually heavy for its size.
3. Excessive wrapping or wrapped in string (uncommon in industrialized nations).
4. No postage, excess postage, or non-cancelled postage.
5. Address information that is badly typed, poorly written, or intentionally distorted.
6. Unexpected or has any foreign writing, address, or postage.
7. Restrictive notes (e.g., "Personal" or "Confidential"), enticements (e.g., "Prize Enclosed" or "Winner"), or peculiar messages (e.g., "this one is for you.").
8. Addressed to a generic job title only rather than to an individual name.
9. Improper spelling, incorrect names, places, or titles, or outdated information.
10. Power/crystalline residue, leaks, stains, strange odors, or protruding wires/foil.
11. No return address, an unverifiable return address, or a postmark from a locale that is significantly different from the return address.
12. Received before or after a telephone call from an unknown person asking if the item was received.
13. Hand delivered by other than the U.S. Postal Service or unknown parcel service.

Not all suspicious packages involve the mail. Most devices are placed by the perpetrator(s) themselves (and they may place more than one at a time). Therefore, while in the normal course of your regular performance of duty you must remain particularly mindful of any article found in an inappropriate spot or in any of the following commonly used concealment locations:

1. Hallways, stairwells, and elevators.
2. Fire equipment enclosures.
3. Open shelving.
4. Rest rooms.
5. Dining rooms and break areas.
6. Vending machines and drinking fountain.
7. Conference rooms and unused office space.
8. Shipping and storage areas.
9. Closets and utility rooms.
10. Trash receptacles.
11. Shrubbery, planters, and window boxes.
12. Exterior doorways.

In the event that you do come upon a suspicious item, either through the mail or otherwise, **DO NOT HANDLE IT!** More specifically, do not open, move, jar, shake, or in any way make contact with the object or anything that may be attached thereto.

Instead, stay calm and move quickly yet cautiously out of the area once you are sure that you can adequately describe the object and its exact location. You should then immediately report the situation to Public Safety at **305.628.6500**. Be prepared to isolate the item and/or evacuate the area as directed.

If you have touched an article that you suspect to be contaminated with a questionable substance, wash your hands thoroughly with soap and water.

WHAT IS A SUSPICIOUS PACKAGE?

A good rule of thumb to use when evaluating a package would be "Is it unusual, considering normal incoming mail and packages?" the following are some indicators that may help you in this evaluation:

- Grease stains or discoloration on paper
- Strange odors
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material, such as masking tape, string, etc.
- Excessive weight
- Wrapped in brown paper with twine
- No return address
- Insufficient or excessive postage
- Return address and postmark are not from same area
- Foreign mail
- Restrictive markings such as Confidential, Personal, or Hand Deliver
- Hand-written or poorly typed addresses
- Incorrect titles
- Titles but no names
- Misspellings of common words
- Is addressee familiar with name and address of sender?
- In addressee expecting package/letter?

OPENED PACKAGE

If you have opened a package containing a threat, powder, or unknown substance or have handled an unopened package with a substance spilling out of or bleeding through:

- Place it down gently at the location where you opened or touched it. Try to keep the substance from becoming airborne. Do not shake or empty the contents of the package.

- You may place the package and contents in a zip-lock style plastic bag if available.
- Do not move the package from its current location
- Leave the room and close the windows and doors behind you. Move to an area that will minimize you exposing others.
- If possible, wash your hands with soap and water to prevent spreading any powder to your face.
- Immediately contact Public Safety **305.628.6500**.
- Do not allow others to enter the area.
- Campus Public Safety will notify the appropriate agencies and University departments, depending on the situation.
- List the names and telephone numbers of all the people present in the room or area when this suspicious letter or package was opened. Give this list to the law enforcement officers when they arrive.
- Remain calm. Exposure does not mean that you will become sick. Emergency responders, Public Health Officials and/or Environmental Health and Safety will provide specific information and instructions.
- Depending on your situation, responding emergency personnel may ask you to shower and change clothes. It is important to place contaminated clothing in a sealable plastic bag for analysis and evidence.
- Testing of individual exposed to an unknown substance for an infectious agent by use of nasal swabs or blood tests is usually not appropriate until the Health Department test results are available.
- There is no need for any decontamination of individuals who have not had direct contact with the letter or package that contains an unknown substance.
- Should any test be required, the results will be reported to individuals as soon as they are known, either by Environmental Health and Safety, or appropriate Public Health Officials.

UNOPENED PACKAGE

If the suspicious package is unopened with no leakage, spillage or bleeding:

- You may place the package and contents in a zip-lock style sealable plastic bag if one is available.
- Immediately contact Public Safety **305.628.6500**.
- Campus Public Safety will notify the appropriate agencies and University departments, depending on the situation.
- Individuals that may have been exposed will be contacted as soon as any test results are known.

ISSUES CONCERNING EXPOSURES

According to this plan the University would notify Local, State, and/or Federal Authorities, as appropriate, depending on the type of (suspected) exposure. The University would follow the guidelines established by these agencies as necessary.

In general, the University would cover only those incidents, which are directly related to University Facilities, in a variety of ways. Employees with credible exposure would be covered by workers compensation (if applicable) or their individual health insurance, including pharmaceuticals (antibiotics) which may be required. Student would be covered under their individual health insurance.

Credible incidents shall be reported to local law enforcement (police) and the Miami-Dade County Health Department. These agencies will provide criminal and epidemiological investigation.

Appropriate personal protective equipment will be recommended by Physical Plant for workers having credible potential for exposure. For example, mailroom workers have been provided training and offered gloves and respiratory protection against possible anthrax-contaminated mail.

University medical providers should remain alert for patients presenting with symptoms of suspected exposure to bioterrorist agents and follow established medical guidelines for reporting to the Miami-Dade Health Department.

Should you have additional questions, please call Physical Plant at 305.628.6594.

BOMB THREAT

PROCEDURES FOR PERSONS RECEIVING BOMB THREAT CALLS

If you receive a bomb threat, try to get as much information as you can about: the location and the type of bomb; the outside appearance of the bomb; its detonation time; and the reason for its placement. It is important to record:

1. The time the call was received.
2. To ask the caller to repeat the message. (You want to keep the individual on the line as long as possible.)
3. Record every word spoken by the person. Never interrupt and do not "translate" the message. (Write down the caller's exact words.)
4. Try to get answers to as many of the following questions as possible:
 - a. Exactly where is the bomb located?
 - b. When will it go off?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. Who are you?
 - f. Why are you doing this?
 - g. Where are you calling from?
5. Pay particular attention to background noises such as airplanes, traffic, music, or any other sounds that may give a clue as to the location of the caller.

6. Listen closely to the voice and try to determine the individual's gender and age. Also note any accents, speech impediments, or other distinguished features that could be used to completely describe the person's voice.
7. If the voice sounds familiar to you, write down whom you think it might be.
8. Record the time the caller hangs up. As soon as the caller terminates the call, report the incident to the Office of Public Safety at **305.628.6500**. The security officer on duty will immediately contact 911 and dispatch an officer to the location in question.
9. Notify the Office of Human Resources or the University Operator immediately.
10. Inspect your work area but DO NOT touch or remove any suspicious object.
11. The Bomb Squad and/or Public Safety will make the decision whether to evacuate.

Remember, it is up to the employees to search their own locations and to know what should or shouldn't be there. If a potential bomb is located, **DO NOT TOUCH OR COVER IT**; report it and evacuate.

MASS EMERGENCY EVACUATION

In the case of a fire, gas leaks, aircraft emergencies and/or crashes, explosions or bomb threat, etc., the fire alarm will sound. Everyone is to evacuate the building in an orderly fashion, **using only the stairwells**. *If you are disabled, it is your responsibility to get to the primary area of refuge (PAR), in front of the elevator and wait for assistance.* If the primary area of refuge is blocked, then proceed to the secondary area of refuge on the same floor. These refuge locations are (will be) clearly marked with the standard signs. STU Public Safety will check the areas of refuge immediately and then proceed to control of the situation. Everyone should stay away from the building.

FIRE AND HAZARDOUS SUBSTANCES

All University facilities will maintain life safety standards as promulgated by the Florida Fire Code, Florida Building Code and other applicable codes that may be established. In addition to code compliance, a fire safety education program will be maintained to increase fire safety awareness, and reduce the incidence of fire emergencies.

GENERAL PROCEDURES

FIRE PRECAUTIONS

1. Know where fire extinguishers and fire alarm pull stations nearest to your work area.
2. Know where two escape routes in different directions, if possible.
3. If you have any fire safety concerns, contact the Office of Physical Plant.

IF YOU DISCOVER A FIRE

1. Contact Public Safety **FIRST** at 305.628.6500 and provide the following information:
 - Your name
 - Location of fire, e.g., electrical, chemical, other
 - Number of people in the affected area
 - Extent of injuries

Do not call 911; Public Safety will contact the Fire Department.

2. Activate the fire alarm nearest you.
3. Evacuate the area immediately. Refer to departmental section for instructions on securing critical documents and data.
4. Close door in the affected area.
5. Leave building using nearest emergency exit
6. Follow the instructions of Public Safety personnel until the arrival of the Fire Department.
7. Do not re-enter the building without authorization.

HEALTH AND SAFETY

OCCUPATIONAL HEALTH AND SAFETY

Health and safety standards for work place operations will be maintained for all shops, laboratories, offices and other University owned or operated worksites and facilities to prevent occupational illness and accidents. Compliance with all governmental regulations, such as the Occupational Safety and Health Administration (OSHA); U.S. Environmental Protective Agency (USEPA); Florida EPA, State of Florida Division of Industrial Relations, Public Employee Program and others will be maintained. Material Safety Data Sheets (MSDS) are located in the Physical Plant Office.

FACULTY AND ADMINISTRATION

Members of the faculty or staff will report to their department head any conditions, which in their opinion, is hazardous. The department head, in turn, will notify the appropriate personnel in order to resolve safety concerns. Conditions that are deemed hazardous will be reported directly to the Physical Plant and the Office of Human Resources.

FACILITY DESIGN

Plans for new renovated facilities, such as buildings, laboratories and other structures, will be reviewed in cooperation with other University Departments. Recommendations will be presented in order to provide safe and healthful facilities and to maintain regulatory compliance with building, fire, environmental, health and safety codes.

STUDENT HOUSING

All student housing, including residence halls owned by the University, is to be approved in accordance with the accepted standards for safety and sanitation. Compliance with such minimum standards shall be a requirement in order to accommodate student residents of the University.

SWIMMING POOL, BATHING PLACES

Swimming pool and bathing places owned or operated by the University shall be constructed, operated and maintained in accordance to the Florida Department of Health Rules.

LABORATORY SAFETY

BIOLOGY (ANATOMY, PHYSIOLOGY, BIOLOGY, MICROBIOLOGY & GENETICS LABS):

All biohazardous waste in rooms 202A, 202B and 204 Kennedy Hall is collected into the appropriate biohazard waste bags and autoclaved prior to disposal. Pick-up of biohazardous/biomedical waste is usually performed every two months and is contracted out to a specialized company that is licensed to handle this type of waste. This waste includes all latex gloves, pipets, pipet tips, petri plates and tubes. To prevent any problems, NOTHING biological is thrown away in the garbage. All sharps (razor blades etc.) are disposed of in the appropriate sharps plastic container, which is picked up by biomedical waste. All glass (broken or not) is disposed of in the appropriate broken glass box in the lab. This includes all recycled glassware, microscope slides etc.

Fixed animal tissue waste from the Anatomy and Physiology laboratory is deposited in a biohazardous waste drum, which is then removed by the above-mentioned source.

SAFETY PROCEDURES

1. All students are required to sign a lab safety sheet at the beginning of each semester.
2. Fire extinguishers, fire blankets, eye wash stations, first aid kits and emergency gas shut-offs are all installed in 202A and 204 and all students are made aware of their locations.
3. Students must wear closed-toe shoes in the laboratory and eating and drinking are prohibited.
4. The security/Public Safety number is on every phone for emergencies.
5. Emergency telephone numbers for Dr. Jeffery Alan Plunkett and Dr. John Abdirkin are posted on their corresponding lab doors in case of any problems.
6. A chemical inventory list is being established to be stationed in a central place for student and fire department use. Safety Data Sheets are maintained and are readily accessible.
7. Chemical storage within the 202 and 204 Kennedy is centralized and properly stored.
8. Laboratory coats are required for all laboratory participants, and eye protection is utilized when appropriate. Gloves and facemasks are provided when necessary.
9. All labs are equipped with chemical spill kits and safety guides.
10. Specialized safety training is done for all that come into the lab. The faculty within our department feels that this is one of our most important jobs in order to prevent injuries and any future liability issues.
11. In addition, all workers or students are told what potential hazards they will encounter in the lab. Lab (class) time is devoted to this and one-on-one with each student worker that comes into the lab.

CHEMISTRY

A one hour safety lecture is given during check-in in all Chemistry laboratory courses. Key topics include:

- Laboratory goggles must be worn at all times during the laboratory.

- Students are shown the location and given instruction on the use of the eye-wash and emergency safety shower.
- No food or drinks are allowed in the laboratory.
- No unsupervised or unauthorized experiments are permitted.
- Students are shown the location given instruction on the use of dry chemical and CO₂ fire extinguishers, the fire blanket, and fire alarms.
- The NFPA fire hazard code is described, using chemical labels and a chart.
- MSDS are described, and examples of other sources of chemical information, such as the Merck Index and chemical company catalogs are shown.
- Proper techniques for handling glassware, including hot glassware and insertion of glass tubing into stoppers, are demonstrated.
- Correct use of gloves for thermal and chemical hazards are described.
- Location and contents of the first aid kit, and how to contact the campus nurse, **305.628.6695** and rescue squad (911).
- Location and use of the chemical spill and mercury spill clean-up kits.

These topics generally follow those described in "Laboratory Techniques: Safety Precautions," by Norman E. Griswold, Chemical Education Resources, Palmyra, PA (1993), which is part of the required laboratory packet. Before being allowed to check in to the laboratory, or perform an experiment, students must complete a "Laboratory Safety Quiz," based on the material described above, and complete a Chemistry Laboratory Safety Agreement.

CHEMICAL STORAGE

Bulk chemicals should be stored in the Chemical Storeroom, K 206. Except for small quantities of chemicals prepared for student laboratories, NFPA hazard class should store them: General, Flammable, Reactive (Acid/Base, Oxidant/Reductant) and Health Hazard. Flammable materials should be stored in grounded and vented storage cabinets. Concentrated acids should be stored in vented Corrosives storage cabinets. Small quantities of toxic materials should be locked up.

CHEMICAL WASTE

Chemical waste should be stored by type: liquid vs. solid, organic vs. aqueous. The amount and date of addition should be noted on the bottle, which should be clearly labeled as "Chemical Waste." Chemical waste disposal has been performed by PermaFix Environmental Services.

EYEWASHES

Eyewashes should be run for 1-5 minutes weekly during semesters when laboratories are in session.

FUME HOODS

Fume hoods should be tested yearly for proper function.

SAFETY REMINDERS

General safety reminders include following instructions for using the equipment and wearing proactive gear (e.g., goggles).

- Wear protective gear.
- Follow directions for using the equipment.
- Take safety precautions to protect yourself during all activities in the lab, and especially during the lab activities in this manual.
- It is not possible to include every safety precaution or warning! Please use extra care when setting up and using the equipment.
- Be sure to wear protective gear such as goggles or safety glasses to protect your eyes and face.
- Be careful around open flames and when using hot plate.
- Use tongs when handling anything hot. Before touching something that you think might be hot, place the back of your hand near the object to sense its temperature.
- If you have a question, please ask for help.

SPECIAL PRECAUTIONS

- Never leave a Bunsen burner unattended with a blue flame.
- In case of fire, turn off the gas immediately.
- Do not leave the batteries running continuously during an experiment, as they will go flat.
- Do not touch the mercury if a thermometer is broken.
- Do not allow meters to go off-scale.

AT THE END OF THE EXPERIMENT

- Switch off and unplug all electrical instruments.
- Disconnect all temporary electrical circuits.
- Arrange all equipment tidily on the bench.

POWER OUTAGE

IN CASE OF POWER OUTAGE

1. If the computer is connected to a UPS, perform a shutdown, turn OFF the computer and monitor and then turn OFF the UPS last.
2. If the duration of the power failure is extensive, the Marketing & Communication under the authority of the President or his designee will notify all personnel of office closing/re-opening.
3. If you become aware of a power failure outside normal business hours or any other emergency, which you believe may affect the functioning of the office, call the Public Safety

Office at **305.628.6500** or **786.295.9692**. Public Safety will contact the Director of Physical Plant, who will assess the situation and provide the information to the President or his designee.

TELEPHONE SYSTEM FAILURE

If you experience a partial or total telephone failure, immediately notify OIT Help Desk, via email helpdesk@stu.du or call 305.628.6610.

If it is an AT&T failure, there will be no telephone lines available in the University. All personnel should await instructions via global email and/or local media outlets.

This information will be updated by the Marketing & Communications personnel throughout the emergency as needed.

WEATHER EMERGENCIES

SEVERE WEATHER AND LIGHTNING STORMS

GENERAL INFORMATION

The President may close the University in the event severe weather when normal operations would pose a danger to students, faculty and staff. In the event these conditions develop while on campus, or would prevent large numbers of the STU Community from coming to campus or returning safely to their homes, students, faculty and staff will be asked to remain indoors for their safety during the duration of the storm.

Once the University has announced its official closure, all classes, meeting and other scheduled events are to be cancelled until further notice. Students, faculty and staff will be asked to leave the premises.

In the event a weather emergency occurs prior to normal hours of operation making it necessary to close the University, Department Heads will notify department personnel. Individual students, faculty and staff are responsible for calling 877.STU.Plan (**877.788.7526**), checking local media outlets, or the University's website www.stu.edu for updates and reopening instructions.

Thunderstorms can usually be anticipated and yet at times can occur without warning. Light travels faster than sound; hence lightning flashes can be seen long before the actual thunder is heard. It is important to know and recognize the danger signs and to plan ahead.

Thunderstorm can produce as small as a pea or as large as a softball.

TERMINOLOGY

SEVERE THUNDERSTORM: a weather condition with surface wind gust of at least 50 knots or greater and/or producing tornado.

SEVERE THUNDERSTORM WARNING: a severe thunderstorm is likely to occur. You should locate a safe place in the building.

SEVERE THUNDERSTORM WARNING: a severe thunderstorm has been sighted or indicated by radar. This is a very dangerous and serious situation. You must seek a safe refuge immediately and await further instructions from key campus personnel or other authorized official.

PROCEDURES DURING A THUNDERSTORM

IN BUILDINGS

- Stay away from windows.
- Do not handle any electrical equipment or telephones because lightning could flow through the wire.
- Avoid water faucets, water fountains and sinks because metal pipes can transmit electricity.

IN THE OPEN

- Go into a building or car.
- If this is not possible, find an open space and squat or crouch down as quickly as possible. Do not lie down!
- Avoid tall structures such as tall trees, fences, telephone poles or power lines.
- Stay away from lakes, ponds and pools.

FOLLOWING A THUNDERSTORM

- Check for injuries. If someone is injured call Public Safety at **305.628.6500** for emergency medical assistance.
- Report any downed utility wires to the Office of Public Safety.

TORNADO THREATS

TERMINOLOGY

TORNADO WATCH: A tornado is possible in the watch area at some point before the watch expires.

TORNADO WARNING: Tornado conditions are expected in the warning area before the time specified by the warning statement.

- If there is no time, seek shelter where you are under a bench or other heavy furniture. Cover your head as much as you can from falling debris.

IN BUILDINGS

- Extra precautions are needed in these structures as most of the on campus buildings have a large amount of glass on the outside walls.
- Go to the lowest floor, small center room, under a stairwell, or in an interior hallway with no windows.
- Crouch as low as possible to the floor, facing down; and cover your head with your hands.
- Do not use elevators! The power may fail and trap you inside.

IN THE OPEN

- If there is no time to seek shelter, lie down in a low spot or ditch and over your head. DO NOT GET UNDER VEHICLES OR A GROVE OF TREES.

FOLLOWING A TORNADO

Watch out for fallen power lines and stay out of the damaged area.

Listen to the radio for information and instructions.

Group together and organize who needs assistance.

Do not use candles at any time.

- Do not go into damage building after belonging or other materials.
- Emergency personnel should be arriving shortly.

ADDITIONAL INFORMATION ON TORNADOES IS AVAILABLE ON THE INTERNET:

- National Weather Service: www.noaa.gov
- Weatherbug: www.weatherbug.com

TROPICAL STORM AND HURRICANE PREPARATION

(Hurricane Season is June 1st – November 30th)

GENERAL INFORMATION

The Crisis Advisory Team (CAT) closely monitors tropical storm developments during Hurricane Season. CAT is immediately notified if there is any indication of a storm tracking toward the South Florida area and begins initial meetings/preparations. CAT has prepared a Flowchart outlining major steps to be taken in preparation for the storm. **Please refer to Appendix C.**

The National Hurricane Center (NHC) has defined various stages in the potential development of a Hurricane, which include:

TROPICAL WAVE: A cluster of clouds and/or thunderstorms without an organized circulation, with top winds of less than 39 MPH.

TROPICAL STORM: An organized system of strong thunderstorms with a defined circulation and top winds of 39-74 MPH. Tropical Storms can quickly develop into hurricanes. Storms are named when they reach Tropical Storm strength.

TROPICAL STORM WATCH: Tropical Storm conditions are possible in the specified area of the Watch, usually within 36 hours.

TROPICAL STORM WARNING: Tropical Storm conditions are expected in the specified area of the Warning, within 24 hours.

HURRICANE: An intense tropical weather system with a well-defined circulation and sustained wind speed of 75 MPH or higher.

SAFFIR-SIMPSON SCALE OF HURRICANE INTENSITY

Category 1: 74-95 MPH

Category 2: 96-110 MPH
Category 3: 111-130 MPH
Category 4: 131-155 MPH
Category 5: Above 155 MPH

HURRICANE WATCH: Hurricane conditions are possible in the specified area of the Watch, usually within 36 hours. During a Hurricane Watch, prepare to take immediate action to protect your family and your property in case a Hurricane Warning is issued.

HURRICANE WARNING: Hurricane conditions are expected in the specified area of the Warning within 24 hours. Complete all storm preparations, and evacuate if you are in an official evacuation zone.

STORM SURGE: A dome of sea water up to 20 feet high that arrives with a hurricane, and can affect as much as 100 miles of coastline. Evacuation zones are identified by their likelihood of being flooded by this rising water, which is responsible for most hurricane deaths.

TROPICAL STORM GUIDELINES

ALERT (STORM STRIKE 72 – 36 HOURS AWAY)

- Senior Staff meets as needed and monitors the storm.

WATCH (STORM STRIKE 36 – 24 HOURS AWAY)

- The Senior Staff will assemble for pre-storm planning and decision making when a tropical storm watch is issued.
- Physical Plant begins to secure the campus and prepares grounds.

WARNING (STORM STRIKE 24 – 0 HOURS AWAY)

- The Crisis Operation Team (including Senior Staff) will assemble in the President's Board Room for pre-storm planning and decision making when a tropical storm warning is issued.
- The Crisis Operations Team may be activated depending on the storm intensity.
- Departments are informed of the storm's status by your divisional vice president, via e-mail, webpage and/or global voicemail.
- STU-PLAN, information line will be updated and report the University's operations status.
- If travel or campus conditions become (or are about to become) dangerous:
 - Classes may be cancelled.
 - Non-essential personnel may be released.

CATEGORY 1 HURRICANE GUIDELINES

ALERT (HURRICANE STRIKE 72 – 36 HOURS AWAY)

1. Crisis Operations Team meets as needed and monitors the storm.

2. STU-PLAN, information line will be updated and report the University's operation status as necessary.
3. Web announcement is activated to include information provided on STU-PLAN.
4. Physical Plant begins to secure the campus
5. Residential Life notifies all residents of procedures for evacuation or relocation to Villanova hall.

WATCH (HURRICANE STRIKE 36 – 24 HOURS AWAY) *

1. The Crisis Operation Team (including Senior Staff) will assemble for pre-storm planning and decision making when a hurricane watch is issued.
2. Departments are informed of the storm's status by your divisional vice president, via e-mail, webpage and/or global voicemail.
 - a. Departments are to begin securing their areas to ensure all essential documents and materials have been protected.
 - b. Residential Life will instruct resident students to prepare their rooms and gather necessary essentials to evacuate or relocate to Villanova
3. Physical Plant continues to secure the campus.

WARNING (HURRICANE STRIKE 24 – 0 HOURS AWAY)

1. The Crisis Operation Team (including Senior Staff) will assemble in the President's Board Room for pre-storm planning and decision making when a hurricane warning is issued.
2. STU-PLAN information line will be updated and report on the University's operation status
3. All classes are cancelled and non-essential personnel will be released by department heads/chairs. **Non-essential staff must check with their immediate supervisor prior to departing campus.**
4. Physical Plant continues to secure the campus and lock down facilities.
5. Residential Life will implement evacuation or relocation plan.

**These steps should commence at the beginning of the Warning Period.*

CATEGORY 2 HURRICANE GUIDELINES

ALERT (HURRICANE STRIKE 72 – 36 HOURS AWAY)

1. Crisis Operations Team meets as needed and monitors the storm.
2. STU-PLAN, information line will be updated and report the University's operation status
3. Web announcement is activated to include information provided on STU-PLAN.
4. Physical Plant begins to secure the campus

5. Residential Life notifies all residents of procedures for evacuation or relocation to Villanova hall.

WATCH (HURRICANE STRIKE 36 – 24 HOURS AWAY)*

1. Crisis Operations Team continues to meet and monitor the storm.
2. Departments are informed of the storm's status by your divisional vice president, via e-mail, webpage and/or global voicemail.
 - a. Departments are to begin securing their areas to ensure all essential documents have been protected.
 - b. Residential Life will instruct resident students to prepare their rooms and gather necessary essentials to evacuate or relocate to Villanova
3. Physical Plant continues to secure the campus.

WARNING (HURRICANE STRIKE 24 – 0 HOURS AWAY)

1. Crisis Operations Teams will continue to meet anticipating storm arrival.
2. STU-PLAN information line will be updated and report on the University's operation status
3. All classes are cancelled and non-essential personnel will be released by department heads/chairs. **Non-essential staff must check with their immediate supervisor prior to departing campus.**
4. Physical Plant continues to secure the campus and lock down facilities.
5. Residential Life will implement evacuation or relocation plan.

**These steps should commence at the beginning of the Warning Period.*

CATEGORY 3, 4, 5 HURRICANE GUIDELINES**ALERT (HURRICANE STRIKE 72 – 36 HOURS AWAY)**

1. Crisis Operations Team meets as needed and monitors the storm.
2. STU-PLAN, information line will be updated and report the University's operation status.
3. Web announcement is activated to include information provided on STU-PLAN.
4. Physical Plant begins to secure the campus.
5. Residential Life notifies all residents of procedures to evacuate the campus.

WATCH (HURRICANE STRIKE 36 – 24 HOURS AWAY)*

1. Crisis Operations Team continues to meet and monitor the storm.
2. Departments are informed of the storm's status by your divisional vice president, via e-mail, webpage and/or global voicemail.

- a. Departments are to begin securing their areas to ensure all essential documents have been protected.
 - b. Residential Life will instruct resident students to prepare their rooms and gather necessary essentials to evacuate or relocate to Villanova
3. Physical Plant continues to secure the campus.

WARNING (HURRICANE STRIKE 24 – 0 HOURS AWAY)

1. Crisis Operations Teams will continue to meet anticipating storm arrival.
2. STU-PLAN information line will be updated and report on the University's operation status.
3. All classes are cancelled and non-essential personnel will be released by department heads/chairs. **Non-essential staff must check with their immediate supervisor prior to departing campus.**
4. Residential Life will instruct all resident students to evacuate.
5. Physical Plant continues to secure the campus and lock down facilities.

**These steps should commence at the beginning of the Warning Period.*

DEPARTMENT PREPARATIONS

When a hurricane or other disaster occurs, time for preparation may not be available. Therefore, each University department should do advance preparation, with periodic backup of data and contingencies for destruction by fire, flood or other cause.

DEPARTMENT CHAIR/HEAD ACTION (TO BE DONE ROUTINELY)

1. Keep the Individual Department Plan available in appropriate locations. Distribute the Department Plan to all personnel (especially new hires) and periodically review it to ensure that the staff is familiar with its contents.
2. Appoint an alternate who will be responsible in your absence or if people cannot contact you.
3. Review the Individual Department Plan annually, updating as necessary and of the following:
 - Names, addresses, and telephone numbers for all personnel, consultants, services, etc.
 - Names of personnel assigned specific duties.
 - Emergency procedures.
 - Location of supply rooms and local stores.
 - Floor plans.
 - Insurance coverage and physical inventory (take picture or videotape all facilities and equipment). Maintain a written list of equipment.
4. Make arrangements for appropriate remote storage of critical computer disks, backup files, and archival records.

5. Identify and inspect several times a year all areas and equipment which may cause or be subject to a disaster. These will include:
 - Wiring systems.
 - Electrical appliances, such as ovens.
 - Plumbing and air conditioning units.
 - Telephones.
6. Inspect on a regular basis the following safety equipment:
 - All types of fire extinguishers.
 - Fire alarm system.
 - Sprinklers.
 - Smoke and heat detectors.
 - Security alarms.
7. Update the supply inventory yearly, noting in particular the supplies on hand and those which would have to be purchased in an emergency. Supplies on hand should include the following:
 - Plastic and tape to protect electronic equipment.
 - Emergency safety supplies.
 - Material to protect the facility and contents.
 - Materials for post-disaster cleanup.

DEPARTMENT HEAD/CHAIR ACTION (ONCE A DISASTER HAS BEEN DECLARED)

1. Notify employees who report to you of impending disaster and remind them of what is required for event preparation before the storm and steps of "Business Continuity Plan".
2. Designate contact whose primary job would be to facilitate communication with key staff and to serve as contact for all staff to report in immediately after a disaster. Contacts would also determine and critical needs of disaster victims and offer assistance.
3. Ensure that the "General Contact Telephone Number(s) for Your Department/School" are known and that all employees know who their designee contact is and have the contact telephone number(s) (including home numbers) once a disaster is over in order that the status of employees be communicated to the University administration and that any special needs of employees can be determined.
4. Review Disaster Recovery Plan and distribute a copy of "individual action" section to each employee.
5. Provide materials to copy data secured on computer disks. Perform a special backup of computer files – instruct employees to take floppy disk home with them.
6. Contact vendors under assistance agreement and make appropriate support arrangements.
7. Ensure University vehicles are fully fueled.

8. Provide each employee with a list of everyone's address (if possible, attach map to show location) and phone number (home, cellular, emergency contact person), and evacuation location (if relevant).
9. Take home cellular phone and/or 2-way radio (if appropriate) after fully charging batteries for all communication devices.
10. Ensure individual actions (outlined below) have been satisfactory completed; assist everyone with vacating the facility as soon as possible and do all final walk-through of our area before leaving.
11. Contact your immediate supervisor with an update on status of employees who report to you.
12. During non-business hours (i.e., weekend or holiday) contact employees to return to work in order to assist in preparing their offices for the disaster.

INDIVIDUAL ACTION

Individual Action steps are only to be taken when authorized by department head/chair or supervisor. Upon notification of **HURRICANE WARNING** status, all University personnel should attempt to accomplish the following on an individual basis:

- Review your individual Department Plan with your supervisor.
- Backup critical files and store them in an offsite location.
- Turn off (preferably disconnect) all electrical equipment including typewriters, computers, lights, window air conditioners, microwaves, etc. refrigerators should be left on the coldest setting and covered with a blanket, if available.
- If practical, move desks, file cabinets and equipment away from windows and off the floor; store as much equipment as possible in closets or in windowless rooms away from external walls.
- Clear desk tops completely of paper and other articles. Protect books and equipment by covering them with plastic sheeting and using masking tape to secure.
- Remove any food and perishable supplies.
- In locations where flooding is a possibility, to the extent practical, relocate equipment from the ground floor to a higher floor or higher offsite location.
- Remove all loose items (garbage receptacles, chairs, tables, plants, etc.) from outside of buildings. Remove all items from window ledges.
- Lock all file cabinets and desk drawers. Lock and secure all doors and windows.
- **NO UNIVERSITY BUILDING IS DESIGNATED AS AN OFFICIAL HURRICANE SHELTER.** Non-essential employees are discouraged from seeking shelter in University facilities. They should remain at home, stay with friends, or go to a public shelter.

- Notify your immediate supervisor whether you plan to evacuate the immediate South Florida area, stay at home, or at an alternate location; provide an address and telephone number where you can be reached if you evacuate.
- Stay in close touch with authorities through radio/or television for updates on the impending situation; all instructions given by local authorities should be followed; no attempt to come to the office should be made until the “all clear” is given by local authorities.
- After the storm, call your designated contact for your department head/chair or call your supervisor; make sure you have the home phone number of the contact with you during a disaster.

POST-DISASTER RESPONSE STEPS

Following a disaster, the Crisis Operation Team will decide when employees will report to work, including CAT members and On Call employees. Deans, vice presidents and department heads are responsible for verifying the status of each employee in their unit after a disaster in the Miami area. For this purpose, each unit will maintain a current list of all employee addresses and phone numbers. Each employee should be instructed to call their supervisor or other designated contact after a disaster. Supervisors, in turn, notify vice presidents and deans and complete a Personnel Status Report (PSR) for each employee. Please **refer to Appendix D**. Supervisors will provide each employee with information regarding the University’s status and when to come to work.

Vice presidents, Deans and department heads are responsible for assessing the extent of damage, if any, to the work spaces of their unit. A Preliminary Damage Assessment (PDA) form should be completed by the Director of Physical Plant, Public Safety Project Manager and possibly the Campus Risk Coordinator (or designee) as soon as practical after the disaster to pre-identify damages in their area of responsibility. **Please refer to Appendix E**. The purpose of this form is to provide Administration with a starting point for repairs; in general, this form should be completed and turned in at the post-disaster/hurricane meeting of the Crisis Operation Team.

Any damage must be reported to Physical Plant (305/628-6594) immediately. The following represents the basis information needed to establish a claim for damaged or destroyed equipment:

- Separate damaged equipment from undamaged equipment.
- If water damage to electrical equipment is suspected, **do not attempt to start**. Tag this equipment indicating possible water damage and contact Physical Plant to set up an inspection of all water-damaged equipment.
- Secure all equipment against further damage or theft.
- Document all expenses.
- Complete a Claims Worksheet, making certain that the following information is included:
 - Department account number
 - Department name, address, building, room number, locator code and campus
 - Department phone number
 - Description of damaged equipment
 - University decal number

- Original cost of item (supply a copy of the purchase order and invoice if possible)
- Call Physical Plant to set up an inspection of all damaged equipment, giving the name and phone number of the contact person and the location where the damaged equipment may be seen.
- Make no attempt to replace equipment until quotes have been obtained and copies have been provided to the Risk Management Coordinator in order to file appropriate insurance claim(s). Final approval must be obtained prior to purchasing/replacing equipment by University Administration.
- Due to limitations established by the University's property carriers, all information pertaining to a claim for loss must be submitted to them immediately following loss. Failure to provide information in a timely manner could result in claims being denied.

For further information pertaining to claims, contact the [Campus Risk Coordinator](#) at **305-628-6518**.

DOCUMENT PREPARATION FOR FEMA CLAIMS

PURPOSE

These procedures will serve as guidelines for University departments in order for the University to receive financial reimbursement from the Federal Emergency Management Agency (FEMA). In an effort to document all expenditures incurred by departments and University personnel during the storm the University has developed a Disaster Expense Log. This expense log should be filled out on a daily basis for all expenses incurred. **Please refer to Appendix F.**

PRIMARY RESPONSIBILITY

The Director of Physical Plant is responsible for the actual completion of FEMA claim forms, the coordinating of data collection from all departments, and is the primary auditor of all documentation received. It is the University's intention that all claims made to FEMA will be eligible and fully documented.

GENERAL RECORD KEEPING

The importance of proper and accurate documentation cannot be overemphasized. **It is extremely important that proper record-keeping is initiated when hurricane preparation begins.** This allows for information to be collected as it occurs and also allows for rapid reimbursement after the storm. After the work is done, it is virtually impossible to accurately and properly complete the necessary documentation. The University could lose considerable FEMA funding if claims cannot be fully justified.

BACKGROUND

When a hurricane (or other disaster) hits, a community may be eligible for federal assistance. The sequence of events, leading up to the award of funds, are as follows:

- Local declaration of an emergency and request for State Assistance.
- Initial Damage Assessment.

- State emergency declaration.
- Preliminary joint State/Federal damage assessment.
- Request for Presidential declaration.
- Declaration declared or denied.
- Declared declaration requires FEMA/State agreement.
- Federal disaster funds are made available.
- Disaster recovery centers are established.
- Applicant's briefings are held for public assistance.
- Applicant's briefings are held for hazard mitigation.

PUBLIC ASSISTANCE CATEGORIES

Public assistance is available for the following categories:

- Debris clearance
- Emergency Protective Measures
- Road Systems
- Water Control Facilities
- Building and Equipment
- Public Utility Systems
- Other

ANNOUNCEMENT TO DEPARTMENTS

If a disaster is declared, the **Crisis Operations Team** will notify all University departments via established communications as discussed previously (**see page 2**) regarding the status of the disaster's impact and forthcoming recovery effort.

DEPARTMENTAL RESPONSIBILITIES

In order to process successful claims to FEMA, departments are charged with certain documentation responsibilities. Physical Plant will not process claims that do not have the proper documentation or that do not fit the eligibility guidelines.

As each department prepares for a hurricane, the possibility of potential federal aid must be kept in mind as supplies and services are requested. Of course, there may be preparation expenditures that STU will make even though there may be no likelihood of reimbursement. When preparing for a hurricane, departments should document all expenses very carefully with the idea that the expenses could be eligible for FEMA reimbursement. Insisting on the proper details prior to committing to the expense will make later documentation easier.

TYPES OF EXPENDITURES

A. Force Account Work

Utilization of STU's own personnel, equipment and materials falls into this category. The only employee categories eligible for FEMA reimbursement are hourly employees. Administrative employees' time is not an eligible expense.

1. In order to qualify under FEMA reimbursement, for all employees the payroll documentation must include:
 - A copy of the employee's time sheet showing:
 - Pay period
 - Name
 - Number of hours worked each day
 - Time in and time out
 - Total hours worked in the pay period
 - Supervisory approval/signature
2. A copy of the employee's PAF (Personnel Action Form) showing:
 - Name
 - Rate of pay
 - Job Classification
3. A summary sheet showing the following:
 - Names of the employees
 - Regular rate
 - Overtime rate
 - Total hours worked
 - Total earnings
4. Daily Activity Reports

This is a detailed description, by day, of what disaster work each employee did and for how long. **This information is extremely important!**

B. Force Account Equipment

The use of STU's own equipment in the response and recovery effort will be reimbursed based on FEMA's equipment rates. Only the time the equipment is **actually in use** is eligible.

Equipment purchased to perform disaster-related work will be reimbursed using FEMA equipment rates based on usage. The record of equipment usage must include the following information:

- Type of equipment used
- Manufacture
- Model Number

- Horsepower or capacity
- Dates used
- Hours used each day
- Equipment operator's name

This information must be carefully recorded since FEMA has use-rates established for each class of equipment to cover equipment use and gas usage. Operator time and equipment usage must be correlated carefully, as FEMA reviews these records and will not pay for equipment down-time. **Reimbursement will be made only if proper equipment-use records are meticulously kept by the departments.**

C. Materials and Supplies

Materials and supplies both purchase and used from stock, must be identified and documented to each particular job (DSR). This documentation must show:

1. Unit price
2. Quantity
3. Description
4. Date used
5. Job (DSR) used on
6. Total cost
7. And if purchased specifically for the job:
 - a. Date purchased
 - b. Date paid
 - c. Amount and check number

Documentation for stock items must include a copy of the work order showing the detailed materials. Documentation for purchased items must include a copy of the invoice and a copy of the purchase order.

D. Rented Equipment

Equipment rented or leased to respond to the disaster or used in making repairs is an eligible expense. Documentation of these charges must include:

1. Copy of purchase order
2. Copy of invoice
3. Number of hours used, by day
4. Hourly rental or lease cost of the equipment
5. Indicate if rented on daily, weekly, or monthly rate
6. Determine that the rate is fair and reasonable and has not been raised to an unacceptable rate because of the disaster.

E. Contract Work

Contract work to perform disaster-related work is eligible for reimbursement. **Generally, contracts must be competitively bid; the University's normal policies and procedures must be followed.** Exceptions (with written justification) include instances where emergency work must be completed immediately to reduce the threat to life, public health or safety, or where there exists only a single source to complete the work. STU has made the appropriate arrangements with various vendors and contracts in the event such services are needed to respond after a disaster.

After the emergency period, FEMA should be advised of contracts being prepared so that any difference in scope can be reviewed and allowances made for the changes.

APPENDIX A

CONTINGENCY PLAN FOR COMMUNICATIONS FOR CAT/COT TEAMS

This document outlines the various mechanisms, tools, options and procedures to facilitate communications between university personnel in the event of a hurricane impacting our area.

In the event of a crisis situation, there are several scenarios that can develop during such an event, and the expected course of action to be taken by all members of the CAT and COT Teams in order to establish communications with their peers.

Assumptions

This contingency plan assumes that every team member has the following tools and skills at their disposal:

1. Cell phone with fully charged battery and car charger to replenish the battery as needed in the event of power loss.
2. A regular phone set at home (no need for power).
3. Telephone landline at home with DSL or modem internet access.
4. Battery operated TV and Radio
5. CB Radio
6. Laptop computer with backup battery, modem, car charger and wireless card for internet access.
7. An email account in STU.
8. An email account in HOTMAIL.
9. MSN Messenger installed in the laptop.
10. Publishing access to a predefined online BLOG.
11. A car with a full tank of gas.

Order of preference

Depending on the existing conditions right after the storm has affected the area, the team members will try to communicate via the following methods, in order of preference:

1. Peer to peer via cell phone, landline phone
2. Conference call at prearranged time, dialing outside service
3. MSN Messenger
4. STU Email
5. HOTMAIL Email
6. BLOG
7. Physical rendezvous at a pre-determined place and time

APPENDIX B
DIVISION OF PLANNING & ENROLLMENT
DEPARTMENT OF STUDENT AFFAIRS
HURRICANE PREPAREDNESS FOR STUDENTS

St. Thomas University and the Department of Student Affairs are committed to providing a safe, secure and caring environment before, during and after a severe weather event like a tropical storm or hurricane. If you have questions, please do not hesitate to call the Office of Residence Life at 305-628-6654. If the campus is evacuated you may call 877-STU-PLAN (877-788-7526), for updates on the status of the campus and when it will reopen.

RESIDENT STUDENTS

It is the responsibility of the Office of Residence Life to ensure that all students residing in any of the university residence halls and facilities are properly advised and informed on emergency evacuation procedures, location and use of emergency equipment in each building, and safety zones/areas.

COMMUNICATIONS

All information will be communicated to students by Resident Assistants and/or professional staff within the Office of Residence Life. Prior to students arriving on campus, preparedness information will be posted on the STU web site, provided in correspondence sent by the department and when students receive their room assignment. When they arrive, all resident students will be required to complete an Emergency Contact Information Form (ECIF) which provides all their pertinent contact information for each student. This form must be completed before a key for their room will be given. During initial hall meetings ECIF records will be verified and updated with resident student as necessary. Floor and hall meetings will also take place during the first week to review all the procedures and insure all students are prepared in case severe weather occurs and/or they are asked to evacuate.

SEVERE WEATHER

The President may close the University in the event of severe weather when normal operations would pose a danger to students, faculty and staff.

The categories of severe weather are as follows:

HURRICANE WATCH – 36 hours prior to storm arrival

Residents will be notified to meet in the Market Place (Cafeteria) and will be informed of all emergency procedures.

RESIDENT ASSISTANTS AND PROFESSIONAL STAFF

Resident Assistants under the supervision of the Housing Officer are responsible for communicating routinely to students on all aspects of Hurricane Preparedness. They also must take the following steps:

- Identify the Administrator on call and their phone number
- All resident assistants are required to stay on campus during this period.
- Should evacuation be mandated they will check all rooms and must be the last to leave
- Insure that the Emergency Contact Information Form is complete and accurate
- Explain how the room should be prepared following the instructions provided for a Hurricane Warning

The Housing Officer is the primary person responsible for the communication and coordination of all information and activities.

STUDENT RESPONSIBILITIES

- Prepare their room
- Contact family providing them with information about who they will be staying with including all telephone numbers and addresses
- Before leaving provide all contact information to Resident Assistant
- If they have a car make sure the gas tank is full
- Refill prescription drugs
- Obtain a supply of cash
- Get batteries for flashlights
- Charge their cell phone
- Back up the hard drive on their computer
- Insure that they have packed all necessary clothes and personal hygiene items

HURRICANE WARNING-24 hours prior to storm arrival

- Mandatory meeting with all residents in the Market Place (Cafeteria)
- Review all policies and procedures
- Review responsibilities
- Answer any questions
- Direct to STU Website and STU e-mail for periodic updates
- Coordinate University Inn residents relocation to either, Donnellon Hall, Cascia Hall, Villanova Hall or evacuation to Red Cross Shelter

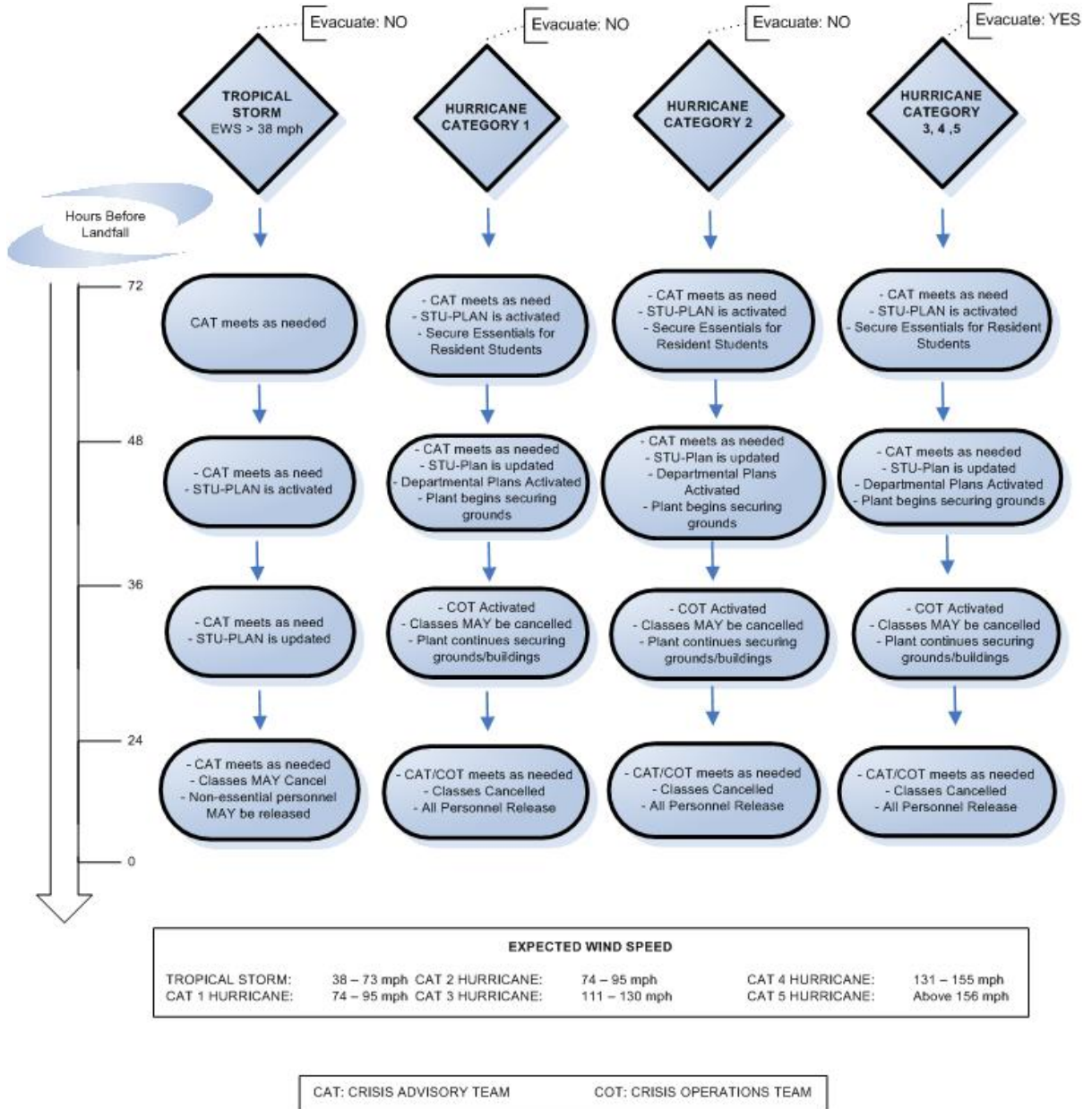
DURING THE HURRICANE

- Keep students informed on all matters
- Move into the hallways and stay away from windows
- Stay tuned to local news and the STU Hurricane Hotline
- Provide support and information

FOLLOWING THE HURRICANE**Resident Assistants and Housing Officer must do the following:**

- Convey to students campus assessment process
- Communicate changes in status (access to campus...)
- Check and inform students about food distribution and schedule
- Prepare a schedule of activities (depending on campus & local status)

APPENDIX C TROPICAL STORM AND HURRICANE MAJOR STEPS FLOWCAHRT



APPENDIX D
Personnel Status Report (PSR)

Name/Title _____
Department _____

Individual and Family Status

Status of living quarters and motor vehicles

Access to alternate living quarters and transportation

Supplies need

Visitation needed? (If so: when, where)

Next contact (time, place, number)

Identify critical assignments pending

Assess ability to return to work and/or assist with the recovery efforts

Reported by _____
Title/Job _____
Date/Time _____

APPENDIX E

PRELIMINARY DAMAGE ASSESSMENT (PDA)

(Bring a completed copy with you to the post disaster debriefing.)

Building _____ Date _____

Examined By _____
(Name and Title)

¹⁾ Priority: 1 = Critical, 2 = Important, 3 = Other

Category	Condition	Priority ⁽¹⁾
Primary Structure:		
Foundation		
Exterior Walls		
Roof		
Ancillary Structures		
Other		
Secondary Structures:		
Interior Walls		
Floors & Carpet		
Ceiling		
Stairways		
Interior Doors		
Exterior Doors		
Windows		
Racks		
Other		
Elevator(s)		
Heating & A/C		
Plumbing		
Fire Alarms		
Security Systems		
Kitchen		
Coffee Maker(s)		
Refrigerator		
Other		

Electrical Equipment		
Computers		
Printers		
Monitors		
Peripherals		
Copiers		
Calculators		
Other		
Communications		
Telephones		
Cellular phones		
2-Way Radios		
Fax Machines		
Switchboard		
Email		
Webpage		
Other		
Supplies		
Paper		
Forms		
Other		
Furniture		
Chairs		
Desks		
Tables		
Other		

General Comments

**APPENDIX F
DISASTER EXPENSE LOG**

INSTRUCTIONS: The University will reimburse key/essential personnel for all business related expenses incurred including fuel and/or mileage, purchase of food/meals in connections with bringing the University back online. Kindly attach all receipts to this form and itemize each expense incurred. If you do not have a receipt, you will need your supervisor/vice president's signature for each transaction submitted without a valid receipt. **YOU WILL RECEIVE YOUR APPROVED REIMBURSEMENT ON THE NEXT PAYDAY AS LONG AS YOUR REIMBURSEMENT HAS BEEN APPROVED AND RECEIVED IN THE ACCOUNTS PAYABLE OFFICE 5 DAYS PRIOR TO PAYDAY.**

EMPLOYEE NAME: _____ DEPARTMENT: _____

TRANSACTION DATE	DESCRIPTION OF EXPENSE	RECEIPT PROVIDED (YES/NO)	AMOUNT
		TOTAL	

APPROVALS:

Employee's Signature Date

Supervisor/VP Signature Date

A/P Approval Date

University Controller Date

General Ledger Account Number

Date Processed