

## TABLE OF CONTENTS

<b>Mission Statement</b>	<b>3</b>
<b>Introduction</b>	<b>3</b>
<b>Amendments and Updates to the ESPH</b>	<b>3</b>
<b>Safety Principles</b>	<b>4</b>
<b>Communication Coordination and Procedures</b>	<b>5</b>
<b>Emergency Assistance</b>	<b>5</b>
<b>Media Information</b>	<b>5</b>
<b>Personnel</b>	<b>6</b>
<b>Resident Students</b>	<b>6</b>
<b>Medical Emergency</b>	<b>6</b>
<b>General Procedures</b>	<b>6</b>
<b>Local Hospital Facilities</b>	<b>7</b>
<b>Workers' Compensation</b>	<b>8</b>
<b>General Procedures</b>	<b>8</b>
<b>Crisis Situations</b>	<b>9</b>
<b>Crisis Plan Activation</b>	<b>9</b>
<b>Crisis Advisory Team (CAT) and Crisis Management Team (CMT)</b>	<b>11</b>
<b>Command Post Design Emergency Operations Center (EOC)</b>	<b>13</b>
<b>Crisis Information Flowchart (University-Wide)</b>	<b>15</b>
<b>Terrorism Guideline</b>	<b>16</b>
<b>Background Information</b>	<b>16</b>
<b>Preparation</b>	<b>18</b>
<b>Response</b>	<b>19</b>
<b>Suspicious Mail or Other Packages</b>	<b>20</b>
<b>Issues Concerning Exposures</b>	<b>23</b>
<b>Bomb Threat</b>	<b>23</b>
<b>Mass Emergency Evacuation</b>	<b>24</b>
<b>Fire and Hazardous Substances</b>	<b>24</b>
<b>General Procedures</b>	<b>25</b>
<b>Health and Safety</b>	<b>25</b>
<b>Laboratory Safety</b>	<b>26</b>
<b>Safety Procedures</b>	<b>26</b>
<b>Chemistry</b>	<b>27</b>
<b>Power Outage</b>	<b>29</b>

<b>Telephone System Failure</b>	<b>29</b>
<b>Weather Emergencies</b>	<b>29</b>
<b>Severe Weather and Lightning Storms</b>	<b>29</b>
<b>Terminology</b>	<b>30</b>
<b>Procedures During a Thunderstorm</b>	<b>30</b>
<b>Following Thunderstorm</b>	<b>31</b>
<b>Tornado Threats</b>	<b>31</b>
<b>Following a Tornado</b>	<b>31</b>
<b>Tropical Storm and Hurricane Preparation</b>	<b>32</b>
<b>General Information</b>	<b>32</b>
<b>Tropical Storm Guidelines</b>	<b>33</b>
<b>Category 1 Hurricane Guidelines</b>	<b>33</b>
<b>Category 2 Hurricane Guidelines</b>	<b>34</b>
<b>Category 3, 4, 5, Hurricane Guidelines</b>	<b>35</b>
<b>Department Preparations</b>	<b>36</b>
<b>Department Chair/Head Action (To Be Done Routinely)</b>	<b>36</b>
<b>Department Head/Chair Action (Once a Disaster has been Declared)</b>	<b>37</b>
<b>Individual Action</b>	<b>38</b>
<b>Post-Disaster Response Steps</b>	<b>39</b>
<b>Document Preparation for FEMA Claims</b>	<b>40</b>
<b>Purpose</b>	<b>40</b>
<b>Primary Responsibility</b>	<b>40</b>
<b>General Record Keeping</b>	<b>40</b>
<b>Background</b>	<b>41</b>
<b>Public Assistance Categories</b>	<b>41</b>
<b>Announcement to Departments</b>	<b>41</b>
<b>Departmental Responsibilities</b>	<b>41</b>
<b>Types of Expenditures</b>	<b>42</b>
<b>Appendix A (Contingency Plan for Communications for CAT/CMT Teams)</b>	<b>45</b>
<b>Appendix B (Division of Planning &amp; Enrollment, Department of Student Affairs, Hurricane Preparedness for Students)</b>	<b>46</b>
<b>Appendix C (Tropical Storm and Hurricane Major Steps Flowchart)</b>	<b>48</b>
<b>Appendix D (Personnel Status Report)</b>	<b>49</b>
<b>Appendix E (Preliminary Damage Assessment)</b>	<b>50</b>
<b>Appendix F (Disaster Expense Log)</b>	<b>52</b>
<b>Appendix G (Athletic Training Emergency Action Plan)</b>	<b>53</b>

## **MISSION STATEMENT**

This handbook supports the university's Comprehensive Emergency Management Plan and is a management supported, cost-effective, and documented policy and procedures manual that provides UNIVERSITY-WIDE capability for organized preparation and timely recovery from a notice or no-notice event.

## **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.

## **AMENDMENTS AND UPDATES TO THE ESPH**

The ST. THOMAS UNIVERSITY Emergency and Safety Preparedness Handbook (ESPH) is intended to be a "living" document that may be amended and updated as warranted. It is important that those referring to the ESPH have the most current information available. It is understood that minor revisions to the ESPH may be necessary outside of the formal review process, and those minor revisions should be noted here.

1. Record the change number. If several changes are being made at the same time, record them all under the same number.
2. Provide a simple description of the change that is being made.
3. Indicate the page number on which the change appears.
4. Provide the name of the person making the change.
5. Provide the date the change was made.

Changes to the ESPH should only be made by the Director of Emergency Management, or a designee.

No.	Description of Change Made	Pg. #	Posted By:	Date
1	Added Athletic Training Emergency Action Plan	53	TJD	10-21-10
2	TS & Hurricane Prep. - General Information: Updates on campus operations & how distributed	32	TJD	11-12-10
3	Added Emergency Logistics Checklist web location	38	TJD	11-12-10
4	Laboratory Safety	26	MMS	11-19-10
5	Worker's Compensation	8	LP	12 -3 -10
6	Revised Crisis Management Team members	11	TJD	7-11-11
7	Revised EOC personnel	13	TJD	7-11-11

## 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/CMT Teams, please refer to Appendix A. For additional information regarding the Activation Protocol for STU ALERT! Emergency Notification System (TEXT, EMAIL, PA), please refer to the University's Comprehensive Emergency Management Plan (CEMP) located at: [www.stu.edu/emergency](http://www.stu.edu/emergency)**

## **EMERGENCY ASSISTANCE**

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

Public Safety is also responsible for ensuring that all members of the University community are away from any unsafe or dangerous building/area. "Primary Areas of Refuge" outside of each building have been identified and are on the web at: [www.stu.edu/emergency](http://www.stu.edu/emergency); click on *Fire Safety Plan* and scroll to p. 3.

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 Chief 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 2 – WPBT (PBS)  
Channel 4 – WFOR (CBS)  
Channel 6 – WTVJ (NBC)  
Channel 7 – WSVN (FOX)  
Channel 10 – WPLG (ABC)  
Channel 17 – WLRN TV  
Channel 33 – WBFS TV

**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

**ONLINE NEWS INFORMATION**

[www.miamiherald.com](http://www.miamiherald.com)  
<http://www.nhc.noaa.gov/>

**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 the Office of Human Resources with current home, cell, and emergency contact information by accessing WebAdvisor.**

**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 68<sup>th</sup> Street  
Northwest 168<sup>th</sup> Street  
Hialeah, Florida  
Beach, Florida  
(305) 364.2161  
999.9759

### **Jackson North**

150  
North Miami  
(305)

### **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 2<sup>nd</sup> 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

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

7800 NW 25<sup>th</sup> 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**

10205 S. Dixie Hwy., Suite 102  
Pinecrest, FL 33156  
(305) 666-5971  
Hours of operation:  
Monday – Friday – 8:00AM – 8:00PM  
Saturday – Sunday – 10:00AM – 4:00PM

**Broward County**

**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**

**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 nature of the incident will determine whether the university declares a state of emergency and activates the CMT.
3. The Crisis Management Team will (see CEMP Roles & Responsibilities for the organization of the university in response to an incident):

- Handle all media contact through the Chief of Marketing & Communications. Official media spokespersons will be the University Information Officer / Chief of Marketing & Communications.
- Information will be shared with 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/shelter-in-place of resident students.
- A Preliminary Damage Assessment will be conducted to determine the cessation of activities in a building or facility as a result of utility disruption, such as power failure or other incident.
- Conduct a debriefing session with the appropriate CMT members.

## **CRISIS ADVISORY TEAM (CAT) AND CRISIS MANAGEMENT TEAM (CMT)**

Crisis Advisory and Crisis Management 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 Management 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 Management Team meetings.

### **CRISIS MANAGEMENT TEAM MEMBERS (CMT)**

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. Douglas Ray	Dean	School of Law
Dr. Susan Angulo	Associate Provost for Academic Support	Academic Affairs Vice Provost's Office
Ms. Kathy Blankenship	Manager	Campus Dining
Mr. Issac Carter	Director for Leadership & Student	Student Affairs
Ms. Robert Fabricio	Communications Associate	Marketing & Communications
Mr. Trevor Chambers	Captain	Public Safety
Mr. Timothy De Palma	Assistant to VP for Emergency Management	Planning & Enrollment
Ms. Monique Brijbasi	Dir., Envir. Compl. & Risk Mgt.	Physical Plant
Mr. Matt Glass	Associate Director	Health & Wellness
Ms. Cece Dykas	Associate Dean	School of Law
Ms. Ruth Esteras	Telecommunications Manager	OIT
Mr. Rudy Ibarra	Chief Information Officer	OIT
Mr. Peter Kelly	Director of Student Services	LS Support Services
Fr. Harry Loubriel	Director	Campus Ministry
Mr. Richard McNab	Associate Director of Residential Life & Housing	Residential Life
Ms. Lenore Prado	Associate Director	Human Resources
Ms. Marivi Prado	Chief Marketing Officer	Marketing & Communications
Ms. Maribel Ramirez	Controller	Financial Affairs
Ms. Sylvia Rodriguez	Director of Administration	Administration
Mr. Juan Zamora	Director	Physical Plant

**CRISIS ADVISORY TEAM MEMBERS (CMT MEMBERS PLUS THE FOLLOWING)**

Dr. Edward Ajhar	Interim Dean	School of Science, Technology & Engineering Management
Mr. Andre Lightbourn	Dean of Enrollment	Planning & Enrollment
Mr. John Hernandez	Assistant Dean	LS Student Affairs
Mr. John Hernandez	Associate Dean	School of Law
Dr. Mercedes Iannone	Interim Dean	School of Theology & Ministry
Ms. Toni Mountain	Assistant Dean of Students	Student Affairs
Fr. Jonathan Roach	Director	Main Library
Dr. Gloria Ruiz	Interim Dean	School of Leadership Studies
Dr. Jose Antonio Villamil	Dean	School of Business

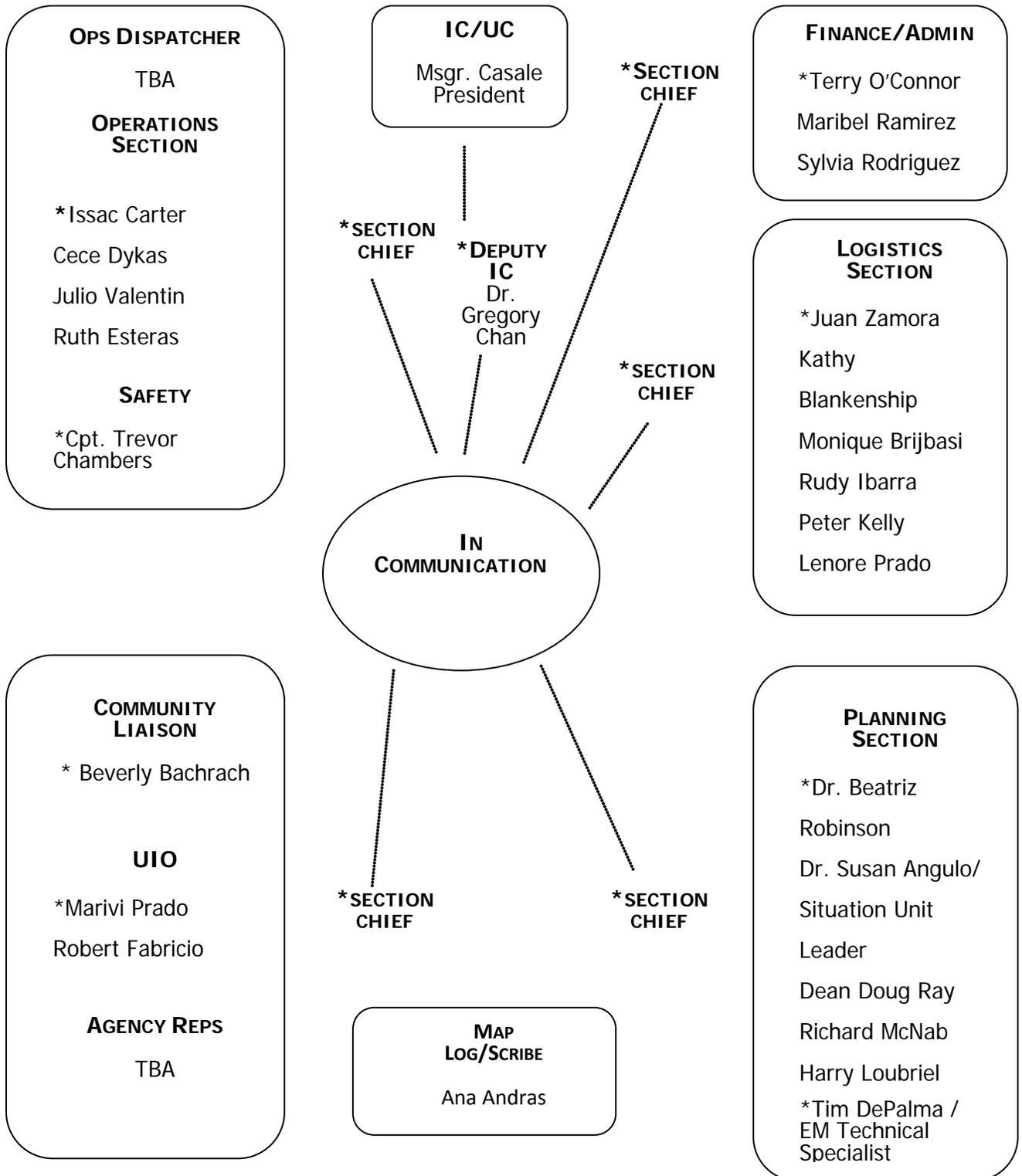
**ON CALL STAFF MEMBERS FOR ADMINISTRATIVE DUTIES**

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 Andras	Assistant to VP & Plng. Coord.	Student Affairs
Ms. Pam Loconto	Executive Assistant	President's Office
Ms. Jackie Ordehi	Administrative Assistant	Physical Plant
Ms. Maria Thompson	Administrative Assistant	Campus Ministry
Ms. Angela Toth	Associate Director of Student Life/SGA Advisor	Student Affairs

**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. Douglas Ray	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	Assistant Dean of Alumni Affairs & Special Assistant to the President	LS Student Affairs
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

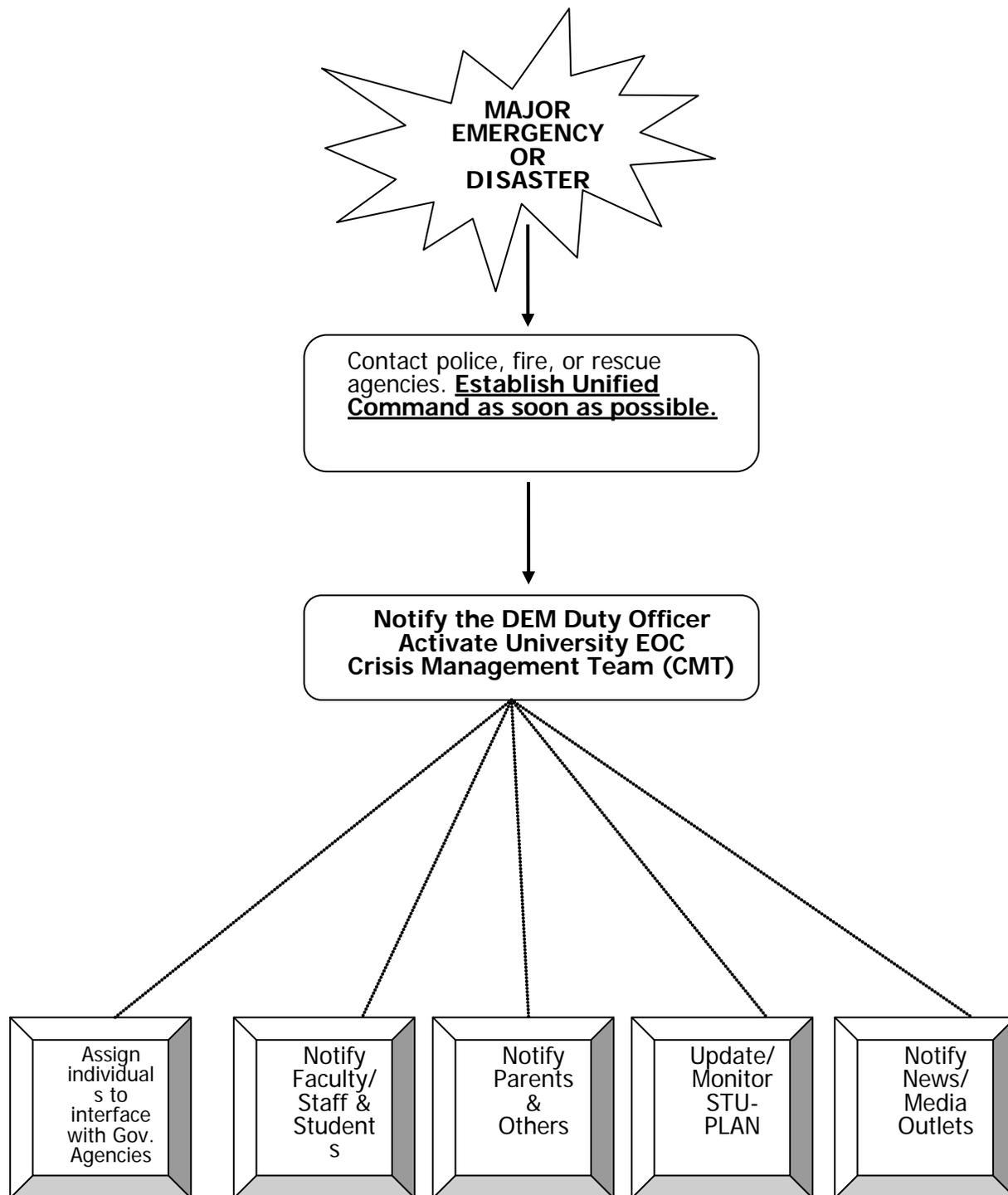
### COMMAND POST DESIGN EMERGENCY OPERATIONS CENTER (EOC)



**\*Section Chief or Command Staff 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 bioweapons 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?
- Is 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) and either ask someone to alert fire rescue of your location, secure their assistance in evacuating if it is safe to do so, or 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**

#### **School of Science, Technology and Engineering Management**

There are no biohazardous waste generated in the School of Science, Technology and Engineering Management. However specimens used in the microbiology labs is collected into the appropriate biohazard waste bags and autoclaved for odor control prior to disposal. Preserved specimens used by the school while not biohazardous are collected in biohazardous bags (our general waste hauler has requested that we not dispose of these specimens in the general trash) Pick-up of biohazardous/biomedical waste is usually performed every month 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. 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.

### **SAFETY PROCEDURES**

1. All students given a safety lecture at the beginning of each semester.
2. Fire extinguishers, eye wash stations, first aid kits and emergency gas shut-offs are installed as required by code in the science building 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 are posted in all lab areas in case of an emergency.
6. A chemical inventory list is stationed in each lab and with physical plant personnel for student and fire department use. Safety Data Sheets are maintained and are readily accessible.
7. Laboratory coats are required for all laboratory participants, and eye protection is utilized when appropriate. Gloves and facemasks are provided when necessary.

8. All labs are equipped with chemical spill kits and safety guides.
9. 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.
10. 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.
11. Proper techniques for handling glassware, including hot glassware and insertion of glass tubing into stoppers, are demonstrated as required by specific labs.
12. No unsupervised or unauthorized experiments are permitted.

## **CHEMICAL STORAGE, WASTE COLLECTION AND DISPOSAL**

Chemical waste storage and disposal are controlled by school procedure.

### **EYEWASHES**

Eyewashes are maintained as per school procedure.

### **FUME HOODS**

Fume hoods are maintained as per university procedure.

## **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.edu](mailto:helpdesk@stu.edu) 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 of 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](http://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.

Thunderstorms can produce hail 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 TORNADES IS AVAILABLE ON THE INTERNET:**

- National Weather Service: [www.noaa.gov](http://www.noaa.gov)
- Weatherbug: [www.weatherbug.com](http://www.weatherbug.com)

### **TROPICAL STORM AND HURRICANE PREPARATION**

(Hurricane Season is June 1<sup>st</sup> – November 30<sup>th</sup>)

#### **GENERAL INFORMATION**

The University's Office of Emergency Management closely monitors weather systems during Hurricane Season via National Weather Service Webinars and Miami Dade County Emergency Operations Center conference calls. The CAT & CMT are immediately notified if there is any indication of a storm tracking toward South Florida, so that initial meetings/preparations can commence. The Chief of Marketing & Communications (or Communications Associate or Web Master) apprises the university community about the status of university operations prior to, during and after a storm. Weather updates typically note whether the university is: 1) monitoring the storm; 2) open, or; 3) closed. The university community is encouraged to monitor local media outlets and <http://www.nhc.noaa.gov> for important information on the storm track. University updates occur as often as Weather Advisories warrant and are distributed via the: 1) STU Home page: [www.stu.edu](http://www.stu.edu); 2) STU Information Line: 1-877-STU-PLAN; 3) STU's wireless emergency notification system, "STUAlerts!" (i.e., to registered users; visit <http://wens.stu.edu> to register) and; 4) Local Media Outlets: Closing and reopening information along with other important updates. CAT/CMT 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 48 hours.

**TROPICAL STORM WARNING:** Tropical Storm conditions are expected in the specified area of the Warning, within 36 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 48 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 36 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 – 48 HOURS AWAY)**

- Senior Staff meets as needed and monitors the storm.

##### **WATCH (STORM STRIKE 48 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 36 HOURS AWAY)**

- The Crisis Operation & Crisis Advisory Teams (including Senior Staff) will assemble in the President's Board Room for pre-storm planning and decision making when a tropical storm or hurricane watch is issued by the Miami-Dade County Emergency Operations Center.
- The EOC & Crisis Management 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.
- 1-800-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 – 48 HOURS AWAY)**

1. Crisis Management 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 48 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 36 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 – 48 HOURS AWAY)**

1. Crisis Management 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 48 HOURS AWAY)\***

1. Crisis Management 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 36 HOURS AWAY)**

1. Crisis Management 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 – 48 HOURS AWAY)**

1. Crisis Management 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 48 HOURS AWAY)\***

1. Crisis Management 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 36 HOURS AWAY)**

1. Crisis Management 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 any 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 and Emergency Logistics Checklist (ELC) (for your building) with your supervisor. School Deans can access ELC's at: [www.stu.edu/emergency](http://www.stu.edu/emergency); click on *Crisis Management Team Documents* on left menu bar.
- 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 Management 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 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 Management 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 **Manager, Environmental Compliance & Risk Management** at **305-628-6648**.

## **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 Management 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 FAMA'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/CMT 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 CMT 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 – 48 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 using guidelines provided by The Office of Residence Life
- Contact family providing them with information about who they will be staying with including all telephone numbers and addresses
- Before leaving campus provide all contact information to Resident Assistant
- Assure your vehicle's gas tank is full
- Refill prescription drugs
- Obtain a supply of cash
- Purchase batteries for flashlight
- Charge cell phone and laptop batteries
- Back up the hard drive on their computer
- Insure that they have packed all necessary clothes and personal hygiene items

## **HURRICANE WARNING-36 hours prior to storm arrival**

- Mandatory meeting with all residents in the Market Place (Cafeteria)
- Review all policies and procedures
- Review responsibilities
- Residence Life Staff will answer any questions
- Direct to STU Website, STU e-mail and 1-877-STU-PLAN for periodic updates
- Coordinate relocation of University Inn and other residents as appropriate, to either The Fernandez Family Center, The Carnival Cruise Lines Science & Technology Building, Villanova Hall or evacuation to Red Cross Shelter. The intensity of the storm will dictate where students will relocate (i.e., on campus or off campus).

## **DURING THE HURRICANE**

- Keep students informed on all matters
- Move into the hallways and stay away from windows
- Stay tuned to local news and 1-877-STU-PLAN
- Provide support and information

## **FOLLOWING THE HURRICANE**

### **Resident Assistants and Housing Officer must do the following:**

- Convey campus assessment process to students
- Communicate changes in status (e.g., when students may return to campus)
- Inform students about food distribution schedule
- Prepare a schedule of activities (depending on campus conditions)

**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)

*<sup>1)</sup> Priority: 1 = Critical, 2 = Important, 3 = Other*

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

Coffee Maker(s)		
Refrigerator		
Other		
<b>Electrical Equipment</b>		
Computers		
Printers		
Monitors		
Peripherals		
Copiers		
Calculators		
Other		
<b>Communications</b>		
Telephones		
Cellular phones		
2-Way Radios		
Fax Machines		
Switchboard		
Email		
Webpage		
Other		
<b>Supplies</b>		
Paper		
Forms		
Other		
<b>Furniture</b>		
Chairs		
Desks		
Tables		
Other		

**General Comments**

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**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
		<b>TOTAL</b>	

**APPROVALS:**

\_\_\_\_\_  
Employee's Signature      Date

\_\_\_\_\_  
Supervisor/VP Signature      Date

\_\_\_\_\_  
A/P Approval      Date

\_\_\_\_\_  
University Controller      Date

\_\_\_\_\_  
General Ledger Account Number

\_\_\_\_\_  
Date Processed

## APPENDIX G

### Athletic Training Emergency Action Plan

#### Emergency Personnel:

NATA Certified and Florida Licensed Athletic Trainer(s) are on site for practice and competition; The Athletic Training Room is located in the Fernandez Family Center. (Back hallway of building) Team Physicians are on site or on call. EMS is available by calling 911. The athletic training staff is certified by the American Red Cross in Emergency Response.

St. Thomas University Athletic Training Staff must be aware of any emergency that has occurred within the Athletic Department and its members.

#### Athletic Training Full-Time Staff:

Head Athletic Trainer:	Erin Scoggins ATC/L
[305] 628-6533	[305] 496-0146
Assistant Athletic Trainer:	Meredith Parry ATC/L
[305] 613-3534	[305] 628-6520

#### Emergency Communication:

Via Cellular phone(s) and Office Phone

Athletic Training Room Number: 305-628-6533.

Phones will be on site with the certified athletic trainer during practices and events.

Local EMS is 911. Dial x6500 or x6911 for Wackenhut [Campus Security] security using a campus phone. Campus security has direct dispatcher with local EMS.

#### Emergency Equipment:

Supplies (AED, Spine Board, Cervical Collar, Crutches, Splint Bag, Kits, and OSHA Materials) located on field with the home team and Certified Athletic Trainer. Additional emergency equipment is accessible from the Athletic Training Room in Fernandez Family Center.

### ROLE OF FIRST RESPONDERS

1. Immediate care of **Non-Life Threatening Emergencies** of the injured or ill student athlete [i.e., obvious fracture, musculoskeletal strain/sprain, Head/Neck injury, etc.]
  - Notify the Certified Athletic Training Staff immediately via cell phone or office line.
  - Check ABC's, Severe Bleeding, and Levels of Consciousness.
  - Begin Rescue Breathing / CPR if needed or necessary first-aid care
  - Pick a designated person to call 911. Only one person should call 911 to avoid multiple calls clogging the switchboard. (If ATC is on-site for emergency- they will designate the

caller) EMS can be activated at any necessary time, after calling 911, notify Wackenhut of EMS call.

- If a spine board is needed, or an ambulance is necessary, send a coach to call Wackenhut [x6500 for a campus phone or [305] 628-6533. If splinting is not possible, stabilize and comfort athlete until EMS arrives. NOTE: If cervical injury is suspected and individual is breathing and/or conscious, and ambulance response time is short, instruct victim to remain motionless until more qualified personnel ( EMS ) arrive.
- The Athletic Trainer or *staff member designated by the Athletic Trainer* will notify the Athletic Director as soon as possible after the situation occurs and EMS has been activated. The Athletic Director will then notify the Vice President of Planning and Enrollment Services. The Vice President of Planning and Enrollment will then notify the President of the situation.

## **2. Immediate care of the injured or ill student athlete [Life Threatening Emergencies]**

- Send a coach to call 911.
- Notify the Certified Athletic Training immediately via office or cell phone.
- Notify Wackenhut that 911 has been called.
- Check ABC's, Severe Bleeding, and Levels of Consciousness.
- Begin Rescue Breathing / CPR if needed or necessary first-aid care

## **3. Information needed when calling 911 or Wackenhut:**

- Name of individual making call
- Number of Injured Athletes
- Condition of Injured Athletes
- First Aid Treatment being given
- Specific location of emergency. Give athletic field (See venue directions, include street names and how to access sites)
- Other information as requested

## **4. Direction of EMS to Scene**

- Open appropriate gates
- Designate individual to "flag down" EMS and direct to scene.
- Scene Control: Limit scene to first aid providers and move bystanders away from area.

## **5. Emergency Equipment Retrieval, Documentation and Debriefing, Post-follow up arrangements as necessary.**

- The Athletic Training Staff must be notified of all emergencies within the athletic department.
- Student Health Services must be notified for any NON-ATHLETIC injuries, illnesses or medical emergencies occurring on campus.
- In the event of a medical emergency involving a spectator or non-athlete during competition, the Athletic Trainer can serve as a first responder. He/She will activate EMS and provide emergency response care for NON-Athletic emergencies only until more advanced medical support arrives. Proper documentation will be through an accident report form and through EMS.

## AFTER HOURS

In the event of an emergency after office hours, the following plan should be initiated:

- Call EMS (911) for all life threatening situations immediately.
- Contact Wackenhut to notify them that EMS has been called.
- If you live on campus, contact your dorm's RA
- Must Notify Student Health Services.
- Notify Athletic Training Staff of Emergency:  
Head Athletic Trainer: Erin Scoggins at (305) 496-0146
- Assistant Athletic Trainer: Meredith Parry at (305) 613-3534
- Contact your head coach/staff and a family member (if necessary).

## VENUE DIRECTIONS

### 1. Soccer, Baseball and Softball Fields

Enter through the main entrance on 37<sup>th</sup> Avenue [16401 NW 37<sup>th</sup> Avenue]. Personnel (Certified Athletic Trainers, Athletic Training Students, Coaches, Security, and/ Athletic Director) will be situated at various locations for directing EMS to scene.

### 2. Tennis Courts

Enter through the entrance on 32<sup>nd</sup> Avenue [16400 NW 32<sup>nd</sup> Avenue]. Personnel (Certified Athletic Trainers, Athletic Training Students, Coaches, Security, and/ Athletic Director) will be situated at various locations for directing EMS to scene.

### 3. Golf

Due to the varying number of golf courses that the men play at, the coach will notify EMS, Clubhouse, and St. Thomas University Athletic Training Staff of situation that has arisen. They will follow the EAP for the course they are at. The coach should have at all times the St. Thomas University Athletics EAP with important phone numbers. And also carry all athletes' emergency numbers and insurance information. In the event of an emergency with a coach or athlete, the athletic training staff needs to be notified.

### 4. Volleyball/Basketball

Enter through the main entrance on 37<sup>th</sup> Avenue [16401 NW 37<sup>th</sup> Avenue]. Personnel (Certified Athletic Trainers, Athletic Training Students, Coaches, Security, and/ Athletic Director) will be situated at various locations for directing EMS to scene. Fernandez Family Center is to the right when entering from NW 37<sup>th</sup> Avenue. An A.E.D. is located in the front corner inside the gymnasium in a wall mounted setting and is available in an emergency.

## RELATED EMERGENCY SITUATIONS

### Fire

In case of fire, follow these instructions:

- Evacuate building immediately by following nearest exit sign.
- Exit in a calm and orderly fashion through nearest fire exit.

- Call 911
- If smoke is present, crawl low to escape.
- If you cannot escape, stay in room, stuff door cracks and vents with wet towels or clothes.
- Call 911 and let dispatcher know your location

### Poisoning

- Check scene to make sure it is safe
- Remove victim from source of Poison
- Check for life threatening situation
- If victim is conscious, ask questions to get more information.
- Look for poison container and take it with you to telephone
- Call Poison Control Center or 911
- Give care according to directions of PCC or 911.
- Find out what type of poison did the victim ingest
- How much poison did victim ingest?
- When did the poisoning take place?

## INCLEMENT WEATHER PROCEDURES

### GENERAL POLICY

In the case of inclement weather (i.e. Thunderstorms/Lightning, Hail, Hurricane, Tornado, etc), it will be under the direct discretion of the on-site Certified Athletic Trainer to determine if the practice/game fields should be evacuated. Exceptions will be made for golf whereby the head coach will have to suspend activity in the absence of an Athletic Training staff member.

### LIGHTNING

Lightning is a dangerous phenomenon. The Athletic Training Staff has developed a lightning policy to minimize the risk of injury from lightning strike to St. Thomas University athletes, coaches, support staff and fans. To monitor lightning the Athletic Training Staff will utilize the **Thor Guard Lightning Prediction System**. Athletic teams that practice and compete outdoors are at risk when the weather is inclement. For this reason the following guidelines, adopted from the NCAA and NATA, must be observed if it appears that lightning is possible for the area:

1. If inclement weather is forecasted for the area or sighted in the area, the Certified Athletic Trainer will get a weather update via the National Weather Service in Jacksonville, Florida by telephone or internet. The phone number is 904-741-4411 then dial 0 for an operator.

Internet sites are as follows:

<http://www.weather.com/>

<http://www.intellicast.com/>- southeast radar loop and regional radar loop (w/countries and highways)

<http://www.accuweather.com/>

<http://www.lightningsafety.com/>

### **Explanation of the Thor Guard System**

2. A 15 second horn blast indicates that our athletic fields are under RED ALERT, which means there is a 97% chance there will be a lightning strike within 2 miles. (The fields will be

- evacuated immediately following the first 15 second horn blast. All coaches, staff, student athletes, and fans must seek appropriate shelter)
3. The system gives participants of outdoor activities an 8-20 minute advanced warning, allowing them to seek shelter.
  4. The horn blast is accompanied by an amber strobe, which will continue until the storm has safely passed-by.
  5. When conditions are no longer conducive to a lightning strike, three 5-second horn blasts will be heard, indicating that it is safe to resume outdoor activities. (Only when the three, five second blasts and the strobe turn off... outdoor activity will resume)
  6. The nearest safe shelter is the Fernandez Family Center for soccer (M/W), baseball, and softball and the Law School breeze way for tennis(s).
  7. If no safe structure is within a reasonable distance, then other safe areas include: enclosed buildings, fully enclosed metal vehicles with windows up (no convertibles or golf carts
  8. **Unsafe shelter areas: water, open fields, dugouts, golf carts, metal objects (bleachers, fences, etc.), individual tall trees, light poles.** AVOID BEING THE HIGHEST OBJECT IN AN OPEN FIELD. \*\*\*Athletes/coaches etc. should not stand in groups or near a single tree. There should be 15 ft between athletes (NLSI, 2000).

**Note:** Sports with metal equipment. Golfers drop your clubs and remove shoes, baseball/softball drop bats and remove shoes, tennis drop rackets.

**Note:** If unable to reach safe shelter, assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters the victim through the ground rather than by a direct overhead strike. Do not lie flat! If safe shelter is only a short distance away, it's been suggested to run for shelter, rather than stay in middle of field.

9. If a person feels that his/her hair standing on end, they should immediately crouch down in the lightning position. (Described Above) If someone is struck by lightning, activate the Emergency Action Plan. A person struck by lightning does not carry an electrical charge; immediately initiate the EAP and begin the primary survey. If possible move victim to a safe location.
10. Avoid using the telephone except in emergency situations. People have been struck by lightning while using a land-line phone. A cellular phone or a portable phone is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure, and if all other precautions are followed.

### Event Procedures

- **Prior to Competition:**  
A member of the Athletic Training staff will greet the officials, explain that we have means to monitor lightning, and offer to notify the officials during the game if there is imminent danger from the lightning.
- **Announcement of Suspension of Activity:**  
Once it is determined that there is danger of a lightning strike, the Athletic Training staff member will notify the head coach and official and subsequently summon athletes (via horn or whistle) from the playing field or court.
- **Evacuation of the playing field:**  
Immediately following the announcement of suspension of activity all athletes, coaches, officials and support personnel are to evacuate to an enclosed grounded structure [Fernandez Family Center or locker rooms or the Law School breeze way].

- **Evacuation of the stands:**  
During competition once the official signals to suspend activity, a member of the Sports Information staff will announce via the PA system something like: "May I have your attention. We have been notified of approaching inclement weather. Activity will cease until we have determined it is safe and the risk of lightning is diminished. We advise you to seek appropriate shelter at the following areas: [locker rooms, etc]. Though protection from lightning is not guaranteed, you may seek shelter in an automobile. Thank you for your cooperation."
- **Resumption of Activity:**  
Activity may resume once a member of the Athletic Training staff gives permission. This will be determined by three (5 second) blasts from the Thor Guard System.
- **Away events:**  
Apply the home/facility EAP or modify the St. Thomas University guidelines that apply accordingly. (Golf will follow that specific course's Emergency Action Plan for lightning and inclement weather)

**Lightning Detection Procedures for Non-Supervised Activities:**

Ex. Athletes using facilities in the off season or outside of regular practice hours.

Thor Guard System will be followed as outlined above. Staff and students using the fields are expected to understand and follow the Thor Guard System accordingly.

**HEAT INDEX / HIGH HUMIDITY**

During summer and early fall and late spring, high temperatures and high humidity are present. It is important that we make ourselves aware of the dangers of this situation to prevent heat exhaustion and/illness. Preventative measures include, but not limited to, frequent water breaks, ice towels, reschedule of practice /competition times, etc.

**Heat Index**

- If temperatures range from 80 degrees to 90 degrees, fatigue is possible with prolonged exposure.
- Between 90 and 105 degrees, sunstroke, heat cramps, and heat exhaustion are possible.
- When heat index climbs to 105 to 130 degrees sunstroke, heat cramps, and heat exhaustion are likely and heat stroke is possible with prolonged exposure.
- At 130 degrees or higher sunstroke or heatstroke are highly likely with continued exposure to sun.
- If heat index reaches 105 and 130 extreme caution must be taken and practice(s) may be postponed to a cooler part of day (6-10am , or 4-7 pm).

*For General Student Emergencies- Please follow the St. Thomas University Policy for Individual Emergencies as outlined in the Student Policy Handbook.*

**Emergency Contact Numbers:**

**Head Athletic Trainer:**  
Office#[305] 628-6533

**Erin Scoggins, ATC/L**  
Cell# [305] 496-0146

**Assistant Athletic Trainer:**  
Office#[305] 628-6520

**Meredith Parry ATC/L**  
Cell#[305] 613-3534

**Athletic Director:**  
Cell#[786] 295-4123

**Laura Courtley-Todd**  
Office#[305] 628-6677

**Athletic Department:**

**[305] 628-6678**

**Wackenhut [Campus Security]:**

**[305] 628-6500**