

III. OTHER EMERGENCIES

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Training

WHO IS THE HURRICAN EMERGENCY RESPONSE TEAM?

The Hurricane Emergency Response Team, (shall be referenced as the HRT), is comprised of the senior leadership team and the Campus president/directors from each campus. At each campus, the Campus President/Director will designate a campus level response team, (shall be referenced as the CHRT), to assist with campus specific responsibilities.

The Campus Hurricane Response Team is responsible for the following:

- Annual review of disaster supplies
- Annual review/updates of the Hurricane Action Plan
- Annual staff training of Hurricane Action Plan
- Implementing the Hurricane Action Plan as described below

DISTRIBUTION OF THE PLAN

This plan will be made available annually to employees. Students will receive information about the communication protocol.

Hurricanes generate a series of threats to lives and property. The most obvious is the threat posed to buildings, equipment, and people by the high winds which characterize such storms. Another serious threat to life and property comes from the storm surge, which occurs in coastal areas. Storm surges consist of huge domes of water

coast may also change quickly. It is essential that people in coastal areas of Florida regularly monitor radio and television newscasts for information and instructions whenever a hurricane is on either Florida coast.

HURRICANE/TROPICAL STORM ALERTS

Evacuate immediately if told to do so.

TROPICAL STORM WATCH

An announcement that tropical-storm conditions (sustained winds of 39 to 73 mph) are possible within the specified area within 48 hours.

HURRICANE WATCH

An announcement that hurricane conditions (sustained winds of 74 mph or greater) are possible within the area. The National Hurricane Center (NHC) issues hurricane watches 48 hours before it anticipates tropical storm-force winds as it may not be safe to prepare for a hurricane once winds reach tropical storm force.

Action: Begin preparations and review your plan for evacuation in the event a Hurricane or Tropical Storm Warning is issued. Evacuate immediately if so ordered by local officials.

TROPICAL STORM WARNING

An announcement that tropical-storm conditions (sustained winds of 39 to 73 mph) are expected within the area.



SAFFIR-SIMPSON HURRICANE WIND SCALE

The Saffir-Simpson Hurricane Wind Scale portrays the expected level of damage and flooding with each categorical rating of a hurricane.

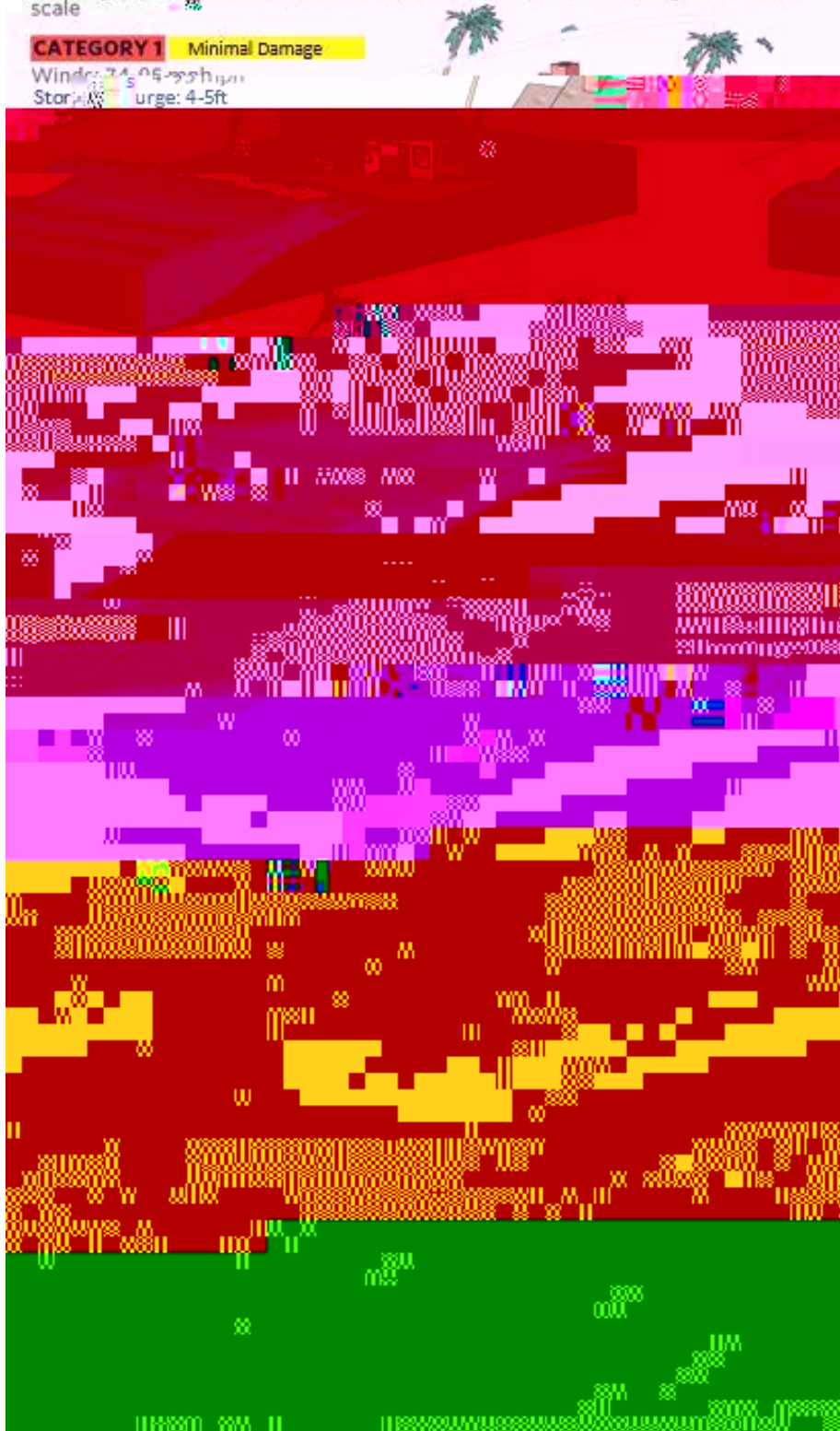
<p>Category 1 - Winds 74-95 mph.</p> <p>Very dangerous winds will produce some damage: Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap, and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.</p>
<p>Category 2 - Winds 96-110 mph.</p> <p>Extremely dangerous winds will cause extensive damage: Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.</p>
<p>Category 3 - Winds 111-129 mph.</p> <p>Devastating damage will occur: Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.</p>
<p>Category 4 - Winds 130-156 mph.</p> <p>Catastrophic damage will occur: Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted, and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.</p>
<p>Category 5 - Winds 157 mph or higher.</p> <p>Catastrophic damage will occur: A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.</p>

Hurricane intensity

The Saffir-Simpson Hurricane Scale is a 1-5 rating based on the hurricane's intensity. The scale gives an estimate of the potential property damage and flooding expected from a hurricane. Wind speed is the determining factor in the scale.

CATEGORY 1 Minimal Damage

Winds: 74-95 mph
Storm surge: 4-5ft



SPECIAL TRANSPORTATION ASSISTANCE PROGRAM

If you are disabled, or do not qualify for the [Special Needs Shelter Program](#), live in a [hurricane evacuation zone](#), and only require transportation assistance in reaching a shelter call Palm Tran Connection for the Special Transportation Assistance Program by calling [561-649-9848](#) or [877-870-9849](#) (toll free).

LIST OF EVACUATION SHELTERS

Palm Beach County

1. Independence Middle School: 4001 Greenway Dr, Jupiter 33458
2. Palm Beach Gardens High School: 4245 Holly Dr, Palm Beach Gardens 33410
3. Dr Mary McLeod Bethune Elementary School: 1501 Avenue U, Riviera Beach 33404
4. Seminole Ridge High School: 4601 Seminole Pratt Whitney Rd, Loxahatchee 33470
5. West Gate Elementary School: 1545 Loxahatchee Dr, West Palm Beach 33409
6. Forest Hill High School: 6901 Parker Ave, West Palm Beach 33405
7. Palm Beach Central High School: 8499 Forest Hill Blvd, Wellington 33411
8. John I Leonard High School: 4701 10th Ave N, Greenacres 33463
9. Park Vista High School: 7900 Jog Rd, Lake Worth 33467
10. Boynton Beach High School: 4975 Park Ridge Blvd, Boynton Beach 33426
11. Atlantic Ocean Elementary School: 1500 Atlantic Ave, Delray Beach 33445
12. Boca Raton Middle School: 1000 S. Boca Blvd, Boca Raton 33486
13. West Boca Raton High School: 12811 Glades Rd, Boca Raton 33498
14. Lake Shakes Elementary School: 425 W Canal St N, Lake Shakes 33430
15. Pahokee Elementary School: 850 Larrimore Rd, Pahokee 33476

Broward County

1. Arthur A. Dinkins Middle School: 1701 NW 23rd Avenue, Lauderdale 33309
2. Coral Gables Middle School: 6700 Coral Springs 33067
3. New River Middle School: 10000 NW 11th Ave, Miramar 33181
4. Monarch Middle School: 6000 Wiles Road, Coconut Creek 33073
5. Everglades Middle School - **Pet Friendly**: 17100 SW 48th Court, Miramar 33187
6. West Broward High School: 500 NW 209th Avenue, Pembroke Pines 33029
7. Lyons Community Middle School - **Pet Friendly**: 4333 Sol Press Blvd, Coconut Creek 33073
8. Pines Middle School: 200 NW Douglas Road, Pembroke Pines 33029
9. Orange Elementary School: 715 S. 46th Avenue, Hollywood 33021
10. Falcon Community Middle School - **Pet Friendly**: 4251 Bonaventure Blvd, Coconut Creek 33073
11. Panther Elementary School: 801 NW 172nd Avenue, Pembroke Pines 33029
12. Parkside Elementary School: 10257 NW 29th Street, Coral Springs 33073
13. Park Lakes Elementary School: 3925 N. 208 R1 33024

17. Liberty Elementary School: 2450 Banks Road, Margate 33063
18. Beachside Montessori Village Elementary School: 2230 Lincoln Street, Hollywood 33020
19. Dolphin Bay Elementary School: 16450 Miramar Parkway, Miramar 33027
20. Tradewinds Elementary School: 5400 Johnson Road, Coconut Creek 33073
21. Gator Run Elementary School: 1101 Glades Parkway, Weston 33327
22. Coconut Palm Elementary School: 13601 Monarch Lakes Blvd, Miramar 33027
23. Coral Cove Elementary School: 5100 SW 148th Avenue, Miramar 33027
24. Everglades Elementary School: 2900 Bonaventure Blvd, Weston 33331
25. Silver Shores Elementary School: 1701 SW 160 Avenue, Miramar 33027
26. Sunset Lakes Elementary School: 18400 SW 25th Street, Miramar 33029
27. Manatee Bay Elementary School: 19200 Manatee Isles Dr., Weston 33332
28. Lakeside Elementary School: 900 NW 136th Avenue, Pembroke Pines 33026
29. Pompano Beach High School: 600 NE 13th Avenue, Pompano Beach 33060
30. Fox Trail Elementary School: 1250 Nob Hill Road, Davie 33324
31. Silver Palms Elementary School: 1209 NW 155th Avenue, Pembroke Pines 33028
32. Watkins Elementary School: 3520 NW 52nd Avenue, Pembroke Park 33023
33. Hallandale Elementary School (Gulfstream Academy): 1000 SW 8th Street, Hallandale 33009

PET FRIENDLY HURRICANE SHELTERS

Palm Beach County

The Pet Friendly Shelter is located inside the West Boynton Recreational Center at 6000 Northtree Blvd., Lake Worth, FL 33463 and is only available to Palm Beach County residents who reside in a mandatory evacuation zone, in a mobile home, or in sub-standard housing. Proof of residency will be required.

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EMERGENCY SUPPLIES CHECKLIST



CHAPTER 3 - SCHOOL CLOSURE DUE TO HURRICANE

HURRICANE CLOSURE

In the event a hurricane or other severe inclement weather is expected in the area, the HRT will evaluate the circumstances and will determine the best course of action for the particular situation.

WHO DETERMINES CLOSURES?

When determining a school closure, the Campus President/Director at each campus will make the preliminary decision with final approval from the CEO, or designee.

CRITERIA

The Campus President/Director will make their determination partly based on the public school system within their county, as well as neighboring counties where both our students and staff may reside. If the public school system within the county has issued a notice of closure, HCI may do the same. In the event a warning is issued for the county in which the campus is located, even if the public school system has not released a notice of closure, the Campus President/Director may issue a notice of closure. In the event of warning in a neighboring county, or a watch in the county in which the campus is located, the weather will be watched closely, and the Campus President/Director and HRT will determine the best course of action. The College reserves the right to reverse a closure in the event a hurricane changes course.

MULTI-DAY CLOSURE

In the case of a multi-day event, the College will follow the public school system. In the event of multi day closure due to damage from severe weather, the Campus President/Director will assess the damage and notify the CEO, or designee, regarding the ability to resume operations. The Campus President/Director will make the preliminary decision with final approval from the CEO, or designee. Please refer to Chapter 7 regarding reopening with damage.

CHAPTER 4 - COMMUNICATION PROCEDURE

GENERAL INFORMATION

In the event of severe weather or hurricane, timely and accurate communication is vital.

WHO BEGINS COMMUNICATION?

The Campus President/Director, or designee, at each campus will begin the communication procedure. Each campus will maintain a campus specific phone tree, which will be utilized when contacting staff.

If the campus is open and calls for immediate closure, the Campus President/Director will dismiss anyone and begin contact procedure for all those scheduled to arrive later that day.

The Campus President/Directors should appoint a minimum of one designee, preferably two, to assist in this task.

WEBSITE

The Campus President/Director, or designee, at each campus will notify the Chief Executive Officer, the VP of Academic and Regulatory Affairs, and VP of Administration of the closure. The Campus President/Director or designee will arrange for the updating of the website with the following verbiage:

" Due to severe local weather conditions, HCI College, (CAMPUS) will be closed on date and is expected to reopen on date."

VOICEMAIL

Once it is determined the college will close, the Campus President/Director or designee will, if possible, leave the following VM on the campus VM:

" Due to severe local weather conditions, HCI College, (CAMPUS) will be closed on date and is expected to reopen on date."

In general, the expected reopen date should be the following day after the closure.

MEDIA

Each Campus President/Director, or designee, will communicate with the CEO/President regarding the closure. Once all closures are decided, the CEO/President or designee will contact the local media.

Statement to be provided to the local media:

" Due to severe local weather conditions, HCI College, (CAMPUS) will be closed on date and is expected to reopen on date."

In general, the expected reopen date should be the following day after the closure.

STAFF

All staff will be contacted using the phone tree and e-mail and text via Blackboard, including adjuncts.

STUDENT

Students will be informed via the College's website, e-mail and text via Blackboard, and media.

Campus President/Director will arrange for notification via these methods, if applicable.

Statement to be provided to impacted students, if applicable:

Subject Line: School Closure Due to Weather

" Due to severe local weather conditions, HCI College, (CAMPUS) will be closed on date and is expected to reopen on date."

In general, the expected reopen date should be the following day after the closure.

Remove food from offices and refrigerators to dumpsters
Relocate personal, privacy sensitive, perishable, and critical items from offices/work areas to predetermined alternate location
Back-up server files
DO NOT UNPLUG REFRIGERATORS
Relocate items placed near windows

Once a hurricane warning has been issued for the affected area the following will take place:

- Ensure the college telephone message has been changed
- Relocate personal, privacy sensitive, perishable, and critical items from offices/work areas to predetermined alternate location
- Ensure computers/electronics are properly elevated and wrapped
- Remove food from offices and refrigerators to dumpsters
- DO NOT UNPLUG REFRIGERATORS
- Relocate items placed near windows
- Confirm that all windows and doors are locked

WHO OVERSEES THE PHYSICAL PROTOCOLS?

Each Campus President/Director will designate two campus employees to oversee completion of the physical protocols.

All employees will be responsible for their own office equipment and removal of anything from their office window.

CHAPTER 6 - DATA PROTECTION PROCEDURE

WHEN DO WE FOLLOW THE PROTECTION PROCEDURE?

Once a hurricane watch has been issued for the affected area the following will take place:

Confirm that all data backups were successfully completed

Once a hurricane warning has been issued for the affected area the following will take place:

Verify that all items listed under Hurricane Watch have been completed

Turn off computers, office machines, electrical appliances and lights.

Unplug the power and network cords from the wall (take a picture first to aid in setting things back up after the storm). If equipment is plugged into a power strip, unplugging the power strip from the wall will suffice.

If the equipment is located near a window, once unplugged, cover the equipment in plastic and consider moving the equipment away from the windows. Wind coming through a broken window can blow in water and debris so be sure plastic cannot blow off. If the equipment is in a possible flood area, if possible, raise the equipment off the floor.

Following the lifting of an emergency situation, essential personnel in the CRT will determine which facilities can be used safely for classes and other purposes.

The Campus President/Director, upon recommendation from the CRT, will issue necessary directives and instructions concerning the resumption of classes and the use of College buildings and facilities.

All information will be communicated through discussed communication methods, including local media.

DAMAGE INSPECTION

Damage will be inspected by the Campus President/Director and assigned personnel.

DAMAGE REPORT/INSPECTION/COLLECTION

In the event of damage, the Campus President/Director will notify the CEO and await additional instructions.

GENERAL INFORMATION

In the event of a natural disaster, the following protocol should be used:

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GENERAL INFORMATION

In the event of inclement weather conditions, such as a hurricane or tornado, the following protocol should be used:

NATURAL DISASTER PAY

If an HCI campus is closed to employees and students due to a natural disaster or a public health emergency, fulltime employees will be paid for hours normally scheduled on the day(s) of a full-day work cancellation up to two full days. In the event of a closure that exceeds two working days, PTO time (accrued vacation & sick time) may be used. The two working day pay allowance for a campus closed to employees is the maximum allowed in a calendar

understanding of their responsibilities, the necessary training and the contact information needed to be successful in their role.

Hurricane Team Leader: Activates the hurricane plan; coordinates all recovery activities; consults with and supervises all members of the disaster team; establishes and coordinates an internal communications network; and reports to the Campus management team, as appropriate. Important: This person must have authorization to act from the upper levels of the administration, if necessary. (Campus President/Director)

Administrator/Supplies Coordinator: Maintains in-house disaster response supplies; orders/coordinates supplies, equipment, and services with other team members.

Physical Closure Coordinator: Activates the physical closure protocols and works with the Campus President/Director. This individual should work in tandem with the supplies' coordinator. This individual will also be called up to assist with the reopen procedure, should typically be a member of facilities and ideally lives close to the campus in the event of hurricane damage.

Data Closure Coordinator: Activates the data closure protocol and works with IT Director and Campus President/Director. This individual should understand where and how to back up and secure the server and where any backup drives should be stored. This individual should also be able to assist with the reopen procedure.

Communications Coordinator: Activates the communications protocol and works with the Campus President/Director to ensure all appropriate parties are notified in the event of a closure etc. Among other things, this individual should know how to change the campus VM, how to notify the correct individuals for their territory regarding school closure and implement the phone tree. This individual is also responsible for assisting with quarterly phone tree maintenance.

CHAPTER 11 - STAFF TRAINING

GENERAL INFORMATION

Staff training is crucial to successful emergency and disaster planning. It should begin with the members of the emergency planning and response teams and expand to include all staff. In particular, it is important to train staff in the mechanics of the plan ensures that they will be familiar with it and be able to use it effectively if an emergency occurs.

EMERGENCY REPSONSE TEAM

Annually Campus President/Director, Campus leadership and experienced CRTs will review the Emergency Preparedness Plan/Hurricane Action Plan and revise as necessary. During this review, all Campus President/Director will receive a refresher on all protocols and certify understanding. Revisions and refresher must be completed annually by May 31st.

During the first week of June annually, each member of the CRT (and designated backups) will review their protocols with the Campus President/Director. The CRT should understand each step of their protocol and know the contacts for their territory.

GENERAL STAFF TRAINING

TAKE ACTION AGAINST THE ACTIVE SHOOTER

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES

Remain calm, and follow officers' instructions

- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

Do not leave until law enforcement authorities have instructed you to do so.

CHAPTER 13 – ACTIVE SHOOTER RESPONSE TRAINING

GENERAL INFORMATION

The most effective way to prepare to respond to an active shooter situation is to conduct mock active shooter training exercises. HCI College recognizes the importance of training for an active shooter situation. Training should with the members of the emergency planning and response teams and expand to include all staff and students. Training exercises include:

- Recognizing the sound of gunshots
- Reacting quickly when gunshots are heard and/or when a shooting is witnessed:
 - Evacuating the area
 - Hiding out
 - Acting against the shooter as a last resort
- Calling 911
- Reacting when law enforcement arrives
- Adopting the survival mind set during times of crisis

Additional Ways to Prepare For and Prevent an Active Shooter Situation

- Preparedness
 - Ensure facilities have at least two evacuation routes
 - Post evacuation routes in conspicuous locations throughout the facility
 - Include local law enforcement and first responders during training exercises
 - Encourage law enforcement, emergency responders, SWAT teams, K-9 teams, and bomb squads to train for an active shooter scenario at your location
- Prevention
 - Foster a respectful workplace
 - Be aware of indications of workplace violence and take remedial actions accordingly

REACTIONS OF MANAGERS DURING AN ACTIVE SHOOTER SITUATION

Employees and customers are likely to follow the lead of managers during an emergency situation. During an emergency, managers should be familiar with their EAP, and be prepared to:

- Take immediate action
- Remain calm
- Lock and barricade doors
- Evacuate staff and customers via a preplanned evacuation route to a safe area

RECOGNIZING POTENTIAL WORKPLACE VIOLENCE

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee.

Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources Department if you believe an employee or coworker exhibits potentially violent behavior.

INDICATORS OF POTENTIAL VIOLENCE BY AN EMPLOYEE

Employees typically display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated.

Potentially violent behaviors by an employee may include one or more of the following:

This list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about "putting things in order"
- Behavior which is suspect of paranoia, ("everybody is against me")
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons, and violent crimes

FOLLOWING AN ACTIVE SHOOTER SITUATION

After the active shooter has been incapacitated and is no longer a threat, the Campus President and/or CRT should engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured
- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties
- Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly

- Send another employee to the doorway of the work area to direct EMS personnel from hallways to the ill/injured person

If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids)
2. Clear air passages using the Heimlich Maneuver in case of choking

WHAT TO DO IF A PERSON IS CHOKING

If a person is choking and cannot talk, cry, or laugh forcefully, the American Red Cross recommends a 'five-and-five' approach to delivering first aid.

Broward County Sheriff's Office	954-202-3131
Broward County Emergency Medical Services	954-828-4957
Kindred Hospital	954-764-8900
Holy Cross Hospital	954-771-8000

Progress Energy	(800) 228-8485
Hurricane help line	(800) 227-8676
National Flood Insurance Program	(888) 356-6329
TDD	(800) 427-5593 TDD
Poison Control Hot Line	(800) 222-1222
Storm Team 8 Hurricane Hot Line	(800) 528-0808
Florida Highway Patrol (road problems)	(813) 632-6859
Florida Power and Light (outages)	(800) 4-OUTAGE
Insurance Companies and Adjusters	(800) 22-STORM
Price Gouging	(800) 646-0444

PUBLIC ASSISTANCE