

# **Broward College**

**CENTRAL CAMPUS**

**Emergency Operations Plan**

**Incident Management**

**May 30, 2007**

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## **I. INCIDENT MANAGEMENT STRUCTURE**

### **A. INCIDENT COMMANDER: ORDER OF SUCCESSION**

**The first in line will function as the Campus Incident Commander. The second in line will function as the Campus Deputy Incident Commander.**

1. Provost
2. Business Dean
3. Academic Dean
4. Student Dean
5. Health Sciences Dean
6. Library Dean
7. IPS Dean

### **B. INCIDENT COMMAND CENTER**

1. The location of the Command Center will depend on the incident
2. The Command Center will be designated by the Incident Commander

### **C. INCIDENT COMMUNICATIONS**

1. The Incident Commander will act as Campus Information Officer and is responsible for communication with:
  - a. The President
  - b. The collegewide Principal Information Officer (Public Relations Officer)
  - c. Campus Faculty, Staff and Students
2. The Principal Information Officer is responsible for communication with the media

### **D. DEFINITIONS**

1. Incident Commander (IC) – The Incident Commander provides overall leadership for incident response until those functions are assigned and/or delegated; responsible for developing campus strategies and ordering and releasing campus resources. Takes general direction from College President. Ensures incident safety. Provides information to College President, PIO and other internal and external stakeholders. Establishes and maintains liaisons with other agencies that may respond to incident. Establishes Incident Command Center.
2. Deputy Incident Commander – Serves as Incident Commander when Incident Commander is unavailable or off site; can be delegated the authority to manage a functional operation or perform a specific task at the direction of the Incident Commander.
3. Public Information Officer (PIO) – Works with Incident Commander(s) to disseminate approved and verified information to general public and media outlets, after receiving appropriate clearance from College President.

## **II. GENERAL PROCEDURES**

### **When an emergency crisis or serious/dangerous incident occurs:**

#### **A. INITIAL REPORT OF INCIDENT**

1. Employee/student calls Davie Police
  - a. **911**
  - b. **9-911 from college phones**
  - c. **Davie Police 954-693-8200**
2. Employee calls BC Safety Office\*
  - a. **954-474-8786** Emergency Number
  - b. 954-201-6626 Campus Safety Office
3. BC Safety notifies Incident Commander and Deputy Incident Commander

#### **B. INITIAL RESPONSE TO INCIDENT**

1. Incident Commander notifies President and Principal Information Officer (Public Relations Officer)
2. Depending on nature of incident: President, Police or Incident Commander make the decision to:
  - a. Wait; or
  - b. Evacuate and lockout; or
  - c. Lock down and lockout
3. Depending on nature of incident, ongoing information and instructions will be disseminated as follows:
  - a. Incident Commander contacts Provost's staff
  - b. Provost's Staff initiates phone trees
  - c. Incident Commander initiates campus email
  - d. Campus Deans, Associate Deans and Supervisors communicate with all full-time and affected part-time employees in reporting structure (including WHC)
  - e. Campus Deans communicate with "Other Central Campus Facilities" as assigned. (Other entities located on campus)
  - f. Incident Commander communicates with "Neighboring Educational Institutions"

#### **C. ACTIVE RESPONSE TO INCIDENT**

1. Campus Safety Officers and On-Campus Police begin initial response with help of Maintenance Personnel
2. Davie Police arrive and take charge
3. Campus Safety Officers and other personnel designated by the Incident Commander assist Police with response
4. Incident Commander gives additional instructions and updates to campus as needed
5. Campus Deans, Associate Deans, and Supervisors communicate with faculty and staff as needed
6. Incident Commander gives additional information to President and Principal Information Officer (Public Relations Officer)

\* Note: When Police are notified, Police routinely communicate with Campus Safety.

### **III. PROCEDURES FOR EVACUATION & LOCKOUT**

#### **If an evacuation is indicated:**

##### **A. EVACUATION DECISIONS**

1. Scope
  - a. Evacuate entire campus
  - b. Evacuate part of campus
2. Location
  - a. Evacuate building(s); people to parking lots
  - b. Evacuate entire campus; everyone leaves campus
3. Time Factor
  - a. Evacuate immediately
  - b. Evacuate by specified time

##### **B. INITIAL EVACUATION PROCEDURES**

1. Campus Deans, Associate Deans and Supervisors disseminate comprehensive evacuation information:
  - a. Scope
  - b. Location
  - c. Time
2. Incident Commander and Campus Safety Officers first notify areas with patron/client transportation issues:
  - a. Child Development Center (CDC)
  - b. College Academy (CA)
  - c. Planetarium/Observatory
  - d. Bailey Hall
  - e. Dental Clinic
3. Campus Safety Officers and Maintenance Personnel meet at designated spot to determine order of evacuation and make assignments
4. Campus Safety Officers, Maintenance Personnel, and Police initiate building-to-building evacuation

##### **C. DEPARTMENT/BUILDING/AREA EVACUATION PROCEDURES**

1. Immediate Evacuation: Administrator with staff assistance:
  - a. Notifies Faculty and Staff in office area to evacuate immediately
  - b. Notifies Faculty and Students in classrooms/building to evacuate immediately (only in building where administrator's office is located; rely on Campus Safety Officers to evacuate classrooms in other buildings)
  - c. Attends quickly to any equipment or item involving safety or security
  - d. Locks office area when last person leaves
  - e. Initiates phone tree when appropriate to update those on and off campus

2. Evacuation at Specified Time: Administrator with staff assistance:
  - a. Notifies faculty and staff in dept office area to evacuate by specified time
  - b. Notifies faculty and students in classrooms/building to evacuate by specified time (only in building where administrator's office is located; rely on Safety officers to evacuate classrooms in other buildings)
  - c. Shuts down computers
  - d. Shuts down lab and other equipment
  - e. Locks up anything that has security implications
  - f. Attends to anything with safety implications
  - g. Locks office area when last person leaves by specified time
  - h. Initiates phone tree when appropriate to update those on and off campus

#### **D. BUILDING EVACUATION ONLY**

1. Determine which buildings need to be evacuated
2. Evacuate to other locations as directed by Incident Commander

#### **E. ENTIRE CAMPUS EVACUATION**

1. CDC and CA provide to Campus Safety Officers lists of names of students/children that need to be picked up
2. If appropriate, keep students waiting for a ride inside buildings
3. Davie Police control traffic lights to expedite evacuation with multiple exit lanes if possible
4. Davie Police control access onto campus on Davie Road (CDC, CA, city bus, disabled services vans, Bailey/Planetarium transportation allowed onto campus)
5. After evacuating buildings, Campus Safety Officers and Maintenance Personnel monitor other exits from campus
6. At the appropriate time, Safety and Maintenance Personnel close gates to campus to prevent access

### **IV. PROCEDURES FOR LOCKDOWN & LOCKOUT**

#### **If a lockdown is indicated:**

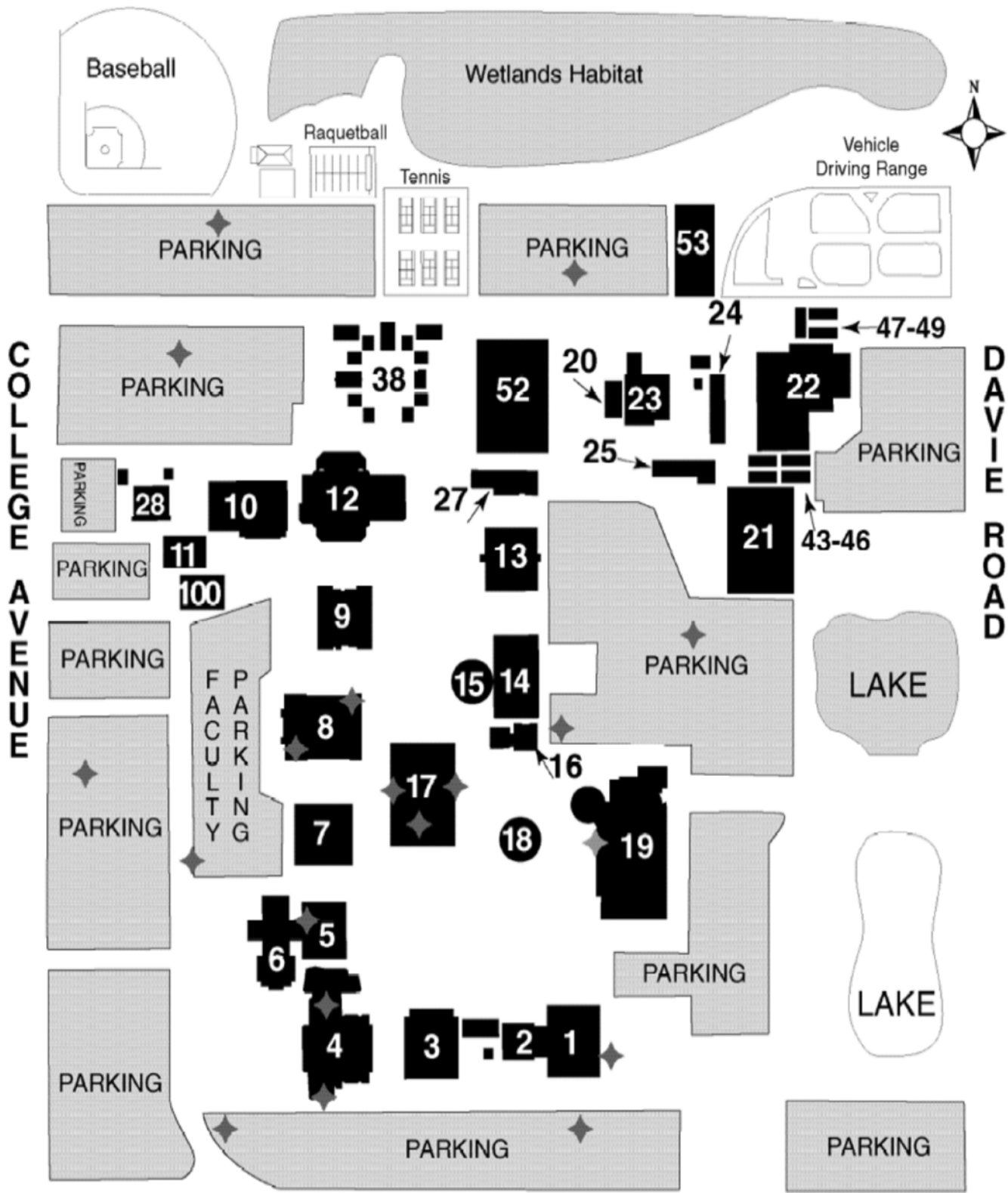
##### **A. FACULTY/STAFF RESPONSE**

1. All Employees and Students remain in office or classroom
2. Lock doors that can be locked
3. Secure doors that can't be locked with furniture or by other means
4. Contact Supervisor with location and status information
5. Check website, email, cell phone, and other communication devices for updates
6. When "all clear" is given, follow instructions

**B. CAMPUS SAFETY OFFICER RESPONSE**

1. Assist those outside on campus into nearest building
2. Close gates to campus to prevent access
3. Assist Police to contain incident
4. Assist with “all clear” procedures as given





◆ Call Box Location

◆ Campus Safety Location

## EMERGENCY NUMBERS

### Police Departments

Contact	Number	Type Number
<b>Emergency Police/Fire</b>	<b>911</b> <b>9-911</b>	<b>Emergency</b> <b>Emergency from BC Phone</b>
<b>Davie Police</b>	<b>954 765-4321</b> <b>954 693-8200</b>	Non-Emergency Dispatch Main (24 hours)
<b>Fort Lauderdale Police</b>	<b>954 828-5700</b>	Non-Emergency
<b>Broward Sheriff</b>	<b>954 765-4321</b> <b>954 831-8900</b>	Non-Emergency General Information
<b>BC/FAU C-Campus Security</b>	<b>924 201-6626</b> <b>954 474-8786</b>	Campus Safety Office <b>24 hour direct connect</b>
<b>BC WHC Security</b>	<b>954 201-7419</b> <b>954 879-8463</b>	Center Safety Desk <b>Cellular</b>