

# **EMERGENCY RESPONSE PLAN**

Maintained & Coordinated by the Office of Student Services

**The Baptist College of Florida**  
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## **EMERGENCY PHONE NUMBERS**

Emergency	911
Florida Division of Emergency Management	(850) 413-9900
Graceville Police Department (non-emergency)	(850) 263-3250
Graceville Fire Department (non-emergency)	(850) 263-0285
Gulf Power Company	(800) 487-6937
Jackson County Community Emergency Response Team	(850) 718-0008
Jackson County Emergency Management Administration	(850) 482-9678
Jackson County Sherriff	(850) 482-9624
West Florida Electric	(850) 263-3231

## **PREFACE**

This College Emergency Response Plan is designed for The Baptist College of Florida (BCF) administrators, faculty and staff and serves as a guide of proper protocols to be followed by College personnel in campus emergency situations. While this manual does not cover every possible situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

The BCF policies and procedures herein are to be followed by all College personnel whose responsibilities and authority cover the operational procedures found in the Manual. Campus emergency operations will be conducted within the framework of these College guidelines. All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the Senior Vice-President via the Director of Student Services. All changes recommended by the Senior Vice-President will be submitted in writing to the President.

## **PURPOSE**

The emergency procedures outlined in this document are intended to provide for the protection of lives and property through effective use of BCF's campus and community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President, or designee appointed by the president, will declare a state of emergency, and the College Emergency Response Plan will be implemented.

There are many types of emergencies that may result in the implementation of this plan. These include natural and manmade events. Specific examples are described below. Since an emergency often occurs suddenly and without warning, these procedures are designed to be flexible in order to accommodate response contingencies of varying magnitude. For the purpose of this Plan and to assist College personnel in determining the appropriate response, the categories of emergencies are defined as follows:

**ACCIDENT:** Any incident, actual or potential, which is localized in nature and has little impact on the overall functional capacity of the College. These are normally limited in scope to a few individuals.

**MINOR EMERGENCY:** Any incident, actual or potential, which is not likely to seriously affect the overall functional capacity of the College.

**MAJOR EMERGENCY:** Any incident, actual or potential, which affects one or more buildings, and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during these incidents.

**DISASTER:** Any event or incident that has occurred and has seriously impaired or halted the operations of the College. In rare cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

Any incident which fits one of the definitions above and concerns campus resources, and/or instrumentalities of the College immediately should be reported to the President or designee, Director of Student Services or designee.

### **SCOPE**

The response procedures in this document apply to all BCF personnel and to all the buildings and grounds owned and operated by the College.

The College Emergency Response Plan includes response protocols for the following types of emergencies:

- Fire
- Utility failure
- Medical emergency
- Criminal act
- Weapons/Firearms
- Sniper/Hostage Situations
- Bomb Threat
- Strong winds/Tornado
- Hurricane

### **ASSUMPTIONS**

The College Emergency Response Plan is based on a realistic approach to the kinds of problems likely to be encountered on the campus during an emergency or disaster. The plan is based on the following assumptions:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no advance warning.
- The succession of events in an emergency is not predictable, thus published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents in the geographical location of the College, thus Town or State emergency services may not be immediately available to assist with an emergency at the College.
- A major emergency or disaster may be declared if information indicates that such a condition is developing or is probable.

### **DECLARATION OF CAMPUS STATE OF EMERGENCY**

The authority to declare a campus state of emergency rests with the College President or designee, appointed by the President, as follows:

During the period of any campus major emergency, the President or designee will immediately place into effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain facilities. The Director of Student Services will immediately consult with the President or designee and Administration regarding the emergency and the possible need for a declaration of a campus state of emergency. When the President or

designee makes this declaration, only those persons authorized by the College administration will be allowed on campus. Persons who do not have urgent business on campus will be asked to leave the premises. Unauthorized persons remaining on campus may be subject to arrest in accordance with the law.

## **CHAIN OF COMMAND**

The designated Chain of Command in the event of a Campus state of emergency will be as follows:

President  
Senior Vice-President  
Dean of the Faculty  
Director of Student Services

In the event the any individual within the chain of command cannot temporarily be reached or is incapacitated, the next person in the chain of command will assume responsibility until their supervisor can be contacted.

## **CAMPUS EMERGENCY RESOURCE TEAM (CERT)**

DESIGNATED MEMBERS AND AREAS OF RESPONSIBILITIES:

The College shall establish and maintain a Campus Emergency Resource Team (CERT), which consists of the following personnel and areas of responsibility:

**Emergency Director** (Senior Vice-President)  
**Emergency Coordinator** (Director of Student Services)  
**Building/Facility Coordinator** (Director of Physical Plant)  
**Public Information/Media Relations** (Director of Marketing)  
**General Supportive Assistance College Management Team** (Faculty Chairs, Directors and Resident Directors)

CERT members will cooperate with the Director of Student Services for implementation and coordination of the College Emergency Response Plan according to their assigned areas of responsibility. The Emergency Coordinator will keep the President or designee informed throughout an emergency situation.

## **GENERAL RESPONSIBILITIES**

### **1. EMERGENCY DIRECTOR**

- Overall direction of the College Emergency response.
- Work with the others on the Resource Team and other administrators in assessing the emergency and preparing the College's specific response.
- Determine and declare the conclusion of the campus state of emergency.
- Notify and conduct liaison activities with the College administration governmental agencies, Campus Emergency Resource Team and others, as necessary.
- Establish an Emergency Center for prolonged operations.
- Provide for storage of vital records at an alternate site.

### **2. EMERGENCY COORDINATOR**

- Contact emergency authorities (911) as required.
- Overall coordination of the College emergency response.

- Determine the type and magnitude of the emergency and establish resources for communications.
- Notify Emergency Director or designee of issue if not on sight.
- Initiate immediate contact with the Director of Physical Plant, Emergency Advisors, and appropriate College administration and begin assessment of the College's condition.
- Notify and utilize Campus staff, Police, and other designated personnel, if necessary, to maintain safety and order.
- Notify the members of the Campus Emergency Resource Team and advise them of the nature of the emergency.
- Respond to the scene of emergency and assess the incident.
- Survey habitable space and relocate essential services and functions.
- Take immediate and appropriate action to protect life, property, and to safeguard records as necessary.
- In conjunction with Business Office, Information Technologies, and Administration, develop procedure for evacuation of vital records and data.

### **3. COLLEGE ADMINISTRATORS, FACULTY, AND STAFF**

All employees are responsible for following established evacuation procedures and other protocols. In order to prevent and minimize accidents and to reduce incidents involving hazardous materials, work order requests, when necessary, should be promptly submitted to the Facilities/Maintenance Department.

In Emergency Situations:

- Inform all employees under their direction of the emergency condition.
- Evaluate impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
- Maintain telephone/radio communications with officials from the Campus Emergency Resource Team.

### **4. PHYSICAL PLANT DIRECTOR**

- Provide equipment and personnel to perform shutdown procedures, hazardous area control, and damage on assessment, barricades, debris clearance, emergency repairs and equipment protection.
- Provide vehicles, equipment, and operators for movement of personnel and supplies; assign vehicles as required to the Campus Emergency Resource Team for emergency use.
- Obtain the assistance of the utility companies as required for emergency operations.
- Provide traffic and parking control, access control, perimeter and internal security patrols and fire prevention services as needed.
- Provide direction in incidents involving chemicals, biological, or hazardous materials.
- Assist with the relocation of vital college records and data.
- In coordination with the Physical Plant Staff, inspect the Campus facilities to determine if any environmental health problems have occurred and report findings to the Emergency Director.
- Maintain communication with the Director of Student Services.

### **5. PUBLIC INFORMATION/MEDIA RELATIONS**

- Advised by the President and Senior Vice-President of all news concerning the extent of disaster affecting the campus.
- Immediately implement all communications with the Director of Student Services for updates.

- Quickly secure accurate information and avoid premature or unauthorized spread of information.
- Manage media inquiries.
- Present the positive side of crisis resolution efforts.
- Compile questions & answers on subjects most likely to be addressed by the media.
- Prepare and approve news releases, if necessary, concerning the emergency and release the information to the media.

## **GENERAL PROTOCOL FOR REPORTING EMERGENCIES**

IN ANY EMERGENCY: Call 911 first and then the Director of Student Services at (850) 415-0257.

IMPORTANT: When calling 911 give your name, location, and the nature of the emergency. Do not hang up until told to do so.

## **GENERAL BUILDING EVACUATION PROTOCOL**

1. All building evacuations will occur when an alarm sounds and/or upon notification by Student Services team.
2. When the fire/evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Use stairs in case of fire and/or other emergencies. DO NOT use elevators.
4. Once outside, proceed to a clear and safe area away from the building. The locations for safe assembly areas are as follows:

### **If you are evacuating from. . .**

Library, Graceville Hall, Solomon Hall  
Administration Building  
McRae-Morrow Bldg, Assembly Center  
Student Center  
Napier Hall, Smith Hall  
Brackin-Chandler  
Lakeside Dorm  
Southwest Apartments  
Conrad Bldg, Courtyard Housing

### **Then your assembly area is. . .**

Parking lot across College Drive  
Parking lot next to the Chapel  
Daniel Plaza  
Daniel Plaza  
Field behind the Student Center  
Parking lot between the Chapel and Admin Bldg.  
Field between the dorm and Lake Albert  
In front of the Administration Bldg  
In front of Maintenance Bldg

5. Keep driveways and walkways clear for emergency vehicles and personnel. Each administrator should have an accurate headcount for his/her department or class to assure that all persons are accounted for once outside.

In all emergency situations, including evacuations, the Campus Emergency Resource Team (CERT) will assemble.

IMPORTANT: DO NOT return to an evacuated building unless told to do so by a college official.

## **FIRE EMERGENCY RESPONSE PROTOCOL**

### **REPORTING A FIRE:**

1. Pull the nearest fire alarm box in the corridor.
2. DO NOT attempt to fight the fire. Use extinguishers for personal safety.
3. Exit through the nearest door to the outside building to the nearest assembly area.
4. Notify the Physical Plant staff that you pulled the alarm and the location.

### **RESPONSE TO A FIRE ALARM WHEN YOU ARE IN THE AREA OF THE FIRE:**

1. Evacuate all people from the area and to the safe assembly area.
2. Assist the handicapped in exiting the building where possible. Move handicapped personnel to a stairwell and close all doors as you move to the first floor. This will keep the fire out of the stairwell.
3. Last person leaving the area should close the door to the corridor.
4. DO NOT use elevators.
5. Leave the building by the closest exit.
6. Move to an external assembly area away from the building.
7. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a college official.

### **RESPONSE TO A FIRE ALARM WHEN FIRE IS LOCATED IN ANOTHER AREA OF THE COLLEGE:**

1. Leave the building by the closest exit. DO NOT use elevators.
2. Assist the handicapped in exiting the building where possible. Move handicapped personnel to a stairwell and close all doors as you move to the first floor. This will keep the fire out of the stairwell.
3. Move to an assembly area.
4. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a college official.

### **UTILITY FAILURE RESPONSE PROTOCOL**

1. Whenever a major utility failure or phone failure occurs - either during regular business hours (Monday through Friday 8:00 AM – 4:30 PM) or after business hours, weekends or holidays - immediately notify Physical Plant Staff.
2. If there is a potential danger to building occupants, activate the building alarm to initiate the evacuation protocol.
3. All occupants will evacuate a building when an alarm sounds continuously.
4. Once outside, move to a clear and safe area away from the affected building. Keep the walkways; fire lanes clear for emergency personnel.
5. If requested, assist the emergency personnel as necessary.
6. A Campus Emergency Command Center may be set up near the emergency site. Keep clear of the command center unless you have official business.
7. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

### **RESPONSES TO SPECIFIC TYPES OF UTILITY FAILURE:**

NOTE: Always observe Steps 1 and 2 above whenever the following utility emergencies arise:

- ELECTRICAL/LIGHT FAILURE: During the failure, contact Physical Plant Staff for flashlights that are available for such emergencies.
- PLUMBING FAILURE/FLOODING: Cease using all electrical equipment. Notify Physical Plant Staff. Vacate the area if directed to do so.
- VENTILATION PROBLEM: If smoke odors come from the ventilation system, immediately notify Physical Plant Staff. If necessary, cease all operations and vacate the area.

### **MEDICAL EMERGENCY & FIRST AID RESPONSE PROTOCOL**

In the event of a medical emergency incident involving an injury illness on campus:

If the injury or illness is life threatening, call 911 first; then contact the Director of Student Services and do the following:

- State the type of medical emergency
- Give the location of the victim(s)
- Stay on the phone until 911 operator and/or Student Services tells you to hang up.
- Stay at the location of the emergency until Police/Fire / Student Services arrives on the scene.

Campus Staff Role During Medical Emergency:

- Respond to scene of emergency
- Call 911, for ambulance/emergency medical personnel, if needed; then assess situation.
- Initiate and continue CPR/Basic First Aid, if deemed necessary, or to sustain life, until the arrival of emergency personnel. Do not move the individual unless absolutely necessary to protect life.
- Have personnel located at door exit and elevator to assist ambulance/emergency personnel to the injured or ill person.

## **GENERAL VIOLENT OR CRIMINAL INCIDENT RESPONSE PROTOCOL**

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them to Director of Student Services.
  2. If you observe a criminal act or whenever you observe a suspicious person on campus, notify Student Services immediately and report the incident, including the following information:
    - a. Nature of the incident.
    - b. Location of the incident.
    - c. Description of person(s) involved.
    - d. Description of property involved.
    - e. Type of weapon, if any.
- NOTE: If the incident poses a danger of death or bodily injury, call 911 first.
3. Assist the officers when they arrive by supplying them with any additional information.

## **GENERAL PSYCHOLOGICAL CRISIS INCIDENT RESPONSE PROTOCOL**

A psychological crisis exists when an individual is threatening harm to himself or herself or others. This type of incident also includes incidents when individuals are not acting in a rational manner. This could include uncontrollable behavior, hallucinations and the inability to effectively communicate with others. Such effects can be caused by a reaction to alcohol, drugs, or illness - physical or mental.

If a psychological crisis occurs:

- Never try to handle a situation on your own that could be dangerous
- Immediately notify Student Services
- If the situation is life-threatening, contact emergency personnel at 911

## **WEAPONS & FIREARMS RESPONSE PROTOCOL**

No person shall possess or have any firearm, deadly weapon or prohibited knife (as legally defined), while present on any property owned/operated by BCF. In the event of a firearm or weapon being involved in an incident or being observed:

- DO NOT approach the person with the weapon.

- Move immediately out of the area to a safe location.
- Notify others as you leave the area.
- Notify the Director of Student Services. If Directed, dial 911.
- Do not re-enter the area and take steps to prevent others from doing so until the authorities arrive.
- Once you are in a safe area, do not leave unless a Graceville Police Officer or college employee under the direction of the Graceville Police arrives to escort you out.
- Remain as calm and as quiet as you can.
- Do not attempt to rescue others unless you have been trained or can reach them in a safe manner.
- Above all, do not endanger yourself.

As with any crime, your awareness of your surroundings and events happening around you are the biggest potential deterrent to a criminal or terrorist act occurring. Please report any suspicious activities or behavior to the Office of Student Services. This may include suspicious vehicles on and around campus, suspicious persons in and around buildings including those taking photographs or videotaping, students or faculty or staff in locations unusual for their duties/responsibilities, suspicious packages around the building perimeter and or in any of the buildings and suspicious unknown visitors or phone callers.

## **SNIPER & HOSTAGE RESPONSE PROTOCOL**

During any sniper or hostage situation the goal is to contain and isolate the individual with the gun or hostage(s) while limiting the number of potential hostages/victims. Thus the steps to follow would be as stated in the Firearms/Weapons section above, that is:

- DO NOT approach the person with the weapon
- Move immediately out of the area to a safe location
- Notify others as you leave the area
- Call 911 and inform them of the situation, and then notify the Director of Student Services.
- Do not re-enter the area and take steps to prevent others from doing so until the authorities arrive
- Once you are in a safe area, do not leave unless a Graceville Police Officer or college employee under the direction of the Graceville Police arrives to escort you out.
- Remain as calm and as quiet as you can
- Do not attempt to rescue others unless you have been trained or can reach them in a safe manner
- Above all, do not endanger yourself

Once notified of a sniper or hostage situation, the Director of Student Services will use whatever communication system is available for the particular building involved to notify others in the building of a hostage or sniper situation. The Director of Student Services will also seal off that building and prevent others from entering it until the situation is resolved. The faculty and staff in the building involved in the incident should immediately lock the doors to the rooms they are in, turn off the lights and suggest all occupants seek shelter behind a brick or metal structure(s) that would provide some protection from bullets fired from a firearm. Faculty and staff in each room should then remain as calm and as quiet as possible and attempt to contact the Police to advise them of their location and the number of people in the room. In such a situation a cell phone is the best communication device to use.

The Graceville Police will assume control of the incident upon arrival and remove individuals from the building when safe to do so. Thus, you should remain in your secure (locked down) location until a Graceville Police Officer or the Director of Student Services, under the direction of the Graceville Police Department, arrives to escort you out of the room. The Baptist College of Florida will follow the directions given by the Graceville Police or the highest ranking official on scene during this process and will not be directly involved in the negotiations unless asked to participate by the highest ranking police official.

## **BOMB THREAT RESPONSE PROTOCOL**

1. If the threat is received by telephone, encourage the caller to talk. The person receiving the bomb threat should ask specific questions such as:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What kind of bomb is it?
  - d. What does the bomb look like?
  - e. Why did you place the bomb?
2. Keep talking to the caller as long as possible and record the following information:
  - a. Time of call.
  - b. Approximate age and the gender of the caller.
  - c. Speech pattern, accent, other distinguishing vocal traits.
  - d. Emotional state of the caller.
  - e. Background noises.
3. Inform the Director of Student Services that a bomb threat has been received and location of the device. After the caller hangs up, **DO NOT** hang up your phone but use another phone to call.
4. Upon being informed of a bomb threat, the Director of Student Services will immediately:
  - a. Notify police (911) of the received bomb threat at the College.
  - b. Notify the President and Administration of the bomb threat.
  - c. Pull the fire alarm to evacuate the buildings as directed by the President and Administration.
  - d. Inform personnel in all College buildings to evacuate as necessary.
5. If a suspicious object or potential bomb is observed on campus, **Do Not Handle It!** Clear the area and immediately notify Student Services.
6. Upon hearing the alarm bells, quickly exit the building by the nearest door. Once outside, move to a clear area away from the building. (See General Evacuation Protocol.)
7. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official. The CERT Team will meet to assess the situation and then implement the appropriate College response.

## **STRONG WINDS/TORNADO RESPONSE PROTOCOL**

### **Tornado Watch**

A **tornado watch** means that weather conditions are favorable for the formation of a tornado. When notified of a **tornado watch**, prepare to seek shelter and stay tuned to local television or radio stations for severe weather updates. Information can also be obtained at the National Weather Service website or at the Weather Channel website. Building staff must be prepared to evacuate these areas quickly and move persons in these areas to a place of shelter in the event the tornado watch is changed to a tornado warning.

### **Tornado warning**

A **tornado warning** is issued when a tornado has actually been sighted in the surrounding area.

Emergency warning sirens are activated when there is a tornado warning.

**If a tornado warning has been issued and you are inside**

- Stay inside.
- Stay away from outside walls, windows, mirrors, glass, overhead fixtures, and unsecured objects such as filing cabinets or bookcases.
- Move to the appropriate shelter area designated for your building. Maps are posted in classrooms, labs, and meeting rooms. A list of appropriate shelter areas is found on the following page.
- Instructors in buildings where classes are in session should bring their classes to the appropriate shelter area.
- Do not use elevators.
- If requested, assist persons with disabilities to the safest area on the same floor.
- Appropriate shelter areas are a below-ground-level floor, interior corridor, or room or office without windows. Crouch low with your hands covering the back of your head and neck.
- Do not leave the shelter area until after the storm is over.
- Continue to monitor the weather via radio, television or internet until the tornado watch has been lifted for your area.

**If a tornado warning has been issued and you are outside:**

- Look for a nearby safe structure in which to take shelter.
- If you are on campus go to the shelter area of the nearest building.
- If you are in your car, get out of it. Never try to outrun a tornado.
- If there is no shelter, lie down flat in a low area such as a ditch away from trees with your hands covering the back of your head and neck.

**Severe Thunderstorm Warning**

A severe thunderstorm warning means that severe thunderstorms are in the area. These storms are possibly accompanied by cloud-to-ground lightning, high winds and hail. If you can hear **thunder** you are within striking distance for **lightning**. Seek sturdy indoor shelter. Stay away from windows. Do not touch items that conduct electricity.

**HURRICANE PROTOCOL**

The Director of Student Services is responsible for monitoring the development of hurricanes and advising the Senior Vice-President on the likelihood that a storm with dangerous winds will impact the main campus. Individual site coordinators will monitor storms with regard to the impact on their specific areas and will work with the Distance Education Director in coordinating activities and preparedness in their areas.

- **TROPICAL STORM** : Winds in excess of 39 MPH are expected
- **HURRICANE WATCH**: Hurricane conditions (sustained winds in excess of 74 MPH) are **possible** in the specified area, usually within 36 hours.
- **HURRICANE WARNING**: Hurricane conditions are **expected** in the specified area, usually within 24 hours.

**Decision to Close**

The decision to close the College will be based upon the projection of a threatening situation. Bulletins issued by the National Hurricane Center, and the Jackson County Office of Emergency

Management will be considered in determining the implementation of emergency procedures. The President may close the college depending on local conditions. Once the order to close the college has been issued, the Maintenance Department will be placing trash cans inside, securing buildings, and doing other duties related to storm preparation.

### **Decision to Evacuate the Campus**

The decision to evacuate the campus will be made by the President or his designated representative based upon the size of the hurricane and the proximity to the campus with which it is expected to make landfall.

If the decision to evacuate the campus is made, students should contact their families and inform them of the requirements to evacuate. Students should inform the individual responsible for their area (see Appendix B) as to their evacuation plans. Every effort will be made by the college to assist the students in relocating, but students should be aware that they should not rely exclusively upon the college, as personnel will be involved in safeguarding college records and property. In the event that a student is completely without means to leave, the Director of Student Services will work with local agencies to find adequate shelter. Non-essential personnel should no longer be present on the campus during this phase of preparation.

### **Post Storm Recovery**

Authorized college personnel will conduct damage assessment and debris removal during the first daylight hours following the cessation of storm winds. Employees not authorized to be on the campus during this damage assessment should monitor local media sources for information about re-opening. Upon returning to the college, employees are to reverse preparations completed during the Hurricane Watch. Report damage or requests for assistance to the Office of the Senior Vice-President.

## **SHELTER PROTOCOL**

In the event one or more of our residence halls are partially or fully inoperable, the following process shall take place:

### **Short-term closure:**

- If a room, rooms, or the hall will only be inoperable for one to two days, residents affected by the closure will be temporarily located to the other hall's open beds and/or common areas if feasible. If this is not feasible, students will be relocated to the Assembly Center.
- Each resident should assemble an emergency supply kit ahead and bring it to the temporary shelter. Items to bring with you include blankets, a pillow, toiletries, medications, glasses, food, beverages, flashlights and batteries, first aid kit, hand wipes and water. While we will have some supplies available, we ask that everyone prepare an emergency kit.
- If the other hall has enough open beds to accommodate the amount of residents affected by the closure, students may be permanently relocated to these rooms for the duration of the semester.

### **Long-term closure:**

- If a room, rooms, hall or halls will be inoperable for a period of 3 days or longer, the college will make arrangements with an area hotel for long-term lodging. At least two members of the Residence Life team shall stay at each hotel as well and will be easily accessible to residents.
- A shuttle will be provided to students without personal transportation to these locations. Residents will receive daily updates from the Resident Directors with any new information and times shuttles will be available that day.

- Students and staff that help shuttle fellow residents to and from campus during the building closures shall receive a gas stipend.
- When the hall re-opens, students will receive 48 hours from the initial time of notification to check out of their hotel rooms and move back into the residence hall. The college will cover the daily costs of the hotel room and students will be responsible for any additional charges accrued during their stay. Remember, in times of crisis, it is easy to experience stress and tension. We ask that everyone try to stay calm, be flexible, follow the requests of the Director of Student Services and Resident Directors, and volunteer to assist others.

## **DOCUMENTING INCIDENTS**

Violations must be referred and documented in an incident report and filed with the Office of Student Services within 24 hours after the incident occurs. The college staff member that responds to the incident first is responsible for filing the report.

Incidents must be documented if they fall into any of the following categories:

1. Intentional damage
2. Arson, tampering with, and/or misuse of fire equipment; false reporting of fire and/or other dangerous condition
3. Possession and/or use of firearms, ammunition, explosives, and/or chemicals
4. Illegal possession, use, and/or sale of drugs, alcoholic beverages
5. Theft
6. Trespassing
7. Hazing
8. Assault
9. Harassing and/or endangering others
10. Lewd and indecent behavior
11. Persistent and/or unusual noise or behavior
12. Significant interference with others
13. Failure to cooperate with a staff member
14. Health and safety violations
15. Any other violation where a warning was given and the violation persisted or recurred

## **PRACTICE DRILLS**

The Baptist College of Florida will conduct fire drills on a monthly basis. A building and time will be selected by the Director of Student Services in conjunction with the Senior Vice-President. All drills will be conducted as if it is an actual emergency. Faculty members and staff will ensure that all people within their areas of responsibility exit the building in a safe and orderly manner. While it is understood that drills conducted in classroom areas while classes are in session will be disruptive, every effort will be made to keep these interruptions to a minimum.

## Appendix A

### HURRICANE PREPAREDNESS

#### Prepare a Personal Evacuation Plan

- Identify ahead of time where you will go if you are told to evacuate. Choose several places--a friend or relative's home in another town, a hotel, or a designated Red Cross shelter.
- Have an out-of-town or out-of-state friend or relative as a family contact. Your family members should all have a single point of contact.
- Keep telephone numbers handy of the places you plan to go, as well as a road map. You may need to take alternative or unfamiliar routes if major roads are closed or jammed.
- All vehicle fuel tanks should be filled as soon as the possible day and times of landfall is announced.
- Make a plan now for what to do with your pets if you need to evacuate
- Check your insurance coverage - flood damage is not usually covered by homeowners Insurance.
- Remember that cell phones will not be operable if local cellular towers are damaged.
- Prepare for High Winds well ahead of time. Install hurricane shutters or purchase pre-cut 1/2" outdoor plywood boards for each window of your home. Install anchors for the plywood and pre-drill holes in the plywood so that you can put it up quickly. Ply lox are highly effective on Masonry. Taping windows will not prevent glass breakage. Secure lawn and patio furniture indoors or in the garage. Bar-BQ pits and outdoor lawn equipment should be secured. Make trees more wind resistant by removing diseased and damaged limbs, then strategically remove branches so that wind can blow through.
- **Listen to your local officials and leave if they tell you to do so.**

#### Items to take with you when evacuating:

Prescription medications and medical supplies; bedding and clothing, including sleeping bags and pillows; bottled water, battery-operated radio and extra batteries, first aid kit, flashlight, extra car keys and maps. Personal valuables, pictures, and keepsakes should be taken if time permits or stored and secured in waterproof containers.

**Documents:** including driver's license, Social Security cards, proof of residence, insurance policies, wills, deeds, birth and marriage certificates, tax records, etc.

**Water-** at least enough for 3 to 7 days

**Food items** - at least enough for 3 to 7 days

**Cash (small bills) and Credit Cards** – Hometown banks and ATMs may not be available for extended periods of time.

In the unfortunate event of a major disaster, emergency workers may not be able to reach everyone right away, and it may take days for help to arrive. Know what your family will do if you have no electricity, no gas, no water and no telephone service. Having a plan for your family and their needs will help ensure their safety and comfort during these difficult times.

## Appendix B

### AREA MONITORS:

Area: Library	John Shaffett	(Office) 850-263-3261 ext 449
Graceville Hall	Dr. G.R. Jumper	(Office) 850-263-3261 ext 425
Solomon Hall	Dr. David Coggins	(Office) 850-263-3261 ext 482
McRae-Morrow	Dr. Donna Kinkaid	(Office) 850-263-3261 ext 452
Assembly Center	Dr. Don Odom	(Office) 850-263-3261 ext 438
Student Center	Chris King	(Office) 850-263-3261 ext 486
Admin Building	Bill Floyd	(Office) 850-263-3261 ext 419
Brackin-Chandler	Lee Hyatt	(Dorm) 850-263-5778
Napier	Lauren Clement	(Dorm) 850-263-7080
Lakeside	Blake Price	(Dorm) 850-263-0474
Smith	Blake Harrison	(Dorm) 850-263-0141
POD	Lauren Clement	(Dorm) 850-263-4488
Eastlake	Mackenzie Williams	(Dorm) 850-263-8066
Conrad	Aarika Deerey	(Dorm) 850-263-0871
Courtyard #2	Stephanie Whipple	(Dorm) 850-263-0811
Lakeview Court	Olan Strickland	(Home) 850-263-XXXX
Southwest Apart.	Malia Parrish	(Cell) 850-XXX-XXXX