Tallahassee Community College

Comprehensive Emergency Management Plan (CEMP)

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Letter of Promulgation

Tallahassee Community College (TCC) takes on an all-hazard and all-phase approach to emergency management. The Comprehensive Emergency Management Plan (CEMP) is written in support of the National Incident Management System (NIMS) and establishes key roles and responsibilities for emergency response within TCC facilities. Additionally, the CEMP is written in accordance with the Tallahassee Community College Board Policy (Emergency Response 8113), requiring TCC to have in place a Comprehensive Emergency Management Plan.

This plan is designed to provide direction and guidance to Tallahassee Community College leadership and staff to respond to and execute assigned emergency tasks consistent with the priorities established herein.

10/24/2023

Date

Wesley S. Hardin

Chief of Police

Legal Counsel

College President

Record of Changes

Change Number	Date	Summary of Change	Page/Section	Completed By
1	04/2021	Formatting, and updating web links.	Whole Document	Wayne Rabon
2	06/2022	Complete review and update.	Whole Document	EM Thomas G. Bevis
3	08/2022	Complete review and update	Whole Document	Chief of Police Wesley S. Hardin
4	06/2023	Complete review and update.	Whole Document	EM Thomas G. Bevis
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Distribution List

Academic Affairs
Administrative Services
District Board of Trustees of Tallahassee Community College
Communications and Marketing
Florida Public Safety Institute
Information Technology
Institutional Effectiveness
Office of the President
TCC Police Department
Student Affairs
TCC Center for Innovation
TCC Foundation
TCC Gadsden Center
TCC Ghazvini Center for Healthcare Education
TCC Wakulla Center
TCC Wakulla Environmental Institute
Workforce Development
Electronically posted and publicly available via the TCC Emergency Management website

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APPENDIX LIST

(Response Checklists provide a broad set of actions that may be appropriate following an emergency. Evaluate the prevailing conditions to determine which actions are appropriate to the situation.)

INTRODUCTION

The Comprehensive Emergency Management Plan (CEMP) serves as the official emergency operations plan for Tallahassee Community College. It defines the roles, responsibilities, and relationships of internal and external stakeholders associated with TCC operations, and applies to all campuses, facilities, and programs regardless of location or purpose. The CEMP outlines, mandates, and implements the College's all-hazard framework for the coordination of information and resources during each phase of an emergency. It is compliant with the National Incident Management System (NIMS) and provides for the unique needs of TCC.

PURPOSE

The Tallahassee Community College Comprehensive Emergency Management Plan outlines the framework for the TCC Emergency Management Program. The CEMP is mandated by the TCC Board Policy 8113 specifically governing Response Plans. The CEMP establishes standard operating direction based on policy and emergency management procedures for response to hazards or events affecting TCC properties. All emergencies are local and often happen without warning. The CEMP is designed to be flexible to accommodate various types of emergencies.

Tallahassee Community College Police Department (TCCPD) Emergency Management is responsible for reviewing and updating the TCC CEMP. The Safety and Security Committee, along with the Emergency Manager, will have an active role in the ongoing assessment of changing threats and conditions for TCC facilities. The Emergency Manager will maintain a professional partnership with local, state, and federal response agencies in the event outside resources are needed.

SCOPE

The CEMP outlines hazard mitigation, preparation, response, and recovery actions of TCC personnel and the resources for all hazards that could negatively affect TCC. The CEMP incorporates the use of the NIMS to facilitate interagency coordination between responding agencies and is consistent with the Leon County CEMP, Gadsden County CEMP, Wakulla County CEMP, State of Florida CEMP, and the National Response Framework (NRF). TCC collaborates with local, state, and federal emergency response agencies in the development, implementation, and maintenance of the TCC CEMP.

ASSUMPTIONS

The CEMP is an all-hazard approach to the challenges that may be encountered during a major emergency. The following are general assumptions:

- An emergency may occur at any time of the day or night, weekend, or holiday with little or no warning.
- Cascading events in an emergency are not predictable; therefore, published response plans such as the TCC CEMP should serve only as a guide and may require modifications to meet the requirements of a specific emergency.
- If the information indicates that such conditions are developing or probable, an emergency is declared.
- All emergencies are local; therefore, most emergencies affecting TCC will begin at the main campus or other TCC-owned facilities in Leon, Gadsden, and Wakulla counties.
- Major emergencies may expand quickly and become county or statewide. TCC must prepare for and conduct emergency response and recovery operations in conjunction with local, state, and federal emergency response agencies. To ensure continuity, TCC has developed a good working relationship with the City of Tallahassee, Leon County, Florida Department of Emergency Management, Gadsden County, and Wakulla County.
- Since assistance from local, state, and federal emergency response agencies may not be immediately available, self-sufficiency becomes a primary necessity.

EMERGENCY AUTHORITY

Authorization from the TCC Board of Trustees to the College President to prepare, maintain, and implement the CEMP can be found under TCC Board Policy 8113, Comprehensive Response Plans.

Leon County Emergency Management authority and support are governed by Leon County Ordinance Article VIII. Wakulla County Emergency Management authority and support are governed by Wakulla County Ordinance Article II. Gadsden County Emergency Management authority and support are governed by Gadsden County Ordinances and Chapter 30, Florida Statutes.

The state of Florida, Division of Emergency Management (FDEM) authority and support are governed by Florida State Statute 252.35. The federal government is authorized to support both county and state governments in accordance with the Robert T. Stafford Act and Title 44 of the Code of Federal Regulation.

OBJECTIVES

The CEMP achieves the following objectives:

- Identifies the hazards that have the potential to affect people, property, and the natural environment of Tallahassee Community College.
- Creates a management structure that defines the key roles, responsibilities, and relationships of personnel needed to prepare for, respond to, recover from, and mitigate hazards.
- Provides guidelines for actions required to save, protect, and sustain lives.

- Sets priorities for the conservation and restoration of critical facilities and essential functions.
- References to the laws and authorities governing emergency response.
- Establishes resource management objectives needed to ensure the timely and efficient provision and accounting of services, personnel, resources, materials, and facilities needed.
- Defines how TCC will communicate warnings and other critical information needed by the TCC students and staff.

TALLAHASSEE COMMUNITY COLLEGE LOCATIONS

Tallahassee Community College (444 Appleyard Drive-Tallahassee)
Ghazvini Health Center (1528 Surgeons Drive-Tallahassee)
Center for Innovation (300 Pensacola Street-Tallahassee)
Wakulla Environmental Institute (4057 Crawfordville Hwy-Crawfordville)
Wakulla Center (2932 Crawfordville Hwy-Crawfordville)
Gadsden Center (223 Pat Thomas Hwy-Quincy)
Florida Public Safety Institute (75 College Drive, Hwy 90 West-Midway)

CONCEPT OF OPERATIONS

Tallahassee Community College shall address all emergencies in a prompt, safe, effective, and efficient manner. The essential priorities of TCC are the protection of life, property, and the environment. The operational concept adopted by TCC is designed to provide an overall picture of how TCC will protect the students, faculty, staff, and visitors.

INCIDENT COMMAND SYSTEM (ICS)

As directed by the National Incident Management System (NIMS), ICS will facilitate the ability to communicate and coordinate response and recovery actions both internally with TCC staff and externally with other jurisdictions and emergency response agencies. The **Key Principles** of ICS are:

- The modular response model is based on activating only those organizational elements required to meet current objectives.
- Common terminology applied to organizational elements, position titles, facility designations, and resources.
- Unified command structure so organizational elements link to form a single overall structure with appropriate span-of-control limits.
- Comprehensive resource management for coordinating and inventorying resources for field responses.
- Integrated communication so that information systems operate smoothly among all response agencies involved.

- Generic positions wherein individuals train for each emergency response role and follow prepared action checklists.
- Consolidated action plans that contain strategies to meet the objectives at both the field response and Emergency Operations Center levels.

ORGANIZATIONAL ELEMENTS of ICS

○ **Executive Policy Group.** The senior leadership of TCC is led by the President, who provides broad policy direction to the Incident Management Team.	
○ **Incident Commander.** Incident Commander (IC) or Unified Command (UC) is identified for each incident and event. The IC/UC has overall responsibility, determines objectives, and establishes priorities based on the incident/event type, available resources, and college policy. ○ **Public Information.** Responsible for communicating IC/UC-approved information relative to the situation. ○ **Safety Officer.** Responsible for the safety of responders and personnel assigned during incidents/events. ○ **Operations**. Develops tactical organization and directs all resources to conduct the Incident Action Plan.	*A single individual may manage small incidents.* *Large or expanding incidents will require each of these activities to be established as a separate section to form the Incident. Management Team (IMT)* *Each of the primary Incident Command System sections, as reflected within the organizational chart, may be subdivided.*
○ **Planning**. Develops the Incident Action Plan to accomplish the objectives. Collects, documents, evaluates information, and maintains the status of resources. Schedules and mediates operational period meetings and conducts briefings. ○ **Logistics.** Provides resources and all other services needed to support the incident/event. ○ **Finance/Administration.** Monitors costs related to the incident/event and provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance.	*A single individual may manage small incidents.* *Large or expanding incidents will require each of these activities to be established as a separate section to form the Incident. Management Team (IMT)* *Each of the primary Incident Command System sections, as reflected within the organizational chart, may be subdivided.*

INCIDENT MANAGEMENT TEAM (IMT)

The TCC IMT will utilize the ICS elements to provide leadership and direction during a disaster. Activation levels will depend on the incident or event to meet the operational needs of the response.

IMT Role	TCC IMT Designee or Alternate Designee
Executive Policy Group	President, Provost, Chief Business Officer
Incident Commander	TCC Chief of Police or TCC Executive Director of FPSI
Public Information	TCC Communications and Marketing
Safety Officer	TCC Emergency Manager or designee
Operations Section Chief	TCC Police Lieutenant or Sergeant
Planning Section Chief	TCC Emergency Manager
Logistics Section Chief	TCC Facilities Designee
Finance/Admin Section Chief	TCC Administrative Services Designee

TCC SUPPORT PERSONNEL TO IMT

The Incident Commander has at their disposal the following leadership positions and program areas to assist in the incident response, mitigation, and recovery.
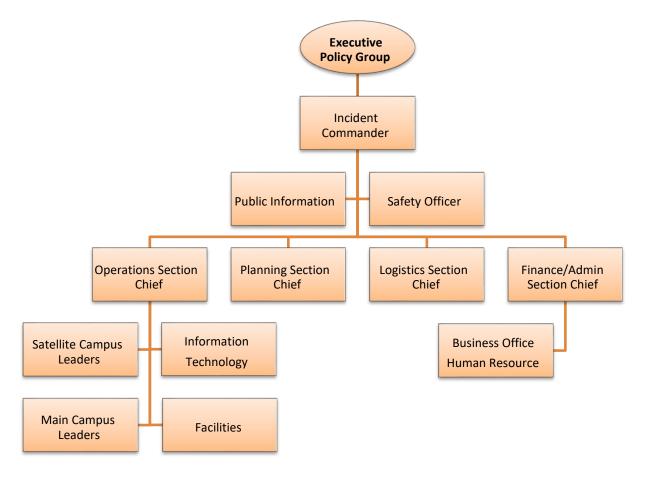
1. **Vice Presidents** are responsible for multiple departments and large areas.

2. **Deans** are responsible for Academic Departments, sometimes housed in multiple buildings and areas.

3. **Directors** are responsible for College Programs, Departments, and sometimes satellite centers or locations.

4. **Supervisors** oversee smaller units within TCC or specialized workgroups and areas.

5. **Building Captains** are employees who work in a specified building and are identified by red "Building Captain" vests worn during drills and incidents. Building Captains train in leadership during emergencies.

TCC-IMT FLOW CHART

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                        ┌─────────────────┐
                        │  Executive      │
                        │  Policy Group   │
                        └────────┬────────┘
                        ┌────────┴────────┐
                        │    Incident     │
                        │   Commander     │
                        └────────┬────────┘
            ┌──────────────┐  ┌──┴────────────┐
            │    Public    │  │ Safety Officer │
            │ Information  │  │                │
            └──────────────┘  └────────────────┘
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Operations Section Chief	Planning Section Chief	Logistics Section Chief	Finance/Admin Section Chief

Satellite Campus Leaders — Information Technology

Main Campus Leaders — Facilities

Business Office Human Resource

IMT Responsibilities:

Executive Policy Group

❑ Provides liaison to the Board of Trustees
❑ Provides policy direction and guidance to support the incident response.
❑ Coordinates with TCC legal counsel, as appropriate
❑ Serves as the "face" of TCC for media purposes.
❑ Communicates/coordinates with other community executives.

Incident Commander

- ❑ Provides overall leadership for TCC response.
- ❑ Sets priorities/objectives.
- ❑ Ensures the safety of responders.
- ❑ Allocates critical resources based on priorities/objectives.
- ❑ Ensures incident(s) are professionally managed and delegates authority to others.
- ❑ Ensures that incident(s) objectives are met and do not conflict with TCC policy.
- ❑ Approves incident press releases.
- ❑ Approves TCC-wide Incident Action Plans
- ❑ Establishes Operational Periods
- ❑ Coordinates with mutual aid agencies
- ❑ Approves all purchase requests.
- ❑ Ensures all documents and forms are utilized.
- ❑ Ensures completion of an After-Action Report (AAR) by the Planning Section
- ❑ Evaluates the need for post-incident stress de-briefing.

Public Information Officer

- ❑ Ensures that all messages are released as a unified "One Voice."
- ❑ Establishes a contact number for posting all incoming information/query calls. (This number will take all call pressure off the primary dispatch/TCCPD phone number.)
- ❑ Establishes location of Joint Information Center (JIC) for media from Command Post
- ❑ Establishes a schedule for news briefings.
- ❑ Distributes ongoing and regular emergency information to students, faculty, and staff via TCC's notification resources.
- ❑ Assesses the need for special alert and warning efforts, including special needs populations.
- ❑ Advises Incident Commander on approved information dissemination and media relations.
- ❑ Controls campus, employee, or community rumors via an established Emergency Information procedure
- ❑ Meets all requirements under the Clery Act

Safety Officer

- ❑ Advises Incident Commander on all public safety issues.
- ❑ Monitors the safety of all TCC response personnel.
- ❑ Prepares Incident Action Plan Safety and Risk Analysis
- ❑ Prepares Safety Messages for Incident Action Plan (IAP)
- ❑ Identifies hazardous situations associated with the incident.
- ❑ Ensures that adequate levels of protective equipment are available and is being used.
- ❑ Ensures adequate sanitation and safety in food preparation.

❑ Investigations into the response to accidents
❑ Monitors damage assessment(s) and provides updates to Incident Commander

Operations Section Chief

❑ Develops and implements strategy and tactics to conduct the incident objectives.
❑ Organizes and coordinates the campus response resources.
❑ Establishes Incident Command Post, Staging Areas, etc.
❑ Organizes Operations Section to ensure operational efficiency, personnel safety, and adequate span of control.
❑ Establishes operational periods.
❑ Ensures liaison is established between all leadership positions.

Planning Section Chief

❑ Gathers, analyzes, documents, and disseminates information and intelligence.
❑ Anticipates future needs and contingencies.
❑ Assists Incident Commander and Operations Chief by serving as the point of contact for TCC representatives who are providing support.
❑ Manages the planning process.
❑ Tracks essential personnel and resources.
❑ Schedules and moderates planning meetings and conducts briefings.
❑ Develops the Incident Action Plan (IAP) and contingency plans.
❑ Ensures completion of documentation using ICS forms/plans for Communications, Medical, Transportation, and Safety
❑ Tracks weather and other hazards
❑ Develops Demobilization Plan
❑ Completes an After-Action Report (AAR)

Logistics Section Chief

❑ Documents and gather receipts on all purchases.
❑ Provides Facilities Management and Information Technology resources required to support incident(s)
❑ Assists in determining the type and amount of Facilities Management and Information Technology resources needed to support the incident(s)
❑ Orders, receives, stores, and distributes Facilities and Information Technology resources.
❑ Ensures appropriate documentation is completed.
❑ Distributes and maintains communications equipment.
❑ Maintains the inventory of supplies, equipment, and vehicles.

❑ Sets up and maintains facilities to include Re-fuel emergency generators, relocating mobile assets to the parking garage, securing all potential flying objects, and prep campus for potential damaging conditions.
❑ Evaluates building safety and conducts damage assessments.

Finance/Administration Section Chief

❑ Ensures that all leaders understand the importance of documents and receipts.
❑ Ensures that all purchases are approved by IC in advance.
❑ Ensures the continuation of all payrolls and purchasing functions.
❑ Is responsible for financial and cost analysis.
❑ Oversees contract negotiations.
❑ Tracks personnel and equipment time
❑ Processes claims for accidents and injuries.
❑ Works with Logistics to ensure resources are procured.
❑ Secures specific receipts and other documents for future reimbursement.

TCC DEPARTMENTS/PROGRAMS for IMT

Administrative Services

❑ Prepare to answer questions when TCC is closed.
❑ Maintain employee benefits.
❑ Prepare for emergency procurements.
❑ Maintain records for potential reimbursement.
❑ Ensure maintenance of the payroll process
❑ Maintain the Financial Aid process.
❑ Support all faculty and staff.
❑ Ensure the safety and availability of staff.

Communications and Marketing

❑ Support EOC Operations
❑ Prepare messages for campus closure.
❑ Prepare for Rumor Control
❑ Assist Executive Leadership with information messages.
❑ Maintain website with current information regarding campus status.
❑ Assist TCC Alert with situational awareness.

Information Technology

❑ Implement appropriate plans to back-up information.
❑ Maintain operational phones, computers, and wireless technology.

❑ Support security cameras and access cards

Academic Affairs

❑ Prepare for campus closing and opening.
❑ Identify which programs are prepared to start again.
❑ Determine and report the status of the Library and Learning Commons

Student Affairs

❑ Support student needs
❑ Support Mental Health and Disability Services
❑ Support Enrollment Services

Workforce Development/Satellite Campus Leadership

❑ Responsible for all aspects of their campus/satellite facilities
❑ Report damage assessments
❑ Requests assistance and resources from IMT/EOC
❑ Ensure the safety and availability of Staff.
❑ Continually updates IMT Planning Section with situation status.
❑ Prepare facility for the possible staging area and/or be utilized as a COOP facility.

Campus Department Leadership

This list includes leaders of Facilities, Information Technology, Campus and Civic Engagement, Business/Purchasing Office, Human Resources, and other departments.

❑ Works for the identified Section Chief as opposed to the normal chain of command under the ICS framework.
❑ Maintains familiarity with the Comprehensive Emergency Management Plan (CEMP)
❑ Provides leadership during emergency situations.
❑ Supports the Incident Management Team

Building Captain

Building Captains are employees who primarily work within a specified building and are identified from red "Building Captain" vests. Building Captains shall:

❑ Maintain familiarity with the Comprehensive Emergency Management Plan (CEMP)
❑ Provide leadership during emergency situations.
❑ Provide communication with building occupants.
❑ Assist others during an emergency.

❑ Communicate routinely with TCC Emergency Management on all safety matters/concerns identified within the building.
❑ Attend training as needed specific to the Building Captain program.
❑ Communicate with Facilities Management regarding safety hazards identified within the building.

TCC EMERGENCY SUPPORT FUNCTIONS (ESF)

ESF	TCC-Lead	Support
Communications	TCC Information Technology Services	Leon County Management Information (MIS) City of Tallahassee Radio Communications
Public Works	TCC Facilities	Leon County and Tallahassee Public Works
Search Rescue	TCC Police Department	Tallahassee Fire Department
Planning	TCC Emergency Management	TCC Police Department
Mass Care	TCC Emergency Management	TCC Police Department, Local Medical Response Units
Resource Support	TCC Administrative Services	TCC Emergency Management
Health & Medical	TCC Student Services and TCC Human Resources	TCC Emergency Management, TCC Police Department, Local Critical Care Facilities.
Hazardous Materials	TCC Facilities/TCC Police	TFD-Hazmat Team
Logistics	TCC Facilities	
Public Information	TCC Office of the President and TCC Office of	TCC-PD

	Communications and Marketing	
Safety Officer	TCC Emergency Management	TCC Facilities
Law Enforcement	TCC Police Department	Tallahassee Police Department, FSU Police Department, Leon County Sheriff's Office
Finance	TCC Administrative Services	

INCIDENT COMMAND POST (ICP) INTERFACE

An Incident Command Post (ICP) may be established in the field at or near the scene of the emergency. The TCC Police Department EOC may be activated simultaneously if an increased level of multi-agency coordination is warranted. Policy, resource allocation, and information coordination functions are completed in the TCCPD EOC, while incident command and tactical operations are conducted on-scene by Unified Command and assigned staff through the ICP. Routine public safety responses do not require activation of the TCCPD EOC. However, if an emergency increases in complexity, central coordination may be needed through the EOC. The TCCPD EOC will facilitate communication between the EOC and the ICP through the Emergency Management Director or their designer.

MULTIJURISDICTIONAL COORDINATION

Multijurisdictional coordination will be facilitated through a liaison position assigned by Tallahassee Community College Police Department. This position will fulfill a communication and coordination role in identifying all tasks requiring a multijurisdictional approach. (An example of a liaison would be TCCPD sending a representative to the Leon County EOC if activated.)

RESPONSE LEVELS

Level 1 – Disaster

DISASTER- an incident resulting in the catastrophic loss of life and/or closure of one or more campuses/centers for an extended period. Managed from the TCC Emergency Operations Center (EOC) and requires mutual aid from external agencies. Full activation of the CEMP and TCC Continuity of Operations Plan (COOP).

Level 2 – Major Emergency

MAJOR EMERGENCY- an incident that threatens life/safety and normal campus operations. Management takes place at the campus/center level or from the TCC Emergency Operations Center (EOC) and could require significant resources internal and external to TCC. Activate the CEMP for a MAJOR EMERGENCY.

Level 3 – Minor Emergency

MINOR EMERGENCY- a localized incident with a limited threat to life/safety and minimal impact on normal campus/college operations. Response to a MINOR EMERGENCY is managed at the campus or center level with limited support needed. The CEMP is not typically activated for a MINOR EMERGENCY, but certain sections may be used as standard operating guidelines to the extent necessary**.**

SCOPE of IMPACT(S)

Scope	Level 1 Disaster	Level 2 Major	Level 3 Minor
College Activities	Very significant. All college activities are disrupted or canceled.	Significant. Some or all college activities are affected.	Minimal and localized. Most college activities are not affected.
Faculty, Staff, and Students	Generalized impact with probable disruptions. Serious injuries are a concern	Site-specific or generalized impact with disruption. Injuries are possible.	Site-specific localized impact. Injuries are possible.
Media and Communications	Local, regional, and likely national coverage exists.	The local and regional coverage is probable.	No expected or limited local coverage.

DECLARATION of EMERGENCY

Based on the information obtained, including the severity of the event, and the expected impact on TCC operations and facilities, the TCC Chief of Police (or designer) may declare a Level 1, Level 2, or Level 3 emergency. Based on the level of the emergency, the Chief of Police (or designer) may activate the CEMP to the extent necessary to meet the response requirements for the emergency. If the response requires any deviation of operations or

closure of any or all the TCC Campuses, the Chief of Police shall make the recommendation to the Vice President for Administrative Services. Notification of the deviation of operations or closure will be made to the Executive Team prior to the broadcast of the change of operation.

The TCC President (or designee) also has the authority to declare a college state of emergency. The declaration activates the TCC IMT with the authority to implement actions for the protection of life and property warranted by the scope, location, and/or magnitude of the emergency. If the TCC President is unavailable, the Provost/Vice President for Academic Affairs can declare a college state of emergency and activate the TCC IMT.

EMERGENCY OPERATIONS CENTER (EOC)

The TCC Emergency Operations Center (EOC) is in Room 238 of Building #9 (TCC Police Department). The EOC may be activated for any emergency or event at the discretion of the Police Chief or designee. The TCC Emergency Operations Center shall serve as the primary location during preparedness, response, and recovery efforts for any TCC facility. The TCC EOC shall also serve as a communications center to lead in response coordination. The TCC Emergency Operations Center staff shall work in collaboration with local county operations centers and the State of Florida Emergency Operations Center based on the incident, emergency, or hazard.

PREPAREDNESS

❑ Ensure that **all Departments** have updated employee contact information, designated roles and expectations encouraged employees to develop Hurricane Family Plans, identified which staff members are expected to return to campus following an emergency, identified facilities dependent on electricity, and prepared alternate plans.
❑ Ensure that the **Executive Policy Group** has reviewed various situations and outcomes, discussed plans relative to campus closures, reviewed COOP implementation, and established means through which the President may communicate with fellow CEOs.
❑ Ensure that **Facilities** has fueled all emergency generators, secured loose items on campus, protected flood-prone areas, re-located assets to the parking garage, acquired resources to support operations for 3-5 days, and acquired necessary replacement parts.
❑ Ensure that **Information Technology** is prepared to initiate its internal emergency response plan for all TCC IT protection and backup of all essential data.
❑ Ensure that the **Budget/Purchasing** office has prepared emergency contracts and purchase orders, provided for continuous payroll operation, and increased P-Card limitations as appropriate.
❑ Ensure that **Communications and Marketing** are prepared to initiate their emergency response plan specific to press releases, and campus messaging, for students/parents, faculty, and staff. Ensure that Campus Closures are thoroughly coordinated and messaged regarding closure and potential reopening dates and times.

❑ Ensure that **Human Resources** has prepared for workers' compensation needs and leave processing.
❑ Ensure that the **EOC** is fully functional and operational with adequate supplies.

MITIGATION

Hazard mitigation involves identifying hazards that TCC may be susceptible to, determining the frequency and magnitude of specific hazards, assessing the vulnerability of infrastructure and natural environment to those risks, and preventing damage from the recognized hazards.

❑ Conduct an annual review of CEMP.
❑ Conduct an annual review of the Exposure Control Plan
❑ Conduct an annual review of the Safety Plan
❑ Conduct an annual review of Fire Plans
❑ Conduct an annual review of TCC COOP
❑ Conduct an annual review of TCC Departmental COOP plans.
❑ Conduct inspection of Chemical Storage locations.
❑ Conduct daily police building security checks.
❑ Maintain active membership of Regional Domestic Security Task Force focus groups.
❑ Maintain active sharing and receiving of police intelligence information.

By conducting reviews, and maintaining business continuity, Tallahassee Community College's mitigation efforts shall be continuous and essential in identifying hazards.

RESPONSE

❑ Mission priorities are the protection of human life, stabilizing the incident, and protecting TCC assets.
❑ Establish communication with any field Incident Command Posts (ICP).
❑ Ensure evacuation plans are ready, including persons with disabilities.
❑ Host a conference call with Campus Leaders and Satellite Center Leaders to ensure preparation.
❑ Contact University Partners, FSU, and FAMU.
❑ Determine if evacuation shelters are open for faculty, staff, and students.
❑ Format TCC Alert messaging to maximize information sharing and situational awareness.
❑ Prepare TCC Alert Messages, Timely Notifications, and All Clear messages.
❑ Determine operational periods.
❑ Develop mission objectives and priorities.
❑ Ensure the safety of all employees and students.
❑ Prepare for damage assessment.
❑ Ensure access to building plans.

RECOVERY

- ❏ To restore critical operations.
- ❏ Conduct initial damage assessments and photograph/document, as appropriate.
- ❏ Emphasize purchase receipts, documents, and injury reporting.
- ❏ Ensure the safety of recovery efforts.
- ❏ Prioritize debris removal to bring major and vital facilities online first.
- ❏ Prepare to place blockades to maintain a closed campus.
- ❏ Prepare messages and support, as appropriate, for post-traumatic stress.
- ❏ Prepare Demobilization Plans.
- ❏ Prepare for After Action Report completion.

INFORMATION COLLECTION & MONITORING

The primary responsibility for monitoring emerging threats and gathering information and criminal intelligence information for TCC resides with the TCCPD. Members of the TCC Police Department shall monitor and observe TCC campus activity daily. Additionally, TCCPD staff shall maintain a situational awareness approach and monitor local, state, and national information sources to gather the information that may impact TCC.

TCCPD will coordinate with the TCC Office of Communications as needed as part of the monitoring and information-sharing process. This process of information collection, monitoring, and alerting the college, meets the requirements in accordance with the Clery Act to keep students, faculty, and staff informed by providing timely warnings of crimes on campus or near campus that present a threat or threat to TCC.

PUBLIC INFORMATION & OUTREACH

TCC Communications and Marketing, supported by TCC Police Department, is responsible for developing and disseminating emergency information and instructions to the college community, public, and news media before, during, and after an incident as well as coordinating a college news conference. The TCC Everbridge Alert System, TCC web page, social media channels, telephone hotline, and news releases are the primary methods utilized to disseminate information as it becomes available. TCC Communications and Marketing shall maintain a detailed Emergency Communications Plan to ensure a robust communications strategy can be implemented throughout any type of emergency.

JOINT INFORMATION CENTER

During a major disaster response, the TCC PIO (Public Information Officer) will establish a Joint Information Center (JIC). Public information officials from all participating agencies shall co-locate at the JIC. The TCCPD and Information Technology department will work

with the TCC PIO to identify a location on campus or a TCC facility that could serve as a JIC during an emergency.

MEDIA STAGING AREA

All media staging area(s) shall be positioned outside the perimeter of the response operational area(s). The staging area location will be the responsibility of the TCC PIO and Operations Chief.

REUNIFICATION

Reunification is the safe, orderly reunion of parents/guardians with their child or the reunification between loved ones and TCC faculty and staff members. Reunification occurs when the TCC main campus or a TCC satellite facility has been evacuated or closed. Reunification may be appropriate when the campus or satellite facility has been closed due to a major fire, gas leak, hazardous material spill, active shooter, bomb threat, or other acts of violence.

The Incident Commander along with the PIO and the Office of Communications and Marketing shall establish a reunification site for all students, faculty, and staff in the event the incident requires one to be established. The Incident Commander and Operations Chief will designate law enforcement for security at the reunification site. Additionally, the Incident Commander will identify law enforcement personnel to conduct interviews of all students, faculty, and staff who may be a witness or victims if the incident has a criminal Nexus.

EMERGENCY NOTIFICATION

Considering the safety of the TCC campus and its outlined facilities, with no-undue delay, TCC will notify the campus community upon confirmation of a significant emergency or dangerous situation. The college employs a comprehensive communications solution composed of multiple systems (Everbridge and Captiv-Eyes) to provide rapid campus notifications. The emergency notifications are executed in accordance with policies set forth by the Higher Education Opportunity Act of 2008, also known as the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Notification Methods

Everbridge initiates text messaging, emails, and telephone calls.
Captiv-Eyes displays emergency information on all campus flat-screen televisions.
Social Media Notifications by TCC Communications and Marketing via My TCC, Instagram, Facebook, and Twitter.

Immediate Notifications

There are three (3) protective actions immediately issued and implemented by the TCCPD in response to a spontaneous MAJOR EMERGENCY.

1. **Shelter-In-Place/Lockdown**
This protective action keeps students, faculty, staff, and visitors <u>safe while remaining indoors</u>. SHELTER-IN-PLACE means selecting a secure, interior room, if possible, with no or few windows, and taking refuge.

2. **Evacuation**
This protective action keeps students, faculty, staff, and visitors safe by <u>creating</u> <u>distance</u> between them and the hazard area. EVACUATION means immediately leaving the area in which you are located for another designated safe location. During campus or center-wide EVACUATION, everyone must leave immediately on foot in an orderly manner.

3. **Temporary Closure**
This protective action keeps students, faculty, staff, and visitors safe by <u>keeping</u> <u>them out of the hazard area</u> and away from emergency response operations. TEMPORARY CLOSURE means all classes and functions cancel until further notice.

CLERY ACT

In accordance with the Clery Act, TCC shall keep the campus community informed by providing timely warning of crimes occurring on or near campus that represent a serious or continued threat to students and employees, once reported to the Safety and Security Departments, as specified in the Clery Act – 20 USC 1092.

MUTUAL AID

Tallahassee Community College is a member of the Statewide Mutual Aid Agreement (SMAA). During an emergency, TCC can request mutual aid from local emergency response entities, and the Florida Department of Emergency Management. TCC can seek mutual aid from the following local, regional, and state-level agencies:

Leon County Sheriff's Office
Leon County Emergency Management/Consolidated Dispatch
Tallahassee Police Department
The City of Tallahassee Public Works
Florida State University Police Department
Gadsden County Sheriff's Office
Wakulla County Sheriff's Office

Florida Department of Law Enforcement/Region II Domestic Security
Florida Department of Emergency Management
Florida Department of Education

Special Note: Tallahassee Community College operates the Florida Public Safety Institute (FPSI). FPSI's facility presents a dynamic footprint that could allow TCC to engage with volunteer or government agencies pre and/or post-disaster to arrange for staging and sheltering first responders. **TCC and FPSI will, however, consider and balance its** **recovery, business continuity, and resumption of operations priorities before making** **this commitment.**

RECOVERY

Restoring critical operations is the first step in transitioning from emergency response to recovery once the TCC facility has been determined to be safe and secure for all personnel. The Planning Section Chief shall develop plans and alternate strategies for the recovery process as current response actions continue. The TCC Continuity of Operations Plan (COOP) contains specific information regarding the restoration or relocation of critical infrastructure operations and will be utilized by the Planning Section as part of the incident recovery process.

During the recovery phase of the operation, the Safety Officer will provide the Incident Commander with information to ensure safe operations during the recovery phase. The Safety Officer will utilize safety inspections, live drone feed, and on-scene intelligence gathered from the first responders to identify safety hazards. These hazards will be prioritized and resolved as part of the recovery phase.

AFTER ACTION REPORT (AAR)

The TCC Emergency Manager shall complete an After-Action Report that documents the response and recovery actions performed by internal and external personnel. The AAR shall contain a timeline of the event and document any lessons learned from the incident response.

HAZARD MITIGATION/PREVENTION

Hazard Mitigation preparation for TCC involves identifying potential hazards and vulnerabilities that are susceptible to the TCC main campus and other TCC facilities. As part of the mitigation process, the TCCPD and the Emergency Manager will monitor local and national news, and weather, and participate in local and statewide intelligence-sharing meetings regarding critical infrastructure and educational institutions. The Emergency Manager and TCC Facilities Director will work closely to identify infrastructure vulnerabilities and environmental hazards. The following are hazards that may impact TCC Facilities.

Weather-Natural Hazards	Hurricanes, Tornado, Microburst, Flooding, Lightning, Drought, Freeze, Fire
Man-Made Hazards	Terrorism, Active Shooter/Intruder, Civil Unrest, Hazardous Chemical Spills, Train Derailments, Airplane Crash, Pandemics/Infectious Diseases, Bombing
Technology Hazards	Cyber Attacks, Network Failures, Power Outages

STORM READY

A significant percentage of all declared disasters are weather-related. The National Weather Service's (NWS) Storm-Ready program promotes practices that encourage communities to better prepare for a weather emergency through planning, education, and awareness. Requirements for a Storm-Ready designation include:

- A 24-hour warning point and Emergency Operations Center.
- Redundant methods of receiving severe weather warnings and the ability to alert the TCC community.
- A system that monitors local weather conditions.
- Promoting readiness through community education and awareness.
- A formal hazardous weather plan, which includes training in severe weather. spotters and conducting emergency exercises.

Tallahassee Community College is a designated Storm-Ready college by the National Weather Service and has been successfully recertified every four (4) years by implementing and maintaining the requirements for Storm-Ready designation, resulting in better-prepared campus property.

CONTINUITY of OPERATIONS PLANNING (COOP)

The Florida Board of Governors regulation 3.001(c) Campus Emergency Management requires each university to develop a Continuity of Operations Plan (COOP) to ensure the continuity of essential university functions under all circumstances in accordance with F.S., Chapter 252.365, Emergency Management. In accordance with the Florida Board of Governors, and Florida Statute, Tallahassee Community College has created TCC Board Policy 8113 requiring a Continuity of Operations Plan. The COOP shall have in place a viable plan which details the performance of each essential function during any emergency or situation that may disrupt normal operations. Emergencies may affect only portions of TCC but disrupt overall TCC operations (i.e., fire in the payroll department, lab accident, etc.). This necessitates having unit-specific contingency plans. Additionally, TCC Emergency Management shall provide training and technical assistance on COOP planning. Every department, center, and facility within TCC must evaluate the need for the development of specialized response plans to provide direction in the event of an

emergency. Specialized plans shall be consistent with the guidelines established in the CEMP and TCC Policy.

FINANCIAL MANAGEMENT/PROCUREMENT SERVICES

Purchase Card (P-Card)

Tallahassee Community College provides purchasing cards to select individuals after application and approval. P-Cards are credit cards with a single purchase limit and a monthly limit. During a declared emergency, P-Cards may be used for emergency purchases, if appropriate. With any purchase, all receipts must be kept and submitted for procurement processing.

Purchase Order (PO)

TCC Financial Services may utilize an Emergency Purchase Order when the college has declared a state of emergency.

Emergency Exemption

In an official emergency declared by the Governor and TCC College President, the college may utilize an Emergency Exemption unless there is an existing contract in place that provides necessary goods or services. An emergency is when the delay resulting from or in place of the competitive solicitation process would result in a condition that threatens the health and safety of persons and property, or a vital college task.

Purchasing Accountability

TCC Office of Finance shall ensure all purchases conducted during a declared emergency are conducted under current purchasing/policy parameters for accountability.

TRAINING

Training is critical to TCC's preparedness and response actions. The TCCPD Chief and Emergency Management will identify college personnel to receive training based on their roles and responsibilities for TCC emergency response/deployment.
TCCPD Emergency Management will maintain a database of mandatory and recommended ICS training for TCC personnel and ensure the TCC training program is compliant with current state and federal regulations. TCCPD Emergency Management will collaborate with local and state emergency response agencies to identify training opportunities that will benefit TCC.

Recommended Training from the Department of Homeland Security

1. An Introduction to ICS for Higher Education
   https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c
2. ICS for Single Resources and Initial Action
   http://training.fema.gov/emiweb/is/is200b.asp
3. ICS Introduction to National Incident Management System (NIMS)
   http://training.fema.gov/EMIWeb/is/is700a.asp
4. ICS Introduction to National Response Framework
   http://training.fema.gov/EMIWeb/Is/is800b.asp
5. Active Shooter
6. https://www.tcc.fl.edu/about/college/administrative-services/campus-police/classes/
   Workplace Violence Awareness Training
   http://training.fema.gov/EMIWeb/IS/IS906.asp
7. Introduction to Hazardous Materials
   https://training.fema.gov/is/courseoverview.aspx?code=IS-5.a
8. Public Information Officer Awareness Training
   http://training.fema.gov/EMIWeb/IS/is29.asp

EXERCISE, TESTING, & REVIEW

TCCPD Emergency Management is responsible for conducting an annual exercise to evaluate policy, procedures, and response capabilities, and identify any gaps within the TCC Emergency Management Plan. Additionally, an annual review of the Continuity of Operations Plan (COOP) and quarterly testing of the TCC Alert System shall be conducted by the Emergency Manager.

Exercise/Review/Testing Schedule		
Exercise / Review/Testing What?	**How Often?**	**Who?**
TCC Alert System Testing	Bi-Annually	All College
CEMP-Exercise	Annually	IMT/Executive Team/Building Captain(s)
TCC COOP Plan Review	Annually	Emergency Management

TCC ALERTS & TIMELY NOTIFICATIONS

In accordance with the Clery Act, TCC will keep the campus community updated by providing timely warnings of crimes occurring or potential hazard(s) near the campus that represent a serious or real threat to the safety of the TCC community, TCC PD shall initiate

the TCC Alert system to issue a timely notification and share generalized public safety information with the campus and outline facilities.

The TCC Alert system utilizes any or all the following methods of emergency notifications:

SMS Text Message
Captiv-Eyes campus video monitors
E-Mail
Audible external campus sirens
Computer Pop-Ups
Audio message to all TCC telephones
Webpage and Alert Page
Audio messages to cellular telephones
Facebook
Audio messages to home telephones
Twitter
Recorded Voice Message for TCC Alert (850-201-6101)
Emergency Information (850-201-6200) for public announcements

Timely Notifications utilize the following methods of information sharing:

E-Mail and SMS Text Messages

Decision Criteria

The decision to activate the TCC Alert rests with the TCC Police Chief or designee based on the following criteria:

1. The hazardous situation or threat to the college.
2. Immediacy of threat to life safety.
3. Urgency to act and the most effective message delivery method.
4. The campus or center affected.

COMMUNICATIONS/SITUATIONAL AWARENESS

TCC PD will update the TCC community with the most current information relative to the situation.

It is TCC's goal to send updates via the alert system every 15-20 minutes or as appropriate. Additionally, TCCPD will send an "all clear" message upon the conclusion of the incident.

Testing

The TCC Alert system is evaluated bi-annually to ensure the proper functioning of the system.

Delivering Effective Emergency Notification Messages

1. Use preconfigured emergency message templates or scripts or develop succinct. messages as needed for each incident.
2. Create the message in a timely manner. The message should be designed to be. delivered and comprehended in 30-45 seconds, contain message sender identification, Describe what has happened, explain what is being done, and provide appropriate directions to the recipient.
3. Identify the campus or location impacted by the incident.
4. Look for ways to reassure, such as noting that first responders are already on the the scene, etc.
5. Direct recipients to other sources for ongoing information, such as the TCC Alerts page.
6. When possible, use the same person to record each message related to an event.
7. Add automated National Weather Service alerts to the mass notification service.
8. Ensure the ability to manage the emergency using mobile technology from an off-site location in case of a crisis.
   Send alerts with zero retries. The time-lapse between the second and third attempts can result in warnings being delivered after weather conditions have changed.
9. Continuously update the TCC Alerts page so that it contains the most current. information about the campus emergency.

ACADEMIC BUILDINGS, WORKFORCE FACILITIES, ATHLETICS

Building or Area	Building #	Primary Campus Leader	Alternate
MAIN CAMPUS			
Academic Computing Center	8	Director, Distance Learning	Student Support Tech
Administration	27	Director of Financial Services	Director of Human Resources
Advance Manufacturing Training Center	43	Program Manager	
Academic Support	3	Dean	Assistant to the Dean
Center Building	9	Chief of Police	Police Lieutenant
Communications and Humanities	5	Dean	Assistant to the Dean
Computer Technology	41	Dean	Staff Assistant I
Dental Hygiene	6	Dean/Academic Support	Program Chair
English	1	Dean	Assistant to the Dean

Fine and Performing Arts	12	Director, Center for Teaching, Learning and Leadership	Production Coordinator
History and Social Science	39	Dean	Assistant to the Dean
Library and Learning Commons	30	Director, Library Services	Director, Center for Instruction Technology
Lifetime Sports Complex	15	Head Coach, Men's Basketball	Head Coach, Women's Basketball
Mailroom	57	Shipping and Receiving Supervisor	Property Records Specialist
Moore Lecture Hall	4	Dean of Science and Mathematics	Assistant to the Dean
Science and Mathematics	18	Dean of Science and Mathematics	Assistant to the Dean
Science and Mathematics Annex	2	Dean of Science and Mathematics	Assistant to the Dean
Student Union	35	Dean of Enrollment Services	Director of Campus and Civic Engagement
Support Services	17	Director of Facilities	Construction Coordinator
Technology and Professional Programs	11	Dean	Assistant to the Dean
University Center	19	Dean of Barry University	Dean of Flagler College
Center for Workforce Development	38	Vice President for WD	Director of Business and Workforce Development
Baseball Field House	20	Head Baseball Coach	
Women's Softball Field House	34	Head Softball Coach	
Holocaust Educational Resource Council HERC	50	Executive Director	

LEON COUNTY			
Center for Innovation		Center for Innovation Coordinator	
Ghazvini Center for Healthcare Education		Dean	Assistant to the Dean

GADSDEN COUNTY			
FPSI		Executive Director, Certificate Programs	Director, Public Safety
Gadsden Center		Center Manager	

WAKULLA COUNTY		
TCC Wakulla Environmental Institute	Executive Director	
Wakulla Center	Wakulla Center Manager	

The **Facility Emergency Response Plan** was developed by the Tallahassee Community College Police Department as a **QUICK REFERENCE** guide to provide fast information about specific hazards and/or emergencies. To utilize the guide, select the tab that is labeled specifically for the incident or emergency that you are witnessing or experiencing for immediate information. The **QUICK REFERENCE** handheld guide is available at the Tallahassee Community College Police Department, Center Building #9.

APPENDIX A1

ACTIVE SHOOTER

Response Checklists

SITUATION ASSESSMENT   **"What do I have?"**

- ❑ What is the nature and complexity of the emergency?
- ❑ Are Police, Fire, or EMS needed? How quickly?
- ❑ Reported by others?
- ❑ Observed first-hand?
- ❑ Are there injuries or damage?
- ❑ Are there dangers to responders?
- ❑ What would cause more harm?

RESPONSE TACTICS   **"What do I do?"**

There is no one procedure recommended individually; however, it is advisable to take the following actions:

- ○ **Avoid**
- ○ **Deny**
- ○ **Defend**

Avoid

- o Situational Awareness, paying attention, observing surroundings.
- o Leave As Soon As Possible. Do not hesitate.
- o Awareness of primary and secondary exits and escape routes.
- o Call 911 from a safe location.

Deny

- o Lock the door.
- o Lights out.
- o Out of sight.
- o Silence Phones.
- o Barricade
    - • Heavier = Better
    - • More   = Better

o **Outward opening doors should be secured with:**
- Ropes
- Belts/Cinch

Defend

o Positioning, prepare for self-defense.
o Grab the gun/weapon.
o Fight using improvised/available weapons.

If a shooter is outside the building:
- Turn off lights, close and lock all windows and doors.
- Silence cell phones.
- If safe to do so, get everyone on the floor and out of the line of fire.
- Move to a central and secure area of the building if safe to do so and remain there until an "all clear" a familiar individual gives instruction.
- If an unfamiliar voice is giving instructions, it is advisable to remain quiet and not respond. The shooter may attempt to lure potential victims from secured locations. If possible, persons should call the Police and verify that emergency personnel are at the location.
- Follow the directions given by police officers when leaving the building, as they may direct persons to one collection point.

If a shooter is inside the building:
- If possible, flee the area safely and avoid danger. Do not attempt to flee if the shooter is blocking the exit. If unsure, do not attempt to flee.
- From a safe place, dial 9-1-1 or 850-201-6100, if possible.
- Do not pull the fire alarm. This may work to the shooter's advantage by causing the occupants to funnel out of the building, increasing the number of potential targets.
- If flight is impossible, lock or barricade doors.
- Get down on the floor or under a desk and remain silent.
- Get everyone else on the floor and out of the line of fire.
- Keep your hands up, visible, and open, and follow instructions when encountering police.
- Wait for the "all clear" instruction from an emergency first responder.

If the shooter comes into a class or office:
- There is no single procedure recommended in this situation.
- Attempt to get the word out to others and call 911, if possible.
- Use common sense. If hiding or flight is impossible, remain quiet. Attempting to negotiate with the individual may be extremely dangerous.
- Fight. Do not give up the right to defend yourself. Extreme threats to life safety and survival may require you to fight.
- Remember, there may be more than one active shooter.

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❍ Wait for the "all clear" instruction from an emergency first responder.
❍ Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
❍ If able to flee, get far away from the shooting scene and contact TCCPD. Avoid predetermined evacuation sites, as the shooter may be targeting these areas.

RESPONSE TACTICS   "What do I do NEXT?"

When safe to do so:
❍ Notify the Police by calling 850-201-6100 or 911.
❍ Use Classroom Direct Police Line or Emergency Call Boxes.
❍ DO NOT call the Police unless sharing important information.
❍ Follow directions from the TCC Alerts system.
❍ Follow directions from Campus Leaders and Building Captains if present.
❍ Identify Danger Zones and restrict access if possible.
❍ Determine if prevailing conditions dictate evacuation or sheltering in place.
❍ Aiding others is an individual decision based on safety and training.
❍ If trained, use Evacu-Trac to assist people with disabilities.
❍ Account for students and staff.
❍ Move to a safe area and create a distance from danger.
❍ Remain calm and reassure others.
❍ When encountering Police/Emergency Responders keep hands up and visible or open and follow instructions.

SPECIAL CONSIDERATIONS   "What else do I need to know?"

❍ Prepare in advance, seek training, and study the CEMP.
❍ https://www.tcc.fl.edu/about/college/administrative-services/campus-police/classes/

APPENDIX A2

BOMB THREAT

RESPONSE CHECKLISTS

SITUATION ASSESSMENT

"What do I have?"

❑ What is the nature and complexity of the emergency?
❑ Are Police, Fire, or EMS needed? How quickly?
❑ Reported by others?
❑ Observed first-hand?
❑ Are there dangers to responders?
❑ What would cause more harm?

RESPONSE TACTICS

"What do I do?"

If receiving a bomb threat: Make others aware and obtain assistance.

Instructions for the second person:
1. Call the Police on 850-201-6100 or 911.
2. Report the telephone number the call is coming in on.
3. If listening in on the conversation, take notes.
4. Be calm and listen carefully. Obtain as much information as possible.
5. Do not interrupt or antagonize the caller.

Questions to ask the caller:
https://www.tcc.fl.edu/about/college/administrative-services/campus-police/report-bomb-threat/

Who are you?	
Where are you?	
Where is the bomb?	
When will it explode?	
What is it made of?	
What kind of bomb is it?	

Last Update: June 2023

What does it look like?	
What will cause it to explode?	
How big is the bomb?	
Why did you place the bomb?	
Is there more than one bomb?	

If there is more than one bomb, gather the same information obtained for the first bomb.

Description of voice:

Male, Female, Age, Race	
Accent	
Tone (high, low, gruff, etc.)	
Mood (anger, despair, etc.)	
Speech difficulties (stutter, lisp, etc.)	
Is the voice familiar?	
Who did it sound like?	
Background noise	
Additional information	
Time, Day of Week, Date call was received	
Length of call	
Call received by (name and title)	
At (location)	
Remarks	

Upon completion of the call:
❑ Await arrival or direction from police.
❑ Do not alarm others.
❑ DO NOT attempt to locate and/or move a suspicious device.
❑ Follow commands of emergency responders.
❑ Follow directions from Campus Leaders and Building Captains if present.
❑ If directed to evacuate:
1. Identify Danger Zones and restrict access, if possible.
2. Assist others in need, if told to do so.
3. Use Evacu-Trac training to assist people with disabilities, if needed.
4. Account for students and staff.
5. Move to a safe area and create a distance from danger.
6. Remain calm and reassure others.

SPECIAL CONSIDERATIONS

"What else do I need to know?"

❑ Prepare in Advance, Seek Training, and Study the CEMP.
❑ Notify a supervisor when possible and document related information.

APPENDIX A3

DANGEROUS OR DISRUPTIVE PERSON/INCIDENT

Response Checklists

TCC is committed to maintaining a safe and healthy workplace. Do not ignore incidents of workplace violence, whether they involve students, visitors, faculty, or staff.

SITUATION ASSESSMENT

"What do I have?" Recognizing Early Warning Signals

1. Direct or veiled verbal threats of harm.
2. Intimidation of others by words or actions.
3. Carrying a concealed weapon or flashing a weapon to test reactions.
4. Hypersensitivity or extreme suspiciousness.
5. Extreme moral righteousness.
6. Unable to take criticism of job performance.
    a. Holds a grudge, especially against a supervisor.
    b. Often verbalizes hope for something to happen to the person against whom the employee has the grudge
7. Expression of extreme desperation over recent problems.
8. History of violent behavior.
9. Extreme interest in weapons and their destructive power over people.
10. Fascination with incidents of workplace violence and approval of the use of violence under similar circumstances.
11. Intentional disregard for the safety of others.
12. Destruction of property.

No one signal alone should cause concern, but a combination of these "red flag" items should be a cause for concern and action.

RESPONSE TACTICS

"What do I do?" Acting on Early Warning Signals

Report the early warning signs to TCCPD.

Faculty and Staff

Human Resources manages disruptive or concerning conduct of faculty and staff, contact either TCCPD or the Human Resources office.

Students

Student Conduct handles office disruptive or concerning conduct of students, contact either TCCPD or the Student Conduct Office.
Reports are taken seriously and are reviewed/acted upon by the Behavioral Intervention Team (BIT) and TCCPD. Reporting dangerous and disruptive persons and incidents is essential to ensuring a safe campus.

Anonymous Reporting of disruptive or suspicious behaviors

Use Report a Crime when reporting anonymously any disruptive or concerning behavior(s).

Reports go to TCC Police Department for follow-up investigation and action.
https://www.tcc.fl.edu/about/college/administrative-services/campus-police/silent-witness/
https://www.tcc.fl.edu/about/college/administrative-services/campus-police/report-a-crime/

Acting on immediate circumstances or situations

❑ Notify the Police by calling 850-201-6100 or 911.
❑ Use a Classroom Direct Police Line or an Emergency Call Box.
❑ Explain the circumstances, present actions, and specific behaviors.
❑ As needed, a police officer will respond to the location to assist.
❑ Even if the incident has already occurred, it is still important to report concerning behavior to TCCPD.

SPECIAL CONSIDERATIONS

"What else do I need to know?"

Suggested Guidelines:

❑ **DO** project calmness. Move and speak slowly, quietly, and confidently.
❑ **DO** focus attention on the other person to convey interest in what they have to say.
❑ **DO** maintain a relaxed yet attentive posture assuming a right-angle position rather than directly in front of the other person.
❑ **DO** positively accept criticism. When a complaint might be true, use statements like "You are probably right" or "It was my fault." If the criticism seems unwarranted, ask clarifying questions.
❑ **DO** acknowledge the feelings of the other person. Indicate awareness that he or she is upset.

- ❑ **DO NOT** use styles of communication that generate hostility such as apathy or coldness.
- ❑ **DO NOT** reject all the person's demands from the start.
- ❑ **DO NOT** move suddenly as it can be seen as threatening.
- ❑ **DO NOT** present a challenge, threat, or dare to the person. Never belittle the person or make him or her feel foolish.
- ❑ **DO NOT** try to make the situation seem less serious than it is.
- ❑ **DO NOT** crowd or invade the person's personal space. Make sure to maintain a space of 3' to 6' from the other person.

APPENDIX A4

FIRE OR SMOKE

RESPONSE CHECKLISTS

SITUATION ASSESSMENT

"What do I have?"

❑ What is the nature and complexity of the emergency?
❑ Do you need Police, Fire, or EMS? How quickly?
❑ What have you heard from others?
❑ What do you know first-hand?
❑ Are there injuries or damage?
❑ Are there dangers to responders?
❑ What would cause more harm?

RESPONSE TACTICS

"What do I do?"

FIRE

❑ Upon discovery of a fire, follow the R.A.C.E. acronym:
   R - RESCUE anyone in immediate danger if it does not jeopardize your life.
   A - ALARM/ALERT everyone by activating a red pull station fire alarm and calling TCC Police at 850-201-6100.
   C - CONFINE the fire by closing all doors and windows, if possible.
   E - EXTINGUISH using nearby fire extinguishers if trained to do so <u>or</u> **EVACUATE** the building by going outside or to another building where you are safe.
❑ Take short breaths and crawl to safety if caught in heavy smoke.
❑ Do not fight the fire unless trained to use a fire extinguisher.
❑ Do not use elevators.
❑ All alarms should be taken seriously. If you hear a fire alarm, evacuate.
❑ Always treat the threat of fire seriously.
   o Begin an orderly evacuation of the building.
   o Assisting is an individual decision based on safety and training.
   o If trained, utilize Evacu-Trac to assist people with disabilities.
   o Account for students and staff.
   o Move as a group to a safe area, creating distance from danger.

❑ Notify police by calling 850-201-6100 or 911 or using Classroom Direct Police Line or Emergency Call Boxes.
❑ DO NOT call the police if you do not have important information to share.
❑ Follow directions from TCC Alerts.
❑ Follow directions from **FACULTY and BUILDING CAPTAINS, if present**.
❑ Identify Danger Zone concerns and restrict access if possible.
❑ Remain calm and reassure others.
❑ Follow commands of emergency responders.

SMOKE

❑ If you smell smoke, immediately seek out the source.
  1. If the source is a fire, follow the above fire protocols.
  2. If not, notify the police by calling 850-201-6100 or 911.
❑ Or use Classroom Direct Police Line or Emergency Call Boxes.
❑ The police will respond to assist in tracing the smoke source.
❑ Smoke may represent a maintenance issue, and the police will summon staff to assist.
❑ If the prevailing conditions warrant an evacuation, the police will assist.
❑ Account for students and staff.
❑ Move as a group to a safe area; create distance from danger.
❑ Remain calm and reassure others.
❑ Follow commands of emergency responders.

SPECIAL CONSIDERATIONS

"What else do I need to know?"

❑ Prepare in advance, seek training, and study the CEMP.
❑ Notify your supervisor when possible and document relevant information.

APPENDIX A5

FLOODING

RESPONSE CHECKLISTS

PREPARATION BEFORE A POTENTIAL IMPACT

PREPARATORY ACTIONS

"What should I do in advance?"

- ❑ When severe weather threatens the area, monitor the media or weather radio.
- ❑ Specifically, monitor the track of the storm.
- ❑ Often, the most violent portion of the storm is in the northeast quadrant.
- ❑ Close all doors.
- ❑ Turn off electrical equipment, if safe to do so.
- ❑ Instruct faculty, staff, and students to remain indoors.
- ❑ Move everyone to an interior location of the building.
- ❑ Avoid glass windows and exterior doors.
- ❑ Shelter in place on the first floor, if possible.
- ❑ Follow any directions from TCC Alerts.
- ❑ Move valuable assets and equipment to a safe area, if appropriate.
- ❑ Prepare to protect flood-prone areas.
- ❑ Move loose items outside buildings inside, if safe to do so.

ACTIONS AFTER THERE IS AN IMPACT/FLOODING

SITUATION ASSESSMENT

"What do I have?"

- ❑ What is the nature and complexity of the emergency?
- ❑ Do you need Police, Fire, or EMS? How quickly?
- ❑ What have you heard from others?
- ❑ What do you know firsthand?
- ❑ Are there injuries or damage?

❑ Are there dangers to responders?
❑ What would cause more harm?

National Weather Service link
www.weather.gov
RESPONSE TACTICS

"What do I do?"

❑ Notify the police by calling 850-201-6100 or 911.
❑ Or use Classroom Direct Police Line or Emergency Call Boxes.
❑ DO NOT call the police if you do not have important information to share.
❑ Follow directions from TCC Alerts.
❑ Follow directions from campus leaders and building captains if present.
❑ Identify Danger Zone concerns; restrict access if possible.
❑ Do prevailing conditions dictate that you evacuate or shelter in place?
❑ Aiding others is an individual decision based on safety and training.
❑ If trained, use Evacu-Trac to assist people with disabilities.
❑ Account for students and staff.
❑ Move as a group to a safe area, creating distance from danger.
❑ Avoid any downed power lines.
❑ Remain calm and reassure others.
❑ Follow commands of emergency responders.
❑ If flooding occurs, avoid contact with water to minimize the potential for electric shock.
❑ During outdoor flooding on campus, use caution when driving on flooded streets. In some cases, excess water pressure in the storm drain may dislodge utility hole covers.
❑ If flooding occurs inside a building, be sure to raise electrical equipment off the floor (e.g., computers), if safe to do so. This may help reduce the risk of electrical shock.

SPECIAL CONSIDERATIONS

"What else do I need to know?"

❑ Prepare in advance, seek training, and study the CEMP.
❑ Notify your supervisor when possible and document relevant information.

APPENDIX A6

GENERAL NON-SPECIFIC EMERGENCY

RESPONSE CHECKLISTS

SITUATION ASSESSMENT

"What do I have?"

- ❑ What is the nature and complexity of the emergency?
- ❑ Do you need Police, Fire, or EMS? How quickly?
- ❑ What have you heard from others?
- ❑ What do you know firsthand?
- ❑ Are there injuries or damage?
- ❑ Are there dangers to responders?
- ❑ What would cause more harm?

RESPONSE TACTICS
"What do I do?"

- ❑ Notify the police by calling 850-201-6100 or 911.
- ❑ Or use Classroom Direct Police Line or Emergency Call Boxes.
- ❑ DO NOT call the police if you do not have important information to share.
- ❑ Follow directions from TCC Alerts.
- ❑ Follow directions from campus leaders and building captains if present.
- ❑ Identify Danger Zone concerns; restrict access if possible.
- ❑ Determine if conditions dictate evacuation or shelter in place.
- ❑ If trained, use Evacu-Trac to assist people with disabilities.
- ❑ Account for students and staff.
- ❑ Move as a group to a safe area; create distance from danger.
- ❑ Remain calm and reassure others.
- ❑ Follow commands of emergency responders.

SPECIAL CONSIDERATIONS
"What else do I need to know?"

- ❑ Prepare in advance, seek training, and study the CEMP.
- ❑ Notify your supervisor when possible and document relevant information.

APPENDIX A7

HAZARDOUS MATERIALS INCIDENT/SPILL

RESPONSE CHECKLISTS

SITUATION ASSESSMENT

"What do I have?"

- ❑ What is the nature and complexity of the emergency?
- ❑ Do you need Police, Fire, or EMS? How quickly?
- ❑ What have you heard from others?
- ❑ What do you know firsthand?
- ❑ Are there injuries or damage?
- ❑ Are there dangers to responders?
- ❑ What would cause more harm?

RESPONSE TACTICS

"What do I do?"

- ❑ Notify the police by calling 850-201-6100 or 911.
- ❑ Or use Classroom Direct Police Line or Emergency Call Boxes.
- ❑ DO NOT call the police if you do not have important information to share.
- ❑ Follow directions from TCC Alerts.
- ❑ Follow directions from campus leaders and building captains if present.
- ❑ Identify Danger Zone concerns; restrict access if possible.
- ❑ Determine if conditions dictate evacuation or shelter in place.
- ❑ Contact the TCC Emergency Management and Safety Office for further guidance on 850201-6100.

HAZARDOUS MATERIALS INCIDENT (Railroad or Highway)
1. Shelter in place.
2. Recommend everyone stay inside unless directed otherwise.
3. Keep doors closed and block door gaps possible with a wet cloth.
4. Persons with respiratory ailments should move to interior rooms.

INDOOR CHEMICAL SPILL
1. Contains the spill.
2. Treat those exposed at eye and clean-up stations.

3. Follow training.
4. Evacuate as appropriate.
5. Vent space, if appropriate.

SPECIAL NOTES

1. Do not allow unauthorized clean-ups.
2. Do not touch materials unless trained to do so.
3. Some chemicals react with water. Do not attempt to wash down, unless trained to do so.
4. Follow any posted chemical hazard signs or information.

❑ Aiding others is an individual decision based on safety and training.
❑ If trained, use Evacu-Trac to assist people with disabilities.
❑ Account for students and staff.
❑ Move as a group to a safe area; create distance from danger.
❑ Remain calm and reassure others.
❑ Follow commands of emergency responders.

SPECIAL CONSIDERATIONS

"What else do I need to know?"

❑ Prepare in advance, seek training, and study the CEMP.
❑ Notify your supervisor and document relevant information. (Relevant information is any numbers, letters, and pictures that may be present on the container or a placard. This information is vital to emergency responders who will utilize the lettering, numbers, and placard information to reference the Federal Department of Transportation-Emergency Response Guidebook (ERG). The ERG is recognized nationally by responders in their attempt to identify the substance from a safe distance.)

Federal DOT Emergency Response Guide (ERG) Book

❑

[ERG2020-WEB.pdf (dot.gov)](ERG2020-WEB.pdf)

APPENDIX A8

SEVERE WEATHER

National Weather Service link
http://www.weather.gov/

RESPONSE CHECKLISTS

PREPARATION BEFORE A POTENTIAL TORNADO/ MICROBURST IMPACT

PREPARATORY ACTIONS

"What should I do in advance?"

- ❑ When severe weather threatens the area, monitor the media or weather radio.
- ❑ Specifically, monitor the tracking of the storm.
- ❑ Tornados often move from southwest to northeast.
- ❑ Close all doors.
- ❑ Instruct faculty, staff, and students to remain indoors.
- ❑ Move everyone to an interior location of the building.
- ❑ Avoid glass windows and exterior doors.
- ❑ Stay out of parking decks, gymnasiums, auditoriums, or large rooms where roof collapse may be more likely to happen.
- ❑ Shelter in place on the first floor, if possible.
- ❑ Follow any directions from TCC Alerts.

Tornado: A rapidly rotating, funnel-shaped cloud containing violently whirling columns of air extending downward. Its path of destruction can range from a few hundred feet to miles depending upon its velocity.

Tornado Watch: This means that conditions are favorable for a tornado to form. When a watch is issued, you should begin to find appropriate shelter and continue to monitor the weather and the media for updates.

Tornado Warning: This means that a tornado has touched down in your area. You should take shelter immediately and continue to monitor the weather and the media for updates.

Microburst: Strong violent downward air currents associated with severe thunderstorms producing considerable wind shear.

RESPONSE CHECKLISTS

PREPARATION BEFORE A POTENTIAL TROPICAL IMPACT

PREPARATORY ACTIONS

"What should I do in advance?"

- ❑ When severe weather threatens the area, monitor the media or weather radio.
- ❑ Specifically, monitor the track of the storm.
- ❑ Often the most violent portion of the storm is in the northeast quadrant.
- ❑ Close all doors.
- ❑ Instruct faculty, staff, and students to remain indoors.
- ❑ Move everyone to an interior location of the building.
- ❑ Avoid glass windows and exterior doors.
- ❑ Shelter in place on the first floor, if possible.
- ❑ Follow any directions from TCC Alerts.
- ❑ Move valuable assets and equipment to a safe area.
- ❑ Prepare to protect flood-prone areas.
- ❑ Move loose items outside buildings inside.

Hurricane: A violent tropical cyclone in which winds reach a constant, sustained speed of 74 miles per hour and up. There may be gusts of up to two hundred miles per hour. Spiraling bands of weather associated with a hurricane may extend several hundred miles from the storm's center.

Hurricane Categories:

Category	Wind Velocity	Impact
1	74-95 mph	Minimal
2	96-110	Moderate
3	111-130	Extensive
4	131-155	Extreme
5	156+	Catastrophic

Storm Watch: A watch indicates a storm is near and attention should be given to subsequent advisories. It implies a possibility of dangerous conditions within twenty-four

(24) to forty-eight (48) hours.   A hurricane watch is issued by the National Weather Service when a hurricane is within 72 hours (3 days) of landfall.

Storm Warning: When a warning is announced, conditions are considered imminent, and landfall of the storm should be within twelve (12) to twenty-four (24) hours.

ACTIONS AFTER AN IMPACT

SITUATION ASSESSMENT

"What do I have?"

- ❑ What is the nature and complexity of the emergency?
- ❑ Do you need Police, Fire, or EMS? How quickly?
- ❑ What have you heard from others?
- ❑ What do you know firsthand?
- ❑ Are there injuries or damage?
- ❑ How many buildings and what size area has been impacted?
- ❑ Are any flooding conditions present?
- ❑ Are there dangers to responders?
- ❑ What would cause more harm?

RESPONSE TACTICS

"What do I do?"

- ❑ Notify the police by calling 850-201-6100 or 911.
- ❑ Or use Classroom Direct Police Line or Emergency Call Boxes.
- ❑ DO NOT call the police if you do not have important information to share.
- ❑ Follow directions from TCC Alerts.
- ❑ Follow directions from campus leaders and building captains if present.
- ❑ Identify Danger Zone concerns; restrict access if possible.
- ❑ If trained, use Evacu-Trac to assist people with disabilities.
- ❑ Account for students and staff.
- ❑ Move as a group to a safe area; create distance from danger.
- ❑ Avoid any downed power lines.
- ❑ Remain calm and reassure others.
- ❑ Follow commands of emergency responders.

SPECIAL CONSIDERATIONS

"What else do I need to know?"

❑ Prepare in advance, seek training, and study the CEMP.
❑ Notify your supervisor when possible and document relevant information.

APPENDIX A9

NATURAL GAS LEAK

RESPONSE CHECKLIST

SITUATION ASSESSMENT

"What do I have?"

- ❑ What is the nature and complexity of the emergency?
- ❑ Do you need Police, Fire, or EMS? How quickly?
- ❑ What have you heard from others?
- ❑ What do you know firsthand?
- ❑ Are there injuries or damage?
- ❑ Are there dangers to responders?
- ❑ What would cause more harm?

RESPONSE TACTICS

"What do I do?"

- ❑ Notify the police by calling 850-201-6100 or 911.
- ❑ Or use Classroom Direct Police Line or Emergency Call Boxes.
- ❑ DO NOT call the police if you do not have important information to share.
- ❑ Do not light matches.
- ❑ Do not turn the lights on or off.
- ❑ Follow directions from TCC Alerts.
- ❑ Follow directions from campus leaders and building captains if present.
- ❑ Identify Danger Zone concerns; restrict access if possible.
- ❑ If prevailing conditions dictate, begin to safely evacuate.
- ❑ If trained, use Evacu-Trac to assist people with disabilities.
- ❑ Account for students and staff.
- ❑ Move as a group to a safe area; create distance from danger.
- ❑ Remain calm and reassure others.
- ❑ Follow commands of emergency responders.

SPECIAL CONSIDERATIONS

"What else do I need to know?"

❑ Prepare in advance, seek training, and study the CEMP.
❑ Notify your supervisor when possible and document relevant information.

APPENDIX A10

POWER OUTAGE

RESPONSE CHECKLISTS

SITUATION ASSESSMENT

"What do I have?"

❑ What is the nature and complexity of the emergency?
❑ Do you need Police, Fire, or EMS? How quickly?
❑ What have you heard from others?
❑ What do you know firsthand?
❑ Are there injuries or damage?
❑ Are there dangers to responders?
❑ What would cause more harm?

RESPONSE TACTICS

"What do I do?"

Power Outage

1. Intermittent and long-term power outages are possible due to a variety of conditions including weather, traffic crashes, downed trees, etc.
2. If severe weather is in the area, follow the appropriate checklist appendix.
3. During a power outage, neither the police nor maintenance will know the extent or length of the outage until utility crews respond to the area to investigate the cause.
4. Emergency lights will remain activated for up to 4 hours.
5. Persons trapped in an elevator should notify TCCPD. Do not attempt to free the doors. TCCPD will notify maintenance and the Fire Department for further assistance.

❑ When the power goes out and remains out, you should follow these steps to report the outage:
1. Notify your administrative office first. They will, in turn, contact TCCPD on behalf of the entire building.
2. If this is not successful, call TCCPD directly on 850-201-6100 to report the outage.

3. If an emergency exists, immediately call the police using the Classroom Direct Police Line, Emergency Call Box, or by dialing 850-201-6100 or 911.
4. Do not call the police if you do not have important information to share, as this can congest emergency phone lines.
5. TCCPD will notify maintenance and the utility department.

❑ In determining when to discontinue or cancel class based on a power outage, that the College President and other Executive Leadership will make decision.

❑ If a TCC Alert is issued, follow the directions.
❑ Follow directions from campus leaders and building captains if present.
❑ Identify Danger Zone concerns and restrict access if appropriate.
❑ If conditions dictate, evacuate or shelter in place.
❑ Aiding others is an individual decision based on safety and training.
❑ If trained, use Evacu-Trac to assist people with disabilities.
❑ Account for students and staff.
❑ Move as a group to a safe area; create distance from danger if appropriate to the situation.
❑ Avoid any downed power lines.
❑ Remain calm and reassure others.
❑ Follow commands of emergency responders.
❑ If safe to do so, unplug coffee pots or any other heating apparatus.
❑ Do not light candles.

SPECIAL CONSIDERATIONS

"What else do I need to know?"

❑ Prepare in advance, seek training, and study the CEMP.
❑ Notify your supervisor when possible and document relevant information.

APPENDIX A11

SUSPICIOUS PACKAGE/POWDER

RESPONSE CHECKLISTS

SITUATION ASSESSMENT

"What do I have?"

Suspicious packages can come in all shapes and sizes. In general terms, a suspicious package is any bag, box, backpack, package, or other item left unattended or that otherwise seems out of place.

Immediately report suspicious packages to TCCPD by calling 850-201-6100. TCCPD will determine if evacuation or other action is necessary.

Typical characteristics of suspicious letters and packages include:
- ❑ Misspelled words
- ❑ Unexpected delivery
- ❑ Restrictive markings such as "Personal" or "Confidential"
- ❑ The postmark does not match the return address.
- ❑ Badly typed or written
- ❑ Excessive postage
- ❑ No return address.
- ❑ Wrong title or name in the address
- ❑ Excessive tape or string
- ❑ Protruding wires
- ❑ Strange odor
- ❑ Crystals or powder-like residue
- ❑ Oily stains, discolorations, or crystallization on wrapping
- ❑ Lopsided, rigid, or bulky package
- ❑ Ticking sounds

RESPONSE TACTICS

"What do I do?"

- ❑ If you receive a suspicious package:
  - • Manage it with care. Do not shake or bump into it.
  - • Isolate the package immediately.
  - • Do not open, smell, or taste.

- Wash your hands with soap and water.
❑ Notify the police by calling 850-201-6100 or 911.
❑ Or use Classroom Direct Police Line or Emergency Call Boxes.
❑ If the police determine that an evacuation is appropriate:
    1. Helping others is an individual decision based on safety and training.
    2. If trained, use Evacu-Trac to assist people with disabilities, if needed.
    3. Account for students and staff.
    4. Move as a group to a safe area, creating distance from danger.
    5. Remain calm and reassure others.
    6. Follow commands of emergency responders.

SPECIAL CONSIDERATIONS

"What else do I need to know?"

❑ Prepare in advance, seek training, and study the CEMP.
❑ Notify your supervisor when possible and document relevant information.

Florida Domestic Security Oversight Council (Approved November 3, 2021) Standard Operations Guideline for "Response to Suspicious Substance Incidents"

SCENE ASSESSMENT

❑ The first arriving law enforcement officer assesses the scene following known intelligence, the threat table, and guidance from supervisors to determine if this is a high-risk situation. It is important to have the least amount of law enforcement entering the scene, to avoid unnecessary contamination.

❑ Law enforcement will need to establish the area of risk and identify the person(s) potentially exposed. If this is a high-risk situation, the FDLE Regional Operations Center (850/410-7645) along with the State of Florida Warning Point (850/815-4001) should be contacted for notification.

LAW ENFORCEMENT RESPONSE:

❑ Law Enforcement enters the scene and must have proper Personal Protective Equipment (PPE).

❑ Law Enforcement officers to the best of /her ability make a correct assessment of the scene.

❑ The Law Enforcement officer has identified all potential persons exposed.

HAZMAT OR FIRE /RESCUE RESPONSE:

❑ All suspicious substance incidents should be considered a HazMat response. The absence or presence of a biological agent may be the cause of the initial dispatch, but other factors may enter the incident.

❑ HazMat should be the primary responders from the fire service to these incidents, as they have the appropriate response capabilities.

❑ Evidence collection, preservation, and chain custody are essential. Further, fire rescue responders can assess exposed persons and assist with decontamination, if appropriate. All packages must be collected in compliance with the Florida Department of Health (FDOH) sample collection form screening and packaging requirements. HazMat has the responsibility for securely packaging the product for transport to the FDOH Laboratory Response Network (LRN) State Laboratory. It is the responsibility of the FDOH Regional Emergency Response Advisor (RERA), or designer, to ensure the sample has been packaged correctly and the required documentation accompanies the sample. This may include evidence of chain-of-custody forms.

❑ The RERAs carry appropriate materials that can be provided on the scene for proper packaging of the field sample. THE LABORATORY WILL NOT ACCEPT PACKAGES WITHOUT THIS STEP. The RERA should be utilized as the primary method of sample transport to the FDOH LRN State Laboratory.

❑ All samples are to be taken to the FDOH LRN State Laboratory. Each sample should be packaged following established FDOH LRN protocols for these instances. In addition, the use of FDOH LRN submission forms will be used.

❑ The FDOH RERA or designee notifies the laboratory of jurisdiction before departure of the approximate arrival time of the sample.

If responders at the scene agree that this is an obvious non-hazardous source of a substance and the law enforcement officer at the scene concludes there is no threat, real or hoax, present, no further action is taken. The substance can be disposed of.

APPENDIX A12

INITIAL SAFETY INSPECTION PROTOCOLS AND FORM

Implementation of Safety Inspection Protocols

Safety and initial damage assessments are critical functions and should be quickly addressed during a disaster. The initial safety inspection is what triggers the need for a Presidential Disaster Declaration as well as Individual and Public Assistance through the Federal Emergency Management Agency.

Safety and Damage Assessments:
❑ An initial visual assessment that describes structures in one of the following categories: destroyed, major damage, minor damage, or unaffected by TCC facility staff shall be conducted. This information starts the preliminary evaluation of the impacted area on the main campus and satellite facilities. The second assessment, based on building conditions, shall be conducted with the help of structural engineers and other certified or licensed professionals to determine occupancy capability and timeline.

❑ Reports of property damage in total numbers and degree of damage (destroyed, major, and minor) are required.
❑ Reports on total dollar losses needed are in terms of current replacement or repair costs and the uninsured portion of the dollar loss. The dollar amount is the best estimate of the total replacement cost of each type of property.
❑ Follow building inspection procedures established by Facilities.
❑ Record information on appropriate forms.
❑ Forms A and B are used to record the safety assessment information for external and internal structures.
❑ Attach as many Form Bs as needed to one Form A per building.
❑ Placard buildings appropriately.
❑ Cordon off areas with safety concerns.
❑ Consult engineers whenever possible regarding structural safety.
❑ Although assessment teams use their professional expertise in making cost projections, they should also be aware that they are making estimates.
❑ Safety assessment coordinators are responsible for:
   1. Directing their agency's safety assessment operations.
   2. Assigning personnel to field inspection tasks.
   3. Reviewing safety assessment information submitted by field personnel for thoroughness and credibility.
   4. Compiling safety assessment information by county and submitting it to the EOC.

BUILDING EXTERIOR INITIAL SAFETY INSPECTION
FORM A

Building Name	Building #
Assessment by (sign)	Date
Storm or Incident Name	

Building Area	Cause*	Damage Comments	Photo	Immediate Action
Roof				
Soffits				
Gutters				
Entry				
Stairs				
Landscape				
Walls				
Fences				
Gates				
Power				
Other				

Action Required/Comments:

*Cause Code
I = Impact; F = Flood W = Wind, L= Lightning, DR= Wind-Driven Rain/Leaks, WD = Water through Storm-Related Building Damage/Failure

BUILDING INTERIOR INITIAL SAFETY INSPECTION
FORM B

Building Name		Building #
Assessment by (sign)		Date
Storm or Incident Name		

Room #	Cause*	Damage Comments	Photo	Immediate Action
Carpet				
Floors				
Walls				
Ceiling Tile				
Ceiling Other				
Windows				
Built-Ins				
Furnishings				
Light Fixtures				
HVAC				
Other				

Action Required/Comments:

*Cause Code
I = Impact; F = Flood W = Wind, L= Lightning, DR= Wind-Driven Rain/Leaks, WD = Water through Storm-Related Building Damage/Failure

APPENDIX A13

INCIDENT PLANNING STRATEGIES

Response Checklists

BEFORE INCIDENT

- ❑ Keep CEMP updated annually.
- ❑ Keep COOP updated annually.
- ❑ Ensure everyone is trained in the plan, ICS roles, and responsibilities.
- ❑ Ensure EOC is up to date, current building maps are available, and contact numbers updated.
- ❑ Conduct regular training and exercises.
- ❑ Is there a plan in place to contact employees before and after a disaster?
- ❑ Evaluate the need for Emergency Information Hotline (850-201-8800 for the public and 850-201- 7971 for employees) or need a Call Center
- ❑ Is there a media plan in place?
- ❑ Maintain relationships with other institutions.
- ❑ Is IT prepared for the network draws on the website and telephone system during a crisis?
- ❑ Are personnel, financial, student financial, and enrollment records protected?
- ❑ Are procurement contracts in place?
- ❑ Who is designated to manage financial matters with FEMA, or Insurance?

DURING INCIDENT

- ❑ President is the face of the College.
- ❑ Communications/Public Information can prepare messages in advance.
- ❑ One message and always verify facts before releasing information.
- ❑ Communicate, Update, and Share Information often.
- ❑ TCC Alert and webpage continuously update.
- ❑ Ensure the physical and emotional safety of everyone.
- ❑ Seek assistance from others as needed.
- ❑ Be prepared to document the incident for cost-recovery purposes.
- ❑ Be prepared to establish a Call Center
- ❑ Document everything, photos, video, ICS forms, receipts
- ❑ Track everything, such as labor, lost labor, service costs
- ❑ Pay all disaster-related expenses from the fewest number of accounts.
- ❑ Be prepared for support from the government and volunteers.
- ❑ Be prepared to minimize loss to enrollment through COOP for classrooms, etc.

POST-INCIDENT

- ❑ Safety First Always
- ❑ Effectively Communicate and Remain Calm and Patient
- ❑ Understand the emotional and traumatic needs of the campus.
- ❑ Establish counseling as needed.
- ❑ Some employees may need flexible work schedules.
- ❑ Thank employees for their efforts.

- ❑ In traumatic situations, a memorial may be appropriate.
- ❑ People need an opportunity to express emotions and feelings.
- ❑ Do not let the tragedy define the College.
- ❑ Post-disaster improvements can lead to infrastructure improvements, review of the Master Plan

APPENDIX A14

HURRICANE FAMILY PREPAREDNESS AND PLANNING

Development of a Hurricane Family Plan

- ❑ Have a plan for your family, home, pets, and elderly family members.
- ❑ Plan for family members with special needs.
- ❑ Plan now for what to do with your pets if you need to evacuate.
- ❑ Be certain to have adequate food and medications on hand for your family and your pets.
- ❑ Begin monitoring the weather system 5 days out and track it closely.
- ❑ Discuss the type of hazards that could affect your family. Know your home's vulnerability to storm surge, flooding, and wind.
- ❑ Prepare your home; clean up outside and secure the exterior.
- ❑ Locate a safe room or the safest areas in your home for each hurricane hazard. In certain circumstances, the safest areas may not be your own home but another within your community.
- ❑ Determine escape routes from your home and places to meet. Measure in tens of miles rather than hundreds of miles.
- ❑ Choose a meeting location. If separated during a storm, family members should have a predetermined rendezvous point at which everyone can rejoin the family.
- ❑ Complete a family communication plan. Include contact information for family members, work and school, meeting locations, and emergency services.
- ❑ Choose an "out of town" contact who family members can call to let them know where they are, especially if the family separates. Everyone should know this contact's phone numbers. After a disaster, it is often easier to make a long-distance call than a local call from the disaster area.
- ❑ Post emergency telephone numbers on your phones and make sure your children know how and when to call 911.
- ❑ Visit www.ready.gov/kit for information on building your own Disaster Supply Kit. Use a NOAA weather radio. Remember to replace its battery every 6 months, as you do with your smoke detectors.
- ❑ Encourage the family to learn First Aid, CPR, and disaster preparedness by attending classes.
- ❑ Check your insurance coverage – Flood damage is not covered by homeowner's insurance.
- ❑
- ❑ Visit, www.ready.gov/hurricane and www.redcross.org for family preparedness and planning. Prepare your work equipment, vehicle, supplies, and other needs.
- ❑ Remember: Communication and Preparation are your priorities.

❑ Coordinate in advance with your TCC supervisor regarding work assignments. National Weather Service link http://www.weather.gov/

SUPPLIES

There are six basics you should stock in your home: water, food, first aid supplies, clothing and bedding, tools and emergency supplies and special items. Keep the items that you would most likely need during an evacuation in an easy-to-carry container— suggested items are marked with an asterisk (*). Possible containers include

a large, covered trash container,

camping backpack,

or a duffle bag.

Water

Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers and ill people will need more.

❑ Store one gallon of water per person per day (two quarts for drinking, two quarts for food preparation/sanitation)*

❑ Keep at least a three-day supply of water for each person in your household.

Food

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight.

*Include a selection of the following foods in your Disaster Supplies Kit:

❑ Ready-to-eat canned meats, fruits and vegetables
❑ Canned juices, milk, soup (if powdered, store extra water)
❑ Staples — sugar, salt, pepper
❑ High energy foods — peanut butter, jelly, crackers, granloa bars, trail mix

❑ Vitamins
❑ Foods for infants, elderly persons or persons on special diets
❑ Comfort/stress foods — cookies, hard candy, sweetened cereals lollipops, instant coffee, tea bags

First Aid Kit

Assemble a first aid kit for your home and one for each car. A first aid kit* should include:

❑ Sterile adhesive bandages in assorted sizes
❑ 2-inch sterile gauze pads (4-6)
❑ 4-inch sterile gauze pads (4-6)
❑ Hypoallergenic adhesive tape
❑ Triangular bandages (3)
❑ 2-inch sterile roller bandages (3 rolls)
❑ 3-inch sterile roller bandages (3 rolls)
❑ Scissors
❑ Tweezers
❑ Needle
❑ Moistened towelettes
❑ Antiseptic
❑ Thermometer
❑ Tongue blades (2)
❑ Tube of petroleum jelly or other lubricant

❑ Assorted sizes of safety pins
❑ Cleansing agent/soap
❑ Latex gloves (2 pair)
❑ Sunscreen

Non-prescription drugs
❑ Aspirin or nonaspirin pain reliever
❑ Anti-diarrhea medication
❑ Antacid (for stomach upset)
❑ Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
❑ Laxative
❑ Activated charcoal (use if advised by the Poison Control Center)

Contact your local American Red Cross chapter to obtain a basic first aid manual.

Tools and Supplies

- ☐ Mess kits, or paper cups, plates and plastic utensils*
- ☐ Emergency preparedness manual*
- ☐ Battery operated radio and extra batteries*
- ☐ Flashlight and extra batteries*
- ☐ Cash or traveler's checks, change*
- ☐ Non-electric can opener, utility knife*
- ☐ Fire extinguisher: small canister, ABC type
- ☐ Tube tent
- ☐ Pliers
- ☐ Tape
- ☐ Compass
- ☐ Matches in a waterproof container
- ☐ Aluminum foil
- ☐ Plastic storage containers
- ☐ Signal flare
- ☐ Paper, pencil

- ☐ Needles, thread
- ☐ Medicine dropper
- ☐ Shut-off wrench, to turn off household gas and water
- ☐ Whistle
- ☐ Plastic sheeting
- ☐ Map of the area (for locating shelters)

Sanitation
- ☐ Toilet paper, towelettes*
- ☐ Soap, liquid detergent*
- ☐ Feminine supplies*
- ☐ Personal hygiene items*
- ☐ Plastic garbage bags, ties (for personal sanitation ases)
- ☐ Plastic bucket with tight lid
- ☐ Disinfectant
- ☐ Household chlorine bleach

Clothing and Bedding
*Include at least one complete change of clothing and footwear per person.

- ☐ Sturdy shoes or work boots*
- ☐ Rain gear*
- ☐ Blankets or sleeping bags*

- ☐ Hat and gloves
- ☐ Thermal underwear
- ☐ Sunglasses

Special Items
Remember family members with special needs, such as infants and elderly or disabled persons.

For Baby*
- ☐ Formula
- ☐ Diapers
- ☐ Bottles
- ☐ Powdered milk
- ☐ Medications

For Adults*
- ☐ Heart and high blood pressure medication
- ☐ Insulin
- ☐ Prescription drugs
- ☐ Denture needs
- ☐ Contact lenses and supplies
- ☐ Extra eye glasses

- ☐ **Entertainment** - games and books
- ☐ **Important Family Documents**
  Keep these records in a waterproof, portable container.
  - Will, insurance policies, contracts, deeds, stocks and bonds
  - Passports, social security cards, immunization records
  - Bank account numbers
  - Credit card account numbers and companies
  - Inventory of valuable household goods, important telephone numbers
  - Family records (birth, marriage, death certificates)

SUGGESTIONS AND REMINDERS

- ■ Store your kit in a convenient place known to all family members. Keep a smaller version of the Disaster Supplies Kit in the trunk of your car.

- ■ Keep items in air tight plastic bags.

- ■ Change your stored water supply every six months so it stays fresh.

- ■ Rotate your stored food every six months.

- ■ Re-think your kit and family needs at least once a year. Replace batteries, update clothes, etc.

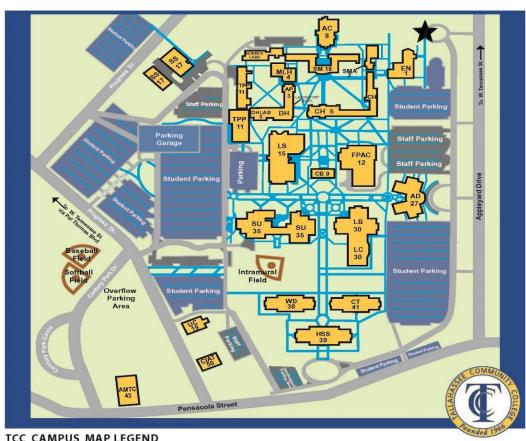- ■ Ask your physician or pharmacist about storing prescription medications.

APPENDIX B

IMPORTANT TELEPHONE NUMBERS AND THE MAIN CAMPUS MAP

LOCATION	MAIN NUMBER	ALTERNATE NUMBER
TCC Police	850-201-6100	850-201-6200
TCC EOC Operations Room	850-201-8227	922-2033
TCC EOC Break-Out Room	850-201-8223	
TCC Maintenance	850-201-8480	
TCC President's Office	850-201-8660	
TCC Academic Affairs	850-201-8680	
TCC Communications/PIO	850-201-6049	
TCC Student Services	850-201-8420	850-201-6140
TCC Center for Innovation	850-201-7662	
TCC FPSI	850-201-7000	850-201-7001
TCC GCHE	850-558-4500	850-558-4501 (Police Office)
TCC Wakulla Center	850-558-3525	850-558-3511
TCC WEI	850-558-3503	850-558-3502
TCC Gadsden Center	850-558-3624	850-558-3620
TCC Information	850-201-6100	
FDEM State EOC	850-413-9969	850-815-4001 (SWO)
Consolidated Dispatch (CDA)	911	850-606-5800 (non-emergency)
Public Safety Complex/EOC	850-606-3700	
Leon County Sheriff's Office	850-922-3300	
Leon County EMS	850-606-2100	
Tallahassee Police	850-891-4200	850-891-4257
Tallahassee Fire	850-891-4310	850-891-4808
Tallahassee Electric Utility	850-891-4968	
FSU Police	850-644-1234	
FAMU Police	850-599-3256	850-412-6576
Leon School Board Security	850-617-5979	850-487-7100
Leon County Health	850-606-8150	
Gadsden County EOC	850-875-8642	
Gadsden County Sheriff	850-627-9233	
Gadsden County EMS	850-875-8688	
Quincy Fire/Rescue	850-875-7315	
Quincy Police	850-875-7340	850-875-7315
Wakulla County EOC	850-745-7100	
Wakulla County Sheriff	850-745-7100	
Wakulla County EMS	850-745-7100	850-745-8698
Wakulla Fire/Rescue	850-745-7100	850-745-8698

Main Campus

TCC CAMPUS MAP LEGEND

AC	8	Academic Computing Center
AD	27	Hinson Administration Building
		Academic Affairs
		Administrative Services
		Business Office
		Communications and Public Information
		General Services and Procurement
		Human Resources
		Information Center
		Information Technology
		Office of the President
		TCC Foundation
AMTC	43	Advanced Manufacturing Training Center
AP	3	Academic Support Building
CB	9	Center Building
		Campus Police
		Print Shop
CH	5	Communications and Humanities Building
CIAT	50	Construction/Industrial Applied Technology Building
		Thomas University

CT	41	Computer Technology Building
DH	6	Dental Hygiene Building
		Dental Hygiene Lab
EN	1	English Building
FPAC	12	Fine and Performing Arts Center
		Center for Teaching Excellence
		Ralph Hurst Gallery
		TCC Fine Art Gallery
		Testing Center / DSS Testing Center
		Turner Auditorium
HSS	39	T.K. Wetherell History and Social Sciences Building
LB	30	TCC Library
LC	30	William D. Law, Jr. Learning Commons
LS	15	Lifetime Sports Complex
		Athletics
		Fitness Center
MLH	4	Judge Walter T. Moore Lecture Hall
SM	18	Science and Mathematics Building
SMA	2	Science and Mathematics Annex
SS	17	Support Services Building

SU	35	Student Union Building
		Bookstore
		Campus Life
		Career Center
		Cashier
		College Reach-Out Program (CROP)
		Disability Support Services
		Enrollment Services and Student Success
		Financial Aid
		Food Court
		International Student Services
		Student Activities
		Student Affairs
		Veterans Center
TPP	11	Technology and Professional Programs Building
UC	19	University Center
		Barry University
		Embry-Riddle Aeronautical University
		Flagler College
		Saint Leo University
WD	38	Center for Workforce Development
★		Star Metro Bus Stop

Not Shown on Map: TCC Capitol Center, Florida Public Safety Institute, Ghazvini Center for Health Care Education, Quincy House, Wakulla Center

Main Campus
444 Appleyard Drive
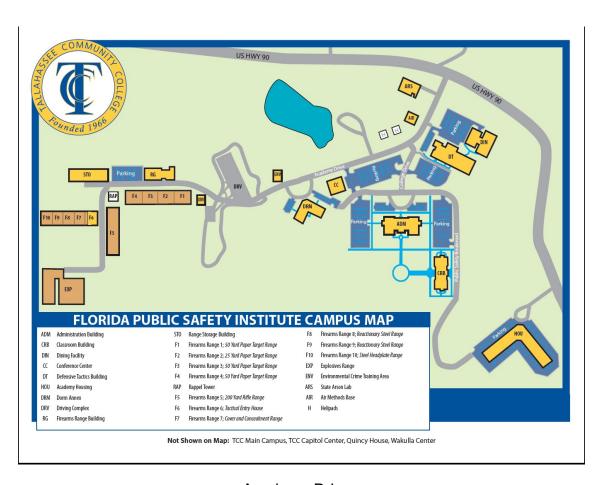Tallahassee, FL 32304
Phone: (850) 201-6200

Center for Innovation

300 West Pensacola Street
Tallahassee, FL 32301

Phone: (850) 201-8762
cfi@tcc.fl.edu,

Florida Public Safety Institute

FLORIDA PUBLIC SAFETY INSTITUTE CAMPUS MAP

ADM	Administration Building	STO	Range Storage Building	F8	Firearms Range 8; *Reactionary Steel Range*
CRB	Classroom Building	F1	Firearms Range 1; *50 Yard Paper Target Range*	F9	Firearms Range 9; *Reactionary Steel Range*
DIN	Dining Facility	F2	Firearms Range 2; *25 Yard Paper Target Range*	F10	Firearms Range 10; *Steel Headplate Range*
CC	Conference Center	F3	Firearms Range 3; *50 Yard Paper Target Range*	EXP	Explosives Range
DT	Defensive Tactics Building	F4	Firearms Range 4; *50 Yard Paper Target Range*	ENV	Environmental Crime Training Area
HOU	Academy Housing	RAP	Rappel Tower	ARS	State Arson Lab
DRM	Dorm Annex	F5	Firearms Range 5; *200 Yard Rifle Range*	AIR	Air Methods Base
DRV	Driving Complex	F6	Firearms Range 6; *Tactical Entry House*	H	Helipads
RG	Firearms Range Building	F7	Firearms Range 7; *Cover and Concealment Range*		

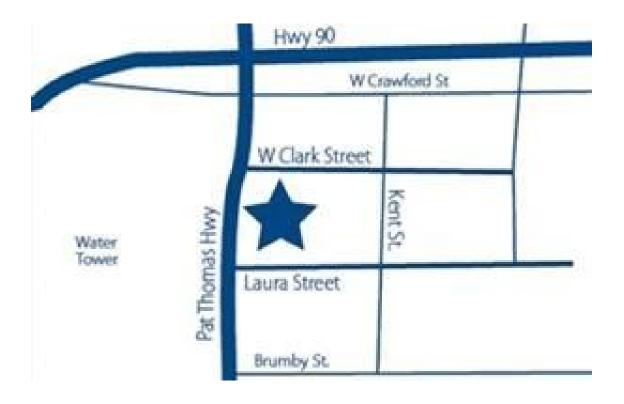**Not Shown on Map:** TCC Main Campus, TCC Capitol Center, Quincy House, Wakulla Center

Academy Drive
Havana, FL 32333

Phone: (850) 201-7000

Gadsden Center

223 Pat Thomas Parkway Quincy, Florida 32351

Phone: (850) 558-3620

GadsdenCenter@tcc.fl.edu

Ghazvini Center for Healthcare Education

1528 Surgeons Drive
Tallahassee, FL 32308

Phone: (850) 558-4500

Wakulla Center

Centennial Bank
2932 Crawfordville Hwy
Crawfordville, FL 32327

Phone: (850) 558-3525
wakullacenter@tcc.fl.edu

Wakulla Environmental Institute

170 Preservation Way
Crawfordville, FL 32327

(3.1 miles south of the Wakulla Center on Crawfordville Highway)

Phone (850) 558-3500

wei@tcc.fl.edu