

HURRICANE PREPAREDNESS 

EMERGENCY PLANS 

ACTIVE SHOOTER PROTOCOL 

SAFETY INFORMATION 



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Who is the Hurricane Emergency Response Team?

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

The Campus Hurricane Response Team is responsible for the following:

- Annual review of disaster supplies

CHAPTER 2 - BASIC NATURAL DISASTER INFORMATION

Hurricane Levels

Hurricanes generate a series of threats to lives and property. The most obvious is the threat posed to buildings, equipment, and people by the high winds which characterize such storms. Another serious threat to life and property comes from the storm surge, which occurs in coastal areas. Storm surges consist of huge domes of water and storm driven waves, which are pushed inland ahead of a hurricane. Tides of three to ten feet above normal are common, but the storm surge may rise twenty feet or more in large hurricanes. Waves come ashore with great force, far beyond the reach of normal surf. In relatively flat areas, the storm surge may push many miles inland. Hurricanes often generate heavy rainfall, which can cause severe flooding over wide areas. Hurricanes also may spawn deadly tornadoes. Flooding and tornadoes may affect areas well inland.

The National Weather Service (NWS) rates hurricanes by their intensity, using a scale of one to five. The scale, which is outlined below, categorizes storms according to their sustained winds, the storm surges produced, and expected damage. The NWS may provide a Hurricane Watch or Hurricane Warning if a hurricane is developing in the area. These terms are defined below.

means a hurricane has become a threat to coastal areas. Residents and businesses in those areas should monitor the situation and be prepared to take precautionary action promptly if a hurricane warning is issued.

indicates that hurricane force winds, dangerously high water, and rough seas are expected in a specific coastal area within 24 hours and precautionary actions should begin immediately. A hurricane's intensity, speed, and direction can change rapidly, so the threat to particular areas of the of



B

An announcement that tropical-storm conditions (sustained winds of 39 to 73 mph) are expected within the area. Warnings are issued 36 hours in advance of the anticipated onset of tropical storms.

[Redacted]

[Redacted]

Winds 96-110 mph.

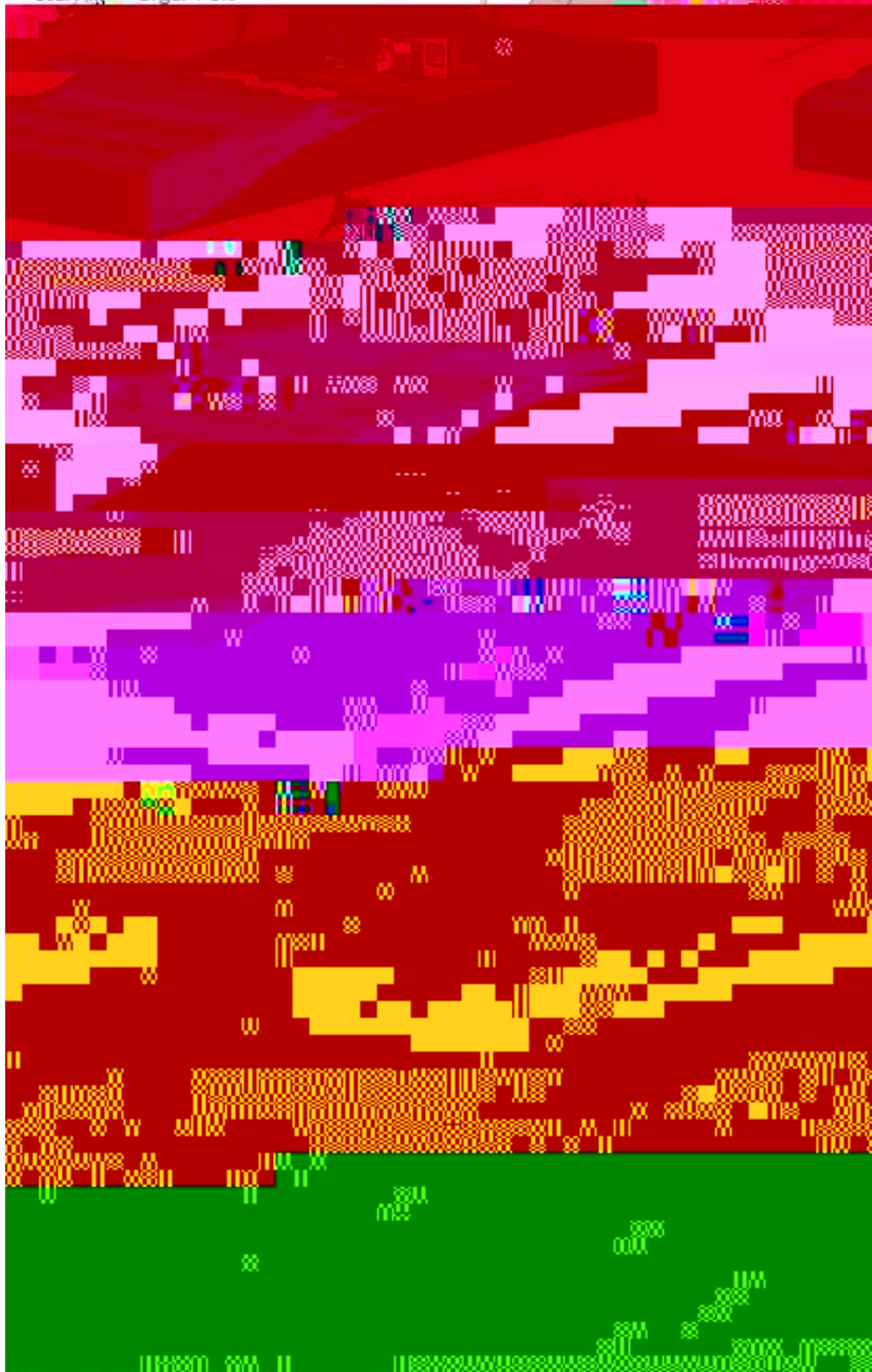
Extremely dangerous winds will cause extensive damage: Well

Hurricane intensity

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

CATEGORY 1 Minimal Damage

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



Tornado

A _____ is issued when tornadoes and/or severe thunderstorms are likely to strike an area, while a _____ is issued when the funnel of the tornado has been sighted in the area. At that point, human safety must be the highest priority. Immediate shelter must be sought and there will be no time to secure physical assets.

The Enhanced Fujita Scale,

CHAPTER 3 - SCHOOL CLOSURE DUE TO HURRICANE

Hurricane Closure

CHAPTER 5 - PHYSICAL PROTECTION PROCEDURE

General Information

The Campus President/Director (or their designee) assumes responsibility as the duty coordinator for all personnel on the campus. Under direction of the Campus President/Director, personnel will begin preparation for the expected storm event in accordance with the prepared plan, if time allows.

When Is This Necessary?

Change the college telephone message to include pending changes in schedule.

Begin distributing plastic bags and plastic sheeting as needed to protect equipment.

- Note - **B** Computers prior to wrapping in plastic sheeting.
- Elevate electronics from floor in the event of flooding.

Remove food from offices and refrigerators to dumpsters.

Relocate personal, privacy sensitive, perishable, and critical items from offices/work areas to predetermined alternate location.

Back-up server files.

Data Restoration

Repair and restore affected hardware components before beginning any software recovery operations.

Repair and restore affected software applications, databases, web sites, file systems, etc.

Perform initial testing on all mission-critical operations, applications, and business processes to assess recovery operations.

Contact appropriate Department Heads to perform secondary user-specific testing on all mission critical operations, applications, and business processes.

CHAPTER 9 - PAYROLL PROCEDURE

General Information

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

Natural Disaster Pay

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

Part-Time and Contract Employees

Part-time employees and Adjunct Faculty are not eligible for PTO but may be provided the opportunity to make up hours lost due to cancellation and may be utilized to work additional hours to accommodate scheduling gaps when possible. The Administration will assess the needs of the campus and schedule make-up hours accordingly. If there is no opportunity to make up time and more than one week of the term is lost, contract Faculty may be paid on a prorated basis for the time that they worked.

School Is Open, But Employee Needs an Extended Absence

Employees who miss work due to complications from a natural disaster or a public medical emergency may use PTO time (as banked) to be paid for their time off. Employees without PTO would not be paid. Full-time employees may draw upon (PTO) time balances for additional leave. Employees should refer to the employee handbook for information and request procedures pertaining to additional leave for extended absences. Employees may qualify for additional leave under the Family Medical Leave Act (FMLA), if applicable, or Leave of Absence policy.

Other

In the event a hurricane closure affects delivery of payroll packages, information will be provided from the

CHAPTER 10 - HURRICANE EMERGENCY RESPONSE TEAM RESPONSIBILITIES

General Information

Each Campus President/Director will assign the following positions to campus staff members. Every position should have a minimum of one back-up in

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

How To Respond When Law Enforcement Arrives

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

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

How To React When Law Enforcement Arrives

- Put down any items in your hands (i.e., bags, jackets).
 - Immediately raise hands and spread fingers.
 - Keep hands visible at all times.
 - Avoid making quick movements toward officers such as holding on to them for safety.
 - Avoid pointing, screaming and/or yelling.
 - Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises.
-
- Location of the active shooter.
 - Number of shooters, if more than one.
 - Physical description of shooter/s.
 - Number and type of weapons held by the shooter/s.
 - Number of potential victims at the location.

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

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

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

Indicators of Potential Violence by An Employee

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

- Increased use of alcohol and/or illegal drugs.
- Unexplained increase in absenteeism; vague physical complaints.
- Noticeable decrease in attention to appearance and hygiene.
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CHAPTER 14 – OTHER EMERGENCIES

Fire and Bomb Threat

- Pull the fire alarm as necessary to notify others of an emergency.
- DO NOT assume that it is a false alarm or drill.
- LEAVE AREA immediately - follow the posted emergency exit pathway map.
- Close doors as you exit your work area.
- Assist others down the stairs.

What To Do in The Event of a Hazmat Incident

- Notify those in the area of the spill.
 - Evacuate the area as necessary.
 - Pull the fire alarm as necessary to notify others of an emergency.
 - Wait outside of the building until the first responders arrive.
 - Provide information to emergency responders [injuries, location of spill, amount, material, cause of spill].
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- Shelter in place.
 - Shut down air handling system/HVAC.
 - Restrict access to the affected area to all but authorized personnel.
 - Maintain perimeter security until help arrives.
 - Coordinate accountability until help arrives.

Medical Emergency

- Nature of medical emergency.
- Location of the emergency (address, building, room number).
- Your name and phone number from which you are calling.

What To Do If a Person Is Choking

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



What To Do If You Are Choking

If you are choking and unable to receive assistance, perform abdominal thrusts (Heimlich maneuver) on yourself.

- Place a fist slightly above your navel.
- Grasp your fist with the other hand and bend over a hard surface.
- Shove your fist inward and upward.

CHAPTER 14 - APPENDIX

Supplies

Each Emergency Supply Kit should be reviewed annually during the Hurricane Preparedness Day and should contain the following:

First Aid Kit.

Flashlight with spare batteries.

Wind up the weather radio.

Garbage bags or plastic sheeting/5r!5S7\$6UGO#0B/rEq#y./SR500 1eas0.2(59.52fer)-3(r 12 BT/r)4

HCI College	www.hci.edu
Shelters	www.floridadisaster.org/shelters
Active Shooter Resources	www.dhs.gov
American Red Cross Disaster Assistance	(866) 438-4636
FEMA	(800) 525-0321
State Emergency Operations Center	(800) FL-HELP1
Florida Dept. Agriculture & Consumer Services	(800) 435-7352
Florida Dept. Financial Services Consumer Help Line	(800) 342-2762
TDD	(800) 640-0886 TDD
Florida Div. Emergency Management	(800) 320-0519
TECO	(800) 223-0800 (local)
TECO	(800) 223-0800 (toll-free)
Progress Energy	(800) 228-8485
Hurricane help line	(800) 227-8676
National Flood Insurance Program	(888) 356-6329
TDD	(800) 427-5593 TDD
Poison Control Hot Line	(800) 222-1222
Storm Team 8 Hurricane Hot Line	(800) 528-0808
Florida Highway Patrol (road problems)	(813) 632-6859
Florida Power and Light (outages)	(800) 4-OUTAGE
Insurance Companies and Adjusters	(800) 22-STORM
Price Gouging	(800) 646-0444

