Florida Coastal School of Law

Emergency and Disaster Response Plan
October 31st, 2016

Florida Coastal School of Law
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I. INTRODUCTION AND PURPOSE

Purpose: The purpose of this planning document is to set forth preparation procedures, designate responsibilities, and outline specific courses of action to be followed in response to a potential/actual disaster or emergency situation impacting not only Florida Coastal School of Law property, but the surrounding community, as well.

Annual Plan Review and Training: Updating and maintaining this Plan will be the responsibility of the Director of Security. The Plan is to be reviewed annually in June by a team of law school staff under the leadership of the Dean or the Dean’s designee. Revised pages will be provided to appropriate departments. Senior members of the Emergency Response Team will direct annual campus wide training and exercising of the Plan (President, Dean, Associate Dean of Academic Affairs, Senior Director of Human Resources, Director of Security and Facilities, Associate Dean of Library and Technology, Assistant Dean of Academic Affairs, Network/System Architect, Information Technology Assistant Dean of Student Affairs and Director of Marketing and Communications.

Discussion: Any emergency situation or pending/actual disaster can challenge even the best prepared and rehearsed organization. Academic institutions are no exception. Therefore, it is incumbent upon Florida Coastal School of Law to continually refine planning to respond to natural or man-made threats to our campus, and for recovery operations to return the campus to normal operations in the shortest time feasible. Clearly, the number one priority is protection of human life and prevention of injury to personnel. Preservation of Coastal Law assets (buildings, equipment, supplies, etc.) are also very important and will ensure the school can return to normal operations in the near term immediately following a disaster.

General Responsibility: The responsibility to assist students and protect Coastal Law facilities rests with the administration and staff. Specific responsibilities will be outlined later in the plan.
II. DIRECTION AND CONTROL

**Emergency Response Team:** The direction and execution of preparing and responding at Coastal Law, or in the surrounding community if called upon by the city, will be the responsibility of the Emergency Response Team (ERT). The team will be activated on order from the Dean. However, in the case of an approaching major storm or hurricane, much of the team members' preparatory responsibilities must be accomplished prior to approach of the storm or hurricane landfall. The Emergency Response Team consists of the following members:

- President
- Dean
- Associate Dean of Academic Affairs
- Senior Director of Culture & Human Resources
- Associate Dean of Library and Technology
- Director of Security & Facilities
- Assistant Dean of Academic Affairs
- Network/System Architect, Information Technology
- Assistant Dean of Student Affairs
- Director of Marketing and Communications

**Succession of Authority**
Recognizing that some emergencies may affect an individual team member’s ability to participate in the Emergency Response Team, the approved chain of command for Florida Coastal School of Law in order of authority is as follows: President, Dean, Associate Dean of Academic Affairs, Senior Director of Human Resources, Director of Security & Facilities.

Action required of team members will vary in response to a specific disaster, and in the case of a hurricane, will coincide with notification of warning phases. In addition, principal team members are expected to delegate duties to subordinates, as necessary. However, upon notification of a HURRICANE WARNING (storm landfall within 24 hours), all non-essential employees (those not required for campus storm preparation, security, etc.) will be permitted to depart the campus and attend to the needs of their families.

**Essential Personnel** – Specific staff required to maintain facilities operation and campus security, Emergency Response Team members, and those designated prior to an emergency to assist with damage assessment immediately following a disaster are designated as essential personnel. Other employees are considered non-essential and should wait for notification to return to work. Communication tools such as e2Campus Alerts, the school hotline, the school website, email notification, and/or phone calls will be used to notify personnel depending on available resources and capabilities following a disaster.

**The Dynamic Team** – The Emergency Response Team is a flexible, scalable, and adaptable part of the emergency response structure. The size and the selected participants of the team will depend upon the individual emergency, and the necessary resources and expertise that team
members bring to resolve that specific emergency. As emergencies develop and are resolved, the size and number of participants might grow or diminish depending on the current response and recovery activities.

Emergency Response Team Responsibilities:

- **Dean**
  - Activate Emergency Response Team (initial meeting in third floor Deans’ Conference Room) – subsequent meeting places as directed by the Dean as dictated by emergency location and condition of facilities.
  - Coordinate activities of Emergency Response Team.
  - Provide local media, including radio and television stations, with FCSL news announcements, which may include evacuation notices, so that students, employees, and families can monitor campus plans and activity.

- **Associate Dean of Academic Affairs**
  - Coordinate and direct actions of the following Directors:
    - Other Associate/Assistant Deans
    - Registrar
    - Faculty
    - Other academic staff (e.g., faculty assistants, LL.M. program staff)

- **Senior Director of Culture & Human Resources**
  - Coordinate and direct actions of following Directors:
    - Admissions
    - Career Services
    - Human Resources, Finance, and Financial Aid
  - Maintain access to current list of all employee names and telephone numbers.
  - Coordinate annual review of plan and revise accordingly.

- **Associate Dean of Library and Technology**
  - Coordinate and direct actions of following:
    - Library and Academic Success staff
    - Academic Technology Services and staff
    - Information Technology staff

- **Network/System Architect, Information Technology**
  - Develop and maintain working partnership with another law school within the consortium, to serve as backup website server and communication source in the event of extended disaster recovery period.
  - Identify and maintain hotline telephone number(s) for incoming/outgoing updates to students and their families.
  - Ensure information posted on Coastal Law website (or partner school backup
website) is updated so that students, parents, employees, and visitors have access to the latest information concerning the campus.

- **Director of Security & Facilities**
  - Ensure all security personnel are provided regular training and specific procedures on each of the various disaster scenarios articulated in this plan; coordinate response of all security personnel.
  - Hurricane season (June 1 – November 30) preparations:
    - Maintain communication and liaison with Duval County Emergency Planning Council and the Office of Emergency Preparedness Division.
  - Ensure Facilities staff are cross-trained in use/servicing of emergency equipment (to include installed emergency lighting systems, when necessary), power tools, etc.
  - Check all essential equipment to include testing and servicing emergency generators, etc., every six months.
  - Maintain communication and liaison with authorities in Deerwood Center complex.

- **Director of Marketing and Communications**
  - Work with Dean to provide local media, including radio and television stations, with Coastal Law news announcements, to include evacuation notices, so that students, employees, and families can monitor campus plans and activity.
  - Collaborate with Dean, IT, and Security to provide necessary notifications and communications to faculty, staff, and students.
  - Collaborate with Network Systems Architect ensuring that information posted on Coastal Law website (or partner school backup website) is updated so that students, parents, employees, and visitors have access to the latest information concerning the campus.

- **Assistant Dean of Student Affairs**
  - Coordinate and direct actions of all students
  - Provide recommendations to the Dean as necessary
III. COMMUNICATIONS

Communication should be handled and delivered through the appropriate members of the Emergency Response Team.

External communication issued by Coastal Law will be made by the Dean, or designee, providing both general and specific information about a campus emergency.

Policy Statement
Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the life, safety, or security of the campus community occurring on campus, Florida Coastal School of Law will take into account the safety of the community, determine the content of emergency notification messages and initiate the notification system, unless issuing a notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Training & Testing
School officials who are authorized to approve the dissemination of notification messages will be trained to:

- Determine appropriate message content
- Determine the segment of campus to receive notification
- Choose the appropriate communication tool.

Also, the users of each communication tool will receive training on the specific procedures for issuing notifications using that particular tool.

Planning Assumptions
Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. The following assumptions provide the basis for emergency notification at Florida Coastal School of Law.

- With the exception of certain weather situations, most emergencies requiring emergency notification will arise with little to no notice and may present an immediate threat to life, safety, or security.
- As emergencies arise, the school will balance confirming the threat with the need to provide emergency notification quickly.
- Because many situations may require an immediate response, there likely will not be time for extended consultation before issuing a notification.
- A single notification system may not reach members of the campus community in a timely manner; therefore, a multilayered approach to emergency notification may be needed, using a number of communication tools depending on the situation.
- Members of the campus community will seek additional information once notified of a dangerous situation.
It is probable that speculation will occur in the absence of information; therefore, notification messages should be clear and provide as much accurate information as possible.

Basic services, such as electricity, may be interrupted during an emergency situation, limiting some communications.

**Authorized Officials**

During or in the lead up to an emergency that threatens life, safety, or security, it will be necessary for notification to be provided to the Florida Coastal School of Law community with speed and accuracy.

For this reason, Coastal Law has designated specific campus officials to serve as Authorized Officials who are empowered to authorize the issuance of emergency notifications. Each Authorized Official is expected to act within his/her realm of responsibility as defined by department mission and authorize emergency notification when experience and prudence indicate that emergency conditions warrant such actions be taken.

It is important here to draw a distinction between the *authorization* of an emergency notification and the *issuance* of a notification. **Authorization** a notification involves:

- Making a determination that notification is necessary
- Formulating broad message content
- Selecting the appropriate segment of the campus to receive notification
- Choosing the appropriate communication tool.

In contrast, **issuing** a notification is the physical act of using a communication tool to send a notification message to the population. Authorized Officials likely will have not received training for all of the emergency notification systems, nor is this necessary. Upon authorization of an emergency notification, the Authorized Official will either issue the notification him/herself or contact an individual who is trained to operate the system to send it.

The following are Authorized Officials and are members of the Emergency Response Team at Florida Coastal School of Law and are authorized to issue emergency notifications based on the hierarchy as shown from top to bottom:

- President
- Dean
- Associate Dean of Academic Affairs
- Senior Director of Culture & Human Resources
- Director of Security & Facilities
- Assistant Dean of Academic Affairs
- Associate Dean of Library and Technology
- Assistant Dean of Student Affairs
- Network/System Architect, Information Technology
- Director of Marketing and Communications
**Types of Emergency Notification**

Emergency situations are unique occurrences and the community will require communication to varying extents depending on the situation. Florida Coastal School of Law issues four types of emergency notifications depending on the timeframe associated with a given emergency: Immediate, Impending, Status Update, and All Clear. Information is also disseminated to the larger community.

**Immediate Emergency**

When an imminent or already occurring situation poses an immediate threat to life, safety, or security on campus, the following actions will be taken:

1) **Confirm report.** Here, confirmation means that a Florida Coastal School of Law official(s) has verified that a legitimate emergency or dangerous situation is imminent or already occurring. However, this does not necessarily mean that all of the pertinent details are known or are even available. Depending on the situation, confirmation may be achieved through one or more of the following sources:

   - Investigation by Florida Coastal School of Law Security
   - Investigation by other Florida Coastal School of Law campus units, including but not limited to, Facilities, and/or the Student Affairs and Counseling and Wellness Center
   - Investigation by City of Jacksonville Fire and Rescue Department and/or Sheriff’s Office
   - Duval County Emergency Services and/or Health Department
   - Florida Department of State Health Services
   - Media reports originating from the incident scene

   If the responding unit determines through its own investigation or through contact with another source that there exists a credible threat to the life, safety, or security of the campus community, s/he will contact an Authorized Official to inform him/her of the situation.

2) **Determine message content.** The Authorized Official will determine how much information is appropriate to disseminate at different points in time. S/he may consult with other campus officials as appropriate.

   Subject to the technological restrictions of the mass notification system being used, emergency notification messages should contain the following information:

   - Date and time of incident or threat
   - Location of the incident or threat
   - Nature of incident or threat
   - Actions that should be taken by affected or potentially affected populations
   - Additional details necessary to preserve safety and security
   - Sources for additional information regarding the incident or threat
3) **Choose communication tool.** The Authorized Official will, considering the nature of the threat and the population to be notified, choose the appropriate communication tool(s) to utilize. Florida Coastal School of Law has at its disposal a number of tools that may be used to disseminate emergency notifications to the campus community. Available tools are described in detail in the pages that follow.

4) **Authorize emergency notification.** The Authorized Official will, having confirmed the threat and determined message content, the segment of campus to be notified, and the appropriate communication tools, authorize the dissemination of emergency notification.

5) **Issue emergency notification.** The Authorized Official will issue the notification or contact the trained user of the chosen communication tool(s) to issue it.

**Impending Emergency**
When a situation appears likely to occur at some point in the near future that may pose a threat to life, safety, or security on campus the following actions will be taken:

1) **Confirm report.** Here, confirmation means that a Florida Coastal School of Law official(s) has verified that a legitimate emergency or dangerous situation may exist at some point in the near future. However, this does not necessarily mean that all of the pertinent details are known or are even available. Depending on the situation, confirmation may be achieved from one or more of the following sources:
   - Investigation by Florida Coastal School of Law Security
   - Investigation by other Florida Coastal School of Law campus units, including but not limited to, Facilities, and/or the Student Health and Wellness Center (SHWC)
   - Investigation by City of Jacksonville Fire and Rescue Department and/or Sheriff’s Office
   - Duval County Emergency Services and/or Health Department
   - Florida Department of State Health Services
   - Media reports originating from the incident scene

If the responding unit determines through its own investigation or through contact with another source that a credible threat to the life, safety, or security of the campus community may exist, s/he will contact a member of the Florida Coastal School of Law Emergency and Disaster Response Team (ERT) to inform him/her of the situation.

2) **ERT Team will meet to determines course of action.** If the report is confirmed, the ERT will determine whether the situation requires emergency notification.
   - If it is determined that emergency notification is required, the Dean or designee will direct the Authorized Official or trained user to proceed using the process noted above for immediate notifications or may assume that responsibility him/herself, or
   - If it is determined that emergency notification is not required, the Dean or designee will direct an Authorized Official or an ERT Team member to continue
to monitor the situation for further developments that may require emergency notification to be sent

**Status Update**
If new information is received that could further impact the life, safety, and security of the campus community, an Authorized Official may issue a status update message using the process noted above for immediate notifications. Messages should contain at a minimum the following information:

- Date and time of incident or threat
- Current situation status
- Continued actions(s) that should be taken by affected or potentially affected populations
- Sources for additional information regarding the incident or threat

**All Clear**
When the situation has been contained and the life, safety, and security of the campus community is no longer at risk, an Authorized Official will issue an “all clear” message. Messages should contain at a minimum the following information:

- Date and time of “all clear” message
- Actions required to resume normal campus operations
- Explanation of the resolution/conclusion of the incident or threat
- Sources for additional information regarding the incident or threat

**Communication with the Larger Community**
Information will also be disseminated to individuals and/or organizations outside of the campus community. Information provided to the larger community is developed and disseminated as appropriate by Communications and Marketing in collaboration with campus security and/or other responding campus units(s). Various methods may be employed to disseminate information, including the website and/or communications directly with the media the local media.

**Communication Tools**
The following tools may be requested for use by Authorized Officials to disseminate information during an emergency situation. Please note that the tools chosen for use may differ depending on the situation (methods range from smallest to largest population.)

- E2Campus Alerts*
- Email Notification
- Social Media**
- The school’s website***
- The FCSL Hotline, 680-7678
- The FCSL Main Line, 680-7700
- In the event of an extended emergency at Coastal Law, and when Coastal Law is unable
to send or operate communications, Charlotte School of Law and Arizona Summit Law School are hereby designated as alternative notification contacts.

- Additionally, Central Services in Naples will serve as an additional alternative contact.

**E2Campus Pre-Scripted Notification Messages**
The following emergency notification message frameworks are approved for use as immediate notifications. Additional information may be added as needed. Please note that SMS messages are limited to 160 characters, but should be kept below 130 characters, if possible, because of cell phone carrier restrictions.

**Generic Message:** Alert! A [situation] has occurred near [location]. Seek shelter indoors/avoid the area. Check www.fcsl.edu for updates. (105/99 characters)

**Armed Subject:** Alert! An armed subject has been reported near [location]. Avoid the area and seek shelter immediately. (104 characters)

**Inclement Weather Closure:** Alert! Coastal Law is closed [date] due to weather. Check www.fcsl.edu for updates. (84 characters)

**Social Media**
Coastal Law uses various social media websites, including Facebook and Twitter, to notify members of the campus community about events occurring on campus, both emergency and non-emergency related.

**Website**
In the event of an emergency, a news story will be placed on the website and held in the top position under the 'News & Noteworthy' section. In that space, Market Communications (Marcom) will provide updates to the story as needed. Should the website need to revert to its backup server, Information Technology will be able to provide login access to make changes to the top story.

The school does have the ability to replace the main content portion of the current homepage with just text of an emergency. However, only in extreme cases, including encountering problems with the other emergency communications platforms should this tactic be used.

**Press Relations**
In accordance with Florida Coastal School of Law’s media policy, reporter inquiries regarding school policies, procedures, or any other proprietary information are to be directed by Coastal Law’s Director of Marketing and Communications. Typically, the President and Dean are the only staff authorized to speak to policies, procedures and proprietary business information about Florida Coastal.
EVACUATION PLAN

The evacuation of a building may be initiated by a combination of the following methods:

- an audible/visual fire alarm notification
- e2Campus Alert System
- School email system
- Verbal notification by Security and/or Maintenance Staff

The evacuation of a building or campus may be initiated for a number of both natural and deliberate causes including:

- fire
- bomb threat
- weather emergency
- hostile intruder/active shooter

The Fire Drill & Evacuation Procedure is outlined below:

- Everyone in the building must evacuate upon hearing the alarm
- Terminate class or study activity
- Move to closest stairwell or exit
- Do not use elevators
- Exit in an orderly and efficient manner
- Walk to collection point designated for each exit
- Wait for ALL CLEAR from Security to return to building

Special Instructions

- People with disabilities or injuries will be assisted from building by floor facility Marshalls
- People with disabilities or injuries should remain inside the closest stairwell to meet Security
- Security will “sweep” each floor and assist those needing help in exiting
- Do not attempt to go upstairs to exit. In library, use emergency exit doors on each floor
- Do not pack up belongings; evacuate immediately
- Do not go to car or attempt to leave
- Do not congregate in parking garage
- Security will release people from each collection point when ALL CLEAR is given
Assigned Tasks and Procedures

Facility Marshal (Director of Security & Facilities)

1. Develops and implement evacuation and fire prevention plan for the Campus.
2. Disseminates instructions to occupants of the facility so that all are familiar with evacuation procedures.
3. Appoints a Deputy Marshal to assist in the efficient evacuation and to act in the absence of the Facility Marshal.
4. Notifies Security or other First Responders regarding accountability and concerns.
5. Serves as a point of contact during building evacuation.
6. If applicable, ensures the faculty has read appropriate building evacuation statements in classrooms at the beginning of each semester. This material is also available during orientation.

6.1 Faculty should give special attention to communicating evacuation procedures for those who are mobility impaired.

6.2 Faculty teaching evening classes should be made aware of special responsibilities as it is likely that Facility Marshal and Emergency Office Coordinators will not be present. These special responsibilities include encouraging all faculty, staff and students to exit the building and being vigilant for mobility impaired people who will need special assistance to leave the building.

The Emergency Operations Plan include the following individuals

The Emergency Response Team, who are in charge of the procedures and the specific responsibilities of those assigned in the plan.

Floor Captains so that an evacuation team is in force in all occupied portions of the building and public areas (i.e. lobbies, corridors, exits) during an evacuation. A Floor Captain is assigned to each floor, and insures communication of plan to department employees. The floor captain remains in contact with the Building Management Office during all emergencies.

Searchers assigned to appropriate areas of the building, to ensure that all employees are evacuated from remote areas, and that evacuation takes place in an orderly and safe manner.

Stairwell and Elevator Monitors responsible for checking their assigned stairwell for fire or smoke, assisting in orderly evacuation of personnel off of the floor and making sure no one uses the elevators.

Special assistants staff from Student Affairs and Human Resources responsible for coordinating students and employees that requires special assistance.
Alternates assigned for each position specified in the plan, so that a principal or alternate is in the building at all times during working hours to supply leadership under the plan.

V. RESOURCE MANAGEMENT

Identified resources needed for Emergency Response are listed below. The list will be updated, as needed, by the Facilities and Security departments.

- Digital Cameras for damage assessment activities (from IT)
- Generators (owned and rented, as needed)
- Water Extractors (from outside source)
- High Speed Fans (from outside source)
- Defibrillators
- First Aid kits
VI. EMERGENCY TYPES & RESPONSES

Appendix A
Florida Coastal School of Law
Emergency and Disaster Response Plan

Active Shooter/Hostile Intruder
An armed assault or a terrorist attack on campus could involve one or more perpetrators and victims, and could result in injury or death. The situations are unpredictable and evolve quickly. Typically, the timely deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Any timely response by unarmed Security or other campus civilian personnel should use all due caution. Respond to the situation as discussed below.

*Recommended Response Actions*

- Determine quickly the most reasonable way to protect your own life. Staff and faculty should remember that students and visitors are likely to follow their lead.

- **RUN** - Evacuate (Get Out): If there is an accessible escape path, attempt to evacuate the premises.
  - Have an escape route and plan in mind.
  - Evacuate regardless of whether others agree to follow.
  - Leave your belongings behind.
  - Help others evacuate, if possible.
  - Prevent individuals from entering an area where the active shooter may be.
  - Keep your hands visible.
  - Follow the instructions of any police officers.
  - Do not attempt to move wounded people.
  - Call 911 when you are safe.
  - Unless there is a fire, do not pull the fire alarm

- **HIDE** - Shelter-In-Place (Hide Out): If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
  - Be out of the active shooter’s view
  - Provide protection if shots are fired in your direction (example office with closed and locked door)
  - Not trap you or restrict your options for movement.
  - To prevent an active shooter from entering your hiding place:
    - Lock the door
    - Block the door with heavy furniture
  - If the active shooter is nearby:
    - Lock the door, turn the lights off and remain quiet
 Silence your cell phone and/or pager
 Turn off any source of noise (such as radios and televisions).
 Hide behind large items (such as cabinets and desks).
 In classrooms, use a belt or similar item around the door hinge to prevent someone opening the door from the hallway.

**FIGHT** - - Protect Yourself (Act Out): Take action against the active shooter. As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

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

**CALL 911, if possible** – Information to provide to law enforcement:

- 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.

**How to react when law enforcement arrives:**

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

**In addition to the recommendation provided by department of Homeland Security, these measures could be utilized if needed.**

- Anyone of faculty, staff or student witnessing incident, call 911 and Campus Security (x7777). If off-campus, dial 904-680-7777. Provide as much information to law enforcement and rescue personnel, as possible.
  - Nature of incident
  - Location
  - Description of people involved (perpetrators and victims)
  - Descriptions of any weapons seen (handguns, rifle, shotgun, etc.)

- **Additional immediate action steps**
  - Direct evacuation of people in the immediate vicinity of the incident.
 Keep fire lanes, sidewalks, and building accesses clear for emergency personnel, vehicles, and equipment.
 Provide update to law enforcement and rescue personnel upon arrival on scene.
 Provide immediate response first aid for accessible victims.

• **Director of Security**
   Provide support to law enforcement and rescue agencies
   Secure access routes to campus as coordinated with law enforcement
   Coordinate with Dean for media access to campus.
   Keep Emergency Response Team fully informed of all pertinent information.

• **Emergency Response Team**
   Mobilize team members to address response to on-campus armed assault or terrorist threat/attack.
   Particular emphasis should be placed on:
     Student/Staff safety and well-being (medical care, mental health counseling, feeding, housing, etc.)
     Campus/area evacuation
     Family Notification
     Media response
     Return to normal operations
   Keep Dean fully informed of recommended actions
Appendix B
Florida Coastal School of Law
Emergency and Disaster Response Plan

Bomb Threat/Suspicious Package

All bomb threats to Florida Coastal School of Law (phone, mail, etc.) will be taken seriously and treated as real. Typically delivered by telephone, such threats are intended to cause disruption, are practical jokes, or are motivated by revenge. Depending on the situation and nature of the bomb threat, evacuation of the area(s) will commence in a safe and expeditious manner.

Recommended Response Actions

- If suspicious package or object is encountered
  - Do not touch the object, if possible clear the area immediately
  - Contact Security (x7777) – provide adequate description of the object and location on campus.
    - Appearance of item – protruding wires, uneven in shape, rigid, or bulky
    - Strange odor, oily stains, discoloration, or crystallization on the outside of the item, excessive postage, excessive packaging such as tape or string, restrictive markings like “personal” or “special delivery”
    - Your exact location

- If bomb threat is received by phone, mail, facsimile, etc., contact Campus Security immediately.
  - Phone Call received – attempt to determine following critical information:
    - When will bomb or explosive device explode?
    - Where is the bomb or explosive device located?
    - What kind of bomb or explosive device is it?
    - What does the bomb or explosive device look like?
    - Why was the bomb or explosive device placed on campus?
  - Keep caller talking as long as possible – record following:
    - Time of Call?
    - Age and sex of caller?
    - Name and address?
    - Accent or pattern of speech, particularly unusual words or phrases?
    - Tone of caller? Calm, Angry, Excited, Loud, Soft, Normal, Slurred
    - Volume? Whispered, Disguised, Familiar, Silent, Distant, Clear
    - Background noises near caller? Street, Factory, Airplane, Music, Television, Office, Mall.
  - If possible, ask someone else in the vicinity to call Security to report incoming call while maintaining contact with caller.

- If instructed by Security or Law Enforcement to evacuate the building:
- Depart via nearest marked exit – ensure all others in vicinity do the same.
- Assist disabled persons to exit expeditiously and safely to the nearest exit.
- Elevators may not be operable or available, so plan accordingly.
- Once outside, clear the immediate area – maintain a distance of at least 500 feet from the building. Keep fire lanes, sidewalks, and entrances clear for emergency vehicles and personnel.
- Return to the building only after Security has indicated that the area is safe, and that the building is ready to be reoccupied.

- Security (with Facilities staff assistance)
  - Notify shift supervisor.
  - Contact Director of Security & Facilities.
  - Contact Jacksonville Sheriff’s Office – call 911.
  - Assist in evacuating building/area – get assistance from staff and faculty, as needed.
  - As directed, contact Emergency Response Team – coordinate media access to campus with Dean’s Office.
  - Do not use radios after initial alert to all radio users – turn off radios and only rely on phone system until ALL CLEAR announced by Bomb Squad personnel.
  - Do not use cell phones. Turn off all cell phones.
  - Maintain access to building/area – keep fire lanes and entrances clear for emergency vehicles, equipment, and personnel.
  - Ensure evacuees/onlookers remain clear of building(s) by minimum of 500 feet.
  - Assist authorities with investigations, as required.
  - Document the event in an incident report.
Appendix C
Florida Coastal School of Law
Emergency and Disaster Response Plan

Civil Disturbances and Riots

Civil disturbances on campus should not normally result in violence and destruction. However, they could change from non-violent, non-destructive or non-disruptive events into violent and destructive riots (or disruptive events). Caution is advised when moving about the campus in the event of a period of unrest. Personal safety is paramount, so use caution when venturing outside of work spaces and classrooms. If assistance is required, contact Campus Security.

Recommended Response Actions

- Action steps
  - Continue normal routine if incident is under control and non-threatening to students and staff.
  - Remain clear of the area/building on campus where the incident or riot is occurring.
  - If a building is in the vicinity of an incident, close and lock doors of affected area, if appropriate, based on the situation.

- Non-violent, peaceful demonstration
  - Conduct school business in a normal manner
  - If demonstrators remain inside a building or at a site on campus at the end of normal working hours, Security will monitor the area as directed by the Dean or a senior member of the Emergency Response Team.
  - If demonstrators refuse departure at the end of normal workday or scheduled closure, the incident may be treated as a disruptive demonstration. If this is the case, the following procedures apply:
    - Dean will direct a campus spokesman to attempt to persuade the demonstrators to disperse.
    - If demonstrators refuse to leave the area, the Dean may direct that they be warned of possible disciplinary action.
    - Civilian law enforcement intervention may be requested only after consultation between the Dean and Emergency Response Team members.

- Violent, Destructive (or disruptive) Demonstration or Riot – personal safety is paramount in this situation.
  - Dean will consult with Emergency Response Team, and may call for intervention by law enforcement agencies.
  - Emergency medical care will probably be required to treat student/employee
injuries.
- Security staff will assist local law enforcement agencies, as required.
- Facilities personnel will be prepared to make emergency repairs to damaged equipment and structures so that the school can return to normal operations, as soon as possible.

- Emergency Response Team
  - Assemble team members to prepare plans to respond to the situation.
  - Keep Dean informed of situation and present options for decisions.
  - Prepare media response to events occurring on campus.
Appendix D
Florida Coastal School of Law
Emergency and Disaster Response Plan

Death

Death of a member of the Florida Coastal School of Law community, whether on campus property or in the community, can be a traumatic and difficult event for more than just the immediate family, close friends, and colleagues. Regardless of the circumstances (homicide, suicide, natural or unknown causes), many officers and individuals across the campus will need to respond to assist.

Recommended Response Actions

- Campus Community
  - Secure the scene as best as possible – do not touch anything!
  - Contact Security dispatcher (x7777), as soon as possible.

- Director of Security or on-duty Security staff – once on scene
  - Contact local law enforcement for assistance.
  - Secure the scene – do not touch, move or alter the scene, if possible.
  - Ensure the scene is safe – make safe any weapons found at the scene.
  - Post at least one Security Officer at the scene to ensure nothing is altered, and that access is denied to unauthorized personnel.
  - Director of Security or on-duty supervisor – enlist assistance from faculty or staff in the vicinity of the scene in evacuating the area, as required.
  - If death is apparent SUICIDE, the following rules apply:
    - Do not touch anything at the scene.
    - If apparent suicide is from hanging, do not remove the body from hanging device.
    - Await arrival of local law enforcement
    - If body had been removed from hanging device, attempt to find out who was involved so that law enforcement can interview that person
    - Notify following campus personnel as soon as possible:
      - Director of Security – notify local police or direct on-duty supervisor make contact with police.
      - Dean- depending on the severity of the incident, activate Emergency Response Team or portions thereof.
      - Associate Dean of Academic Affairs
      - Director of Marketing and Communications
      - Security will assist by directing media representatives to appropriate parking lot and briefing area.
- Campus Security remain on scene – provide assistance to investigating agency, as required.
- Notification of next of kin, arrangements for chaplain and counseling services will be situation dependent and coordinated by the Dean, Associate Dean of Academic Affairs or designee – other administrators and staff may be required to assist:
  - Student – Assistant Dean of Student Affairs
  - Faculty/Staff – as directed by Dean or Associate Dean of Academic Affairs
- Public information will be disseminated to the Dean’s Office.
- Director of Security and Facilities will coordinate clean up and security of the scene which may require contractor support. Plans for this action to be coordinated with Emergency Response Team as appropriate.
Appendix E
Florida Coastal School of Law
Emergency and Disaster Response Plan

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Fire
Fire is a serious emergency that presents multiple hazards including burning heat, toxic smoke and structural collapse. It can occur as an act of nature, an accident, or as an act of sabotage. Regardless of its source, the potential for the outbreak of a fire can be reduced with an adequate fire prevention and protection plan.

Recommended Response Actions

- For Fire Response, Remember the Acronym – R. A. C. E.
- **Rescue**
  - Assist others, including persons with special needs, if safe to do so
- **Alert**
  - Inform the people around you there is fire
  - Activate the nearest fire alarm (usually a pull station), even if the fire is known to be small
  - **Only fight the fire with hand-held fire extinguisher, if possible and safe to do so**
  - Call 911, and then contact Campus Security (904-680-7777).
  - Tell dispatcher your exact location, nature of the emergency, your name, phone number. Do not hang up until you are told to do so, or have to do so to protect yourself. Assist others, including persons with special needs, if safe to do so
- **Confine**
  - Close doors behind you to inhibit the fire from spreading
  - Do not lock door
- **Evacuate**
  - Leave by nearest marked EXIT route
  - Alert other people to evacuate
  - Assist injured or disabled people
  - DO NOT use elevators
  - If area is smoke-filled, stay low to the floor and proceed to EXIT. Use a wet cloth, if possible to cover your nose/mouth.
Go to your designated Emergency Assembly Point (which should be at least 500 feet from the building) unless otherwise instructed or common sense indicates it is not safe to do so.

When outside, employees’ supervisors, floor captains and faculty should consider an accountability check to ensure all their students and employees have safely evacuated.

If trapped in a room, call 911 and Campus Security at 904-680-7777, close as many doors as possible between you and the fire, stay low to the floor to avoid toxic fumes and smoke, shout periodically to alert fire rescue personnel.

If forced to advance through flames, hold your breath, move quickly, protect your head and hair.

Wait for ALL CLEAR from Campus Security to return to buildings, etc.

Fire Extinguisher Use

- Fire extinguishers are located in wall cabinets throughout the building, parking garage and in the classrooms. They can be used on paper, liquid or electrical fires. The instruction for use are printed on the unit.

- Only use a fire extinguisher if:
  - You have been properly trained to safely operate a fire extinguisher
  - The fire is very small and has not spread from its originating point
  - You have the proper type of fire extinguisher for the type of burning material
  - Your exit is clear and you can extinguish the fire with your back to the exit door

- For Fire Extinguisher Use, Remember the Acronym – P.A.S.S.:
  - Pull safety pin from handle
  - Aim the hose at the base of fire
  - Squeeze the trigger handle
  - Sweep from side to side at base of fire
Flooding

Minor or area flooding on campus could occur as a result of a water main break or major multiple rainstorms. Safety and Security monitors the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

Recommended Response Actions

- Secure vital equipment, records, and other important papers
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to Security and Facilities at 904-680-7777
- Move to higher, safer ground
- Shut off all electrical equipment
- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediate action from Safety and Security
- If the building must be evacuated, follow the instructions on Building Evacuation
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by Director of Security & Facilities
Appendix G
Florida Coastal School of Law
Emergency and Disaster Response Plan

Hazardous Material (HAZMAT) Spill or Leak

Hazardous material spills or leaks can originate from on-campus or off-campus sources (classroom, industrial, vehicle mishap, fire, etc.). As a result, the Coastal Law community must be prepared to respond in the event of a HAZMAT incident to protect lives and property.

Recommended Response Actions

- **On-campus HAZMAT Incident**
  - Person(s) on scene
    - Call 911 – provide as much information as feasible to Emergency Response dispatcher.
    - Contact Security (904-680-7777) – request assistance in evacuation of the area/building, and controlling access.
    - Avoid contact with skin, eyes, and clothing
    - If possible, close doors to avoid spreading of fumes, etc.
  - Facilities
    - The Director of Security & Facilities is the designated Emergency Coordinator for hazardous materials and chemical incidents at Florida Coastal School of Law.
    - Determine nature of spill/leak – consult Material Safety Data Sheets (MSDS) either at the scene or in Security/Facilities office to determine immediate action steps to be taken in the event of a spill/leak of a particular substance.
    - Gather appropriate detailed information on the HAZMAT incident for follow-up reporting and analysis.
  - Security
    - Ensure Emergency Response personnel and equipment are contacted to respond to campus.
    - Contact Facilities for assistance in containing or cleaning the area as appropriate based on the hazards reported in the MSDS.
    - Contact appropriate campus offices, as directed
    - Evacuate area/control access to ensure threat to other personnel is minimized.
- Assist responding police and rescue personnel
- Maintain access to fire lanes, building entrances, sidewalks, etc., for emergency vehicles, equipment, and personnel.
- Coordinate with Dean to control media access to campus.
- Issue ALL CLEAR once police/rescue personnel declare building/area safe to be reoccupied.

- **Emergency Response Team**
  - Mobilization of team to address campus response and recovery dependent upon nature and severity of HAZMAT incident.

- **Building/Area Evacuation**
  - Depart via nearest marked exit – alert others to do the same
  - Assist disabled persons – elevators may not work in the event of a power outage or fire.
  - Once outside – move at least 500 feet away from the affected building/area. If possible, move upwind to avoid inhaling fumes, etc., from the spill/leak.
  - Do not return to building/area until ALL CLEAR is announced by Campus Security.

- **Off-campus HAZMAT Incident**
  - Campus Security – will probably receive first alert from local police and/or fire rescue organizations
    - Contact Dean, Associate Dean of Academic Affairs and Director of Security and Facilities so that consultation can begin immediately on the best course of action to take depending on information provided by police and/or fire rescue.
    - Assist Dean in controlling media access to campus.
    - Campus Evacuation – be prepared to assist as directed
    - If evacuation ordered, walk-through the entire building to ensure all personnel have departed campus.
    - Secure all buildings to avoid reentry by unauthorized personnel.
    - Coordinate with local law enforcement to direct departing vehicles to authorized evacuation route(s).
    - Secure necessary gates or roadways as Security departs campus.

- **Emergency Response Team**
  - As situation dictates, mobilize team to address campus response to the HAZMAT incident (i.e. evacuation, medical response, parent notification, etc.)
Appendix H
Florida Coastal School of Law
Emergency and Disaster Response Plan

Hostage

Hostage victims should remain calm and patient. Time is on the side of the victim(s). Follow the instructions of the abductor. If possible, avoid physical confrontation to avoid bodily injury. The victim’s primary goal is to stay alive.

Recommended Response Actions

- Victim of Hostage Situation (refer to Appendix J if situation involves Sexual Assault)
  - Victim should remain calm – be alert to events that may present opportunities for escape/rescue.
  - Victim’s well-being and safety is primary concern of law enforcement and rescue personnel. The victim should not unnecessarily risk personal injury or death.
  - Do not resist. Avoid upsetting a potentially unstable person. Allow law enforcement to respond with properly trained negotiators and rescue personnel.
  - Comply with instructions from abductors and law enforcement personnel, as much as feasible.
  - Avoid engaging abductor in conversation, if possible. Speak only if spoken to. Do not antagonize the abductor.
  - Maintain eye contact with abductor but avoid staring.
  - Do not speculate on what actions may be taken by law enforcement authorities, family, friends, etc.
  - Maintain a mental picture of all movements, times, distances, noises, smells. Make note of abductor’s personal appearance, clothing, speech patterns, mannerisms, etc. This information can be vital to law enforcement in apprehending hostage-takers.
  - Attempt escape only if life is in danger; avoid injury, if possible. Risk avoidance in a hostage situation can be critical to survival and eventual release.

- Witness to Hostage Situation
  - Call 911 and campus Security immediately (904-680-7777)
  - Record description of persons involved (victim and abductor(s)), vehicles (with license tag number, if possible), direction of travel, etc.
  - Remain on scene to provide information to Security and law enforcement authorities.

- Security
  - Avoid confrontation with abductor(s) – control the scene until law enforcement
and hostage negotiators arrive and assume responsibility. Evacuate building.

- Assist law enforcement with securing crime scene, keeping area clear of onlookers, and maintaining clear access to campus access roads, parking, and buildings.

- Emergency Response Team
  - Depending on the nature of the event, assemble members to address response to hostage situation to include building and/or area evacuation, media response, notification of family members, etc.
Appendix I
Florida Coastal School of Law
Emergency and Disaster Response Plan

Hurricane

Hurricanes are tropical cyclonic storms that combine wind, rain, storm, and tidal surge that can be devastating to coastal areas along the Gulf and East Coasts of the United States. Certain terminology related to hurricane reporting must be defined to understand the provisions of this plan.

Definitions:

- **Hurricane** – tropical cyclonic storm with winds in excess of 73 mph
- **Storm Surge** – dome of water (50-100 miles wide) that hits coastline prior to storm arrival. Greatest threat to coastal life and property.
- **Storm Tide** – combination of storm surge and normal tides
- **Tropical Storm** – named tropical cyclone with winds 39-73 mph
- **Tropical Storm Warning** – storm conditions expected in 24 hours
- **Tropical Storm Watch** – storm conditions possible in 36 hours
- **Tropical Depression** – tropical cyclone with winds less than 39 mph
- **Tropical Cyclone** – common term used to describe all circulating weather systems (counterclockwise in Northern Hemisphere).

**Warning Phases**

- WATCH – Hurricane conditions are possible in the specified area of the hurricane watch, generally within 36 hours.
- WARNING – Hurricane conditions are expected in the specified area of the hurricane warning, generally within 24 hours.

- **Storm Intensity** – Saffir-Simpson scale categorizes the severity of hurricanes according to wind speeds.
  - Category 1 – 74 to 95 mph
    - Damage primarily to shrubbery, tree foliage, and unanchored mobile
homes.
  ◆ Minor pier damage
  ◆ Bridges may close due to high wind conditions

- Category 2 – 96 to 110 mph
  ◆ Tree damage probable
  ◆ Major damage to exposed mobile homes
  ◆ Damage to poorly constructed signage
  ◆ Damage to roofing materials
  ◆ Evacuation of shoreline residences

- Category 3-111 to 130 mph
  ◆ Tree damage likely; large trees blown over
  ◆ Window and door damage; roofing materials damaged
  ◆ Possible structural damage to small buildings
  ◆ Serious coastal flooding
  ◆ Low inland escape routes cut off by rising water 3 to 5 hours prior to storm center arrival

- Category 4 – 131 to 155 mph
  ◆ Major damage to roofing materials, doors and windows
  ◆ Mobile homes destroyed
  ◆ Major flooding
  ◆ Evacuation of shoreline structures required

- Category 5 – greater than 155 mph
  ◆ Major damage to roofs, windows and doors
  ◆ Major damage to lower floors of all structures less than 15 feet above sea level within 500 yards of shore

**Recommended Response Actions**

**Emergency Response Team**

- Activate on order of the Dean
- Refer to opening chapter of this Plan for individual responsibilities in support of the Team.
- See below for supplemental Hurricane procedures applicable to various members of the Team.
Supplemental Hurricane Procedures for Emergency Response Team

Dean - ensure pre-hurricane season preparations are completed by all departments.

- **Upon notification of "HURRICANE WARNING"**
  - Dean may order partial campus evacuation.

- **Hurricane landfall imminent – effects noticeable**
  - Dean will order evacuation of all personnel from campus.

- **After hurricane passage and wind subsides**
  - Collect and return all remaining school-owned emergency supplies and equipment.
  - Essential Personnel to return to assist with damage assessment.

Director of Security & Facilities – ensure pre-hurricane season preparations are complete

- **Upon activation of the Emergency Response Team**
  - Maintain tracking chart and monitor all hurricane advisories
  - Maintain contact with Duval County Emergency Operations Center.
  - Test campus communications equipment
  - Monitor weather radio and local news for information and instructions.
  - Recheck Security First Aid Kits to ensure they are ready for use.
  - Recheck Security equipment inventory to ensure it is ready for deployment and use.
  - Conduct inventory of pre-stocked supplies
  - Test portable generator(s), if applicable

- **Upon notification of "HURRICANE WARNING"**
  - Notify all departments via email and telephone to perform the following damage preventive measures:
    - Secure critical papers
    - Unplug all electrical equipment
    - Lock or tape shut all filing cabinets
    - Cover computers, scientific and office equipment with plastic.
    - Close office and classroom blinds
    - Close and lock all office, lab, and suite doors before departing the area.
    - Direct staff to secure all outside loose equipment and gear
    - Secure all building systems to include mechanical, electrical, irrigation pumps, elevators, etc.
    - Coordinate with Director of IT to secure computer and telephone systems.
    - Make final inspection of outside areas
- Dismiss all non-essential employees

- **Hurricane landfall imminent – effects noticeable**
  - After the Dean orders personnel and students to vacate the premises, Security will secure entrances to Baypine building.
  - Security staff will secure Baypine building (internally and externally).
  - If electricity fails, turn off emergency lights and activate generators, as required.

- **If full campus evacuation ordered**
  - Make the building as secure as possible
  - Assist with evacuation of all students, faculty, and staff
  - Procure additional chains and padlocks for Security to better secure building entranceways and other areas, as required.

- **After hurricane passage and wind subsides**
  - Building inspection will take place by authorized members of Security, Facilities, and senior members of the Emergency Response Team. Systematically inspect building from room to room, roof to foundation.
  - Document damage using digital camera(s), and small white board for claims completion and filing with insurance carrier if applicable.
  - If light or no damage, resume normal schedule as directed by the Emergency Response Team.
  - If major or catastrophic damage is found in academic and administrative facilities, coordinate with the Dean and appropriate members of the Emergency Response Team to plan for:
    - Outside contractor assistance with repairs, or
    - Temporary facilities until permanent repairs can be made.
### ADDENDUM 1
FACILITIES’ DISASTER EQUIPMENT INVENTORY

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>MANUFACTURER</th>
<th>ON HAND</th>
<th>NEEDED</th>
<th>RECOMMENDED</th>
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<tbody>
<tr>
<td>Danger/Caution Tape</td>
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<td>Masking Tape 2&quot;</td>
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<td>Duct Tape 2&quot;</td>
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<td>Small hand tools (hammer, utilities knives, etc.)</td>
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<tr>
<td>Box cutting knife</td>
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<td>Two Cell Flashlight</td>
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<td>Four Cell Flashlight</td>
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<td>D Cell Batteries</td>
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<tr>
<td>First Aid Kits</td>
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<td>16 Gallon Wet/Dry Vacuum</td>
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<tr>
<td>5 gallon buckets</td>
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<td>Rain suits and rubber boats</td>
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</table>
The following emergency equipment is kept in inventory by Campus Security:

1. Portable Radios
2. First Aid Kit (100-person size)
3. Portable Battery Charger(s)
4. Rechargeable Flashlight(s)
5. Traffic Cones/Barricades

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>MANUFACTURER</th>
<th>ON HAND</th>
<th>NEEDED</th>
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<tr>
<td>Generator</td>
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<td>Chain Saw</td>
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<td>Goggles</td>
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<tr>
<td>Leather Palm Gloves</td>
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<td>Hard Hat</td>
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<td>6 Mil Plastic Sheeting 20'X 100'</td>
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<td>25'X 40' Tarp</td>
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<td>30'X 50'Tarp</td>
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<td>14'X 20' Tarp</td>
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<td>16' Tie Down Ratchet Strap</td>
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<td>14' Tie Down Ratchet Strap</td>
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<tr>
<td>Assorted Rubber Bungie Cords</td>
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</table>
Addendum 2

Floor Map

East Collection Point @ East end of parking lot near parking garage

North Collection Point @ Gazebo next to FDIC Building

South Collection Point @ Gazebo next to Art Institute
Appendix J
Florida Coastal School of Law
Emergency and Disaster Response Plan

Inclement Weather Emergencies
(Tornado Watch/Warning and/or Heavy Thunderstorm activity)

Florida Coastal School of Law and Northeast Florida can experience severe weather to include heavy thunderstorm activity with associated lightning, tornadoes, and on rare occasions in the winter, ice storms and light snowfall. Weather related emergencies have the potential to cause injury or death to students and staff, as well as damage to buildings, other infrastructure, and large trees on campus. Although in most cases, it would not be necessary to activate the Emergency Response Team, it is possible that some or all members of the Team will need to respond in the event of a severe storm, lightning strike, etc. The decision to form all or part of the Team is the responsibility of the Dean.

Definitions:

- **Tornado Watch** – tornadoes and severe thunderstorms are possible
- **Tornado Warning** – tornado or tornadoes have been sighted in the area

Recommended Response Actions

  - Upon notification of approaching severe weather, alert:
    - Notify Campus Security staff
    - Meet with President, Dean, Associate Dean of Academic Affairs, Senior Director of Human Resources and other members of the Emergency Response Team as needed.
    - Alert campus community by directing on-duty staff to get the word out via campus phone, email system, bullhorn, e2Campus, etc. . . .
    - Advise campus community to monitor local radio and/or TV stations for weather/storm updates.
    - Patrol campus to ensure personnel do not venture outdoors until the threat has passed.
    - Upon notification of approaching severe weather, recall staff that may be in exposed areas around the campus.
    - Secure loose equipment, inspect and secure buildings and other infrastructure, if time permits.
Recall off-duty staff to campus once all-clear is signaled.
Patrol campus following storm to assess damage – provide update to President, Dean and members of the Emergency Response Team.
Coordinate with Director of Security & Facilities to sound the all-clear to personnel on campus.
Recovery efforts will be situation dependent and may require outside contractor assistance to return the campus to full operational status.

- Students, Faculty, and Staff
  - Seek shelter indoors – go to stairwell or interior hallway away from windows
  - If time does not permit, proceed to the safest area of the classroom or structure – inside wall or hallway farthest away from windows and doors.
  - Do not seek shelter in open structures with span roofs, i.e., atrium, lobby.
  - If available, take shelter underneath desk or heavy tables
  - Protect your head
  - If caught outdoors or in a vehicle, find shelter in a ditch or depression in an open area away from power lines, trees, and buildings. You cannot outrun a tornado!
  - Report injury, damage, flooding, etc. to appropriate office:
    - Campus Security – alert on-duty staff if in vicinity or call security office (904-680-7777)
    - Facilities – call main office at (904-680-7671)
    - Contact off-campus Emergency Response at 911, if necessary

- Emergency Response Team
  - As situation dictates, mobilize team to address campus response to weather-related damage, i.e., medical response, property protection, parent notification, return to normal operations, etc.)
Appendix K

Florida Coastal School of Law
Emergency and Disaster Response Plan

Medical

Injury

- An acute physical trauma affecting the body, which poses an immediate risk to a person’s life or long-term health.

Illness

- A sickness or health condition affecting the body or mind, which poses an immediate risk to a person’s life or long-term health.

Recommended Response Actions

- Only provide the level of care that you are trained to.
- Do not move the victim unless there is an immediate threat to their safety (fire, vehicle traffic, hazardous materials, or other hazard).
- Unless your safety is threatened, do not leave the victim.
- Call 911. Be prepared to tell the dispatcher: - Your exact location. - Nature of the emergency. - Your name and phone number from which you are calling.
- Do not hang up until you are told to do so, or have to do so for self-protection. The dispatcher may continue to ask questions while help is enroute.
- After calling 911, call Coastal Security 904-680-7777.
- Follow the below guidelines for the specific type of medical emergency.
- If other people are available, direct them to assist you with very specific task directions and ask that they advise you once they have completed the task.
- If you are touching an injured or ill person, be mindful of Body Substance Isolation.
- Watch for arrival of emergency personnel and direct them.
- After emergency personnel arrive, stay out of the way but do not leave.
Asthma Attack

- Help the person sit in a comfortable position and help them take their medication.
- Call 911 if the attack becomes severe, they don’t have their medication, or they don’t improve with medication.
- After calling 911, call Coastal Security: 904-680-7777

Bleeding

- Put pressure on the wound with whatever is available to stop or slow down the flow of blood.
- Call 911 if the bleeding is severe.
- After calling 911, call Coastal Security 904-680-7777.

Burns

- Cool the burn under cool running water for at least 10 minutes.
- If the burn requires further medical care, loosely cover the burn with plastic wrap or a clean plastic bag. Otherwise, it does not need plastic covering.
- Call 911 if necessary.
- After calling 911, call Coastal Security 904-680-7777.

Choking

- Hit the choking person firmly on their back between the shoulder blades 5 times to dislodge the object. Then give 5 quick abdominal thrusts.
- Call 911 as soon as possible.
- After calling 911, call Coastal Security 904-680-7777.

Diabetic Emergency

- Give the diabetic person something containing sugar, such as sugar tablets, orange juice, sugar-containing candy, or a non-diet drink.
- Call 911 if they don’t improve, have trouble breathing, or lose consciousness.
- After calling 911, call Coastal Security 904-680-7777.
Heart Attack

- The person may have persistent vice-like chest pain, or isolated unexplained discomfort in arms, neck, jaw, back or stomach.
- Call 911 as soon as possible.
- After calling 911, call Coastal Security 904-680-7777.
- Give them aspirin, as long as they are not allergic. The best is one not enteric (coated).
- Make sure they are in a position that is comfortable for them (e.g. sit them on the floor, leaning against a wall or chair).
- Give them constant reassurance while waiting for emergency responders.

Seizure

- Do not restrain the person seizing but put a blanket or clothing next to their head, but not under it to protect them from head injury. Placing under their head may compromise the airway.
- After the seizure, roll the person to their side with their head tilted back.
- Call 911. After calling 911, call Coastal Security 904-680-7777.

Stroke

- Think F.A.S.T.
  - Face: Is there weakness on one side of their face?
  - Arms: Can they raise both arms?
  - Speech: Is their speech easily understood?
  - Time: To call 911.
- Call 911 immediately. After calling 911, call Coastal Security 904-680-7777
- Talk to the person to reassure them while you wait for emergency responders.
Unconscious Individual

- Check for breathing by tilting their head backwards and looking and feeling for breaths.
- If Breathing:
  - Move them onto their side and tilt their head back
  - Call 911 as soon as possible.
  - After calling 911, call Coastal Security 904-680-7777.
- If NOT Breathing:
  - Call 911 as soon as possible.
  - After calling 911, call Coastal Security 904-680-7777
  - If no breaths are felt, start chest compressions. Place the heel of your hand on the center of the chest and the heel of your other hand on top of the first, lacing your fingers together. Push firmly down in the middle of the chest and then release. Push hard and fast, at a rate of 100 compressions per minute, until emergency responders arrive.
  - After calling 911, call Coastal Security 904-680-7777

Important Preparedness Notes:

- AED stands for Automated External Defibrillator. It is a medical device that analyzes the heart’s rhythm. If necessary, it delivers an electrical shock, known as defibrillation, which helps the heart re-establish an effective rhythm. Sudden Cardiac Arrest can be treated most effectively by a combination of CPR and Defibrillation.
- Make sure you identify where the closest AED is to the location where you attend class or work.
- AED’s are located near the center stairwell on each floor as well as in the security office on the fourth floor.
Pandemic or Infectious Disease

A pandemic is a global disease outbreak. A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in very short time.

An especially severe influenza pandemic could lead to high levels of illness, death, social disruption, and economic loss. Everyday life would be disrupted because so many people in so many places become seriously ill at the same time. Impacts can range from school and business closings to the interruption of basic services such as public transportation and food delivery.

In addition to the influenza, other infectious diseases may cause a sudden effect on normal Coastal Law operations. These diseases may be introduced to the community intentionally or inadvertently and include some of the following: Ebola virus, small pox, pneumonic plague, meningitis, encephalitis, E. coli, tuberculosis, salmonella, and various new strains of influenza.

Recommended Response Actions

Dean

- Develop and disseminate alternative procedures in accordance with the particulars of the situation to assure continuity of instruction (e.g., web-based distance instruction, mailed lessons and assignments, instruction via local radio or television stations) in the event of a prolonged Coastal Law closure. Develop protocols and training for faculty in development of courses allowing remote delivery through technology, as summarized in Addendum 3 Emergency Preparedness for Academic Continuity.
- Establish absence policies for students suspected to be ill or who become ill on campus. Students with known or suspected infections should not remain on campus and should return only after their symptoms resolve and they are physically ready and medically cleared to return to campus. Consider communications and protocols covered in Addendum 4 of this section, Help Coastal Stay Well!

Senior Director of Culture & Human Resources

- Develop a continuity of operations plan for maintaining the essential operations of the School of Law including payroll; ongoing communication with employees; maintenance; as well as housekeeping.
- Establish sick leave policies for employees suspected to be ill or who become ill on campus. Employees with known or suspected infections should not remain on campus
and should return only after their symptoms resolve and they are physically ready and medically cleared to return to campus.

Dean, Associate Dean of Academic Affairs, Senior Director of Culture & Human Resources, Assistant Dean of Student Affairs

- Develop a dissemination plan for communication of Coastal Law’s pandemic preparedness and response plan with employees, students, and families.
- Advise employees and students where to find up-to-date and reliable pandemic information from federal, state and local public health sources including travel and study abroad reminders as summarized in Addendum 3 of this section.
- Communicate Coastal Law’s status regarding closure to media via press release and to employees, students, and parents via e2Campus.

Director of Security & Facilities

- Maintain contact with Duval County Emergency Operations Center, if applicable.
- Recheck Campus Security first aid kits to ensure that they are ready for use.
- Check and prepare inventory in event Coastal Law is closed.
- Secure all buildings to avoid reentry if Coastal Law is closed.
- Secure campus parking garage and limit access onto campus and into building to one point of entry.

Emergency Response Team

- As situation dictates, mobilize team to address Coastal Law operations, including employee absenteeism, student attendance levels, and other effects of disaster.
- Provide briefing to Dean on recommended action and effect of disaster.
Addendum 3

Emergency Preparedness for Academic Continuity

In the event of an emergency, it may be necessary for FCSL to suspend normal operations. During this time, FCSL may opt to continue delivery of instruction through methods that include but are not limited to: Desire2Learn (D2L), Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor D2L or other classroom application sites for each class for course specific communication, and the main FCSL and department websites, emails, and E2Campus messages for important general information.

Guiding Principles for Instructional Faculty

Faculty involved in instruction should consider how instructional delivery to students can be continued in the event of a full or partial campus closure for an extended period of time under condition where the infrastructure is intact (e.g. pandemic closure).

It is clear that a single solution will not fit all courses and disciplines and that the quality of instruction may be affected. However, during the development of course material and the considerations of delivery methods, the possibility of an extended closure should be explored. Faculty should consider contingency plans to respond to varying severities and lengths of closures so that courses can continue to be taught. Scenarios that may be considered include the following:

Scenario #1: FCSL shut down for 1-2 weeks, FCSL infrastructure is functional.

Scenario #2: FCSL shut down for 3-4 weeks, FCSL infrastructure is functional.

Scenario #3: FCSL shut down for up to 6 weeks, FCSL infrastructure is functional.

Key questions to Consider During Course Development

The following questions may help faculty work through the process of addressing “alternative” course delivery methods, and to assess the potential of “alternative” course delivery in current courses.

- What options are available should I become ill—are there other faculty/adjuncts/TAs in the program that can assist with the course while I recover?
- What will I do if a significant proportion (20%-40%) of the class is out sick for an extended period to time (i.e., 5-7 days)?
- What parts of the course content can be modified for delivery through distance methods?
  1. What content could be delivered through Blackboard Collaborate virtual classroom in live or recorded sessions?
2. What content could be delivered through PowerPoint slides, webcasts, other documents, and/or discussion board in the learning/course management system (D2L)?
3. Do I have quizzes or other assignments that could be administered or submitted through a course management system?
   - What level of interaction with the students, during and outside of class hours, will be required for my TA(s) and I, and what are the possible ways to accomplish that?
   - Could I hold virtual office hours and/or exam review sessions through Blackboard Collaborate?
   - What hardware and technology support do I need?
   - What training or assistance would be needed to modify content or set up for distance delivery?
   - What support will my students need to participate in “distance mode?”

Recommendations for Developing Course Content

Below are some ideas that allow for flexibility in course delivery and would support continued student opportunities to learn during a university closure. Academic Technology is available to train you – preferably in advance of an emergency - to set up a virtual classroom.

- Post PPT or convert to lecture outlines in the course management system (D2L) to allow students to follow content.
- Post PPTs with audio commentary.
- Develop courses using Blackboard Collaborate to become familiar with this delivery method.
- Develop a comprehensive “time line” for working through entire course material.
- Schedule a “Whiteboard” or chat session to determine the utility of this mechanism.
- Develop and post comprehensive reading guide for the entire semester and post on the portal or D2L.
- Develop comprehensive worksheets for important content and post on D2L.
- Develop weekly online quizzes or PPT exercises to guide students through concepts while also monitoring student engagement and understanding.
- Provide list of web links to other online content that supplements material.
- Post or link to videos or tutorials that describe key content ideas.
- Obtain the necessary equipment (e.g., webcam, microphone) and software (e.g., Camtasia Relay) from IT so you are prepared to create content for your courses, and learn how to use them.
- Develop and post webcasts of lectures.
- Develop contingency plans to deal with make-up assignments for large numbers of students in the event that a high proportion will be absent due to illness (student will be advised to remain at home should they become ill).
Addendum 4

Help Coastal Stay Well!

Help protect others if you are sick. . . PLEASE STAY HOME. The administration and your professors will make every effort to get you back on track academically if you miss classes due to sudden illness possibly associated with a pandemic or infectious disease.

What we can do. . .

We will create a special process to handle students who miss class as a result of flu-symptoms. Although the attendance policy for each course will remain in effect, if you need to miss class because of flu-like symptoms, please notify an academic dean as soon as possible. The dean will record your name and notify your professors of the reason for your absence. If, during the semester, your number of absences causes you to violate a course attendance policy, an academic dean will assist you with either obtaining a waiver of the attendance policy or withdrawing you from that course if you have missed so many classes that it would be difficult for you to catch up.

Additionally, when you notify an academic dean that you will be absent due to flu-like symptoms, we will call you to determine if you need anything to assist you during your recovery. We will encourage your professors to podcast their classes for your use; if the professor agrees to do so, that podcast will be made available to you as soon as possible after the class has occurred. As soon you feel able, we strongly encourage you to also contact your professors directly (via email or telephone) to talk about how you can make up the work, or otherwise catch up on what you missed.

What if we have an outbreak…

We will create an alternate exam period in the event Florida Coastal closes due to a pandemic or infectious disease. Closure of Florida Coastal and its facilities will only be used if we experience widespread illness among the students, faculty, and staff. In the event we are forced to close the school during the semester we will make every attempt to reschedule classes without spilling over into the exam period. However, the school may utilize another time period to administer exams if needed.

Please do not put your health and the health of others at risk. We request that you stay home while you are sick with the flu. There are ways to make up your work and get back on track for the semester.
Addendum 5

Travel and Study Abroad Reminders

FCSL asks you to be particularly vigilant with your health and follow the guidelines for travelers as outlined by the CDC (information about symptoms and prevention http://wwwn.cdc.gov/travel/content/study-abroad.aspx).

In addition, we remind you to educate yourself concerning current health issues related to specific destinations and to prepare for thorough health screenings when traveling (please visit CDC: http://wwwnc.cdc.gov/travel/blurces).

Out of concern for their health, and the health of those with whom they live and work, FCSL faculty, staff or students who choose to travel to areas of the world significantly affected by infectious disease are expected to monitor their health closely for seven days following their return.
Appendix M
Florida Coastal School of Law
Emergency and Disaster Response Plan

Emergency Response Team Contact Information
(Confidential)

- President
  - Dennis Stone
    - Email: dstone@fcsl.edu
    - Work Telephone: 904-680-7703

- Dean
  - Scott DeVito
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    - Work Telephone: 904-680-7703

- Associate Dean of Academic Affairs
  - Jennifer Reiber
    - Email: jreiber@fcsl.edu
    - Work Telephone: 904-256-1159

- Associate Dean of Library and Technology
  - Korin Munsterman
    - Email: kmunsterman@fcsl.edu
    - Work Telephone: 904-680-7601
    - Business Cell Phone: 202-957-1362

- Director of Security & Facilities
  - Bill Breen
    - Email: wbreen@fcsl.edu
    - Work Telephone: 904-680-7674

- Senior Director of Culture & Human Resources
  - Susie Pontiff-Stringer
    - Email: spontiff@fcsl.edu
    - Work Telephone: 904-256-1253
    - Home Telephone: none
    - Business Cell Phone: 239-207-1820

- Network/System Architect, Information Technology
  - Dave Miller
    - Email: dmillner@fcsl.edu
    - Work Telephone: 904-680-7640
• Assistant Dean of Academic Affairs
  ▪ Bridgette Waines
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    • Work Telephone: 904-680-7780
• Assistant Dean of Student Affairs
  ▪ James Artley
    • Email: jartley@fcsl.edu
    • Work Telephone: 904-256-1162
• Marketing & Communications Coordinator
  ▪ Nicole Cassis
    • Email: ncassis@fcsl.edu
    • Work Telephone: 904-256-1269
Appendix N
Florida Coastal School of Law
Emergency and Disaster Response Plan

References

American Red Cross and National Oceanic and Atmospheric Administration

Federal Emergency Management Administration

North Florida/South Georgia Veterans Health System Employee Emergency Preparedness

Nova Southeastern University- Emergency Response Guide