Comprehensive Emergency Management Plan



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Change-3: 2022 Version

Miami Dade College

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NOTICE OF PROMULGATION

Pursuant to Florida State Statues and Miami Dade College (MDC) District Board of Trustees Policy I-40, MDC Office of Emergency Management has announced the release of its updated Comprehensive Emergency Management Plan (CEMP) as undersigned and authorized.

PLAN DEVELOPMENT AND MAINTENANCE

The Comprehensive Emergency Management Plan (CEMP) will be reviewed annually and will be updated and revised as appropriate. Plan changes, updates, and revisions are the responsibility of the Assistant Vice Provost - Emergency Management who will ensure that any plan changes are distributed accordingly.

Interim revisions will be made when one of the following occurs:

- A change in College site or facility configuration that materially alters the information contained in the plan or materially affects implementation of the plan.
- A material and/or functional change in response resources.
- An incident occurs that requires a review.
- Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan.
- New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan.

RECORD OF REVIEW / CHANGES			
Date of Review	**Reviewed By**	**Action**	**Date Approved**
Oct-Dec 2014	T. Bradley	Change 1	January 2015
Jan-Jun 2016	Y. Fernandez	Change 2	December 2017
Jan – Jun 21-22	Y. Fernandez	Change 3	June 2022

NOTE: All Change 2 updates are indicated by red text and hyperlinked in Change Summary.

CHANGE SUMMARY
(1) Minor format changes
(2) Removal of welcome letter
(3) Updated language and reformatted the entire document.
(4) Updated Pandemic Plan

AUTHORITY & GUIDANCE

Federal

- Robert T. Stafford Disaster Relief & Emergency Assistance Act, 42 USC§ 5121.
- Emergency Planning and Community Right-to-Know Act, 42 USC, Chapter 116.
- Emergency Management and Assistance, 44 CFR.
- Homeland Security Act 2002.
- Homeland Security Presidential Directive 8, National Preparedness.
- Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents.
- National Incident Management System (NIMS) / National Response Framework (NRF).
- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) 34 CFR 668.46 (b) (13) – Emergency Response & Evacuation Plan
- The Americans with Disabilities Act of 1990 (ADA), as amended by title I & II, regulations in 1991 28 CFR Part 35, and the title III regulation (public accommodations), 28 CFR Part 36.

State of Florida

- Pursuant to Chapter 252, Florida Statutes, and the Florida Administrative Code, the state CEMP is the master operations document for the State of Florida in responding to all emergencies, and all catastrophic, major, and minor disasters.
  - Florida Statute 252.35, Emergency management powers; Division of Emergency Management (DEM).
  - Florida Statute 252.356, Emergency and disaster planning provisions to assist persons with disabilities or limitations.
  - Florida Statute 252.365, Emergency coordination officers; disaster-preparedness plans.
- State of Florida, Office of the Governor, Executive Order 80-29 (Disaster Preparedness).
- Executive Order 07-77, Establishing the Gubernatorial Task Force for College Campus Safety.

MDC

- The authorization from the MDC District Board of Trustees to the College President to prepare, maintain, and implement the Comprehensive Emergency Management Plan can be found in Manual of Policy I-40, Emergency Response Responsibilities.
- Action Agenda, Item 2(g) from the MDC District Board of Trustees meeting on September 29, 2005 authorizes the adoption of NIMS by resolution.
- The designation of specific roles and responsibilities from the College President in response to an emergency can be found in Manual of Procedure 1590, College Crisis Management. This procedure also delegates the authority to develop, maintain, and

distribute the CEMP to the Assistant Vice Provost - Emergency Management.

- Additionally, the CEMP parallels federal activities set forth in the National Preparedness Goals (NPG) and the National Response Framework (NRF), which details operating principles and protocols for major disasters. Together, HSPD-5, HSPD-8, the NRF and NIMS integrate the resources of jurisdictions, incident management and emergency response disciplines, non-governmental organizations, and the private sector into a seamless national framework for domestic incident response that promulgates the "whole Community" approach.
- The MDC Emergency Preparedness Task Force is responsible for assisting the Assistant Vice Provost - Emergency Management to maintain the CEMP and develop strategies to address new hazards as they are identified.
- Memorandum of Agreements / Contracts / Interagency Participation. MDC is a signatory of the Florida Statewide Mutual Aid Agreement. The Statewide Mutual Aid Agreement is an agreement between state and local entities to leverage limited resources and assist each other during a major disaster. The Statewide Mutual Aid Agreement streamlines the assistance process within the State of Florida when resources are needed most. The agreement provides MDC a mechanism to request critical resources needed to restore college operations after a disaster.
- The Statewide Mutual Aid Agreement (SMAA) also provides access to assistance from the Federal government and other states via the Robert T. Stafford Disaster Relief and Emergency Assistance Act and Emergency Management Assistance Compact. MDC can also invoke assistance under the Statewide Mutual Aid Agreement when the College needs assistance from a participating agency during a minor emergency and does not have an existing mutual aid agreement with them. The Assistant Vice Provost - Emergency Management is responsible for maintaining the Statewide Mutual Aid Agreement with the Florida Division of Emergency Management.
- The Assistant Vice Provost - Emergency Management is the primary college official authorized to coordinate MDC resources in accordance with the Statewide Mutual Aid Agreement. The College Provost for Operations and the Chief of Staff serve as the Assistant Vice Provost - Emergency Management's backup for mutual aid requests. All requests for mutual aid must be approved by the College President or their designee.

GUIDANCE

- Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101 Version 2
- FEMA, DOE. DHS, DOJ, FBI & HHS: Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education
- International Association of Campus Law Enforcement Administrators (IACLEA) – Campus Emergency Operation Planning Guide
- National Fire Protection Association (NFPA) 1561: Standard on Emergency Services Incident Management System
- NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs

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COLLEGE-WIDE BASIC PLAN

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Purpose

The MDC CEMP is designed for the use by and in collaboration of the "*whole*" college community. The CEMP establishes standard operating guidelines, based on existing policies and procedures, for the prevention of, response to, and recover from an emergency impacting the a campus or College. The CEMP describes the emergency management roles and responsibilities of the entire college community that provides an overarching strategy to approach all natural, technological and man-made hazards.

The CEMP is designed to protect lives and property through effective use of college, local, state and federal resources. Since an emergency may be sudden and without warning, the CEMP is intended to be flexible in order to accommodate contingencies of various types and magnitudes. The CEMP does not limit the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

Scope

The CEMP outlines a preparedness framework that is fundamental to our institutions essential mission and capabilities promulgate the prevention, protection, mitigation (before) response (during) and recovery (after) actions of MDC. The plan incorporates the use of the college-wide resources for an all-hazards approach that could negatively impact the College. The CEMP incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination between responding agencies and is consistent with the Miami-Dade County CEMP, State of Florida CEMP, and National Response Framework (NRF). MDC continuously collaborates with local, state and federal emergency response agencies in the development, implementation and maintenance of the CEMP.

MDC personnel and equipment will be utilized in accordance with the guidelines set forth in this plan to accomplish the following priorities in order of importance:

Priority 1: Protection of Human Life

Priority 2: Support of Health, Safety and Basic Care Services

Priority 3: Protection of MDC Assets

Priority 4: Maintenance of Critical MDC Services

Priority 5: Assessment of Damages to MDC Campuses

Priority 6: Restoration of MDC Operations

Plan Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. The standard practice is to base planning assumptions on the potential worst-case conditions. For MDC in general, a hazardous materials event or severe weather hazards such as Tropical Storms and Hurricanes pose the most probable threat of emergency conditions. The CEMP is predicated on a realistic approach to the challenges likely to be encountered during a major emergency. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas, telephone communications, radio systems, cellular telephones, and information systems.
- The succession of events in an emergency are not predictable; therefore, published response plans, such as the CEMP, should serve only as a guide and may require modifications in order to meet the requirements of a specific emergency.
- An emergency may be declared if information indicates that such conditions are developing or probable.
- All emergencies begin locally. Therefore, most emergencies impacting MDC will begin at the campus level.
- Major emergencies may become county or statewide. Therefore, it is necessary for MDC to prepare for and carry out emergency response and short-term recovery operations in conjunction with local, state, and federal emergency response agencies.
- Assistance from local, state, and federal emergency response agencies may not be immediately available. In addition, normal suppliers may not be able to deliver materials.
- Major roads, overpasses, bridges, and local streets may be damaged.
- Buildings and structures, including campuses and employee homes, may be damaged.
- Damage may cause injuries and displacement of people. People may become stranded at the College, and conditions may be unsafe to travel off campus.
- Contact with families and households of the College community may be interrupted.
- Emergency conditions that affect campus will likely affect the surrounding community, potentially all of Miami-Dade County.
- The College will not receive outside assistance in rapid damage assessment and will need to conduct its own situation analysis and deployment of onsite resources and management of emergency operations on campus, through the campus Incident Command Post while emergency conditions exist.
- Communication and exchange of information will be one of the highest priority operations for the District and Campus Incident Command Posts.

Plan Objectives

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Organization

- Provide guidelines for the most critical functions during an emergency response.
- Provide an easy-to-follow format in which members can quickly determine their roles, responsibilities, and primary tasks.
- Coordinates processes, actions and the exchange of critical information into an efficient and real-time overall response, in which all members have access to the emergency response process and know what is going on at the College.

Communications and Information Management

- Establishes central points of communications both for receipt and transmission of urgent information and messages.
- Identifying official points of contact for the College during emergencies when normal channels are interrupted.
- Provides 24-hour comprehensive communication services for voice, data and operational systems.
- Collection and collating all disaster information for notification, public information, documentation and post-incident analysis.
- Provides a basis for training staff and organizations in emergency response management.

Decision Making

- Determining the level of response and extent of emergency control and coordination that should be activated when incidents occur, through a clear decision process.

Response Operations

- Utilizing College resources to implement a comprehensive and efficient emergency management response structure.
- Continuously preparing a proactive emergency response management action plan, for the possibilities and eventualities of emerging incidents.

Recovery Operations

- Transitioning response operations over to normal day-to-day management processes.
- Supporting business continuity plans and processes, as needed, during restoration phases.
- Providing documentation and information support to the FEMA disaster assistance program.

College General Profile: MDC, a state-supported college with eight campus locations and numerous outreach centers, is the largest institution of higher education in the United States and one of the most highly regarded in the nation. It is governed by a seven-member District Board of Trustees and the College President.

North Campus / 11380 N.W. 27 Avenue, Miami, FL 33167
Located on 245 acres in northern Miami-Dade County, this beautifully landscaped campus was the College's first. It was built in 1960, on land that once hosted a World War II Naval air station. The main academic buildings of the Campus surround a serene lake and lush walking paths. The North Campus is a gateway for students wishing to upgrade skills and complete one-year certificate programs, prepare for licensing exams or start working on a bachelor's degree.

Kendall Campus / 11011 S.W. 104 Street, Miami, FL 33176
The Kendall Campus, situated on a 185-acre tract of trees and lakes, opened in 1967. It is home to a wide variety of academic programs and specialized institutes. The campus features 13 buildings equipped with the latest technologies, a wellness center, athletic fields and an Olympic-sized pool. The Kendall Campus offers a comprehensive range of learning opportunities. Kendall provides students with transfer programs designed to facilitate the move to four-year institutions, programs that enhance and modernize professional and technical skills, and preparatory programs for licensing or certification.

Wolfson Campus / 300 N.E. 2 Avenue, Miami, FL 33132
The Wolfson Campus opened in 1970 by holding classes in the storefronts of downtown Miami. With the completion of the campus' first permanent facility in 1973, Wolfson catalyzed a downtown renaissance by hosting all manner of civic and cultural discourse. It is the only comprehensive urban campus in the city. Located within the city's financial, governmental, technological and cultural hubs, Wolfson capitalizes on its unique geographic resource by offering programs in banking/financial services, business, computer technology, paralegal studies, architecture, economics, hospitality management, engineering, the arts, humanities and social sciences.

Medical Campus / 950 N.W. 20 Street, Miami, FL 33127
In 1977, MDC opened its Medical Campus on 4.3 acres within the city's medical/ civic center complex. Along with the other members of this complex, the University of Miami School of Medicine, Jackson Memorial Hospital, Veterans Administration Hospital and Miami- Dade County Public Health Service, the Medical Campus forms the backbone of Miami's health care community. The campus offers specialty disciplines in nursing and allied health, and state-of-the-art technologies help to ensure that students are prepared in these and other challenging medical careers.

Homestead Campus / 500 College Terrace, Homestead, FL 33030
In 1990, Homestead became the fifth campus of MDC. It was opened in the historic downtown district of the City of Homestead with the mission to deliver a full range of higher education programs for the Homestead/ Florida City communities. In fulfilling its mission, the campus enhances the community's capacity to meet cultural and social needs, in turn fostering a stronger sense of community. This togetherness was very important following the devastation of Hurricane Andrew and the closing of the Homestead Air Force Base.

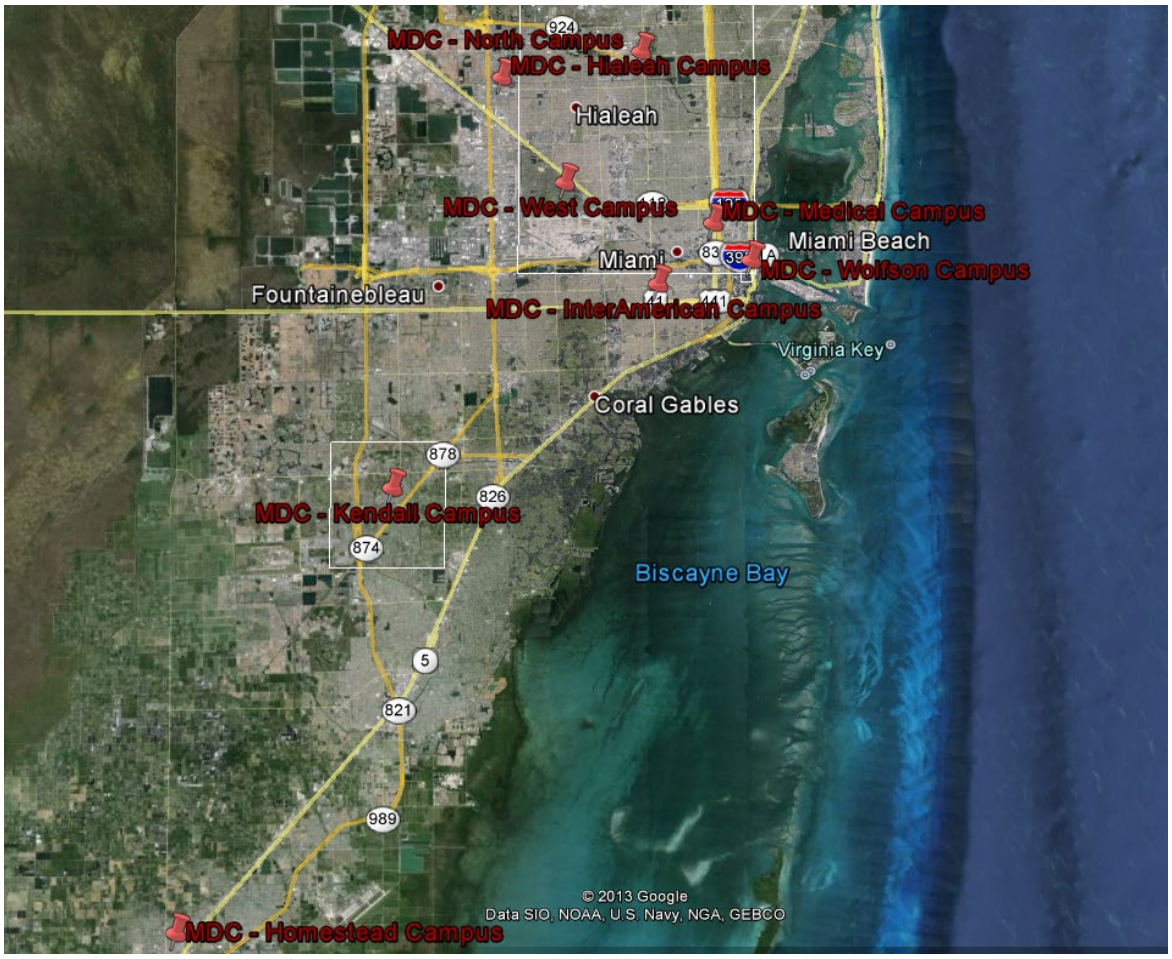
Eduardo J. Padron Campus / 627 S.W. 27 Avenue, Miami, FL 33135
The InterAmerican Campus is located in the heart of Little Havana, one of the most colorful and lively neighborhoods in Miami's historic Latin Quarter. The seed for the InterAmerican Campus was planted in 1972 when the College offered two night courses at the Belen Jesuit Prep School. Sixty students enrolled. By 1979, the program had blossomed into the Wolfson Campus' Division of Bilingual Studies, enrolling 2,000 students.

Hialeah Campus / 1776 W. 49 Street, Hialeah, FL 33012

The Hialeah Campus became MDC's seventh campus, accorded official campus status by the Florida State Board of Education in 2005. The Campus serves the Greater Hialeah-Miami Lakes area, offering day and evening classes six days a week. Courses leading to an Associate in Arts or Associate in Science degree are offered. Educational opportunities are also available through Vocational Credit Certificate Programs, as well as through courses providing career entry in Computer Technology, Office Technology, Electronics and Early Childhood Development. The Hialeah Center houses a large and comprehensive English language training program for speakers of other languages in various instructional formats.

West Campus / 3800 N.W. 115th Avenue, Doral, FL 33178
MDC West was approved by the Florida State Board of Education in 2005. Serving one of the fastest-growing locales in Miami-Dade County, including Doral and surrounding areas, West offers courses toward the Associate in Arts and Associate in Science degrees. Corporate training programs are also offered at West. MDC West opened for classes on March 1, 2006, and promises to be the next exciting learning environment for the greater Miami community.

Map of MDC campus locations within Miami Dade County, FL.



Local Response Agencies

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City of Miami: The Wolfson, InterAmerican, and Medical campuses reside within the jurisdiction of the City of Miami as does the North Campus's Carrie P. Meek Entrepreneurial Education Center. The City of Miami Fire Rescue and Police Departments are the primary emergency response agencies for these campuses.

City of Hialeah: The Hialeah campus resides within the jurisdiction of the City of Hialeah. The City of Hialeah Fire Rescue and Police Departments are the primary emergency response agencies for the Hialeah campus.

City of Doral: MDC-West resides within the jurisdiction of the City of Doral. The City of Doral Police Department is the primary law enforcement agency for MDC-West.

City of Homestead: The Homestead campus resides within the jurisdiction of the City of Homestead. The City of Homestead Police Department is the primary law enforcement agency for the Homestead campus.

Miami-Dade County: The Miami-Dade County Department of Emergency Management & Homeland Security (DEM & HS) is responsible for coordinating all countywide emergency management efforts. DEM & HS prepares and implements the County CEMP and periodically conducts exercises to test county and municipal emergency response capabilities.

The County Mayor has the authority, under section 8B of the Miami-Dade County Code, to declare a county emergency, activate the Emergency Operations Center (EOC) and allocate the resources necessary to protect lives and property. The Miami-Dade County EOC is the facility in which emergency and disaster preparations, response, and recovery activities are coordinated among participating agencies residing within the County's jurisdiction.

**All eight MDC campus locations reside within the jurisdiction of Miami-Dade County. The Miami-Dade Police Department (MDPD) is the primary law enforcement agency for the North and Kendall campuses. The Miami-Dade Fire Rescue Department (MDFR) is the primary fire rescue agency for the North, Kendall, Homestead and MDC West. MDPD and MDFR are the secondary emergency response agencies for all other campuses that reside within an incorporated Miami-Dade County municipality.*

Miami-Dade County Public Schools: Students from Miami-Dade County Public Schools (M-DCPS) attend classes at the New World School of the Arts located at the Wolfson Campus and the School for Advanced Studies which is located on the North, Kendall, Homestead, and Wolfson campuses. M-DCPS is responsible for the safety, security and conduct of its students. The M-DCPS Police Department is the primary law enforcement agency for incidents impacting M-DCPS students and employees.

Regional and State Response Agencies

TOC

Regional Domestic Security Task Force (RDSTF)

The State of Florida has taken a regional approach in the fight against terrorism and preparation for catastrophic disasters. This approach divides the State into seven Regional Domestic Security Task Forces (RDSTF) with each task force made up of the local, state, and federal emergency response agencies that serve and protect the communities within the defined region. The Southeast RDSTF (Region 7) encompasses Miami-Dade, Broward, Monroe and Palm Beach counties. The task force is broken down into functional workgroups that meet regularly and discuss ways to update/sustain equipment, train personnel, increase public awareness and establish protocols for response to a terrorist incident under a unified command.

The Assistant Vice Provost - Emergency Management is MDC's representative on the Emergency Management and Campus Security workgroups. MDC's ongoing participation in the RDSTF is instrumental in applying for homeland security grants, planning of regional exercises, and ensuring the consistency of the CEMP with other local and state response plans.

Florida Division of Emergency Management

The Florida Division of Emergency Management (FDEM) is responsible for the coordination of all statewide emergency management efforts. FDEM prepares and implements the State of Florida CEMP and periodically conducts exercises to test state and county emergency response capabilities. The Governor has the authority to issue an Executive Order declaring a Florida state of emergency and activating the State's emergency response resources.

During a declared Florida emergency, FDEM is authorized to support the local response efforts through the activation of the State CEMP and EOC. If the Governor is not able to issue an Executive Order due to time constraints, the Director of FDEM is authorized to activate the State CEMP and immediately initiate emergency response actions. The Region 7 FDEM Coordinator is responsible for coordinating FDEM initiatives with the MDC Assistant Vice Provost - Emergency Management.

Florida Department of Law Enforcement

The Florida Department of Law Enforcement (FDLE) was created to promote public safety and strengthen domestic security by providing services in partnership with local, state, and federal criminal justice agencies to prevent, to investigate, and to solve crimes while protecting Florida's citizens and visitors. Through its seven Regional Operations Centers, fourteen field offices, and seven crime laboratories, FDLE delivers investigative, forensic, and information system services to Florida's criminal justice community. FDLE is responsible for coordinating the seven RDSTFs and the State of Florida Domestic Security Oversight Committee (DSOC). The Region 7 FDLE Special Agent Supervisor is responsible for coordinating FDLE and DSOC homeland security and emergency management initiatives with the MDC Assistant Vice Provost - Emergency Management.

Florida Department of Education

The Florida Department of Education (FDOE) governs public education for the State of Florida. The State's colleges are governed locally by a board of trustees and coordinated statewide under the State Board of Education. MDC is in the process of becoming a state college, but is currently still part of the Florida College System, which consists of 28 community and state colleges from across Florida.

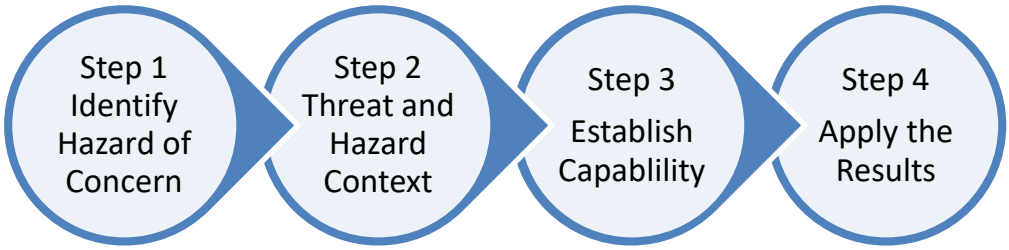
The Chancellor of Florida Colleges is the chief executive officer of the system and supports the member colleges on statewide education initiatives. The Assistant Chancellor of Florida Colleges is responsible to assist FDEM and FDLE with all statewide emergency management efforts that impact the Florida College System.

The Assistant Chancellor of Florida Colleges or designee is also responsible for coordinating FDOE emergency management initiatives with the MDC Assistant Vice Provost - Emergency Management.

Hazard Analysis / Threat Assessment TOC

All eight MDC campus locations reside within the jurisdiction of Miami-Dade County. The Miami-Dade County Department of Emergency Management & Homeland Security (DEM & HS) is responsible for coordinating all countywide emergency management efforts. DEM & HS prepares and implements the County CEMP and periodically conducts exercises to test county and municipal emergency response capabilities. Below hazard analysis information for natural disasters and human-caused disasters was extracted from the County CEMP.

Threat assessments is a critical component to the College resiliency and mitigation strategy. Based on the Miami-Dade County coastal geography and *Threat and Hazard Identification and Risk Assessment* (THIRA). The THIRA process supports the National Preparedness System which allows MDC's Office of Emergency Preparedness to identify risk and threats using a four step process.



the three main hazards: Natural, Technological, and Human-caused. The table below contains some of the potential emergency and/or disaster situations MDC take into consideration when addresses in emergency management planning, operations, and/or training. The list is not all-inclusive.

Natural	Technological	Human-caused
▪ Avalanche ▪ Animal disease outbreak ▪ Drought ▪ Earthquake ▪ Epidemic ▪ Flood ▪ Hurricane ▪ Landslide ▪ Pandemic ▪ Tornado ▪ Tsunami ▪ Volcanic eruption ▪ Wildfire ▪ Winter storm	▪ Airplane crash ▪ Dam failure ▪ Levee failure ▪ Mine accident ▪ Hazardous materials release ▪ Power failure ▪ Radiological release ▪ Train derailment ▪ Urban conflagration	▪ Biological attack ▪ Chemical attack ▪ Cyber incident ▪ Explosives attack ▪ Radiological attack ▪ Sabotage ▪ School and workplace violence

Natural Caused Disaster – High Vulnerability

Hurricanes and Tropical Storms

Southeast Florida has experienced 34 hurricanes between 1994 and 2007. Nine of these storms have been “major hurricanes” (Category 3 or above). Miami-Dade County’s low and flat topography coupled with a significant number of coastal residents are factors that increase risk during an evacuation due to the arrival of a hurricane.

Over 400,000 coastal residents may be required to evacuate in the event of a Category 5 hurricane. Evacuation of over 400,000 residents and visitors is achievable, however, factors such as landfall and intensity hurricane requires technology to gauge clearance time. In addition, clearance time must be considered for surrounding counties. The clearance time becomes shorter if the size of the storm, or its predicted landfall, requires the evacuation of adjacent counties, especially Broward or Monroe. The problems that arise from merging the evacuees from both Miami-Dade and Broward Counties may extend clearance times beyond reasonable limits. As a result, Miami-Dade County residents are discouraged from evacuating out of the County unless they are utilizing air transportation or evacuate very early.

The threat from storm surge represents a serious hazard to the barrier island communities and the entire southern half of the County. During Hurricane Andrew in 1992, record high flooding occurred due to 17 feet of storm surge. In addition, flooding due to torrential rainfall (inundation) poses a serious threat in portions of Miami-Dade County.

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Pre-landfall hazards associated with a hurricane also pose a significant threat to a successful evacuation. Residents have a tendency to delay evacuation until the last minute which results in overflowing roadways and traffic jams. Torrential rains and tropical storm force winds associated with the outer bands of a hurricane frequently render evacuation routes impassable long before the predicted landfall of the storm. In accordance with a wind effects report distributed by the Florida Institute of Technology, Tropical Storm Force Winds (TSFW)

can down trees and power lines, blow out windows, blow down signs, cause flying debris, structural collapse and cause vehicles to overturn. It is the policy of Miami-Dade County to plan for the effects of TSFWs on preparedness activities and evacuation procedures.

The potential for property damage resulting from a major hurricane represents one of Miami-Dade County's most serious threats. Hurricane Andrew, a small, fast-moving category 5 storm struck the sparsely populated agricultural area of southern Miami-Dade County, where only 300,000 of the County's residents lived. The resulting damage from this storm totaled over $27 billion and posed a serious economic threat to a number of Miami-Dade's municipalities, the County, and the insurance industry at large. A Category 5 hurricane striking in the more populated regions of the County would put over 2.4 million residents at risk and could easily result in losses of such proportions that the financial health of the County, its municipalities and many businesses in the private sector would be placed in jeopardy. A disaster of this magnitude would also pose a serious threat, on a national level, to the banking and insurance industries as well as the general economy of the country.

Tornadoes and Thunderstorms and Lightning Storms

The number of tornadoes in Florida generally increases during the months of June, July, and August with a decline in October, November, and December. Tropical cyclones tend to enhance the occurrence of tornadoes during the late summer and early fall. Tornadoes during the winter and spring tend to be more powerful though due to the presence of the jet stream. Historically, Florida experiences stronger and more dangerous tornadoes in February, March, and April. Unlike the rest of the nation, strong to violent tornadoes in Florida are just as likely to occur after midnight as they are during the afternoon. This unique feature makes Florida tornadoes very dangerous because most people are asleep and do not receive adequate weather warnings. Additionally, Miami-Dade County has over 60 mobile home parks that are particularly vulnerable to the high winds associated with severe thunderstorms and tornadoes.

Florida is the most lightning-prone area in the United States. In fact, lightning alone kills more people annually in Florida than all other weather hazards combined. Severe thunderstorms and lightning strikes are traditionally responsible for the most frequent damage in Miami-Dade County. Windstorm damage resulting from downbursts and squall lines frequently knocks down trees and power lines. On rare occasions, lightning strikes are responsible for triggering wild land fires, damaging electrical transformers, and causing roof damage.

TOC

Flooding

Much of Miami-Dade County is susceptible to localized flooding, particularly during the rainy season of June through October. One area in particular experiences flooding on a regular basis. Known as the 8½ square mile area, it is located west of the L-31N Levee, between SW 104th Street on the north and SW 168th Street on the south. The mean elevation of Miami-Dade County is a relatively flat 11 feet. The County's flat terrain causes extensive "ponding" due to the lack of elevation gradients to facilitate "run-off". The South Florida Water Management District (SFWMD) is responsible for water management in Miami Dade County. The system is designed to retain water in certain areas and, through a series of flood control gates, drain the excess water into Biscayne and Florida Bays. Bay salinity constraints limit this drainage system to a maximum flow of one inch of water drained every twenty four-hours.

In Miami-Dade County, serious flooding can occur near rivers and canals, as well as in urban areas, due to poor percolation rates and low elevations. Recent construction in previously uninhabited areas of Miami-Dade County has led to exposure from flooding due to a susceptibility to small changes in groundwater elevations. After heavy periods of rain, those areas revert to their swampy origins, causing isolation of residences and businesses, damage to roadways and utilities, contamination of water supplies, and an interruption of essential emergency services.

Pandemics/ Epidemic /Disease

Miami-Dade County health officials closely monitor public health for the reintroduction of previously controlled or eradicated diseases as well as newly evolving diseases such as Colombian Hemorrhagic Fever, Ebola, Avian Flu, Dengue Fever or viruses like Coronavirus. Our proximity to the Caribbean basin, Central and South America, our sub-tropical climate, and the "gateway" status maintained by the County's transportation industry, requires constant vigilance in the disease prevention arena.

Emphasis on preventative public health measures such as Bio-Watch, vector control; water purification, sanitary waste disposal, health inspections, and public health education have been put in place to mitigate these potential disasters. A major challenge associated with maintaining "gateway" status is not only preventing the introduction of contagious disease but the introduction of agricultural disease such as citrus canker and the Mediterranean fruit fly which could destroy our agricultural sector.

Human Caused Emergencies/Disasters – High Vulnerability

Hazardous Materials Incidents

Miami-Dade County's residents are vulnerable to the harmful effects of either the accidental or intentional release of hazardous materials. Large volumes of hazardous materials are routinely transported to, from and through the county by railroad, highway, air, water, and pipeline. Within Miami-Dade County, there are a number of private, fixed, and mobile facilities that produce, use, and store, hazardous materials. Miami-Dade County routinely performs a hazardous materials hazard analysis of all identified Facilities that are delineated in the Super Fund Amendments and Reauthorization Act (SARA) Title III.

Nuclear Power Plant

The Turkey Point Nuclear power plant is located in the southeastern portion of Miami-Dade County adjacent to Biscayne Bay and approximately 10 miles south of Cutler Ridge. Nine of the ten areas within the ten-mile Emergency Planning Zone (EPZ) are inside Miami-Dade County. All of Miami-Dade County is within the 50-mile Emergency Planning Zone. The Florida Division of Emergency Management (DEM) has the overall responsibility for the coordination of any response to a nuclear power plant emergency by federal, state or local agencies.

Civil Disturbance

Miami-Dade County has a multi-ethnic population originating from countries with widely divergent political systems, religious beliefs, and educational backgrounds. As with any large metropolitan area with diverse cultures, civil disturbances must be anticipated and expected.

The Miami-Dade Police Department has the primary responsibility for gathering intelligence and maintaining law and order within this arena and maintains the SOP that outlines the coordination and handling of responses to civil disturbances. DEM & HS's Change in Caribbean Government Plan also addresses the possibilities of local civil disturbance related to any instability or change in Caribbean government.

School Violence/Active Assailant

Active Assailant: An armed suspect or assailant who has used deadly force on other persons and continues to do so while having unrestricted access to additional victims. These events are characterized by the threat not being contained and a continuing immediate risk of death or injury. Recent increase in school violence and active assailant incidents in schools (K-20) places this hazard as a high vulnerability and risk during this cycle assessment.

CONCEPT OF OPERATIONS

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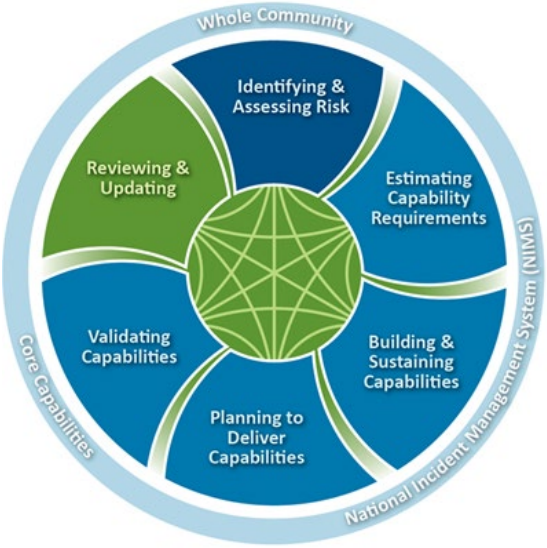
Plan Design

The CEMP is a strategic document that is the blueprint for our College comprehensive emergency preparedness program. The planning in this document is based on the Incident Command System (ICS); a management structure adopted throughout the U.S. and also stems from State of Florida Emergency Planning Guidance, the National Incident Management System, and various Homeland Security Presidential Directives. Accordingly, this plan's approach to emergency planning is rooted in a four-phase structure where the phases of Mitigation, Preparedness, Response, and Recovery each contain critical procedures for emergencies. This provides for a smooth transition to restoring normal services and implementing recovery programs.

Each Campus will develop and maintain an Emergency Operations Plan (EOP) in accordance with the CEMP. The Campus EOP will set forth the response guidelines to be followed in the event of a major campus emergency. In general, terms an EOP is contained within a CEMP (it is the response element). An EOP is a response-oriented operations plan (may include recovery). The Campus Director of Administrative Services will work with the Assistant Vice Provost - Emergency Management to develop and maintain a Campus EOP.

MDC's CEMP is designed to provide a framework and guidance for coordinated response to minor emergencies and major emergencies or disasters.

- This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at local responder levels.
- The plan is an "all-hazards" document, in other words, it contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency or disaster, and it is not designed to address unique conditions that result from a particular hazard or event.



The plan provides a framework within which emergency operations staff and other relevant department and College personnel work together to develop and maintain hazard-specific annexes. Because this plan is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Moreover, although it is based on a worst case scenario and provides for the critical functions and roles of the College during disaster response, its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency.

While the CEMP can be used as a reference for integrating internal plans into the College's strategic operational plans, it does not replace departments' responsibilities to develop and test their own emergency action procedures.

MITIGATION

MDC conducts mitigation activities as an integral part of the overall emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation is usually a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

PREPAREDNESS

TOC

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone's responsibility. Colleges, departments, and offices must develop plans and procedures to assist in the overall implementation and maintenance of emergency plans. Preparedness activities included in the emergency management program are:

- Providing emergency related equipment, supplies, and/or facility space.
- Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies.

Exercising the Plan

The more a plan is practiced and College responders are trained on the plan, the more effectively they will be able to act before, during, and after an emergency to lessen the impact on life and property. Exercises provide opportunities to practice with community partners including first responders and local emergency management as well as to identify gaps and weaknesses in the plan. The exercises below require increasing amounts of planning, time, and resources.

Tabletop exercises: Tabletop exercises are small-group discussions that walk through a scenario and the courses of action MDC will need to take before, during, and after an emergency to lessen the impact on the College community. This activity helps assess the plan and resources, and facilitates an understanding of emergency management and planning concepts.

Drills: During drills, community partners such as first responders and local emergency managers and relevant MDC personnel use the actual campus buildings, facilities, and grounds to practice responding to a scenario.

Functional exercises: Functional exercises are similar to drills but involve multiple partners. Participants react to realistic simulated events (e.g., a bomb threat or an intruder with a gun in a classroom), and implement the plan and procedures using the ICS.

Full-scale exercises are the most time-consuming activities in the exercise continuum and are multi-agency, multi-jurisdictional efforts in which all resources are deployed. This type of exercise tests collaboration among the agencies and participants, public information systems, communications systems, and equipment.

Exercise Planning Factors: To effectively execute an exercise



- Include first responders (e.g., law enforcement officers, EMS personnel, and fire department officials), local emergency managers, and public and mental health officials.
- Communicate information in advance to avoid confusion and concern.
- Exercise under different and non-ideal conditions (e.g., time of day, weather, points in the academic calendar, absence of key personnel and various College events);
- Be consistent with common emergency management terminology.
- Debrief and develop an after-action report that evaluates results, identifies gaps or shortfalls, and documents lessons learned.

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RESPONSE

MDC will respond to emergency situations effectively and efficiently. The focus of this plan and its annexes is on planning for the response to major emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage, and may include: warning and notification, Public Safety operations, general first aid, evacuation, sheltering, as well as other associated functions.

Minor Emergency: A localized incident with limited threat to life/safety and no impact to normal campus /college operations. The CEMP is usually not activated for a minor emergency, but certain Annexes can be used as standard operating guidelines to the extent necessary.

Major Emergency: A major emergency is defined as an incident that threatens life/safety on a campus and/ or severely impacts normal campus/college operations. While it is impossible to itemize all situations or combinations thereof that would require notification, the incidents below are representative of the type and severity, which qualifies. When doubt exists or if a minor emergency has potential to become more dangerous, always resolve in favor of notification and follow the notification procedure.

1. Shooting on campus property or within 1000 yards of campus property.
2. Bomb and/or improvised explosive device found or explodes causing major damage/injuries/death on campus property or within 1000 yards of campus property.

3. Death of a college student, employee or visitor on campus property or within 1000 yards of campus property.
4. Critical illness and/or life-threatening injury of a college student, employee or visitor on campus property or within 1000 yards of campus property.
5. Civil disturbance, demonstration, and/or riot with violence or threat of violence on campus property or within 1000 yards of campus property.
6. Major fire on campus property or within 1000 yards of campus property.
7. Dangerous chemical or hazardous materials spill on campus property or within 1000 yards of campus property;
8. Severe weather incidents (excluding hurricanes) impacting the campus. Examples of severe weather-related incidents include tornados, flash floods, and severe lightening;
9. Subject with hostage and/or barricaded subject on campus property;
10. Bomb threat on campus property;
11. Any threat of violence that may cause injuries and/or death on campus property;
12. Warning from the National Weather Service of any severe weather incidents (excluding hurricanes) issued for the specific area where the campus is located.

Levels of Emergency Response

In responding to any emergency, it is important for college personnel to identify and classify the severity of incident to ensure the appropriate resources are allocated and organizational structure is implemented in a timely fashion. There are three levels of emergency response; the lower the level of emergency the larger the scale of the incident and the more resources and coordination required to manage it. Any given level may be bypassed if necessary, to allow a response to proceed to a higher level. The responsibility of classifying emergency levels starts at the campus level and proceeds to the district as the severity of the emergency increases.

- LEVEL 3 EMERGENCY is classified as a MINOR EMERGENCY and defined as a localized incident with a limited threat to life/safety and no impact to normal campus/college operations. Response to a MINOR EMERGENCY is managed at the campus level with limited support from district resources. The CEMP is not activated for a MINOR EMERGENCY, but certain sections can be used as standard operating guidelines to the extent necessary.
- LEVEL 2 EMERGENCY is classified as a **MAJOR EMERGENCY** and defined as an incident that threatens life/safety and/or severely impacts normal campus/college operations. Response to a MAJOR EMERGENCY can be managed at the campus or district level and could require significant resources internal and external to MDC. The CEMP is activated for a MAJOR EMERGENCY.
- LEVEL 1 EMERGENCY is classified as a **DISASTER** and defined as an incident that results in the catastrophic loss of life and/or closure of one or more campuses for an extended period of time. Response to a DISASTER is managed at the district level and

requires mutual aid from external agencies. The CEMP and COOP are fully activated for a DISASTER.

RECOVERY TOC

If a disaster occurs, MDC will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the College community and provide for the basic needs of the students, faculty, and staff.

Long-term recovery focuses on restoring the College to its normal state from a major declared disaster. The federal government, pursuant to the Stafford Act, provides disaster recovery assistance reimbursement; nonetheless, all disasters will require MDC to have sufficient resiliency planning under the Recovery Annex to enact its Continuity of Operations Plan (COOP).

Plan Layout: The CEMP is comprised of four basic sections:

College-Wide Basic Plan

The Basic Plan provides an overview of the approach to operations before, during, and after an emergency. This section addresses the overarching activities the College undertakes regardless of the function, threat, or hazard. The content in this section provides a solid foundation for the College's operations.

CEMP Functional Annexes

Annex 1. Rapid Assessment of an Incident

Annex 2. Communications and Notifications

Annex 3. General Protective Measures (Evacuation, Shelter-In-Place, Temporary Closure)

Annex 4. Personnel Accountability / Essential Personnel

Annex 5. Order of Succession / Delegation of Authorities

Annex 6. Persons with Disabilities Planning

Annex 7. Recovery

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CEMP Threat or Hazard Specific Annexes

Annex 8. Behavioral Threat / Crisis

Annex 9. Dangerous Subject / Intruder / Active Shooter

Annex 10. Hazardous Material Spill / Release

Annex 11. Building Fire / Block Fire

Annex 12. Bomb Threat / Improvised Explosive Device / Explosion

Annex 13. Flooding / Flash Flooding

Annex 14. Severe Weather (Thunderstorm / Lightning / Tornado)

Annex 15. Tropical Storm / Hurricane Threat

Annex 16. Utilities / Telecommunications Disruption

Annex 17. Pandemic Outbreak

Annex 18. Radiological / Nuclear Incident

Campus and Special Functional Area Emergency Operations Plan (EOPs)
Campus and special functional area EOPs are designed to supplement the CEMP and assist personnel execute their roles and responsibilities. It is the responsibility of each campus and special functional area to develop and maintain specific procedures/checklists that contain actions to support the overall CEMP.

Campus Specific Emergency Operation Plans (EOP)

- Wolfson Campus EOP
- North Campus EOP
- Kendall Campus EOP
- West Campus EOP
- Hialeah Campus EOP
- Padron Campus EOP
- Medical Campus EOP
- Homestead Campus EOP
- District Pandemic recovery Plan

Special Functional Area: TOC

- Office of International Education, Study Abroad Program EOP
- Community College Initiative Program (CCIP) EOP
- International Travel (faculty / staff)

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES TOC

Incident Command System (ICS)

MDC utilizes the ICS in response to a declared college or campus state of emergency. A basic premise of the CEMP is that incidents typically are managed at the local level first. Because MDC has District administrative and operational divisions, along with eight geographically separated campus locations, an ICS organizational structure is used to manage declared emergencies.

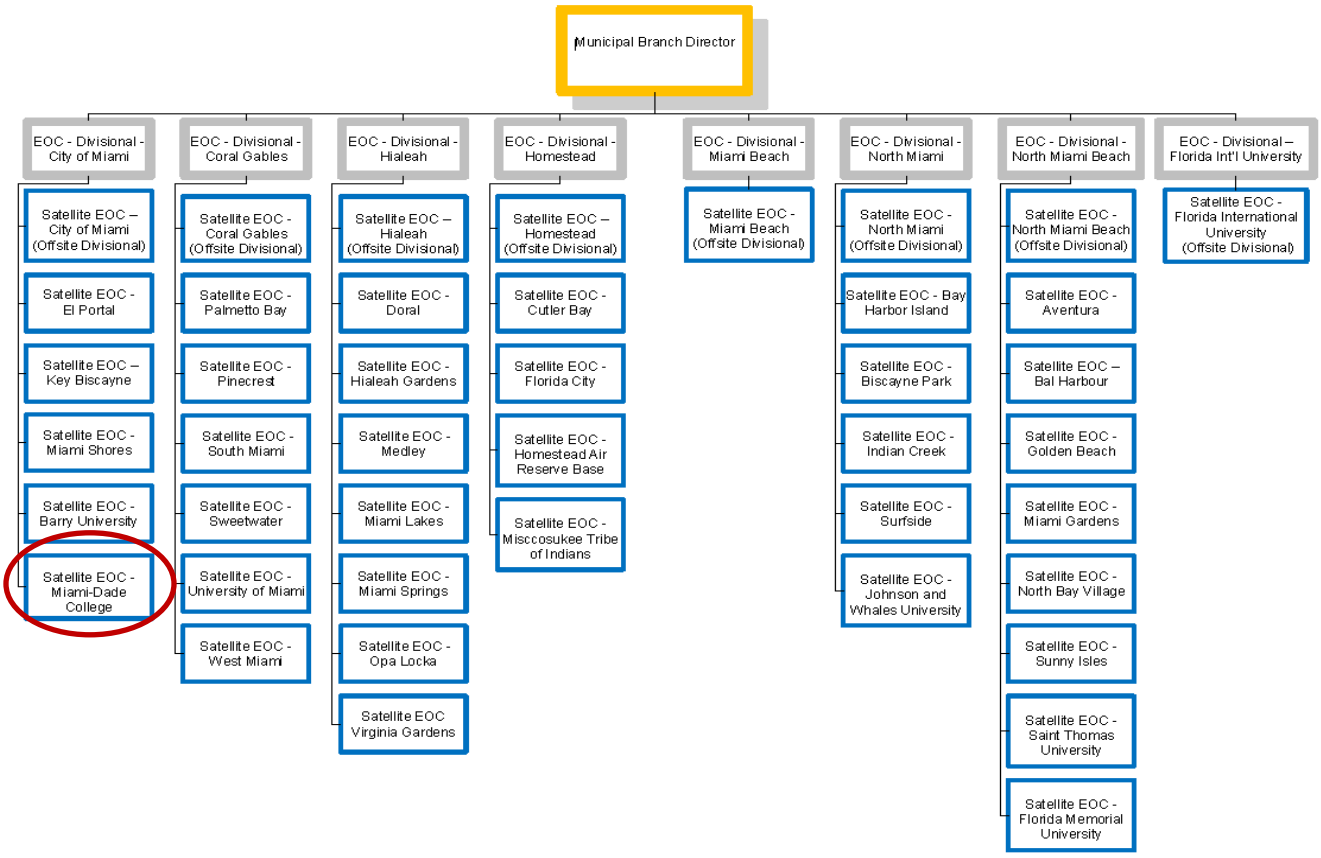
The basic planning factors contained in the CEMP assume that most emergencies will start at the campus level. The eight Campus Crisis Management Teams will operate as separate incidents and become branches within the District Incident Command structure depending on the type and severity of the emergency and how many campuses are impacted.

MDC Collaboration with County Emergency Operations Center (EOC)

Municipalities within Miami-Dade County are separated into seven Divisional EOCs which are represented at the County EOC. The remaining municipalities are assigned to one of the seven Divisional EOCs; these municipalities are commonly known as satellite EOCs.

Divisional EOCs have been identified and are hosted by: Coral Gables, Florida International University, Hialeah, Homestead, Miami, Miami Beach, North Miami, and North Miami Beach.

MDC is considered a Satellite EOC and reports to EOC-Divisional-City of Miami.



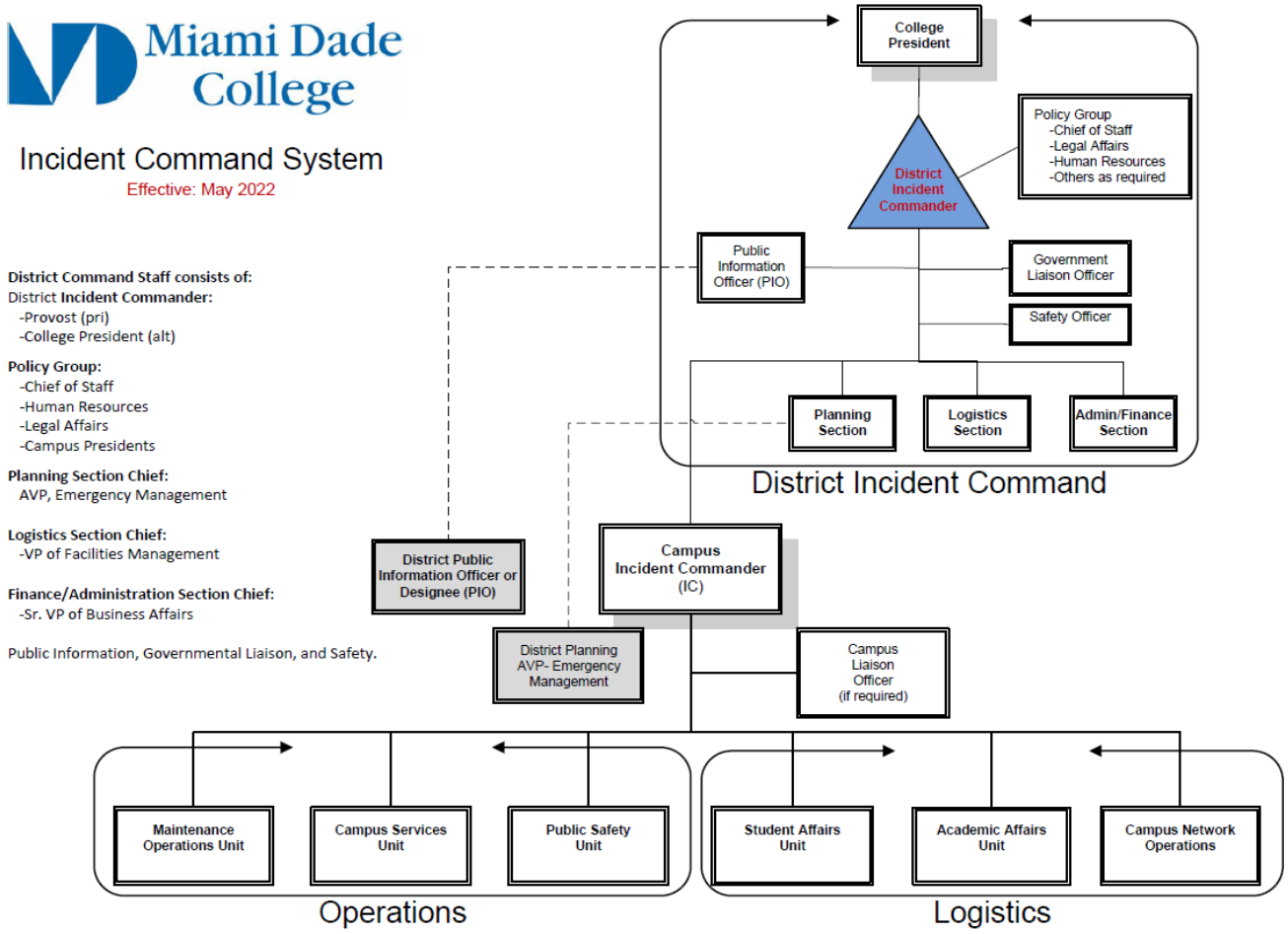
District Crisis Management Team

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The Assistant Vice Provost - Emergency Management is responsible for maintaining a District Crisis Management Team consisting of College personnel that are assigned specific emergency roles and responsibilities. The District Crisis Management Team consists of a District Incident Commander, Management Group, Public Information Officer, Governmental Liaison Officer, Safety Officer, Planning Section Chief, Operations Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. The District Crisis Management Team is required to have a primary and an alternate person for each position.

The District Crisis Management Team is responsible for supporting a campus with appropriate college-wide resources, as needed, during a declared campus state of emergency impacting a single campus. For an emergency impacting only one campus, the Campus Incident Commander will operate as the Operations Section Chief and the Campus Crisis Management Team will operate as the Operations Section.

In the event of a declared college state of emergency, where multiple campuses are impacted, the District Incident Commander is responsible for prioritizing the allocation and directing the response of college-wide resources. The Campus Crisis Management Teams will operate as branches within the Operations Section. If the situation warrants, an Operation Section Chief at the District Command level should be designated.



District Incident Commander Responsibilities TOC

- Takes general direction from College President,
- Provides overall leadership for college-wide response,
- Sets overall college-wide priorities,
- Allocates critical resources based on college-wide priorities,
- Ensures the incident(s) are properly managed and delegates authority to others,
- Ensures that incident(s) objectives are met and do not conflict with college policy,
- Approves incident press releases,
- Approves college-wide Incident Action Plans.

Policy Group Responsibilities

- Members include Chief of Staff, Legal Affairs, Human Resources, and Campus President.
- Advises District Commander on policy decisions,
- Assists the District Commander in making critical college-wide decisions.

Public Information Officer (PIO) Responsibilities

- Distributes emergency information to students, faculty and staff via college's notification resources,
- Advises District Commander on information dissemination and media relations,
- Obtains information from and provides information to the Planning & Information Section,
- Obtains information from and provides information to community and media,
- Provides each campus media relations support.

Governmental Liaison Officer Responsibilities

- Serves as point of contact for elected officials, whose jurisdictions are helping to support the College.
- Provides briefings to and answers questions from elected officials.

Safety Officer Responsibilities *If Assigned TOC

- Advises District Commander on all safety issues,
- Monitors the safety of all college response personnel.

Operations Section Chief Responsibilities (Often will be Campus Incident Commander)

- Develops and implements strategy and tactics to carry out the incident objectives,
- Organizes and coordinates the campus response resources.

Planning Section Chief Responsibilities

- Gathers, analyzes, and disseminates information and intelligence,

- Assists District Commander by serving as point of contact for agency representatives who are helping to support the college-wide operation,
- Manages the planning process and tracks essential personnel,
- Develops the Incident Action Plan.

Logistic Section Chief Responsibilities

- Provides Facilities Management and Information Technology resources and services required to support incident(s),
- Assists in determining the type and amount of Facilities Management and Information Technology resources needed to support the incident(s),
- Orders, receives, stores and distributes Facilities Management and Information Technology resources,
- Distributes and maintains communications equipment,
- Maintains inventory of supplies, equipment and vehicles,
- Sets up and maintains facilities,
- Evaluates building safety.

Finance/Administration Section Chief Responsibilities

- Ensures the continuation of all payroll and purchasing functions,
- Responsible for financial and cost analysis,
- Oversees contract negotiations,
- Tracks personnel and equipment time,
- Processes claims for accidents and injuries,
- Works with Logistics to ensure resources are procured.

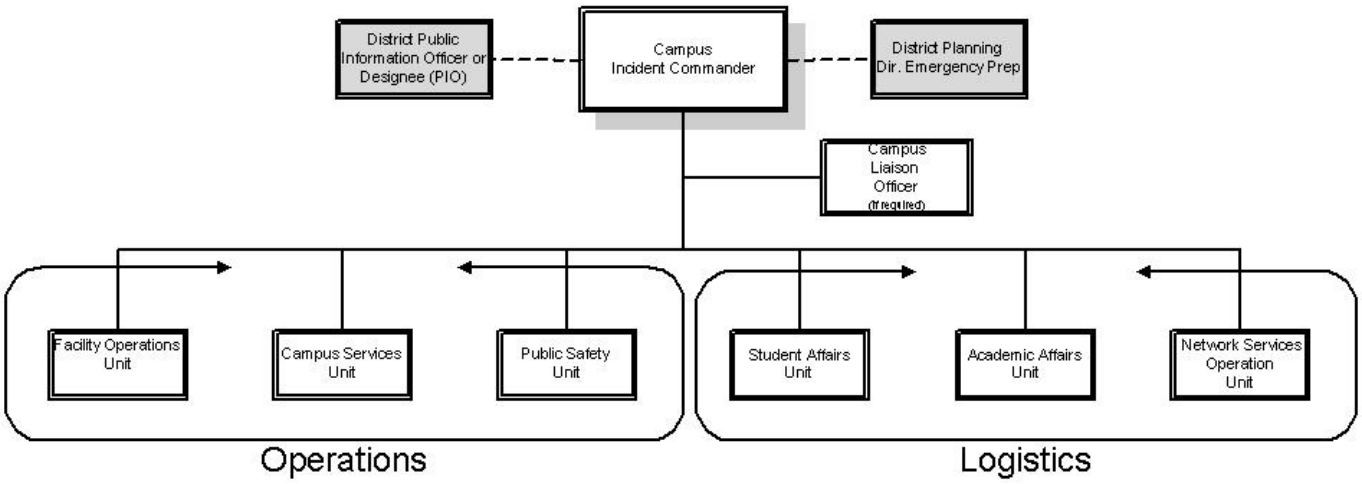
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Campus Crisis Management Teams

Each Campus President is required to maintain a Campus Crisis Management Team consisting of College personnel who are assigned specific emergency roles and responsibilities. The Director of Administrative Services is the designed Campus Incident Commander.

A Campus Crisis Management Team consists of a Campus Incident Commander, Public Safety Group Supervisor, Student Affairs Group Supervisor, Academic Affairs Group Supervisor, Campus Services Group Supervisor, Maintenance Operations Group Supervisor, and Campus Network (CNS) Operations Group Supervisor. Each Campus Crisis Management Team is required to have a primary and an alternate person for each position.

Larger campuses may add a Campus Liaison Officer position to serve as a liaison for auxiliary locations or non-college entities located on campus. Smaller campuses may consolidate positions that can be handled by one person due to the size of the campus.



Campus Incident Commander Responsibilities

- Takes general direction from District Commander and/or Campus President,
- Provides overall leadership for their Campus's response,
- Directs and coordinates all Campus incident tactical operations,
- Assesses need for District staff & resources,
- Establishes theirs Campus incident objectives,
- Obtains information from and provides information to District Command.

Campus Public Safety Group Supervisor Responsibilities (Operation Section)

- Disseminates Campus warnings and threats,
- Directs evacuation efforts,
- Maintains traffic and crowd control,
- Controls access to incident scene,
- Secures Campus Incident Command Post,
- Coordinates campus response with the local emergency response agencies.

Campus Services Group Supervisor Responsibilities (Operation Section)

- Activates and maintains the Campus Incident Command Post,
- Provides Campus Crisis Management Team with campus resources and support,
- Organizes incident clean-up resources,
- Maintains mail & receiving services.

Campus Maintenance Operations Group Supervisor Responsibilities (Operation Section)

- Provides utility assessment and shut down services,
- Organizes the clearance and removal of debris,

- Conducts preliminary damages assessments.

Student Affairs Group Supervisor Responsibilities (Logistics Section)

- Accounts for students involved in or impacted by a campus emergency,
- Develops strategies to reschedule classes or alter class schedules,
- Identifies alternate locations for campus functions (classes, events, etc.),
- Organizes student crisis counseling services.

Academic Affairs Group Supervisor Responsibilities (Logistics Section)

- Accounts for faculty involved in or impacted by a campus emergency,
- Develops strategies to reschedule classes or alter class schedules,
- Identifies alternate locations for critical academic functions,
- Organizes faculty crisis counseling services.

Campus Network Group Supervisor Responsibilities (Logistics Section)

- Maintains the operation of campus voice, internet, radio and wireless communications,
- Identifies Information Technology resources required to support the incident,
- Implements proper backup controls and redundancies to maintain critical campus Information Technology services,
- Maintains information security controls.

Campus Liaison Officer Responsibilities [if required]

- Serves as point of contact for external college agencies with a presence on campus (M-DCPS, bookstore, child learning center, food contractor, etc.)

District Planning Section Chief and PIO

- The district will support each campus CCMT/IC by serving as the planning section chief and Public Information Officer (PIO).

RESPONSIBILITIES OF COLLEGE OFFICIALS TOC

College President

General Emergency Preparedness Responsibilities: The College President is responsible for ensuring the ongoing mission of MDC. The CEMP is promulgated under their authority. All policies and procedures related to the safety and security of the college community shall be approved by the College President or their designee.

Emergency Response Role: The College President has the authority to declare a college state of emergency. This declaration activates the District Crisis Management Team and authorizes the Provost for Operations [primary] and Provost for Academic & Student Affairs [alternate] to assume the role of District Incident Commander. If the primary or alternate District Commander is unavailable, the College President must either assume the role of District Commander or reassign command to a capable and qualified person. All decisions concerning the cessation of college-wide functions or operations remain with the College President.

College Executive Vice-President & Provost

General Emergency Preparedness Responsibilities: The Provost for Academic & Student Affairs is responsible for all academic and student services and their enhancements. In addition, they coordinate the planning and evaluation activities for the College, including all educational policy analysis and compliance, as well as the College's training and development needs. The Office of the Provost for Academic & Student Affairs consists of Academic Affairs, Faculty Initiatives, Student Achievement Initiatives, Enrollment Management, Center for Latin American & Caribbean Initiatives, Workforce Education Partnerships, and College Training & Development. The Provost for Academic & Student Affairs has the authority to assign members from its divisions with emergency management roles and responsibilities in support of the CEMP and other emergency preparedness initiatives. The Provost for Academic & Student Affairs reports to the College President.

Emergency Response Role: During a declared college state of emergency, the Provost will assume the role of primary District Incident Commander and be responsible for the proper and expeditious handling of the emergency in accordance with the guidelines set forth in the CEMP. If the College President is unavailable, the Provost for Operations may declare a college state of emergency and activate the District Crisis Management Team.

Commander and be responsible for the proper and expeditious handling of the emergency in accordance with the guidelines set forth in the CEMP. If the College President and/or the College Executive Vice-President & Provost are unavailable, the COO may declare a college state of emergency and activate the District Crisis Management Team (D-CMT).

Assistant Vice-Provost - Emergency Management

General Emergency Preparedness Responsibilities: The Assistant Vice Provost - Emergency Management is responsible for the overall management of the College’s emergency preparedness functions, including the development, implementation and maintenance of the CEMP. The Assistant Vice Provost - Emergency Management is the primary college official responsible for activating the College’s emergency notification resources and alerting the general college community of a MAJOR EMERGENCY. The Director of Communications and

the Chief of Staff serve as backups for the emergency notification responsibility. The Assistant Vice Provost - Emergency Management or designee is the College's representative at the local emergency operation center (EOC) and collaborates with local, state and federal emergency response agencies which serve and protect MDC. The Assistant Vice Provost - Emergency Management reports to the District Incident Commander.

Emergency Response Role: The Assistant Vice Provost - Emergency Management is responsible for notifying the appropriate college personnel of a major campus emergency in accordance with College Procedure 1590 - College Crisis Management and this plan. If the Director of Communications or his/designee is unavailable, the Assistant Vice Provost - Emergency Management is authorized to activate the College's emergency notification resources and to alert the general college community of a MAJOR EMERGENCY. If a campus state of emergency is declared, the Assistant Vice Provost - Emergency Management will assist the impacted campus by coordinating any support needed by other college resources. If a college state of emergency is declared, the Assistant Vice Provost - Emergency Management or designee will serve as the Planning Section Chief on the District Crisis Management Team and the Director of the College Emergency Operation Center.

Director of Communications TOC

General Emergency Preparedness Responsibilities: The Director of Communications is responsible for the College's activities relating to external and internal communications. The Director of Communications is the College's point of contact with all media agencies. The Director of Communications serves as the backup for the emergency notification responsibility. The Director of Communications is responsible for assisting the Assistant Vice Provost - Emergency Management with informing the college community about the CEMP and other emergency preparedness initiatives. The Director of Communications reports to the College President.

Emergency Response Role: If a campus state of emergency is declared, the Director of Communications will assist the impacted campus by providing media relations support. If a college state of emergency is declared, the Director of Communications will serve as the Public Information Officer on the District Crisis Management Team.

Senior Vice Provost for Business Affairs & Chief Financial Officer

General Emergency Preparedness Responsibilities: The Senior Vice Provost for Business Affairs serves as MDC's Chief Financial Officer and maintains overall administrative and fiduciary responsibility for general institutional services and management of business and financial activities. The Division of Business Affairs consists of Budget, Accounting, Purchasing, Payroll, Treasury & Investment Management, Risk Management, Student Financial Services, and Auxiliary Services. The Senior Vice-Provost for Business Affairs has the authority to assign members from their division with emergency management roles and responsibilities in support of the CEMP and other emergency preparedness initiatives. The Senior Vice-Provost for Business Affairs reports to the Provost for Operations.

Emergency Response Role: During a declared college state of emergency, the Senior Vice-

Provost for Business Affairs will serve as the Finance/Administration Section Chief on the District Crisis Management Team.

Vice-Provost for Facilities Management

General Emergency Preparedness Responsibilities: The Vice Provost for Facilities Management provides vision, leadership, strategic planning, policies, goals and oversight in the management of college-wide resources in facilities, grounds, and physical plant operations. The Division of Facilities Management consists of Facilities Operation, Planning and Compliance. The Vice Provost for Facilities Management has the authority to assign members from their division with emergency management roles and responsibilities in support of the CEMP and other emergency preparedness initiatives. The Vice Provost for Facilities Management reports to the EVP/Provost and/or District Incident Commander.

Emergency Response Role: During a declared college state of emergency, the Vice Provost for Facilities Management can serve as the Logistics Section Chief or Operations Section Chief on the District Crisis Management Team.

Vice-Provost for Human Resources TOC

General Emergency Preparedness Responsibilities: The Vice Provost for Human Resources is responsible for directing all Human Resources related activities for the College. The Division of Human Resources consists of Benefits, Compensation, Employee Relations, Staffing and Compliance. The Vice Provost for Human Resources has the authority to assign members from their division with emergency management roles and responsibilities in support of the CEMP and other emergency preparedness initiatives. The Vice Provost for Human Resources reports to the EVP/Provost and/or District Incident Commander.

Emergency Response Role: During a declared college state of emergency, the Vice Provost for Human Resources or designee is a primary member of the Management Group and can serve as the alternate Planning Section Chief on the District Crisis Management Team.

Vice-Provost for Information Technology

General Emergency Preparedness Responsibilities: The Vice Provost for Information Technology serves as the MDC Chief Information Officer and provides the vision and leadership for evaluation of short- and long-range goals for all instructional and administrative technology needs of the College. The Division of Information Technology consists of Educational Technology, Computer Operations & Technical Services, Telecommunications, and Network & Internet Services. The Vice Provost for Information Technology has the authority to assign members from their division with emergency management roles and responsibilities in support of the CEMP and other emergency preparedness initiatives. The Vice Provost for Information Technology reports to the Provost for Operations.

Emergency Response Role: During a declared college state of emergency, the Vice Provost for Information Technology can serve as the Logistics Section Chief or the Operations Section Chief on the District Crisis Management Team.

Chief of Staff (Vice President of External Affairs Strategy)

General Emergency Preparedness Responsibilities: Serves as Chief of Staff of the College President's Office by overseeing proper functioning of all administrative activities, including the coordination of communications for the Office. Serves as an integral member of the District Administration management team; works directly with the President and senior College leaders to execute critical business events and projects. The Chief of Staff reports to the College President.

Emergency Response Role: During a declared college state of emergency, the Chief of Staff leads the Management Group on the District Crisis Management Team.

TOC

Governmental Affairs

General Emergency Preparedness Responsibilities: The Director, Governmental Affairs directs and coordinates the planning and implementation of the College's various government affairs activities, programs, and initiatives; sets strategic direction, provides integrative leadership, and recommends institutional policies and standards of practice to ensure that all government relations efforts effectively and efficiently support the College's overall mission, goals, and strategic objectives; acts as the College's liaison to the State Legislature, including the Governor and state legislators and staff. The Director of Governmental Affairs reports to the College President.

Emergency Response Role: During a declared college state of emergency, the Director of Governmental Affairs is a primary member of the Management Group on the District Crisis Management Team.

Legal Affairs

General Emergency Preparedness Responsibilities: The Office of Legal Affairs performs a wide variety of legal services; provides legal advice and counsel to MDC, including its various departments and the Board of Trustees, in areas such as contracts, employment, public records, open meetings, and various issues pertaining to higher education at a public institution. The College Attorney reports to the Provost for Operations.

Emergency Response Role: During a declared college state of emergency, the College Attorney is a primary member of the Management Group on the District Crisis Management Team.

Campus President

General Emergency Preparedness Responsibilities: A Campus President is responsible for ensuring the ongoing mission of their campus. A Campus President has the authority to assign members of their staff with emergency management roles and responsibilities in support of the CEMP and other emergency preparedness initiatives. A Campus President reports to the College President.

TOC

Emergency Response Role: A Campus President has the authority to declare a campus state of emergency activating their Campus Crisis Management Team. This declaration activates the Campus Crisis Management Team and authorizes the Campus Director of Administrative Services to assume the role of Campus Incident Commander. If the Campus Director of

Administrative Services is unavailable, the Campus President must either assume the role of Campus Incident Commander or reassign command to a capable and qualified person. All decisions concerning the ordering of immediate protective actions (Shelter-In-Place, Evacuation, or Temporary Closure) on their campus remain with the Campus President. If the Campus President is unavailable, the Campus Director of Administrative Services is authorized to assume this role.

Campus Director of Administrative Services

General Emergency Preparedness Responsibilities: A Campus Director of Administrative Services is responsible for the ongoing operational status of their campus. The Office of Administrative Services consists of Campus Services, Custodial Services, the Mail Room and Public Safety. A Campus Director of Administrative Services is responsible for assisting the Assistant Vice Provost - Emergency Management with the implementation of the CEMP at the campus level. A Campus Director of Administrative Services reports to a Campus President.

Emergency Response Role: During a declared campus state of emergency, the Campus Director of Administrative Services will assume the role of Campus Incident Commander and be responsible for the proper and expeditious handling of the emergency in accordance with the guidelines set forth in the CEMP. If a Campus President is unavailable, a Campus Director of Administrative Services may declare a campus state of emergency and activate the Campus Crisis Management Team.

Campus Public Safety Chiefs

General Emergency Preparedness Responsibilities: A Campus Public Safety Chief is responsible for the safety and security of their campus community. A Campus Public Safety Chief is required to implement and maintain the Department of Public Safety Standard Operating Procedures in accordance with the guidelines set forth in the CEMP. A Campus Public Safety Chief is responsible for collaborating with the emergency response agencies that serve and protect their campus. A Campus Public Safety Chief reports to either a Campus Director of Administrative Services or Campus Services Director.

Emergency Response Role: A Campus Public Safety Chief is the primary campus official responsible for activating the siren/ public address emergency notification resources and alerting the general campus community of a MAJOR EMERGENCY. The Campus Public Safety Assistant Chief and the Campus Public Safety Dispatcher serve as the Director of Communications backups for the siren/public address emergency notification responsibility. If a campus state of emergency is declared, the Campus Public Safety Chief will serve as the Public Safety Group Supervisor on the Campus Crisis Management Team and coordinate actions with the local emergency response agencies.

Faculty & Staff TOC

General Emergency Preparedness Responsibilities: Faculty and staff are seen as leaders on their campus and must be prepared to direct students, visitors, and colleagues to safe locations in the event of an emergency. Faculty and staff are responsible for being familiar with applicable emergency plans, procedures and evacuation routes for their assigned work

locations. This information is accessible through the public safety portal of the MDC website at www.mdc.edu/safety or can be requested at the public safety offices located on each campus. Faculty and staff are also responsible for maintaining their contact information for MDC ALERTS to maximize the College's capability to notify them of a life threatening emergency and issue appropriate protective actions.

Emergency Response Role: If faculty and staff are involved in or witness a life-threatening emergency, they are required to immediately call 911 and the appropriate Campus Public Safety Department. Faculty and staff must be prepared to assess emergency situations quickly but thoroughly and use common sense in determining how to implement any issued protective actions. During a declared state of emergency, faculty and staff without specific crisis management responsibilities are required to take action as directed by the Campus Crisis Management Team.

In addition to the items listed above, faculty is encouraged to include the following public safety and emergency preparedness information in their course syllabus and review this information with their students at the beginning of each term.

- Phone Number of Campus Public Safety Departments:
  - Wolfson Campus Public Safety Department: (305) 237-3100 (7-3100)
  - North Campus Public Safety Department: (305) 237-1100 (7-1100)
  - Kendall Campus Public Safety Department: (305) 237-2100 (7-2100)
  - West Public Safety Department: (305) 237-8100 (7-8100)
  - Hialeah Campus Public Safety Department: (305) 237-8701 (7-8701)
  - Homestead Campus Public Safety Department: (305) 237-5100 (7-5100)
  - Padron Campus Public Safety Department: (305) 237-6046 (7-6046)
  - Medical Center Campus Public Safety Department: (305) 237-4100 (7-4100)
  - Carrie P. Meek Entrepreneurial Education Center: (305) 237-1910 (7-1910)
- How to dial 911 from a Campus Phone: 99-911
- Location of classroom evacuation map: Near the exit door(s)
- Preparedness Information: Office of Emergency Management | Miami Dade College (mdc.edu)

Students **TOC**

General Emergency Preparedness Responsibilities: Students are responsible for familiarizing themselves with emergency preparedness resources, campus emergency procedures, and evacuation routes in the buildings they use frequently. This information is accessible through the public safety portal of the MDC website at http://www.mdc.edu/main/safety/default.aspx or can be requested at the public safety offices located on each campus.

Students are responsible for maintaining their contact information for MDC ALERTS to maximize the College's capability to notify them of a life threatening emergency and issue appropriate protective actions. Information regarding MDC ALERTS is accessible through the MDC ALERTS portal of the MDC website at http://www.mdc.edu/main/safety/alerts/ or can be

requested by emailing mdcalerts@mdc.edu.

Emergency Response Role: If students are involved in or witness a life-threatening emergency, they are required to immediately call 911 and the appropriate Campus Public Safety Department.

Students must be prepared to assess emergency situations quickly but thoroughly and use common sense in determining how to implement any issued protective actions. Students are required to implement protective actions in an orderly manner when directed by faculty, staff, emergency response personnel or an MDC ALERTS message.

DIRECTION, CONTROL, AND COORDINATION

TOC

Declaring a Campus State of Emergency

The Campus President has the authority to declare a campus state of emergency. This declaration activates the Campus Crisis Management Team with the authority to implement actions for the protection of life and property warranted by the scope, location, and/or magnitude of the emergency. If the Campus President is unavailable, the Director of Administrative Services may declare a campus state of emergency and activate the Campus Crisis Management Team.

Once the Campus President and/or Director of Administrative Services of the impacted campus have been notified of a major emergency incident, they should assess the situation to determine if a campus state of emergency needs to be declared. The following questions should be asked to assist in assessing the situation:

1. Are lives threatened?
2. Is there significant property damage?
3. Are standard campus operations departments able to manage the incident?
4. Are significant local emergency response services needed? (Fire Rescue, Police Department, Emergency Medical Services)
5. Are immediate assistance and coordination needed from multiple District resources?
6. Are campus operations and/or events severely impacted?

If a campus state of emergency is declared, the Campus Crisis Management Team is activated and the Incident Commander is responsible for the proper and expeditious handling of major campus emergencies according to the guidelines set forth in the CEMP.

All personnel assigned to a Campus Crisis Management Team will come under the authority of the Campus Incident Commander. Campus personnel not assigned a specific crisis management responsibility are required to take action as directed by the Campus Crisis Management Team.

If the Campus President and the Director of Administrative Services are unavailable, the Provost for Operations can declare a campus state of emergency and activate the Campus Crisis Management Team. The Provost for Operations can designate a Campus Incident Commander until the Campus President or Director of Administrative Services is available to assume command.

TOC

Declaring a College State of Emergency

The College President has the authority to declare a college state of emergency. This declaration activates the District Crisis Management Team with the authority to implement actions for the protection of life and property warranted by the scope, location, and/or magnitude of the emergency. If the College President is unavailable, the Provost for Operations may declare a college state of emergency and activate the District Crisis Management Team.

Once the College President and/or Provost for Operations have been notified of a major emergency incident, they should assess the situation to determine if a college state of emergency needs to be declared. The following questions should be asked to assist in assessing the situation.

1. Are lives threatened?
2. Is there significant property damage?
3. Has a campus state of emergency been declared?
4. Are standard college operations departments able to manage the incident?
5. Are specialized emergency services needed? (i.e. Bomb Squad, SWAT, HazMat)
6. Are significant outside mutual aid services needed from the City, County or State?
7. Are college operations and/or events severely impacted?

If a college state of emergency is declared, the District Crisis Management Team is activated, and the District Commander is responsible for the proper and expeditious handling of major college emergencies according to the guidelines set forth in the College CEMP.

The District Commander will provide the overall leadership for a college-wide response and set college-wide priorities. All personnel assigned to a District Crisis Management Team will come under the authority of the District Commander. College personnel not assigned a specific crisis management responsibility are required to take action as directed by the College Crisis Management Team.

TOC

District Emergency Operations Centers (EOC)

During a declared college emergency, the District Incident Commander will identify a specific location for Campus Crisis Management Team to meet and begin directing response actions and assigning emergency responsibilities. The location where the District Crisis Management Team meets will be designated as the District Emergency Operations Center (D-EOC).

The Assistant Vice Provost - Emergency Management will work with the Vice Provost for Facilities Management and the Vice Provost for Information Technology to identify a location on both the Kendall and Wolfson Campuses that can serve as a District Emergency Operations Center during a declared college emergency. These locations will have the capacity to support the needed communication resources to respond to an emergency. The Assistant Vice Provost - Emergency Management will develop agreements with the local response agency jurisdictions to be able to use one of their Emergency Operations Centers if the District Emergency Operation Centers and Campus Incident Command Post locations are unsafe or inaccessible during an MDC emergency.

Campus Incident Command Posts

During a declared campus emergency, the Campus Incident Commander will identify a specific location for Campus Crisis Management Team to meet and begin directing response actions and assigning emergency responsibilities. The location where the Campus Crisis Management Team meets will be designated as the Campus Incident Command Post (ICP).

The Campus Incident Command Post will be positioned outside the present and potential hazard zone but close enough to the incident to maintain command.

Each Campus Directors of Administrative Services will work with the Assistant Vice Provost - Emergency Management to identify a primary and secondary location on each campus that could serve as a Campus Incident Command Post (ICP) during an emergency. These locations will be capable to support the needed communication resources to respond to an emergency. A third off-campus location will also be identified in case the primary and secondary designated locations are unsafe or inaccessible during the emergency.

Campus Emergency Response Kits for Law Enforcement, Medical, and/or Fire Departments

The MDC Assistant Vice Provost - Emergency Management and each Campus Public Safety Chief are responsible to collaborate with the local emergency response agencies that serve and protect the College. Even though collaboration and communication are priorities to MDC and its partners, and every effort is taken to familiarize local emergency response personnel with each campus, the CEMP was developed under the assumption that some responders will be dispatched to a college emergency with limited knowledge about the campus layout. Each Campus Public Safety Department is required to maintain an emergency response kit to be distributed to the local emergency response agencies during a declared emergency. At a minimum the kits should include the following items:

- One set of access or keys to campus buildings.
- One campus public safety radio.
- One flash drive with PDF version of campus floor plans.
- One paper copy of campus floor plans.
- Fifty paper copies of the campus site plan.
- One copy of instructions on how to access internal MDC communication systems.
- *STOP-THE-BLEED/Trauma Kit(s)*

TOC

Campus Emergency Supply Kits for Hurricane Team Support

In the event of an approaching hurricane, MDC essential personnel may be placed on a campus hurricane team and will need to prepare to be self-sufficient for up to 3 days. This Emergency Supply Kit offers food, water, and other basic necessities for up to 3-days to provide assurance MDC essential personnel assigned to a campus hurricane team have adequate subsistence in the first few hours or days after a catastrophic storm.

For planning purposes, large campuses should plan on preparing / maintaining 2 kits based on “Recommended Quantity” chart below for “per person” and “per kit”. Smaller campuses should plan on building/maintaining 1 kit. Food and water will normally be MREs or other dried foodstuffs and bottled water. Other consumables will be managed based on a case-by-case basis and storm strength.

Item	Recommended Quantity	Comment
WATER		
	1 gallon per person per day x 3-day supply	Used for drinking & general sanitation.
FOOD		
MRE	3 meals per person per day x 3-day supply	Military or hunting-style Meal-Ready-To-Eat.
Canned Foods	3 portions per person per day x 3-day supply	May be used to compliment or substitute MREs / Soups, meats, fruit, and/or juices.
Dry Foodstuffs / Snacks	2 portions per person per day x 3-day supply	Nonperishable / Between meal snacks / Foods that could include other ready-to-eat meats, breads, high-energy foods such as granola or power bars.
EQUIPMENT and SUPPLIES		
Radio	1 per kit	NOAA Weather Alert Radio preferred, hand crank or battery powered, extra batteries if needed.
Flashlight	1 per person	Extra batteries or hand crank, or light sticks. Do not use candles/open flame during an emergency.
Manual Can Opener	1 per kit	
Bedding	1 per person	Blanket / Pillow / Sleeping Bag / Cot (if available)
Portable Cooler	2 per kit	Storage
Mops, Pails, Wringers	1 set per kit	Cleanup
Tools	1 set per kit	Wrench or Pliers to turn off utilities, Hammer and Work Gloves.
Paper Goods	1 set per kit	Cups, plates, toilet paper, napkins, towels
Rope	2 per kit	25’ used for tie down equipment if needed
First Aid Supplies	1 set per kit	An assortment of bandages, ointments, gauze pads, cold/hot packs, tweezers, scissors and sanitizer.
Camera, Disposable	2 per kit	Disposable camera to record damage.

Dust or Filter Mask	1 per person	Readily available in hardware stores, N95 mask recommended for preventing inhalation of airborne particles
Office Supplies	1 set per kit	Note pads, markers, pens, pencils
Garbage Bags	1 roll per kit	Used for area and personal sanitation
Plastic Sheeting & Duct Tape	1 roll each per occupied room (work/living area)	Used to “seal the room” for sheltering in place
Bleach	2 one-gallon containers per kit	Sanitizing
Heavy Chain	3 per kit	3-ft recommended – Used with Padlock to secure areas if required
Padlock	3 per kit	Used with Heavy Chain to secure areas if required
Sandbags	25 per kit	
Shovel	2 per kit	
Water Squeegee	2 per kit	

Recovery Phase Supply

Each campus or major district division must plan to have enough water supply to support recovery efforts. Water supply is essential for all emergency response personnel that have been designated as “Critical or Essential”. Restoring campus operations requires large number of staff on campus working to support the college emergency plans, therefore, water must be made available to all college employees. Each Campus ICP or Section Chief must secure one/two pallets of water cases prior to the Hurricane Season.

OEM maintains an emergency stockpile for hurricane season that include water pallets and MRE’s.

ADMINISTRATION, FINANCE, AND LOGISTICS

TOC

Agreements and Contracts

Should College resources prove to be inadequate during an emergency; requests will be made for assistance from local jurisdictions, and other agencies in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel, and should follow these guidelines:

- All agreements will be entered into by authorized officials and should be in writing whenever possible.
- Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.

Reports

Hazmat Spill Reports

- If the College is responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report.
- If the party responsible for a reportable spill cannot be located, the IC shall ensure that the required report(s) are made.
- An initial emergency report is a short report that should be prepared and transmitted by the appropriate EOC when an ongoing emergency incident appears likely to worsen and assistance from other local governments or the state may be needed.
- A daily situation report should be prepared and distributed by the appropriate EOC during major emergencies or disasters.

Record Keeping for Emergency Operations

Each incorporated area and the county are responsible for establishing the administrative controls necessary to manage the expenditure of funds and must provide reasonable accountability and justification for expenditures made to support emergency operations within the respective area. This will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

Activity Logs

The ICP and/or EOC will maintain accurate logs recording key response activities:

- Daily Situational Report (SitRep)
- Activation or deactivation of emergency facilities.
- Emergency notifications to other local governments and to state and federal agencies.
- Significant changes in the emergency situation.
- Major commitments of resources or requests for additional resources.
- Issuance of protective action recommendations to the public and/or evacuations.
- Casualties.

- Containment or termination of the incident.

Incident Costs

All departments and agencies will maintain records summarizing the use of personnel, equipment, and supplies during the response to day-today incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department/agency budgets.

Emergency or Disaster Costs TOC

For major emergencies or disasters, all departments and/or campuses participating in the emergency response will maintain detailed records of costs for emergency operations, including:

- Personnel costs, especially overtime costs.
- Equipment operational costs.
- Costs for leased or rented equipment.
- Costs for contract services to support emergency operations.
- Costs of specialized supplies expended for emergency operations.

Note: These records may be used to recover costs from the responsible party or insurers, or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government. MDC's Risk Management will be the lead department responsible for disaster cost and reimbursement from FEMA.

Preservation of Records

In order to continue normal operations following an emergency situation/ disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

- Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- If records are damaged during an emergency situation, the College will seek professional assistance to preserve and restore them.

Legal Protection

Public complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the College attorney.

After-Action Review

The purpose of an After-Action Report (AAR) is to analyze the management or response to an incident, exercise or event by identifying strengths to be maintained and built upon, as well as identifying potential areas of improvement.

The Assistant Vice Provost - Emergency Management is responsible for coordinating and establishing an after-action review process. AAR are essential component of the college emergency preparedness goals to identify gaps in capability and lessons learn. The AAR shall be completed after all MAJOR emergencies within 60 days.

ANNEX 1. RAPID ASSESSMENT OF AN INCIDENT

TOC

Initial Incident Identification

GOAL:

Quickly identify the two most critical steps in the emergency response process: incident identification and threat assessment.

OBJECTIVE:

The CEMP assumes that most emergency incidents on campus are going to be identified by students, faculty, staff or visitors. This notification is the first step in the activation of the CEMP and emergency response. When in doubt or if a non-life-threatening emergency has potential to become more dangerous, always resolve in favor of notification.

- If students, faculty, staff, or visitors are involved in or witness a life-threatening emergency, it is essential for them to immediately call 911 and the appropriate Campus Public Safety Department.
- A non-life-threatening emergency should be immediately reported to the appropriate Campus Public Safety Department.

COURSES OF ACTION:

The local 911 Public Safety Access Point and impacted Campus Public Safety Department will dispatch the appropriate resources to the incident scene. The first responding campus Public Safety officers are responsible for safely assessing the scene for threats, report known threats to other responding officers and confirm the emergency severity and type to the dispatcher.

1. Hazard Type
   - What is the hazard? (room fire, tornado, hurricane)
   - What is the impact to MDC? (minor, major, disaster)
   - What is the potential for the situation to worsen?
   - Is the situation under control?
2. Life Safety / Property Protection
   - What is the potential for death?
   - What is the potential for serious injury? What is the potential for minor injury?
   - What is the potential for damage?
   - What is the potential for disruption to normal course of business?
3. The dispatcher is then responsible for contacting the Public Safety Shift Supervisors to

initiate the major emergency notification process as outlined in College Procedure 1590, College Crisis Management.

4. Once the appropriate college personnel are notified of an incident, the threat assessment process begins. Campus and District personnel must assess the emergency incident and any known threats to determine the appropriate level of response. The following elements of information should be used to assist in the threat assessment process:
   - Type of incident / Location of incident.
   - Time of incident.
   - Information received from local law enforcement, fire rescue agencies, and from MDC Public Safety personnel on scene.

APPENDIX 1 TO ANNEX 1: MDC INCIDENT COMMANDER INITIAL ACTIONS CHECKLIST
ESTABLISH COMMAND TOC

☐ **(If Required) Establish Incident Command Post (ICP) location and make known to all.**

☐ **(If Required) Assign ICP Assistant that will:**

1. Secure necessary operational office supplies.
2. Maintain written communications such as: Incident Status, Assignment Status.

☐ **Determine Need For / Recall Campus Crisis Management Team Members.**

- ☐ Academic Affairs Group Supervisor.
- ☐ Student Affairs Group Supervisor.
- ☐ Public Safety Group Supervisor.
- ☐ Campus Services Group Supervisor.
- ☐ Maintenance Operations Group Supervisor.
- ☐ Campus Network (IT) Group Supervisor.

SIZEUP SITUATION: Winds Blowing Towards: Wind Speed is:

☐ **Gather information and explain the scope of the incident.**

What happened?
Where did it happen?
Who reported it?
Any known special hazards at this time?

☐ **Summary of current actions.**

Has the area been evacuated?
If evacuated; all personnel been accounted for?
Fire Department notified?
Police Department notified?
Any Injuries?
If Injuries, medical notified?
MDC District Crisis Management Team notified?

☐ **Develop Incident Action Plan (IAP).**

Determine Operational Period updates
Create IAP using “MDC Incident Action Plan Template”

Additional Considerations:

- ✓ Receive weather updates, current status and potential weather forecasts.
- ✓ Collect and retain all documents from Group Supervisors.
- ✓ Arrange a debriefing immediately following the incident and again several days after.

APPENDIX 2 TO ANNEX 1: MDC INCIDENT ACTION PLAN TEMPLATE

TOC

Location / Incident Name	Operational Period From To

1. SITUATION What, Where, Environment	CURRENT
PROMPTS: Weather, Known Hazards, Resources Required, Safety REFERENCE: Maps, Weather Reports, Situation Reports, Required Warnings or Alerts	PREDICTED
2. OBJECTIVES PROMPTS: Stabilize Incident Scene Situation, Restore or Relocate Operations, Initiate Recovery REFERENCE: Control Options, Alternate Locations, Resources Required	CURRENT
	ALTERNATE

3. EXECUTION add safety information as appropriate	
GENERAL OUTLINE PROMPTS: Strategies &Tactics (current / proposed / alternate) REFERENCE: Control Options, Resources Required	
TASKS Including Media Updates	
COORDINATING INSTRUCTIONS PROMPTS: Timings, Driving Routes, Assembly areas, Staging areas	
4. LOGISTICS SUPPORT PROMPTS: contact names, phone #, duties/tasks, routes, suppliers, quantities, status (required, stand by, enroute)	
SUPPLY WHO, WHAT, WHERE, WHEN of resources not readily available	

GROUND SUPPORT Transport of personnel, traffic mgt, refuelling, mechanical repair/maintenance	
COMMUNICATIONS Installation, maintenance, technical advice	
STAGING AREA Setting up, communications, staffing	

5. LOGISTICS SERVICES

PROMPTS: Unit names, locations, contact names, phone no's, timings, duties/tasks, routes, suppliers, quantities, status (required, organized, stand by, enroute)

FACILITIES Security, waste, cleaning	
FOOD / CATERING	
MEDICAL Medical plan, first aid plan	
FINANCE	
TRAVEL	
ACCOMMODATIONS	

6. CONTROL, COORDINATION & COMMUNICATION	
CONTROL & COORDINATION STRUCTURE REFERENCE Structural Chart	
COORDINATION & LIAISON Local knowledge, police, agency reps, emergency mgt reps	
COMMUNICATIONS PROMPTS Communications structure, operational comms plan, information mgt	

EXTRAS	
Attachments PROMPTS: maps, weather, organizational charts, resources, comms diagram	
Plan developers PROMPTS Planning Grp / Logistics Grp / Management Grp / Logistics-Finance Grp / PIO	
Approval Incident Commander	

ANNEX 2. COMMUNICATION AND NOTIFICATIONS

TOC

GOAL:

Identify the processes, procedures, and responsibilities necessary for the rapid and efficient notification of MDC personnel before, during, or after a crisis situation.

OBJECTIVE:

To provide emergency notification involving an immediate threat to health or safety of MDC students, faculty, staff, and visitors of any significant emergency or dangerous situation triggered by an event that is currently occurring on or imminently threatening the campus.

COURSES OF ACTIONS:

MDC is in the middle of a major metropolitan area and International city. There are times on campus when you may be faced with emergency situations. If those occur, the college will use campus siren and public address capabilities to make emergency announcements and provide instructions for you to follow.

The safety of our students, faculty, staff, and visitors is our number one priority. If you hear the alarm, then that means to take action. Listen to the announcements, find a safe location, and await further instructions. To aid in the awareness of students, faculty, staff, and visitors, MDC combines all of its emergency notification systems into a single system concept called MDC ALERTS. Regardless of which notification methods/technologies are utilized, to the recipient, all emergency notification and warning messages come from MDC ALERTS.

For campus siren or public address capabilities, the message used and the decision to activate the system takes place immediately at the campus level by either the Campus Public Safety Department or the Campus Crisis Management Team. All the other delivery methods listed will be initially activated by the Assistant Vice Provost - Emergency Management, Director of Communications or MDC Chief of Staff in accordance with the established guidelines. Once a crisis management team is formed, these methods of notification will be activated by the Public Information Officer as directed by District Incident Commander or Campus Incident Commander.

The MDC ALERTS emergency notification system consists of the following delivery methods, listed in order of effectiveness (activation, delivery speed, audience reach, etc.). MDC recognizes that emergency information will travel via word-of-mouth. However, in that this method is unreliable and cannot be controlled, it is not considered an official communication method.

Primary (immediate)

- Sirens & Public Address
- SMS Text Message
- Bulk Email
- MDC Website & MDC ALERTS
- Emergency Phone Trees

Secondary (15 minutes and beyond)

- Student & Employee Hotlines
- Voicemail Message
- Media Release / Press Conference
- LiveSafe (MDC Safety Mobile App)

Emergency Communication Methods TOC

Rapid and timely communication of information to the College community during emergency situations is critical. In addition, accurate and timely communication of information to incident response personnel is required for adequate response to emergency incidents.

MDC utilizes several means of communication in managing varying levels of incidents. It is the responsibility of each member of College agencies involved in emergency management to be familiar with these means of communication. Individuals must also ensure that their personal contact information and the contact information of their subordinates are up to date and accurate in order for proper communication. Discrepancies in contact information will be reported through supervisory channels and addressed as soon as possible.

- **MDC Web Page Emergency Information.** Up-to-date information regarding the status of the College is always available on the College's official web page. During and following emergency situations, information as it applies to the College community will be posted on this Web page as it becomes available, including information about such things as College closure, etc. Other information will be posted as deemed appropriate.

- **MDC Social Media Websites.** Up-to-date information regarding the status of the College will also be available on the College's official FaceBook page and Twitter account. During and following emergency situations, information as it applies to the College community will also be posted.

- **Outdoor Warning System.** Outdoor speakers are located in several places on the College campus in order to alert students, faculty, staff, and visitors on College grounds of an emergency. Both warning tones and recorded voice messages will be used to direct those who are in audible range of the outdoor speaker system. The audible tones and voice messages will direct all personnel to seek shelter inside.

- **College Group E-mail.** Mass e-mails will be used to provide students, faculty, and staff with information regarding potential threats to the safety and security of the campus community. E-mails will also be used as a way to notify students, faculty, and staff of emergency situations and keep them updated on the situation.

- **Local Media.** College Communications sends press releases and makes calls to contacts on a local media list. Because of the transient nature of our population, the College depends a great deal on broadcast media to notify students, faculty, and staff of emergencies before or during their commutes.

- **Text Messaging.** Through a third-party application provider, College officials have the ability to disseminate important information via text message and voice message directly to the cell phones of MDC subscribed users. This provides emergency officials with another option to communicate with faculty, staff and students during a crisis.

- **Telephone Tree.** All offices must implement a telephone tree of departmental contacts that is initiated during an emergency or crisis.

- **Flat Screen Monitors.** Several of our public gathering places have flat-screen televisions where emergency announcements get posted. These screens are owned by the departments that provide them and are dispersed throughout campus.

- **College Emergency Information Lines.** If there were an emergency or a campus closure, students, faculty, and staff could call these main number for current information.
  - MDC Student Hotline (305) 237-7500
  - MDC Employee Hotline (305) 237-7505

MDC ALERT Activation Decision Criteria TOC

Five criteria must be considered to determine if activation of the MDC ALERTS system is warranted, which methods will be utilized, and who authorizes activation of the system:

1. Hazard Type
   - What is the hazard? (room fire, tornado, hurricane)
   - What is the impact to MDC? (minor, major, disaster)
   - What is the potential for the situation to worsen?
   - Is the situation under control?
2. Life Safety / Property Protection
   - What is the potential for death?
   - What is the potential for serious injury?
   - What is the potential for minor injury?
   - What is the potential for damage?
   - What is the potential for disruption to normal course of business?
3. Urgency
   - How soon does the message need to go out? (Seconds, minutes, hours, days)
   - Is there time for approval?
4. Audience
   - Who needs to be alerted? (Administration, faculty, staff, students, visitors)
   - How many people need to be alerted? (dozens, hundreds, thousands)
5. Capabilities / Limitations
   - What are the limitations of the system? (audience, delivery time, mass panic)
   - Which system should be used? (Press conference, bulk text message, siren)
   - How quickly can the messages be sent? (Immediately, minutes, hours)

MDC ALERT Activation Approval TOC

Activation of the MDC ALERTS emergency notification system must be approved by the appropriate college officials. The CEMP was developed under the assumption that there is a need to streamline the activation process for an emergency notification system to ensure timely notification and warning. Seconds count! A cumbersome activation and/or approval procedure may result in injury or loss of life. As such, this process serves to establish a flexible, but controlled, activation approval hierarchy.

Activation Approval for Campus Siren/Public Address MDC ALERTS Delivery Methods

The following individuals are trained and authorized to activate the campus siren/public address MDC ALERTS delivery methods during a life-threatening MAJOR EMERGENCY.

As practical and without jeopardizing life safety, the Campus Public Safety Chief is the primary person responsible for activating campus siren/public address MDC ALERTS delivery methods during a MAJOR EMERGENCY. If he/she is not available or capable of activating the system, proceed down the list to the next available individual:

1. Campus Public Safety Chief.
2. Campus Public Safety Assistant Chief.
3. Campus Public Safety Shift Supervisor.
4. Campus Public Safety Dispatcher (authorized by one of the above mention positions).

As practical and without jeopardizing life safety, the following individuals shall be consulted prior to MDC ALERTS message dissemination. If the preceding individual is not available or not feasible, proceed down the list to the next available individual:

1. Assistant Vice Provost - Emergency Management.
2. Campus Administrative Director (Campus Incident Commander).
3. Director of Communications.
4. Campus President.

Authorized users are permitted to only send Prepared Alerts without prior consultation with one of the individuals listed above. Situations or messages that do not fall within the prescribed parameters of a Prepared Alert must be approved individually by at least one of the individuals above prior to dissemination.

Activation Approval for All Other MDC ALERTS Delivery Methods

The following individuals are trained and authorized to activate all other MDC ALERTS delivery methods during a life-threatening MAJOR EMERGENCY. The Assistant Vice Provost - Emergency Management is the primary person responsible for activating College-wide MDC ALERTS during a MAJOR EMERGENCY. If he/she is not available or capable of activating the system, proceed down the list to the next available individual:

1. Director of Communications.
2. Chief of Staff.

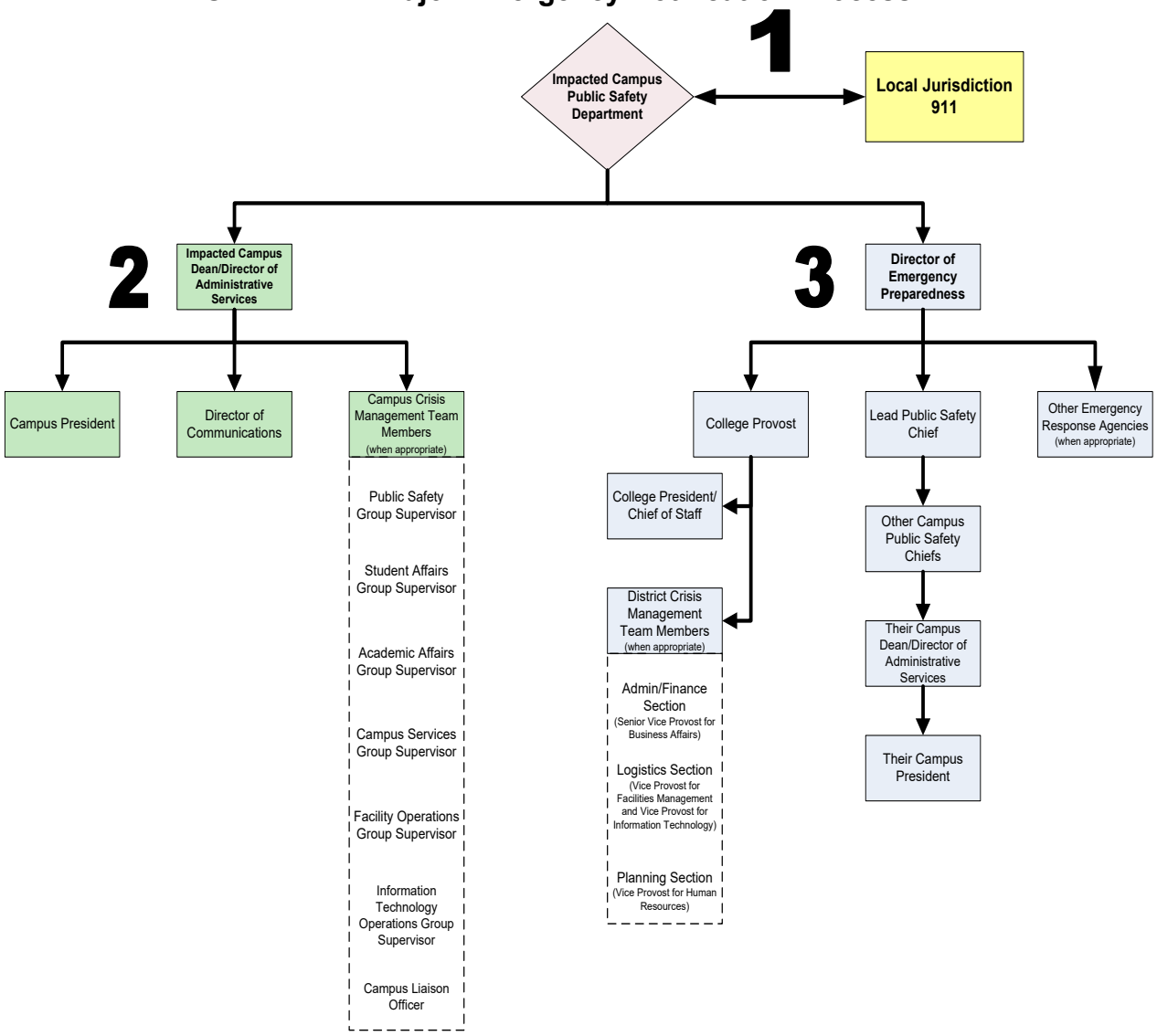
3. Executive Vice-President & Provost
4. College President.

As practical and without jeopardizing life safety, the following individuals shall be consulted prior to College-wide MDC ALERTS message dissemination. If the preceding individual is not available or not feasible, proceed down the list to the next available individual:

1. Executive Vice-President & Provost (District Incident Commander)
2. Campus President or Administrative Director (Campus Incident Commander).

APPENDIX 1 TO ANNEX 2: Major Emergency Notification Process:

TOC



After Local Jurisdiction 911 in notified:

1. Director of Administrative Services **notifies:**
   - Campus President
   - Campus Crisis Management Team Members (when appropriate)
   - College Assistant Vice Provost - Emergency Management
   - College Director of Communications (when required)
2. Assistant Vice Provost - Emergency Management **notifies:**
   - College Chief Operations Officer / College Executive Vice-President & Provost
     - Provost may elect to notify the College President and/or Chief of Staff
   - District Crisis Management Team Members (when appropriate)
   - Lead Public Safety Chief, who may distribute information to other campus Chief's
   - Other Emergency Response Agencies (when appropriate)

APPENDIX 2 TO ANNEX 2: Public Information / Media Contact TOC

Official Spokesperson

The College President and the Director of Communications are the only official spokespersons for MDC who are authorized to complete interviews with the media during a declared college emergency. A Campus President is authorized to be the official spokesperson for their campus during a declared campus emergency. The College President or the Director of Communications is authorized to designate other MDC official spokespersons as needed.

Public Information is a priority response action. The increased demand for public information after a major emergency can quickly overwhelm the capabilities of response personnel if it is not addressed appropriately. In response to a **MAJOR EMERGENCY**, MDC supports the creation of a Joint Information System (JIS). A JIS integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during emergency operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

The CEMP was developed under the assumption that a JIS will initially be developed and managed by the lead local emergency response agency. The MDC Public Information Officer is responsible for integrating the College's public information resources into the JIS and coordinating all official information regarding MDC via the JIS process. In order to support the JIS process, MDC has adopted the following principles.

Joint Information Centers

A Joint Information Center (JIC) is a designated location established to coordinate all incident-related public information activities and the JIS process. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC. The Assistant Vice Provost - Emergency Management will work with the Directors of Administrative Services to identify a location on each campus that could serve as a JIC during an emergency. OEM may establish the Mobile Command Center (MCC) as a media site.

Designated Areas for Media

The CEMP was developed under the assumption that there will be increased media presence during a campus **MAJOR EMERGENCY**. If the media is not controlled, they could interfere with response operations. Therefore, MDC will designate staging areas for media near each campus. A media staging area will be positioned outside the present and potential hazard zone and the secure perimeter of response operations, but close enough to accurately report the incident. The Assistant Vice Provost - Emergency Management will work with the Director of Communications and the Directors of Administrative Services to identify a location on each campus that could serve as a designated location to stage the media during a declared emergency.

As the scope of the emergency increases, so does the media presence. Therefore, MDC will identify locations on each campus capable of holding a large press conference after the emergency. A designated press conference location should be positioned as close to the JIC as possible. The Assistant Vice Provost - Emergency Management will work with the Director of Communications and the Directors of Administrative Services to identify a location on each campus that could hold large press conferences after an emergency.

Rumor Control

The CEMP was developed under the assumption that rumors and unofficial information will be spread during a declared **MAJOR EMERGENCY**. The implementation of a Joint Information System and the activation of a Joint Information Center will help MDC control rumors but may have limited results.

If further rumor control is needed, MDC will request the assistance of the Miami-Dade County 311 call center. The CEMP was developed under the assumption that current MDC hotlines and call centers will not be able to handle the call volume of a MAJOR EMERGENCY. The Miami-Dade County 311 call center has the telecommunication resources needed to handle the increased call volume of a **MAJOR EMERGENCY**.

The MDC Public Information Officer will be responsible for providing the Miami-Dade County 311 center with all official information regarding the MDC emergency. The MDC Public Information Officer will distribute a press release to all media outlets directing the members of the community with questions regarding the MDC emergency to call 311 or 305-468-5900.

The Miami-Dade County 311 call center supervisor will report the most asked questions hourly to the MDC Public Information Officer. The MDC Public Information Officer will evaluate the information provided by the Miami-Dade County 311 call center supervisor and issue new press releases to the media as needed to clarify or correct any rumors being spread or questions going unanswered.

APPENDIX 3 TO ANNEX 2: Timely Warning & Emergency Notification Statement TOC

Purpose

To provide emergency notification involving an immediate threat to health or safety of MDC students, faculty, staff, and visitors of any significant emergency or dangerous situation triggered by an event that is currently occurring on or imminently threatening the campus.

To also alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes or poses a continuing threat to our College community.

Requirements

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act) requires every institution, without exception, to have and disclose emergency response and evacuation procedures in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Clery Act also requires alerting the campus community of certain crimes in such a manner that is timely and will aid in the prevention of similar crimes.

Accordingly, MDC will keep our campus communities informed by providing timely warning of crimes occurring on or near campus property which represent a serious or continued threat to students and employees, once reported to CSAs, as specified in the Clery Act:

1. Issue a timely warning for any Clery Act crime that represents an ongoing threat to the safety of students or employees;
2. Issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

MDC will use one or more delivery methods to communicate the threat to the College community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. MDC will, without delay and taking into account the safety of the community, determine the content of the notification and initiate notification protocols, unless issuing a notification will, in the judgment of the authorizing College officials or first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency situation.

MDC will conduct a Campus Safety Week awareness campaign for students and employees at each campus every year in September. The Campus Public Safety Departments will also offer crime prevention programs as part of their Campus Crime Watch.

Definitions

Clery Act: The Clery Act is a federal statute with implementing regulations in the U.S. Code of Federal Regulations. The Clery Act requires all Colleges and Universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the U.S. Department of Education, which can impose civil penalties for infractions and can suspend institutions from participating in federal student financial aid programs. The law is named for Jeanne Clery, a 19-year-old

Lehigh University freshman who was raped and murdered in her campus residence hall in 1986. The criticism against unreported crimes on numerous campuses across the country prompted authorities to development the *Crime Awareness and Campus Security Act of 1990*, which later became the Clery Act.

Campus Security Authority (CSA): The CSA includes any College official with security responsibility, significant responsibility for student and campus activities, or those with a duty to take action or respond to particular issues on behalf of the institution. Examples include Public Safety officers, Student Dean, Directors of Administration, Campus Presidents, College Provosts, and the College President.

Clery Act Crimes: Murder and Non-Negligent Manslaughter, Negligent Manslaughter, Sex Offenses (Forcible and Non-forcible), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson and Hate Crimes as defined by the FBI's Uniform Crime Reporting Handbook.

Annual Security Report: By October 1 of each year, institutions must publish and distribute their annual campus security report to current and prospective students and employees. This report is required to provide crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses.

Crime Log: The institution's police department, security department, or public safety department, is required to maintain a public log of all crimes reported to them, or those of which they are made aware. The log is required to have the most recent 60 days' worth of information. Each entry in the log must contain the nature, date, time and general location of each crime and disposition of the complaint, if known. Information in the log older than 60 days must be made available within two business days. Crime logs must be kept for seven years, three years following the publication of the last annual security report.

Timely Warning: Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. The alerting of the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The timely warnings are focused on, but not limited to, Clery Act crimes. The Clery Act does not define or clarify the meaning of "timely"; the intent of a warning regarding a criminal incident(s) is to enable people to protect themselves, therefore the warning should be issued as soon as the pertinent information is available.

Emergency Notification: Emergency notification is triggered by an event that is currently occurring on or imminently threatening the College or one of its campuses. Initiated immediately upon confirmation that a dangerous situation or emergency exists or threatens. Emergency Notifications are made to students and employees for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to their health or safety. The emergency notification has a wide focus on any significant emergency or dangerous situations, but may include Clery Act crimes.

Notification Procedures TOC

1. Most crime events or emergency situations on campus are going to be identified by students, faculty, staff or visitors. If students, faculty, staff, or visitors are involved in or witness a life-threatening emergency, it is essential for them to immediately call 911 and the appropriate Campus Public Safety Department. This notification is the first step in the activation of College Procedure 1590 and the CEMP.

2. Non-emergency crimes committed on or near MDC campuses should be reported to any CSA as defined above. The CSA who observes or receives information regarding one of the Clery Act crimes must immediately report the information to the Public Safety Department on the appropriate campus.

3. Any reported crime posing a serious or continued threat to the campus community will be called to the attention of the senior most public safety official available on that campus or their designee.

4. Once it is determined that a timely warning is necessary, as practical and without jeopardizing life safety, trained and authorized personnel shall activate the campus siren and public address delivery systems used during a life-threatening major emergency. Trained and authorized individuals include:

-Campus Public Safety Chief; if he/she is not available or capable of activating, then:
-Campus Public Safety Assistant Chief; if he/she is not available or capable of activating, then:
-Campus Public Safety Shift Supervisor; if he/she is not available or capable of activating, then:
-Campus Public Safety Dispatcher (when authorized by one of the above mention positions).

5. If the situation commands activation of the College-wide alerting system, the below individuals are authorized to activate all College-wide delivery methods used during a life-threatening major emergency.

-Assistant Vice Provost - Emergency Management
-Director of Communications
-Director of Web Services

6. The AVP of Emergency Preparedness and Director of Communications will collaborate to determine the content of an emergency notification message and the appropriate delivery method. MDC combines all of its emergency notification methods into a single system called MDC ALERT. Regardless of which notification methods are utilized, to the recipient, all emergency notification and warning messages come from MDC ALERT, which consists of the following delivery methods:

- Primary (immediate):
  - Campus sirens & public address systems

  - SMS Text Message
  - Bulk Email
  - MDC Main Website
  - MDC Facebook Page
  - Twitter (@MDCAlert)
  - Employee Phone Tree Notification Procedures
- Secondary (15 minutes and beyond):
  - MDC Safety Mobile App. (LiveSafe)
  - Student & Employee Hotlines
  - Voicemail Message
  - Media Release/Press Conference

Testing and Evaluation

An evacuation drill will be conducted at least once a year for all buildings that are occupied by students and/or employees. Each Campus Public Safety Office will be responsible for scheduling and conducting these drills in coordination with the Directors of Administration, Student Deans, and Academic Affairs. Emergency response and evacuation procedures will be tested and evaluated during these drills. The purpose of these drills is to prepare building occupants for an organized evacuation in case of fire or other emergency situations.

1. These drills will provide the College opportunities to test the operation of different MDC ALERT methods used for emergency notifications and timely warnings.
2. During these drills, occupants will practice basic self-protection actions, familiarize themselves with the locations of exists, and the different announcement methods used for notification.

MDC may also participate in exercises with federal, state, and/or local emergency response agencies in South Florida. The Assistant Vice Provost - Emergency Management is responsible for coordinating these efforts via the Miami-Dade County Office of Emergency Management. It is a MDC goal to participate or conducts at least one exercise per calendar year with federal, state, and/or local emergency response agencies in South Florida to test and evaluate the College's Comprehensive Emergency Management Plan.

ANNEX 3. ALL HAZARDS GENERAL PROTECTIVE MEASURES TOC

GOAL:

Identify the necessary processes and procedures for implementing rapid and efficient protective measures.

OBJECTIVE:

There are three protective actions that can immediately be issued and implemented by Campus Public Safety or Campus Crisis Management Team personnel in response to a spontaneous Major emergency: (Evacuation, Shelter-In-Place, and Temporary Closure).

COURSES OF ACTIONS:

Campus-Wide Lockdown is not considered a viable protective action because MDC is an open and public institution of higher education and the campuses were designed for easy accessibility.

Evacuation

One of the protective actions that may be issued by Campus Public Safety or Campus Crisis Management Team personnel is building or campus-wide evacuation. An evacuation protective action may be issued in response to a fire, hazardous materials spill/release, or dangerous subject/active shooter situation. An evacuation protective action should not be issued for a bomb threat unless there is credible and specific information regarding the location and time of the threat. This protective action is aimed to keep students, faculty, staff and visitors safe by creating distance between them and the hazard area. Evacuation means immediately leaving the area you are located for another designated safe location. If a campus-wide evacuation is issued, everyone on a campus is required to immediately leave on foot in an orderly manner and should not try to leave by car.

Shelter-In-Place / Secure In-Place

A Shelter-in-Place or Secure-in-Place focuses on courses of action when students, faculty, and staff are required to remain indoors, potentially for an extended period of time, because it is safer inside a building or a room than outside. Depending on the threat or hazard, students, faculty, and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or are without windows, or to a weather shelter (such as in the event of a tornado).

Temporary Closure

One of the protective actions that may be issued by Campus Public Safety or Campus Crisis Management Team personnel is TEMPORARY CLOSURE. This protective action may be issued after an EVACUATION is ordered and it is determined that a building or campus is unsafe until further notice. This protective action is aimed to keep students, faculty, staff and visitors safe by keeping them out of the hazard area and away from emergency response operations. TEMPORARY CLOSURE means all campus classes and functions are canceled until further notice. Only essential personnel should remain on campus unless they ordered to leave by Campus Public Safety, Campus Crisis Management Team, or local emergency response agency personnel. See each Appendix for more detailed information.

APPENDIX 1 TO ANNEX 3: EVACUATION OF BUILDING(S) / CAMPUS TOC

Definition: Occupants leaving a building, place, or area in an orderly fashion for the purpose of self-protection. On a much larger scale it could mean the action of withdrawing from, or removing the occupants of an area or region, considered dangerous, to a safer place or area.

Examples: Evacuations are used for many types of emergency situations. There are three basic evacuation scenarios are assumed - an evacuation for specific building events (such as fire) where each building has a designated evacuation location a mass evacuation for campus-wide emergencies (such as civil disturbance); a mass evacuation of the campus after a storm due to major destruction of the surrounding area from a hurricane or similar type disaster; and. Failure of electrical supply system, failure of college communications backbone, failure of public telephone and cell phone system, failure of domestic water system or sewerage disposal system.

Origin: Public Safety, building occupants, facilities management, system administrator, system operator.

Urgency: Immediate (Seconds) to Urgent (Minutes) - Depending on Circumstances

Threat: Most days on campus go smoothly without interruption, but there may be times when an emergency takes place on or near campus that require an evacuation. If this occurs, here are some important things to remember:

- Do not use the elevator, walk to the nearest stairway.
- The elevators should not be used during an emergency.
- Go to the nearest stairway exit and walk down.
    - If you don't know where to find it, look for the emergency evacuation maps located at the exit of every classroom and in other designated areas throughout campus buildings.
- Exit down the stairs and away from the building.
- If you are with a class, try to stay with your group so your instructor can get an accurate headcount.
- Do not leave campus unless you are instructed to do so by the appropriate authorities.

Hazard Identification for MDC:

Individuals with special needs may not be able to evacuate without assistance. If there is someone in your class that is blind, deaf, or whose mobility is restricted by the use of crutches or a walker, simply ask them if they need assistance. Classmates may use the buddy system when evacuating the building.

Elevators may not be working during an emergency. If there is a person who is unable to go down the stairs safely, they should move to the outside area of a stairwell identified as an *area of refuge* and wait for the Campus Public Safety Department or emergency responders.

When the emergency is over, Public Safety will sound the *All Clear* message or deliver a live message using the microphone. This will indicate when it is safe to resume normal operations.

Once you have received the *All Clear* or Public Safety has communicated that the emergency has ended, you may return to your regularly scheduled classrooms or campus activities.

APPENDIX 2 TO ANNEX 3: SHELTER IN-PLACE / SECURE IN-PLACE TOC

Shelter-in-Place (SIP) or Secure-in-Place focuses on actions when students, faculty, and staff are required to remain indoors, potentially for an extended period of time, because it is safer inside a building or a room than outside. Depending on the threat or hazard, students, faculty, and staff may be required to move to rooms that can be sealed (such as in the event of a hazardous materials release) or are without windows, or to a weather shelter (such as in the event of a tornado).

A Campus-Wide Lockdown is not considered a viable protective action because MDC is an open and public institution of higher education and the campuses were designed for easy accessibility. **SEE ANNEX 9 for Active Shooter / Hostile Intruder Planning**

Concept: SIP actions can provide short-term (three-to-four hours) protection to the occupants and are most effective when building occupants plan and practice their actions in advance. Most actions performed by the occupants or facility manager are simple, low or no-cost. Keep in mind SIP procedures should not to be confused with other types of protection such as Take Shelter Immediately.

- **Take Shelter Immediately:** Used for most natural disaster situations i.e. tornadoes, heavy rains, strong winds, hail, etc. Protective measures include going indoors; seeking protection in central-most part of house or facility away from windows or glass doors. Interior hallways, bathrooms or closets are best measure.

Potential Use: It is possible at any one of our MDC campuses or in the surrounding areas that students, faculty and staff members could face an intentional or accidental release of a toxic material that may force them to SIP verses an evacuation. The goal of SIP is to minimize the exposure of individuals to accidental or intentional airborne HAZMAT releases from railroad tankers, tractor trailers, or storage facilities or terrorist use of CBRN Agents (e.g., Sarin, Anthrax, Chlorine, Tritium, etc.). Creating a barrier between yourself and the potentially contaminated air outside is the single most important item when directed to SIP.

PREPARATION:

MDC campuses are divided into buildings to aid in identification. Building occupants may be directed to SIP based upon the building location and downwind hazard of the event. Facility Managers should identify SIP rooms, preparing and maintaining SIP kits if necessary, and establishing location specific procedures. SIP is dependent on shutting down HVAC systems and closing outside openings to buildings. If HVAC systems cannot be shutdown, the work around is to tape up both supply & return ducts, doors, windows, and/or any openings between the SIP location and the exterior environment.

RESPONSE:

The IC decides whether to evacuate personnel from the hazard area or to SIP. Immediate action is essential for SIP to keep out airborne contaminants and protect people. Units must have ability to implement SIP whenever personnel are present.

RECOVERY:

After the threat has ended, personnel should continue to remain alert for secondary hazards. Campus/Districts should account for all personnel as soon as possible.

APPENDIX 3 TO ANNEX 3: TEMPORARY CLOSURE

TOC

One of the protective actions that may be issued by Campus Public Safety or Campus Crisis Management Team personnel is TEMPORARY CLOSURE. This protective action may be issued after an EVACUATION is ordered and it is determined that a building or campus is unsafe until further notice.

This protective action is aimed to keep students, faculty, staff and visitors safe by keeping them out of the hazard area and away from emergency response operations.

TEMPORARY CLOSURE means all campus classes and functions are canceled until further notice. Only essential personnel should remain on campus unless they ordered to leave by Campus Public Safety, Campus Crisis Management Team, or local emergency response agency personnel.

ANNEX 4. PERSONNEL ACCOUNTABILITY / ESSENTIAL PERSONNEL TOC

GOAL:

Identify the necessary processes and procedures for implementing rapid and efficient personnel accountability and properly categorize MDC essential personnel.

OBJECTIVE:

During crisis situations, MDC crisis management team personnel will evaluate the need to implement an internal and/or external accountability system for the College community to report their welfare status.

COURSES OF ACTIONS:

Student & Employee Accountability

Family reunification is a priority after a major life-threatening emergency. Requests for information regarding the welfare of students and employees could quickly overwhelm the College's internal communication resources and negatively impact MDC's response capabilities. Increased demand on external communication infrastructure, such as cell phones, will also hinder the family reunification process. Therefore, MDC crisis management team personnel will immediately evaluate the need to implement an external accountability system for the college community to report their welfare status.

Once the need for student and employee accountability is determined, MDC will request assistance from the Greater Miami and the Keys chapter of the American Red Cross. The Assistant Vice Provost - Emergency Management is responsible for collaborating with the Greater Miami and the Keys chapter of the American Red Cross on a regular basis.

The American Red Cross has the resources to assist MDC with welfare status information and family reunification. The American Red Cross provides a Safe and Well Website for people who have been impacted by a disaster or major emergency. MDC will request that American Red Cross allow the College to direct students and employees to the Safe and Well Website.

The MDC Public Information Officer will then distribute a press release to all media outlets encouraging MDC students and employees to immediately report their welfare status using the MDC LiveSafe safety App or the Emergency Notification System (ENS) electronic check-in feature. The press release will also include instructions for how family members can access the Safe and Well Website to check the welfare status of their loved ones.

Essential Personnel Positions/Function

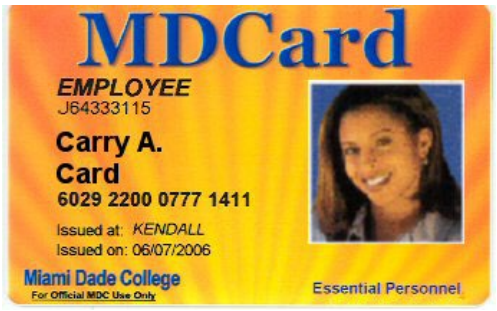
MDC conducted a needs assessment and determined the positions and functions within the College that are critical for responding to and recovering from an emergency. ***Critical Essential Personnel*** *are* usually designated as those employees in the Public Safety Services, Custodial Services, Information Technology, Business Affairs, District Facilities Management and District Crisis Management Team Personnel that are required to remain before, during, and/or after the College is closed because of a declared emergency such as hurricane, flooding, fire, or other critical incident. Employees in the categories with position designations of *Critical, Essential and Continuity* will be advised annually that their

positions may be essential in case of a declared emergency. Some may be required to report to work prior to the official declaration that an emergency has ended.

Essential personnel are required to remain available for assignment during a declared emergency as a condition of their employment. Employees are advised annually if they are essential in the case of a declared emergency.

MDC reserves the right to designate additional positions as essential personnel according to circumstance and the needs of the College. The development of essential personnel is authorized under College Procedure 2520 – Disaster Pay Leave.

Essential personnel are required to carry their issued MDCards in order to access the scene/area and for scene security to be maintained.



Frequently Asked Questions: Essential Personnel & Emergency Management

1. What does it mean to be designated as Essential Personnel at the College?

   If your position/function has been designated Essential, this means that, in the event of an institutional emergency, your position has been determined to be critical to the support and recovery of the College.

   If you are directed to report to work just before, during or after a hurricane or any other form of emergency, you are obligated to comply. This is a condition of employment.

2. As a full-time employee, if I use public transportation to come to work every day and the Metro rail and buses are not operating, am I expected to report to work if called? Would I have to fill out a leave form?

   Yes, Essential Personnel are expected to be present at work. This is a condition of employment and Essential Personnel may only be excused from their work by meeting all of the following conditions:

   (1) Obtaining the permission of their supervisor

   (2) Providing a suitable replacement

   (3) Submitting a Departmental Request and Authorization for Leave of Absence utilizing their own accrued leave.

3. When I report to work during an emergency, will I be financially compensated above and beyond what other non-essential personnel receive for reporting to work during an emergency?

Once the College is closed because of a hurricane's imminent arrival, full-time employees are placed on disaster leave. This replaces the normally scheduled hours which count toward an employee's regular workweek of 37.5 hours.

Non-exempt - the first 2.5 hours worked after the normal 37.5-hour work week will be at straight time. After that non-exempt employees working just before, during and after the hurricane would also be paid at 1.5 times the regular rate for any hours in excess of 40 hours in a week.

Exempt employees – PECs and PENCs will be paid as stipulated in the Disaster Pay Leave Procedure.

PEC and PENC employees do not receive additional compensation during an emergency.

4. Would I be given time to prepare my home and make family arrangements before the hurricane hits South Florida?

Essential Personnel that are involved in hurricane preparation just before and/or staying on campus during will be given reasonable time prior to the general employee population to go home and prepare their home and families. As much advance notice as the situation permits will be provided by your supervisory chain.

ANNEX 5. ORDER OF SUCCESION / DELEGATION OF AUTHORITIES TOC

GOAL:

Identify provisions for the succession of decision-making authority and operational control to ensure that critical emergency functions can be performed in the absence of the authorized administrator.

OBJECTIVE:

There is a need to clearly define orders of succession in all of the college's "essential function" areas. Some of the key elements of MDC emergency planning are continuity of command, maintaining organizational structure and continuation of essential services. MDC is fortunate and unique in the fact that each of our campuses can operate independent of one another in the case of a disaster that would render one of our campuses inoperable.

COURSES OF ACTIONS:

Order of Succession for MDC

Successions should be provided to a minimum depth of two at any point where policy and directional functions are carried out.

1. College President.
2. College Executive Vice-President and Academic Provost.
3. Campus Presidents in order of seniority based on the date of their presidential appointment.

Order of Succession for each MDC Campus

Each campus shall identify orders of succession for the campus heads and key leadership. The orders should be of sufficient depth and geographical dispersion is encouraged. At a minimum the delegations of authority and order of succession should:

1. Establish an order of succession to the position and develop procedures to address:
    a. Conditions for succession;
    b. Method of notification; and,
    c. Time, geographical, organizational limitations.
2. Describe succession order by position or titles rather than by person.
3. Consider assigning successors among the contingency staff to ensure that each team has an equitable share of the duly constituted leadership.
4. Revise and distribute orders as necessary.

Delegation of Authorities:

Each organizational element should pre-delegate authorities for making policy determinations and decisions. All such pre-delegations will specify what the authority covers, what limits may be placed upon exercising it, who (by title) will have the authority, and under what circumstances, if any, the authority may be delegated.

ANNEX 6. EVACUATION STRATEGY FOR PERSONS WITH DISABILITIES TOC

Purpose

The following course of action summarizes the measures for evacuating or sheltering persons with disabilities located on a MDC campus or Outreach Center during an emergency. Every member of the College community has a responsibility to facilitate the safe evacuation and sheltering of persons with disabilities by adhering to the following guidelines.

Applicability

The College recognizes that individuals with disabilities may require assistance with alerting, evacuating, and sheltering in the event of an emergency. MDC encourages students, faculty and staff with disabilities to self-identify. The College does this through diverse means including on-line web information, admission processes, college catalog, and information through academic courses.

Students, faculty and staff may be directed to ACCESS (A Comprehensive Center for Exceptional Student Services) or the Campus designee where they are able to register for services, provide documentation of disability, and complete other forms to document services. Once an individual has self-identified, the College shall work with the individual to develop a personal emergency plan that includes specific evacuation procedures, sheltering procedures, and means of communication in the event of an emergency.

Regulatory Requirements

This MDC emergency evacuation strategy meets or exceeds the regulatory requirements and guidelines of the Occupational Health & Safety Administration (OSHA) and the guidelines of the Life Safety Codes of the National Fire Prevention Association (NFPA 101).

Evacuation Options

College procedures require all persons, including those with disabilities, to evacuate a facility anytime the fire alarm system is activated or otherwise instructed to do so. Individuals with mobility impairments who are able to walk independently or with assistance may be able to negotiate stairs. However, if danger is imminent, the individual should wait until heavy traffic has cleared before attempting the stairs.

Elevators are never to be used in the event of a fire without explicit authorization by fire or police personnel. Stairway evacuation of wheelchair users should only be conducted by trained professionals (i.e. the fire/rescue or other trained emergency responders). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down the stairs is never safe. Persons with disabilities must evacuate to the nearest exit which can be reached safely. Persons with disabilities have four basic evacuation options:

1. **Horizontal Evacuation:** (going from one building to a connected, adjacent building on the same level).

2. **Stairway Evacuation:** Use steps to reach ground level exits from the building.

3. Area of Refuge: If there is a major emergency that requires a building evacuation, people with disabilities may not be able to evacuate without help. There are designated areas of refuge in each building that provide protection where they may wait until assistance is available from emergency responders.

Stairway landings are designated areas of refuge. Elevators should not be used during an emergency, so people who cannot travel down the stairs should move to the outside area of the stairwell and wait for the emergency responders. Individuals should wait in the designated area of refuge outside the stairwell, away from the path of traffic. Emergency responders will ascend to the areas of refuge to assist with evacuation down the stairs if the situation warrants. For small stair landings crowded with other building occupants using the stairway for evacuation, taking a position in a corridor next to the stair is a good alternative until the stair landing is clear. If the hazard becomes life-threatening before emergency responders arrive, people with disabilities should immediately move into the stairwell and close all doors.

For false alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the responding emergency personnel.

4. Stay in Place: The stay in place approach may be more appropriate for sprinkler protected buildings or buildings where an area of refuge is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds.
Unless danger is imminent, remaining in a room with an exterior window, a room telephone or cell phone, and a solid or fire-resistant door is a viable option. With this approach, the person should call 9-1-1 and the appropriate Campus Public Safety Department to report his or her location directly. The dispatcher will relay the individual's location to on-site emergency personnel, who will determine the necessity for evacuation. If the phone lines fail or there is no cell phone signal, the individual can signal from the window by waving a cloth or other visible object.

Disability Planning Guidelines: Prior planning and practicing emergency evacuation routes from your classroom and/or work area are important in assuring a safe evacuation.

Mobility Impaired – Wheelchair
Persons using wheelchairs should stay in place or move to an area of refuge when the alarm sounds. Another student, faculty or staff member should then go to the emergency evacuation area and notify the on-site emergency personnel of the exact location of the person with a disability. If the person with a disability is alone, he/she should call 9-1-1 and provide their present location and the area of refuge to which he/she is headed to.

If the stair landing is chosen as the area of refuge, please note that some campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals (i.e. the fire/rescue or other trained emergency responders). Only in situations of extreme danger

should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down the stairs is never safe.

Mobility Impaired - Non-wheelchair
Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired
A number of campus buildings are equipped with fire alarm strobe lights but some buildings are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short note explicitly stating to evacuate.

Visually Impaired
Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. Another student, faculty or staff member should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

Responsibilities:
As an individual requiring assistance, how should I pre-plan an evacuation?

- ✓ CREATING a personal plan. Inform students, faculty, or staff members about your disability and let them know specifically what assistance you will need in an evacuation.
- ✓ LEARNING the locations of exit corridors, exit stairways, and designated areas of refuge.
- ✓ PLANNING a primary and alternate escape route.
- ✓ TELLING another student, faculty, or staff member how to assist you during an evacuation.
- ✓ NOTIFY someone you're safe by using your phone independently or make prior arrangements with ACCESS to have someone contact you or attempt to locate you through Public Safety.

As a student, faculty, or staff member, what can I do help individuals requiring assistance?

- ✓ KNOW the needs and capabilities of people requiring assistance who are routinely in your classroom or work area.
- ✓ ASK how you can help anyone requiring assistance before giving it.
- ✓ OFFER verbal assistance for individuals who are blind or visually impaired and guide them to the nearest exit.

Points of Contact:
ACCESS website and information: http://www.mdc.edu/access/

Hialeah Campus ACCESS Office:	1 (305) 237-8621
Homestead Campus ACCESS Office:	1 (305) 237-5175
InterAmerican Campus ACCESS Office:	1 (305) 237-6360
Kendall Campus ACCESS Office:	1 (305) 237-2767
Medical Campus ACCESS Office:	1 (305) 237-4027
MDC-West ACCESS Office (uses North):	1 (305) 237-1272
North Campus ACCESS Office:	1 (305) 237-1272
Wolfson Campus ACCESS Office:	1 (305) 237-3072

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Hialeah Campus Public Safety:	1 (305) 237-8701
Homestead Campus Public Safety:	1 (305) 237-5100
InterAmerican Campus Public Safety:	1 (305) 237-6046
Kendall Campus Public Safety:	1 (305) 237-2100
MDC West Public Safety:	1 (305) 237-8100
Medical Campus Public Safety:	1 (305) 237-4100
North Campus Public Safety:	1 (305) 237-1100
Wolfson Campus Public Safety:	1 (305) 237-3100

ANNEX 7. RECOVERY ANNEX

TOC

GOAL:

Describe basic concepts of how MDC will recover from an emergency. More detailed information of recovery programs including restoration of College services, debris removal, restoration of utilities, mental health services, and reconstruction of damaged roads and facilities are contained in each Campus EOP or the College-wide Debris Management Plan (DMP).

OBJECTIVE:

If a disaster occurs, MDC will carry out a recovery program that involves both short-term and long-term efforts.

- Short-term operations seek to restore vital services to the College community and provide for the basic needs of the students, faculty, and staff.
- Long-term recovery focuses on restoring the College to its normal state. A long-term recovery will require the college to operate and maintain the district EOC for coordination and overall management of all efforts to restore operations. The federal government, pursuant to the Stafford Act, provides disaster recovery assistance, the college must track and maintain proper records to seek Public Assistance (PA) funding after a federally declared disaster.

COURSES OF ACTIONS:

The recovery process includes assistance to individuals, businesses, and government and other public institutions. This annex describes basic concepts of how MDC will recover from an emergency. More detailed information of recovery programs including restoration of College critical mission essential functions/services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and facilities are contained in each Campus EOP.

The four most fundamental kinds of recovery are academic recovery, physical recovery, fiscal recovery and psychological and emotional recovery. Consider the following when developing goals, objectives, and courses of action:

Academic Recovery

- When MDC should be closed, and reopened, and who has the authority to close and reopen.
- What temporary space(s) MDC may use if buildings and facilities cannot be immediately reopened
- How to provide alternate educational programming in the event that students cannot physically reconvene

Physical Recovery

- How to document MDC assets, including physically accessible facilities, in case of damage

- Which personnel have expert knowledge of MDC's assets, and how and where they will access records to verify current assets after an emergency
- How to address research facilities that contain sensitive information, materials, or animals.
- How MDC will work with utility and insurance companies before an emergency to support a quicker recovery.

Fiscal Recovery

- How MDC leadership will be included (e.g., the president or chief operations officer, chief financial officer, vice-provost, human resources, and campus presidents)
- How faculty and staff will receive timely and factual information regarding returning to work.
- What sources MDC may access for emergency relief funding.

Psychological and Emotional Recovery

- Where counseling and psychological first aid will be provided.
- How MDC will create a calm and supportive environment for its community, share basic information about the incident, provide psychological first aid (if trained), and identify those who may need immediate crisis counseling.
- Who will provide trained counselors?
- How to address immediate, short-, and long-term counseling needs of students, faculty, staff, and families.
- How to handle commemorations, memorial activities, or permanent markers and/or memorial structures (if any will be allowed), including concerns such as when a commemoration site will be closed, what will be done with notes and tributes, and how students will be informed in advance.
- How memorial activities will strike a balance among honoring the loss, resuming MDC and class routines and schedules, and maintaining hope for the future.

Critical Operations Restoration

As the immediate threat to life, property, and the environment subsides, the restoration of critical MDC operations becomes the priority. A Major Emergency or Disaster may cause a campus or the entire College to cease critical operations. Critical operations restoration is the first step of transitioning from emergency response to recovery once the campuses are determined to be safe and secure for all personnel.

The Planning Section Chief will be responsible for thinking ahead and strategizing about the recovery process while emergency response actions are still being implemented. Specific information regarding the restoration of critical operations will be covered in the MDC Continuity of Operations Plan (COOP).

Maintenance of Critical Services

A MAJOR EMERGENCY may cause a campus or the entire college to cease certain MDC operations. In order for MDC to effectively respond to a MAJOR EMERGENCY, continue to protect life and property, and restore critical operations, the following services must be maintained throughout the incident:

- Public Safety
- Facility Management
- Safety & Security Systems
- Computer & Network Services and/or Telecommunications
- Payroll / Purchasing

Damage Assessment

MDC Facilities Management created the Post Hurricane Building Assessment and Recovery process to determine the extent of damages after a hurricane and the length of time needed to resume normal operations at a campus. The color-coded key listed below is based on the Post Hurricane Building Assessment and Recovery process and will be used to assess damage from a MAJOR EMERGENCY or DISASTER no matter the cause.

MDC Facilities Management under the Logistic Section Chief is responsible to work with the Campus and other college units to collect all damage assessment data and provide a report to the College President's office or District Incident Commander or established EOC.

This color-coded key can be used to assess the damage of buildings and operational resources as well as a campus as a whole.

- **BLUE**: No serious damage, Operational within 24-48 hours
- **GREEN**: Minor damage, Operational within 24-48 hours
- **ORANGE**: Major damage, Operational within one to eight weeks
- **RED:** Destroyed , cannot resume operations without being rebuilt or replaced

College Damage Assessment Teams (C-DAT)

The damage assessment team shall be multi-discipline task-force with the following college positions – Project Managers; Public Safety; Locksmith; Campus Services or designee.

Documentation and FEMA Public Assistance (Stafford Act) Claims

The district office of risk management (RM) leads the FEMA reimbursement claim with the assistance of the office of emergency management (OEM), and facilities management (FM). The district offices (RM, FM, and OEM) are responsible for the collection and overall process to establish recoverable expenses and damages under the Stafford Act Public Assistance (PA) program. OEM is responsible for the Request for Assistance and declaration of a State of Emergency, moreover, OEM will coordinate all efforts with State, County, and Federal emergency management agencies to prepare for FEMA costs and activate the debris management plan.

Eligibility and Cost

Miami Dade College, a sub-political division of the State of Florida, is classified as an eligible public agency to submit directly to FEMA upon the declaration of a [major] disaster by the Governor and President of United States.

Eligible Cost are:

1. Are reasonable and necessary to accomplish the eligible work.
2. Comply with Federal, State and local requirements for procurement
3. Do not include (or reduced by insurance proceeds, salvage values and other credits.

The eligible cost criteria apply to all direct costs, including salaries, wages, and fringe benefits, materials, equipment and contracts awarded for eligible work.

FEMA Categories

Category A – Debris Removal
Category B – Emergency Protective Measures (EPM)
Category C – Roads and Bridges
Category D – Water Control Facilities
Category E – Buildings and Equipment

Miami Dade County "Snapshot Program"

The Snapshot Program is a complete neighborhood damage assessment entry form resident can use to submit a damage report.

The web-based program is found at:
http://gisims2.miamidade.gov/damage/DamageForm.aspx

ANNEX 8. BEHAVIORAL THREAT / CRISIS MANAGEMENT TOC

Definition: The Behavioral Intervention Team (BIT) is a multi-disciplinary group whose purpose is to support its target audience (students, employees, faculty, and staff) via an established protocol. The team tracks "red flags" over time, detecting patterns, trends, and disturbances in individual or group behavior. The team receives reports of disruptive, problematic or concerning behavior or misconduct (from co-workers, students, friends, colleagues, etc.), conducts an investigation, performs a threat assessment, and determines the best mechanisms for support, intervention, warning/notification and response. The team then deploys its resources and resources of the community and coordinates follow-up.

Origin: Students, faculty, and staff; Student Dean; Academic Dean; Campus Public Safety; Human Resources; or community-related agencies (law enforcement, medical, etc.).

Urgency: Immediate (seconds) to Moderate (days) based on circumstances.

Threat: The BIT contemplates a holistic assessment and management strategy that considers the many aspects of the potentially threatening person's life—academic, residential, work, and social. More than focusing on warning signs or threats alone, the BIT assessment involves a unique overall analysis of changing and relevant behaviors. The BIT takes into consideration, as appropriate, information about behaviors, various kinds of communications, not-yet substantiated information, any threats made, security concerns, family issues, or relationship problems that might involve a troubled individual. The BIT may also identify any potential victims with whom the individual may interact.

Once the BIT identifies an individual who may pose a threat, the team will identify a course of action for addressing the situation. The appropriate course of action— whether law enforcement intervention, counseling, or other actions—will depend on the specifics of the situation. Each campus BIT should meet on a regular basis or at least once a month.

Behavioral Intervention Teams

Each MDC campus has established a Behavioral Intervention Team (BIT) team consisting of members from Public Safety, Dean of Students, Dean of Academic Affairs, and Director of Administrative Services. There is also an established District Behavioral Intervention Team/Direct Threat Assessment Team consisting of the Human Resources Equal Opportunity/ADA/Title IX Director, Legal Affairs, Assistant Vice Provost - Emergency Management and the Director of Student Wellness. The BIT will work in collaboration with the district direct threat assessment team for unique cases pursuant to MDC procedure 4055 and *Section 504, Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, and its implementing regulation at 34 C.F.R. Part 104; Americans With Disabilities Act of 1990; Americans with Disabilities Act Amendments Act (ADAAA) of 2008; Title II of the Americans with Disabilities Act of 1990 (Title II).*

Major Steps of the Campus Threat Assessment and Management Process:

When the campus Behavioral Intervention Team learns about a concern, threat, or other disturbing behavior, there is a general sequence of steps they can take to screen the case,

determine whether to initiate an inquiry, gather information, evaluate the person and situation involved, and develop and implement a management strategy where necessary.

1. Identifying persons/cases of concern; encouraging reporting.
2. Screening cases for further investigation/inquiry.
3. Gathering additional information from multiple sources (FULL INQUIRY).
4. Evaluating case and assigning a case priority level.
5. Developing, implementing, and monitoring a threat management plan.
6. Documenting and closing the case.

Signs of a Major Behavioral Threat / Crisis

The crisis may manifest as:

- Being disruptive or threatening,
- Making verbal threats of harm or suicide
- Paranoia,
- Hallucinations,
- Uncontrollable behavior.

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Determining Whether to Involve the MDC District Team

The Assistant Vice Provost - Emergency Management must be consulted on every BIT cause introduced by the C-BIT. After determining whether or not a situation reported to a campus BIT is imminent, they should determine whether to involve the MDC District Team to work with the campus BIT to handle the case. The following criterion has been identified as warranting involvement of the MDC District Team. If a person or situation reported to a campus BIT involves ANY of the following elements, the MDC District Team should be notified:

- If the situation is imminent or an emergency;
- If there are legal implications or considerations;
- If the person of concern is an employee (rather than a student);
- If there is media interest or involvement; OR
- If the situation touches upon other campuses.

Evaluating Case and Determining Necessary Next Steps

After gathering information, the BIT (Campus or District) should answer a series of investigative questions. These questions are designed to help organize the information gathered. Once the questions are answered continue to the Evaluation Criteria.

-What is the behavioral assessment based on?

Disruptive Conduct:

1. Behavior that disturbs impairs or interferes with or obstructs the orderly conduct, processes, and functions of the College or the rights of other members of the College community.

2. Behavior that disrupts, disturbs, impairs, interferes with or obstructs the orderly conduct, process and functions within the classroom, laboratory or studio. This includes interfering with the academic mission of the College or College business or interfering with an instructor's role to carry out the educational functions of their classroom, laboratory or studio.

3. Behavior that disrupts or interferes with the College disciplinary process, including, but not limited to, harassment and/or intimidation of any witness or College personnel before, during or after proceeding, or attempting to coerce or influence any person(s) in order to discourage their participation in any disciplinary proceeding.

4. Any similar behavior that disturbs the peace.

Endangerment:

1. Physical violence toward another person or group.

2. Action(s) that endanger the health, safety, or welfare of self or others.

3. Interference with the freedom of another person or group to move about in a lawful manner.

Personal Abuse:

1. Verbal or written abuse of any person, including indecent or obscene expressions or conduct.

2. Conduct directed at a member of the College community which is or intended to cause fear, distress, or intimidation and would cause fear, distress, or intimidation to a reasonable person or would place a reasonable person in fear of injury or death.

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-What motivated the person to make the statements or take the actions that caused him or her to come to the attention of the team? Does the situation or circumstance that led to these statements or actions still exist?

-What, if anything, has the person communicated to someone else (e.g., friends, co-workers, faculty, family) or written in a diary, journal, email, or website concerning his or her grievances, ideas and/or intentions?

-Does person have any prior criminal or disciplinary problems or issues?

-Does subject have any prior history of violence?

-Within the past six months, has the person had a Dean's or Academic hold placed on them (student) or been suspended or terminated from employment?

-Has the person indicated lack of concern for any consequences of violent or inappropriate behavior?

-Is he/she struggling with or facing any other known stressors?

-Has it come to your attention from those who know the person are concerned that he or she might take action based on violent ideas or plans?

-Does the person demonstrate ability to act on thoughts?

-Does the person have the means (e.g., access to a weapon) to carry out an attack?

Evaluation Criteria:
Depending on the situation, the Intervention Team can interview the person of concern as part of the inquiry. In most cases it is recommend because it gives the person a chance to tell their side of the story and can reduce their anger/hostility (and thus serve as a preventative measure) if they feel they are being heard.

The Intervention Team should identify who would be best suited to talk with the person of concern. If the person appears volatile and/or exhibits high-risk behaviors, such a conversation is often best handled by law enforcement or campus public safety professionals who may be trained in interviewing and de-escalating persons. For lower risk situations, the interviews may be better conducted by team members or someone who has a good relationship with the person.

Once the Intervention Team gathers and organizes the information, the team then needs to answer the Evaluation questions on the next page to determine the best course of action to take.

EVALUATION QUESTION A

Does the person pose a threat of harm, whether to himself / herself, to others, or both?

ANSWER	…then…	Minimum Next Steps
Yes – Information suggests violence is imminent	Document answer and rationale	(1) Alert law enforcement AND (2) develop/implement a Threat Management Plan to monitor the individual/ situation
No	Document answer and rationale, THEN **answer Evaluation Question B**	No further steps necessary at this time

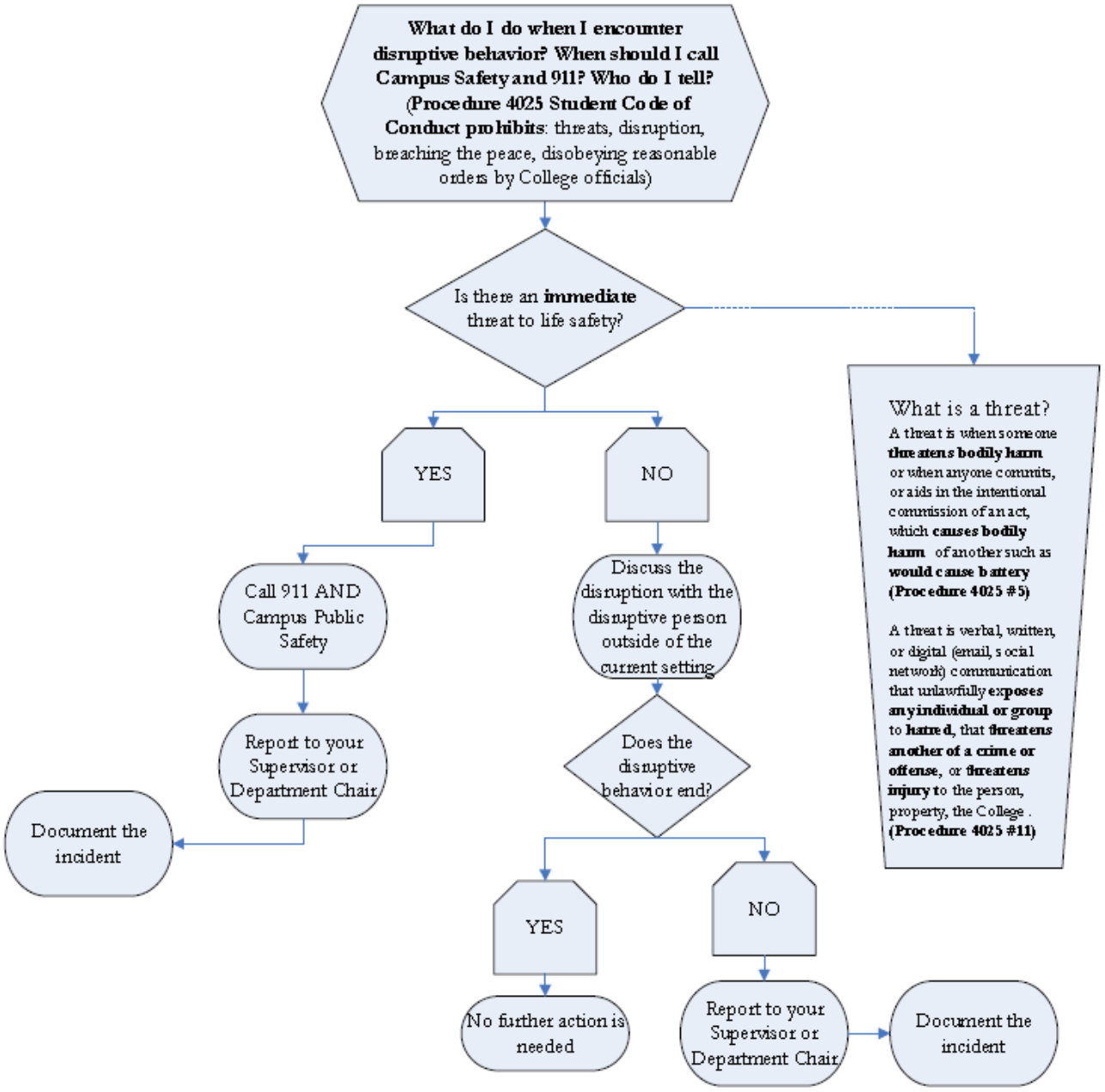
TOC

EVALUATION QUESTION B

Does the person show a need for help or intervention, such as mental health care or suicide prevention, even though he/she do not pose an imminent threat at this time?

ANSWER	…then…	Minimum Next Steps
Yes – Information suggests intervention is needed	Document answers and rationale THEN Develop, implement, document, and monitor the person and/or refer them for help	(1) Develop/implement a referral plan AND/OR (2) Monitor the individual/ situation (active or passive)
No	Document answer and rationale, THEN Close the assessment	No further steps necessary at this time

APPENDIX 1 TO ANNEX 8: CAMPUS THREAT ASSESSMENT & THREAT MANAGEMENT PROCESS FLOWCHART



ANNEX 9. DANGEROUS SUBJECT / INTRUDER / ACTIVE SHOOTER TOC

Definition: Any armed intruder(s) engaged in the act of violence with any type of weapon up to and including firearms. The act may be random or targeted at specific individuals. An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm[s] and there is no pattern or method to their selection of victims

Origin: Witness, Campus Public Safety, Police Departments.

Urgency: Immediate (seconds).

Threat: Potentially fatal or serious injuries to individual(s) and/or mass casualty incident.

If someone brings a weapon on campus, there are several things to remember that will help protect your life. First, in any serious life-threatening emergency, always call 911 and alert Campus Public Safety.

Police officers, firefighters, and emergency medical services (EMS) personnel (first responders) who come to a College campus because of a 911 call involving gunfire face a daunting task. Though the objective remains the same – protect students and staff – the threat of an *active shooter* incident is different than responding to a natural disaster or many other emergencies.

If a dangerous situation has been confirmed on campus, the appropriate First Responders will be called to respond. When law enforcement officials arrive, they won't know the good people from the bad people, so remain calm, show them your hands, and provide them with as much specific information as possible about the individual.

- Emergency calls can involve actual or future threats of physical violence. This violence might be directed not only in or at MDC buildings, students, staff, and areas on campus but also at nearby buildings off campus.
- The better first responders and MDC personnel are able to discern these threats and react swiftly, the more lives can be saved. This is particularly true in an *active shooter situation* where law enforcement responds to a 911 call of shots fired. Many innocent lives are at risk in concentrated areas. This is why it is critical that MDC work with our community partners (e.g., first responders, emergency managers) to identify, prepare, prevent, and effectively respond to an *active shooter situation* in a coordinated fashion.

Sharing Information with First Responders

The planning process is not complete until the CEMP is shared with first responders. The planning process must include preparing and making available to first responders an up-to-date and well-documented site assessment, as well as any other information that would assist them.

This information should include building schematics and photos of both the inside and outside of the buildings, and include information about door and window locations, and locks and access controls. Emergency responders should also have advance information on where

students and staff with disabilities as well as others with access and functional needs are likely to be sheltering or escaping, generally in physically accessible locations, along accessible routes, or in specific classrooms.

Building strong partnerships with law enforcement, fire, and EMS officials includes ensuring they also know the location of available public-address systems, two-way communications systems, security cameras, and alarm controls. Equally important is information on access to utility controls, medical supplies, and fire extinguishers.

Also See: Campus Emergency Response Kits for Law Enforcement, Medical, and/or Fire Departments

Providing the detailed information listed above to first responders allows them to rapidly move through one of MDC's campuses during an emergency, to ensure areas are safe, and to tend to people in need. It is critically important to share this information with law enforcement and other first responders before an emergency occurs. Law enforcement agencies have secure websites where this information is stored for many College's, businesses, public venues, and other locations. All of these can be provided to first responders and viewed in drills, exercises, and walk-throughs.

Active shooter situations are unpredictable and evolve quickly. Because of this, individuals must be prepared to deal with an active shooter situation before law enforcement personnel arrive on the scene.

TOC

GET OUT! (RUN) If you cannot find a secure location or are caught in an area near the hostile intruder. RUN! Put as much distance as possible between you and the intruder, and run in a zigzag pattern.

- If there is an escape path, attempt to evacuate.
- Prevent others from entering the area.
- Evacuate whether others agree or not.
- Meet at a predetermined area, do not leave campus.
- Leave your belongings behind.
- Call 911 when you are safe.
- Help others escape if possible.

HIDE OUT! (HIDE) Close the door and lock it if possible. If the door does not lock, use whatever you can find to barricade the door. Turn off the lights, turn off the phone, and be quiet

- Lock and/or blockade the door.
- Hide behind large objects.
- Silence your cell phone.
- Remain very quiet.

ACT OUT! (FIGHT) If you are in a situation where you can't escape, fighting for your life might be your best option. Throw books, pens, or whatever you have to stun the attacker. Gang up on the hostile intruder to overpower and take them down. Your life may depend on it.

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

When Law Enforcement arrives on the scene:

- Do exactly as the team of officers instructs.
- Do not approach the officers.
- Keep your hands visible, fingers spread, and empty.
- A normal reaction to a hostile intruder situation is to panic. Preplanning your own individual actions for such an incident will greatly improve your initial reactions and increase your chances for survival.

ANNEX 10. HAZARDOUS MATERIALS SPILL / RELEASE TOC

Definition: Any spill or release of a hazardous material that poses an immediate threat to the health and safety of individuals on any campus and requires the immediate protection of some or all of the personnel in or near campus facilities.

Origin: Witness, Campus Public Safety, Police Department, Fire Departments.

Urgency: Immediate (seconds).

Threat: Potentially fatal or serious injuries to individuals in the area of the spill or released materials, potential for property damage and environmental contamination.

Emergency Actions to take depends on where the spill occurs:

❖ **Spill inside a room/building: EVACUATE**

An EVACUATION protective action is issued in response to a hazardous materials spill. The Campus Emergency Mass Notification System will be used to:

1. Send messages utilizing the campus siren and public address system to direct, and update the occupants during the emergency events on a frequent and timely basis to protect lives and property.

2. Provide further information to this protective action status should conditions change and shall be coordinated with responder personnel and MDC Public Safety personnel.

❖ **Outside Release: SHELTER-IN-PLACE**

SHELTER-IN-PLACE means selecting a secure, interior room if possible, with no or few windows, and taking refuge there. The Campus Emergency Mass Notification System will be used to:

1. Send messages utilizing the campus siren and public address system to direct, and update the occupants during the emergency events on a frequent and timely basis to protect lives and property.

2. Provide further information to this protective action status should conditions change and shall be coordinated with responder personnel and MDC Public Safety personnel.

Hazard Identification for MDC:

The hazard identification provides information on the fixed facility and transportation situations that have the potential for causing injury to life, or damage to property and the environment due to a hazardous materials spill or release. The hazard identification should identify:

- The types and quantities of hazardous materials located in or transported through a community
- The location of hazardous materials fixed facilities and transportation routes
- The nature of the hazard (e.g., fire, explosions) most likely to accompany hazardous materials spills or releases.

Hazardous Materials Spill/Release Mitigation/Prevention Factors:

Hazardous materials spills and releases are becoming more probable as the number and frequency of use and movement of hazardous materials increases in society and by the College. Uncontrolled releases are particularly hazardous when they occur in populated areas. Legal duty and responsibility for reporting, containment and clean-up rests with the party responsible for the material; however, local governments are prepared to respond to hazardous materials incidents and minimize injuries, loss of life and property damage.

TOC

On-Campus Mitigation/Prevention:

The storage and use of hazardous materials by the College is necessary to provide relevant educational experiences and to perform routine facility maintenance and repairs, and requires that the college meet safety codes and standards in the following areas:

- Storage facilities and equipment.
- Procedures for distribution and use in the classroom environment.
- Procedures for distribution and use in maintenance and repair activities.

Response Actions - Hazardous Materials Spill and Release:

MDC depends on hazardous materials response specialists of fire agencies from the municipal governments where campuses are located to respond to, assess, and control the spill or release. The District and Campus ICPs support the role of the emergency responders to stabilize the incident until control can be turned back over to the College. MDC depends on contractor specialists for cleanup and remediation of hazardous materials spills or releases that are the responsibility of the College.

Emergency evacuation of MDC facilities/areas may become necessary for hazardous materials spills or releases where life and property are in jeopardy. Such incidents require immediate and coordinated action on the part of MDC Public Safety Officers and other MDC Staff members to safeguard life. A spill or release of hazardous materials requires the response of trained municipal emergency responders to contain and control the materials, and can render facilities unusable until cleanup and disposal of contamination has been completed.

ANNEX 11. BUILDING FIRE / BLOCK FIRE

TOC

Definition: Any fire situation, generally as the result of an unintentional accident or natural occurrence, occurring or imminent, and that poses a threat to the health and safety of individuals on campus. Examples: Large vehicle fire adjacent to a structure, structure fire.

Origin: Witness, Campus Public Safety, Fire Department, Police Department.

Urgency: Immediate (seconds).

Threat: Potentially fatal or serious injuries to individuals exposed to the fire.

Hazard Identification for MDC:

The hazard identification provides information on the situations that have the potential for causing injury to life, or damage to property and the environment due to a fire. College facilities are constructed of fire resistive materials, however, the contents of the structures may catch fire, producing toxic smoke and causing major damage.

- Fire is an ongoing threat in College facilities.
- Each structure was built to the existing fire code requirements.
- Where the use of the structure use called for it, fire protection systems (detection, evacuation alarm, fire suppression) have been installed to mitigate the life safety and property damage hazard.
- Detection systems provide notice that a fire has occurred.
- Evacuation alarm system notifies occupants that evacuation is needed.
- Fire suppression systems apply extinguishing agents onto the fire.
- Facilities Division has prepared and installed fire evacuation route signage throughout all MDC buildings that indicate the evacuation route to take from locations within the structure.
- Local governments maintain fire departments that are prepared to respond to fire incidents to minimize injuries, loss of life and property damage.

Fire Mitigation / Prevention:

College facilities are constructed of fire resistive materials; however, the contents of the structures possess varying degrees of flammability and may catch fire, producing toxic smoke and causing major damage to the contents and structure. The storage and use of flammable materials by the College is necessary to provide relevant educational experiences and to perform routine facility maintenance and repairs, and requires that the college meet safety codes and standards.

- Evacuation planning.
- Fire protection systems.
- Flammable materials storage facilities and equipment.
- Procedures for distribution and use of flammable materials in the classroom environment.

- Procedures for distribution and use of flammable materials in maintenance and repair activities.

Response Actions – Fire:

MDC depends on response specialists of fire agencies from the municipal governments where campuses are located to respond to, assess, and control the fire. Community EMS, health and environmental protection agencies will also play a role in managing the treatment of victims and overseeing the cleanup and disposal processes. The District and Campus ICPs support the role of the emergency responders to stabilize the incident until control can be turned back over to the College.

MDC depends on contractor specialists for cleanup and remediation of major fire damage, and contamination that is the responsibility of the College.

Emergency evacuation of MDC facilities/areas may become necessary for fires where life and property are in jeopardy. Such incidents require immediate and coordinated action on the part of MDC Public Safety Officers and other MDC Staff members to safeguard life. A fire requires the response of trained municipal fire department responders to contain and control the fire, and can render facilities unusable until cleanup and disposal of damaged contents and possible contamination has been completed.

ANNEX 12. BOMB THREAT / IMPROVISED EXPLOSIVE DEVICE/ EXPLOSION TOC

Definition: Any situation where an improvised explosive device (IED) is on campus and poses a threat to the health and safety of individuals on campus and requires response from local law enforcement. Examples include IED discovered or detonated, Vehicle borne IED discovered or detonated, and suicide bomber.

Origin: Caller, witness, Campus Public Safety, Police Department.

Urgency: Immediate (seconds).

Threat: Potentially fatal or serious injuries to individuals on campus.

Hazard Identification for MDC:

The potential for person to place an IED device is an ongoing threat on College campuses. An IED Bombing is an individual or group actively engaged in attempting to kill people in a confined and populated area by placing an IED so it can be detonated.

- The immediate deployment of law enforcement is required to render the device safe and mitigate harm to victims.
- MDC campuses are by their nature open to vehicle and foot traffic, allowing access to buildings during normal operating hours.
- Public Safety's purpose is to move people away from the IED Bombing as soon as possible.

IED Bombing Mitigation / Prevention Factors:

- Campus police are employed to protect the campuses and identify any potential threat, but are not armed.
- Voice messaging alarm systems have been installed in College facilities notify occupants that an emergency exists and SIP or evacuation actions are needed.
- Facilities Division has prepared and installed evacuation route signage throughout all MDC buildings that indicate the evacuation route to take from locations within the structure, should evacuation be warranted.
- Local governments maintain police departments that are prepared to respond to IED Bombing incidents to render the IED safe, minimize injuries, loss of life and property damage.
- Access control measures to consider:
  - ID Card access systems use by students and staff.
  - Security alarm systems.
  - Campus and building surveillance systems (CCTV).
  - Minimize site access points.
  - Monitoring of hostile or destructive behavior changes in staff and students.
  - Strategic placement and use of "panic button" or intercom call boxes inside buildings.

- Exterior lighting (vandal resistant).
- Train staff, faculty and students how to respond to IED incidents.

- Physical Security Considerations.
  - Vehicle entry points controlled.
  - Perimeter barriers capable of stopping vehicles.
  - Outdoor containers kept at least 30 feet from buildings and designed to restrict the size of objects placed in them or designed to exposure contents (steel mesh instead of solid).
  - Dumpster enclosures secured.
  - Install special locking devices on manhole covers in and around facilities.
  - Rearrange exterior vehicle barriers and traffic cones to alter traffic patterns.
  - Limit the number of access points and strictly enforce access control procedures.
  - Increase perimeter lighting.
  - Install and maintain visible security cameras and motion sensors.
  - Remove vegetation in and around perimeters, maintain regularly.
- Increase suspicious device awareness training for staff and students.
- Encourage staff and students to be alert and immediately report any situation that appear to constitute a threat or suspicious activity.
- Screen mail and deliveries. Initiate a system to enhance mail and package screening procedures (both announced and unannounced).
- Public Safety Officers Considerations.
  - Vigilance for suspicious vehicles; vehicles wrongly parked.
  - Approach all illegally parked vehicles in and around facilities; question drivers and direct them to move immediately; if owner cannot be identified, have vehicle towed by law enforcement.
  - Increase the number of visible security personnel wherever possible.
  - Institute/increase vehicle, foot and roving security patrols varying in size, timing and routes.
  - Implement random security guard shift changes.
  - Arrange for law enforcement vehicles to be parked randomly near entrances and exits.
  - Ongoing inspection of building exteriors and interiors, by campus security.
- Campus Staff Considerations:
  - Monitor and control who is entering the campus: current employees, former employees, and commercial delivery and service personnel.
  - Report suspicious persons and activities to campus Public Safety.
  - Check identification and ask individuals to identify the purpose of their visit to campus.

- Report broken doors, windows, and locks to campus Public Safety personnel as soon as possible.

- Store, lock, and inventory your organization's keys, access cards, uniforms, badges, and vehicles.

- Monitor and report to campus Public Safety any suspicious activity in or near campus entry/exit points, loading docks, parking areas, garages, and immediate vicinity.

- Report suspicious-looking packages to campus Public Safety. **DO NOT OPEN or TOUCH**

TOC

Response Actions – IED/VBIED:

MDC depends on response specialists of law enforcement agencies from the municipal governments where campuses are located to respond to, assess, and render the IED bomb safe, manage the potential consequences should it detonate and investigate the crime. Community fire rescue manage the treatment of victims, suppression of any fires, and control of any hazardous materials and the health agencies will have a role in overseeing the cleanup processes. The District and Campus ICPs support the role of the emergency responders to stabilize the incident until control can be turned back over to the College. MDC depends on contractor specialists for remediation of contamination.

SIP or emergency evacuation of MDC facilities/areas may become necessary when IED Bombing incidents occur. Such incidents require immediate and coordinated action on the part of MDC Public Safety Officers and other MDC Staff members to safeguard life. An IED Bombing incident requires the rapid response of trained municipal law enforcement officers to contain and render safe the IED, and can make facilities unusable until the criminal investigation, repairs of damage and cleanup of possible contamination has been completed.

ANNEX 13. FLOODING / FLASH FLOODING

TOC

Definition: Any situation where a flood interferes with the normal operations of the college either through direct impact on Campus or through disruption of the local transportation network that prevents staff, faculty and students from being able to travel to campus.

Examples: A major rainstorm that disrupts local and regional traffic flow; a hurricane storm surge that floods campus facilities.

Origin: Witness, Campus Public Safety, Police Department, National Weather Service.

Urgency: Immediate (seconds)

Threat: Inability of staff, faculty and students to reach campus; damage to facilities and infrastructure by floodwater; disruption of campus functions; and fatal/serious injuries to individuals on campus.

Hazard Identification for MDC:

The potential for flooding is an ongoing threat in College facilities whether it occurs on or off campus. Southeast Florida is subject to flooding due to its topography. The coastal plain is relatively flat resulting in serious ponding of water and slow drainage during storms, and is subject to significant storm surge flooding during hurricanes because of its low elevation.

MDC is dependent on the roadway and public transportation systems for the mobility of students, faculty and staff to reach campuses in order to conduct business. A disruption of those systems due to flooding can have an impact on the ability of campuses to function by preventing students, faculty and staff from being able to travel to campus.

Several MDC Campuses are prone to flooding during heavy rains, and all campuses are subject to flooding during hurricanes. If flooding occurs on one of our campuses, it could cause significant damage to college facilities and disrupt the ability to conduct business.

Flooding Mitigation/Prevention Factors

- State and county government provide safety regulations and oversight of storm water management systems.
- The College has developed emergency policies and procedures for dealing with an flooding situation.
- Facilities Division personnel are employed to identify potential threat areas for flooding and implement mitigation measures to protect the campuses.
- Voice messaging alarm systems have been installed in College facilities notifying occupants that an emergency exists and SIP or evacuation actions are needed.
- Facilities Division has prepared and installed evacuation route signage throughout all MDC buildings that indicate the evacuation route to take from locations within the structure, should evacuation be warranted.
- Local governments maintain fire departments and public works agencies that are prepared to

respond to flooding to aid in mitigating the consequences, and minimize injuries, loss of life and property damage.

- The College has created a system for communicating with staff, faculty and students during emergencies.

Response Actions – Flooding:

MDC depends on response specialists from fire rescue and public works agencies from the municipal governments where campuses are located to aid Facilities Division personnel to control the consequences of flooding. Community fire rescue and health agencies will also play a role in managing the treatment of injured victims and overseeing the cleanup processes. The District and Campus ICPs support the role of the Facilities Division and emergency responders to stabilize the incident until control can be turned back over to the College. MDC depends on contractor specialists for remediation of serious structural damage and contamination.

SIP or emergency evacuation of MDC facilities/areas may become necessary when flooding occurs. Such incidents require immediate and coordinated action on the part of MDC Public Safety Officers and other MDC Staff members to safeguard life. A flooding incident may require the rapid response of trained municipal fire rescue to treat the injured and public works specialists to aid in containing and controlling the consequences. Flooding can render MDC facilities unusable until repair of damage and cleanup of possible contamination has been completed.

ANNEX 14. SEVERE WEATHER (THUNDERSTORM / LIGHTNING / TORNADO) TOC

Definition: A thunderstorm with winds measuring 50 knots (58 mph) or greater, 3/4-inch hail or tornadoes. These severe thunderstorms may also produce torrential rain and frequent lightning. For MDC, this is any situation where severe weather is projected to interfere with the normal operations of the college either through direct impact on Campuses or through disruption of the local area that prevents staff, faculty and students from being able to travel to campus.

Examples: Thunderstorms, Lightning, Straight-Line Winds, and Hail.

Origin: National Weather Service, witness to damage, Campus Public Safety.

Urgency: Urgent to Moderate. The National Weather Service is able to issue Watches and Warnings with enough lead time for the College to implement preparations.

Lightning Facts:

- There is no safe place outdoors when a thunderstorm or lightning is nearby.
- The vast majority of lightning victims were going to a safe place but waited too long before seeking safe shelter.
- Lightning fatalities are most common during summer afternoons and evenings.
- The energy from one lightning flash could light a 100-watt light bulb for more than 3 months.
- The channel of air through which lightning passes can be heated to 50,000°F (*hotter than the surface of the sun).* The rapid heating and cooling of the air near the lightning channel causes a shock wave that results in the sound we know as “thunder.”

Potential Threats:

- Damage to MDC facilities and infrastructure from lightning strikes, straight-line winds and/or hail storms
- Fatal/serious injuries to individuals on campus.
- Inability of students, faculty and/or staff to reach campus; and disruption of campus functions. MDC is dependent on the roadway and public transportation systems for the mobility of students, faculty and staff to reach campuses in order to conduct business. A disruption of those systems due to severe weather damage can have an impact on the ability of campuses to function by preventing students, faculty and staff from being able to travel to campus.
- Faculty, staff and students may be personally impacted by the storm damage as well, rendering them unable to report to work or classes.

Precautions When Dangerous Weather Approaches:

- Avoid the Lightning: Know where you’ll go for safety and how much time it will take to get there. Make sure your plan allows enough time to reach safety.
- Postpone activities. Before going outdoors, check the forecast for thunderstorms. Consider postponing activities to avoid being caught in a dangerous situation.

- Monitor the weather. Look for signs of a developing thunderstorm such as darkening skies, flashes of lightning, or increasing wind.
- Get to a safe place. If you hear thunder, even a distant rumble, immediately move to a safe place. *When Thunder Roars, Go Indoors!* Fully enclosed buildings with wiring and plumbing provide the best protection. Sheds, picnic shelters, tents or covered porches do not protect you from lightning. If a sturdy building is not nearby, get into a hard-topped metal vehicle and close all the windows. Stay inside until 30 minutes after the last rumble of thunder.
- If you hear thunder, don't use a corded phone. Cordless phones, cell phones and other wireless handheld devices are safe to use.
- Keep away from electrical equipment, wiring and water pipes. Sensitive electronics should be unplugged well in advance of thunderstorms. Don't take a bath, shower or use other plumbing during a thunderstorm.
- There is no safe place outside during a thunderstorm. You should plan ahead to avoid these types of dangerous situations. If you're outside and hear thunder, the only way to significantly reduce your risk of becoming a lightning casualty is to get inside a substantial building or hard-topped metal vehicle as fast as you can. Remember, there is no substitute for getting to a safe place.
- Avoid open areas and stay away from isolated tall trees, towers, or utility poles. Do not be the tallest object in the area. Lightning tends to strike the tallest objects in the area.
- Stay away from metal conductors such as wires or fences. Metal does not attract lightning, but lightning can travel long distances through it.

TOC

Severe Weather Mitigation/Prevention Factors

- The National Weather Service issues watches and warnings of impending severe weather.
- Watch - If development of severe thunderstorms is imminent, or likely to occur in the next several hours, the next step is a Severe Thunderstorm Warning.
- Such watches alert the public, aviators and local NWS offices that environmental conditions have become favorable for the development of severe storms or tornadoes.
- The potential for storm related injuries, structural damage, loss of power and water, and debris-laden streets will burden the resources of the College, and of State and local governments, and dictate the importance of effective pre-storm planning and efficient post-storm response.
- Facilities Division personnel identify potential threat areas for damage and implement mitigation measures to protect the campuses and has hardened some structures to resist the impacts of strong winds.
- The College has developed comprehensive emergency policies and procedures for dealing with severe weather.
- Local governments maintain fire departments, public works and law enforcement agencies that are prepared to respond to aid in mitigating the consequences, and minimize injuries, loss of life and property damage.

- The College has created a system for communicating with staff, faculty and students during emergencies and about impending threats from severe weather.
- Minimize blowing debris or external items secured: planters, garbage bins/cans, seating, and tables.

Tornado TOC

Definition: A tornado is a violently rotating column of air extending from a cumuliform cloud, such as a thunderstorm, to the ground that may interfere with the normal operations of the college either through direct impact on Campuses or through disruption of the local area that prevents staff, faculty and/or students from being able to travel to campus. Examples: A tornado that disrupts local and regional traffic flow; a tornado that damages campus structures.

Origin: National Weather Service, witness to damage, Campus Public Safety.

Urgency: Moderate. The National Weather Service is able to issue Tornado Watches with several hours lead time and Tornado Warnings with minutes of lead time for the College to implement preparations.

Tornado Facts:

- Tornadoes may appear nearly transparent until dust and debris are picked up or a cloud forms within the funnel.
- The average tornado moves from southwest to northeast, but **tornadoes can move in any direction** and can suddenly change their direction of motion.
- The average speed of a tornado is 30 mph but may vary from nearly stationary to 70 mph.
- The strongest tornadoes have rotating winds of more than 200 mph.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornadoes that form over warm water. Water spouts can move onshore and cause damage to coastal areas.
- Tornadoes can occur at any time of day, any day of the year.

Tornado Mitigation/Prevention Factors:

- The National Weather Service issues watches and warnings of impending tornados.

  -**Tornado Watch**: A Tornado Watch is issued to alert people to the possibility of a tornado developing in your area. At this point, a tornado has not been seen but the conditions are very favorable for tornados to occur at any moment.

  -**Tornado Warning**: A Tornado Warning is issued when a tornado has actually been sighted or has been picked up on radar in your area. This means that you need to take shelter immediately in a safe sturdy structure.

- The potential for storm related injuries, structural damage, loss of power and water, and debris-laden streets will burden the resources of the College, and of State and local

governments, and dictate the importance of effective pre-storm planning and efficient post-storm response.

- State and county government provide safety regulations and oversight of mitigation requirements in building codes.
- The College has hardened some structures to resist the impacts of tornado force winds.
- The College has developed comprehensive emergency policies and procedures for dealing with a tornado situation.
- Facilities Division personnel identify potential threat areas for tornado damage and implement mitigation measures to protect the campuses.
- Local governments maintain fire departments, public works and law enforcement agencies that are prepared to respond to aid in mitigating the consequences, and minimize injuries, loss of life and property damage. **TOC**
- The College has created a system for communicating with staff, faculty and students during emergencies and about impending threats by tornados.
- Facility Hardening Considerations.

  - Install shutters on windows and doors or otherwise protect building openings from wind damage.

  - Ensure roof-mounted equipment is securely anchored to the building.

  - Install additional connections (such as straps and tie downs) to resist wind loads.

  - Provide emergency backup to critical facilities: emergency/ portable generators or secondary feeds.

  - Analyze communication lines on power poles for unacceptable loads, remove when possible.

  - Ensure right-of-way around power lines are free of trees or limbs that may cause damage.

  - Minimize Blowing Debris.

  - External items secured: planters, garbage bins/cans, seating, and tables.

ANNEX 15. TROPICAL STORM / HURRICANE THREAT TOC

Definition: Any situation where a hurricane is projected to interfere with the normal operations of the college either through direct impact on Campuses or through disruption of the local area that prevents staff, faculty and students from being able to travel to campus. Example includes a hurricane that disrupts local and regional traffic flow; a hurricane storm or tidal surge that floods campus facilities, a hurricane that damages campus structures.

Origin: National Weather Service, witness to damage, Campus Public Safety.

Urgency: Moderate. The National Hurricane Center is able to issue Hurricane Watches and Hurricane Warnings with significant lead time for the College to implement preparations.

Threat: Inability of staff, faculty and students to reach campus; damage to facilities and infrastructure by straight line wind, tornado, floodwater from torrential rains or storm and tidal surge; disruption of campus functions; and fatal/serious injuries to individuals on campus.

Hazard Identification for MDC:
The potential for hurricanes is a seasonal threat to MDC facilities whether it impacts on or off campus. Southeast Florida is subject to hurricanes. Hurricane season extends from JUNE 1 through NOVEMBER 30th.

Understanding the difference between National Weather Service watches and warnings is critical to being prepared for any dangerous weather hazard, including hurricanes.

A watch lets you know that weather conditions are favorable for a hazard to occur. It literally means "be on guard!" During a weather watch, gather awareness of the specific threat and prepare for action - monitor the weather to find out if severe weather conditions have deteriorated and discuss your protective action plans with your colleagues and family.

A warning requires immediate action. This means a weather hazard is imminent - it is either occurring (a tornado has been spotted, for example) - or it is about to occur at any moment. During a weather warning, it is important to take action: grab the emergency kit you have prepared in advance and head to safety immediately. Both watches and warnings are important, but warnings are more urgent.

Hurricane / Tropical Storm Alerts:
Tropical Storm Watch: Tropical Storm conditions are possible within the specified area.

Tropical Storm Warning: Tropical Storm conditions are expected within the specified area.

Hurricane Watch: An announcement that hurricane conditions are possible within the specified area. Because outside preparedness activities become difficult once winds reach tropical storm force, watches are issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

Action: During a watch, prepare your work area and home; review your plan for evacuation in case a Hurricane or Tropical Storm Warning is issued. Listen closely to instructions from local officials.

Hurricane Warning: An announcement that hurricane conditions are expected within the specified area. Because outside preparedness activities become difficult once winds reach tropical storm force, warnings are issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

Action: During a warning, complete storm preparations and immediately leave the threatened area if directed by local officials.

Extreme Wind Warning: Extreme sustained winds of a major hurricane (115 mph or greater), usually associated with the eyewall, are expected to begin within an hour.

Saffir-Simpson Hurricane Wind Scale:

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 rating based on a hurricane's sustained wind speed. This scale estimates potential property damage. Hurricanes reaching Category 3 and higher are considered major hurricanes because of their potential for significant loss of life and damage.

Category 1 and 2 storms are still dangerous, however, and require preventative measures. In the western North Pacific, the term "super typhoon" is used for tropical cyclones with sustained winds exceeding 150 mph.

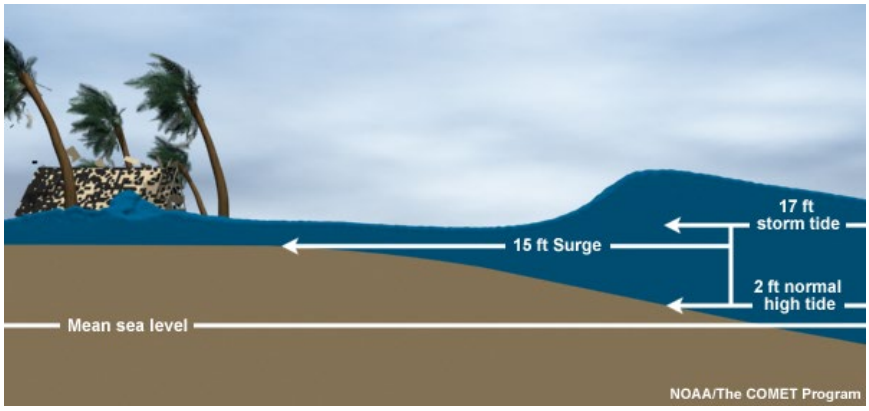
Category	Sustained Winds	Types of Damage Due to Hurricane Winds
1	74-95 mph 64-82 kt 119-153 km/h	**Very dangerous winds will produce some damage:** Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.
2	96-110 mph 83-95 kt 154-177 km/h	**Extremely dangerous winds will cause extensive damage:** Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.
3 (major)	111-129 mph 96-112 kt 178-208 km/h	**Devastating damage will occur:** Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped

Category	Sustained Winds	Types of Damage Due to Hurricane Winds
		or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.
4 (major)	130-156 mph 113-136 kt 209-251 km/h	**Catastrophic damage will occur:** Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.
5 (major)	157 mph or higher 137 kt or higher 252 km/h or higher	**Catastrophic damage will occur:** A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

Storm Surge:

Along the coast, storm surge is often the greatest threat to life and property from a hurricane. In the past, large death tolls have resulted from the rise of the ocean associated with many of the major hurricanes that have made landfall. Hurricane Katrina (2005) is a prime example of the damage and devastation that can be caused by surge. At least 1500 persons lost their lives during Katrina and many of those deaths occurred directly, or indirectly, as a result of storm surge.

Storm surge is produced by water being pushed toward the shore by the force of the winds moving cyclonically around the storm. The impact on surge of the low pressure associated with intense storms is minimal in comparison to the water being forced toward the shore by the wind.



The relatively flat topography of the coastal plain also results in severe ponding of water and slow drainage during torrential downpours associated with hurricanes.

Expected damage from the combined effects of a hurricane can range from slight to severe. Structural damage or loss of critical infrastructure may require a Campus or the College to implement its COOP Plan and perform essential services from COOP alternate facilities.

Several MDC Campuses are prone to flooding during heavy rains, and all campuses are subject to flooding during hurricanes. Should flooding occur on-campus, it could cause significant damage to college facilities and infrastructure, and disrupt the ability to conduct business.

Hurricanes often spawn tornadoes as well. Tornado strength winds can cause catastrophic damage to College facilities.

MDC is dependent on the roadway and public transportation systems for the mobility of students, faculty and staff to reach campuses in order to conduct business. A disruption of those systems due to hurricane damage can have an impact on the ability of campuses to function by preventing students, faculty and staff from being able to travel to campus. Faculty, staff and students may be personally impacted by the storm damage as well, rendering them unable to report to work or classes.

Miami-Dade County Evacuation Zones:

The Miami-Dade County storm surge planning zones have been redrawn in relation to updated data which supersedes the previously-used SLOSH model. Miami-Dade County updated its storm surge planning zone maps May 2013. The updated maps are a significant change in the areas that are at risk for storm surge, when compared to what was used for the last 10 years. Instead of zones A to C, the new maps have zones A to E and will incorporate all areas of the County at risk of storm surge.

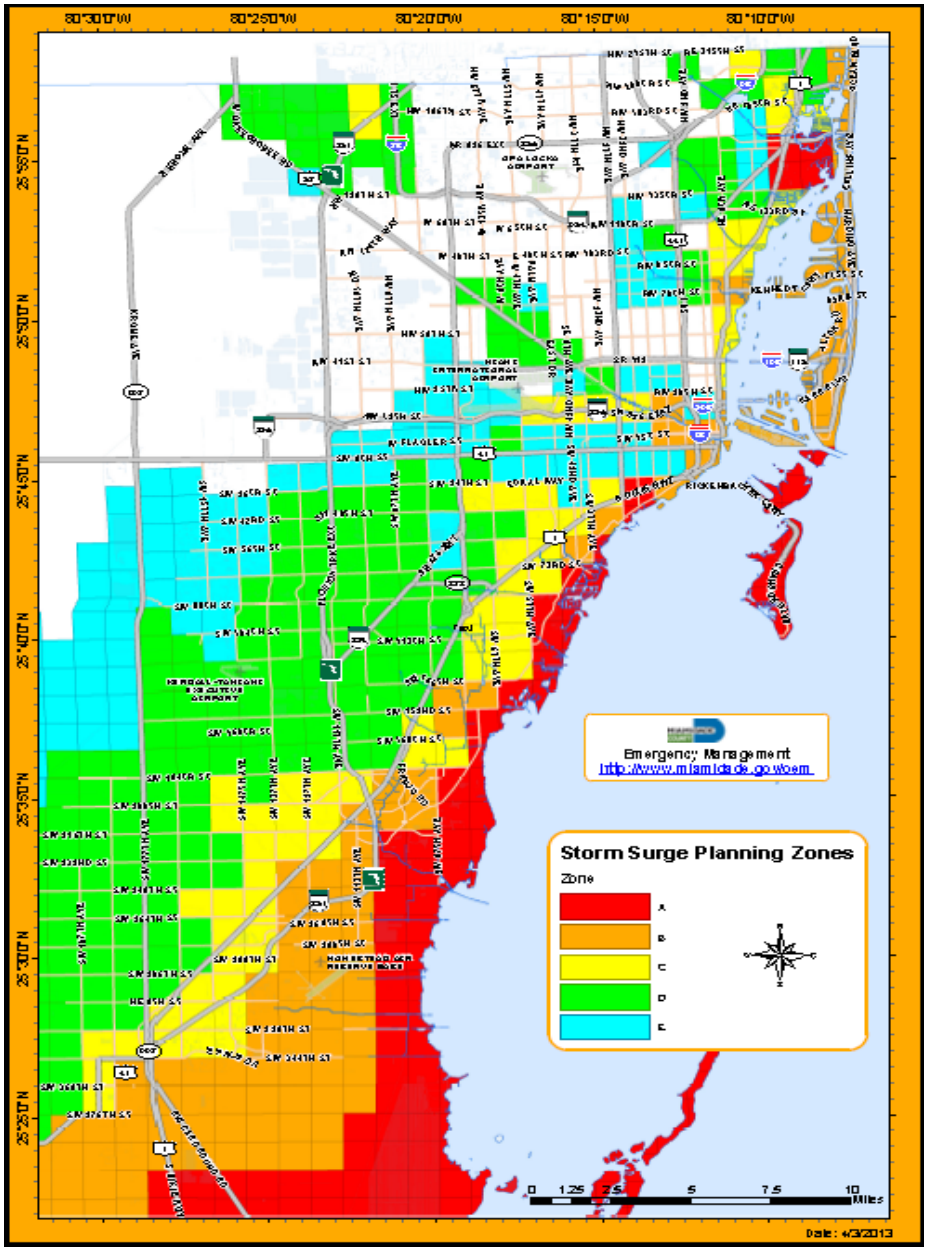
The description of each Storm Surge Planning Zones is as follows:

- Zone A is at greatest risk for storm surge for Category 1 and higher storms.
- Zone B is at greatest risk for storm surge for Category 2 and higher storms.
- Zone C is at greatest risk for storm surge for Category 3 and higher storms.
- Zone D is at greatest risk for storm surge for Category 4 and higher storms.
- Zone E is at greatest risk for storm surge from Category 5 storms.

The Storm Surge Planning Zones are used to identify risk of storm surge and is based on all directions of storms. As a storm is approaching, Miami-Dade County Emergency Management will identify which areas should evacuate for that particular storm. Evacuation Zones will be all of or a portion of the Storm Surge Planning Zones. Residents should monitor the media and listen for which areas are being told to evacuate.

MDC Campus Storm Surge Planning Zones *see map next page:

- Wolfson Campus: Zone B / Orange
- Medical Campus: Zone B / Orange
- Homestead Campus: Zone C / Yellow
- Kendall Campus: Zone D / Green
- Padrón Campus: Zone E / Blue
- North Campus: Not Within a Storm Surge Planning Zone
- Hialeah Campus: Not Within a Storm Surge Planning Zone
- West Campus: Not Within a Storm Surge Planning Zone



Hurricane Mitigation / Prevention Factors:

- The National Weather Service issues watches and warnings of impending hurricanes.
- The potential for storm related injuries, structural damage, loss of power and water, and debris-laden streets will burden the resources of the College, and of State and local governments, and dictate the importance of effective pre-storm planning and efficient post-storm response.
- State and county government provide safety regulations and oversight of hurricane mitigation requirements in building codes.
- The College has hardened structures to resist the impacts of hurricane forces.
- The College has developed comprehensive emergency policies and procedures for dealing with a hurricane situation.
- Facilities Division personnel identify potential threat areas for hurricane damage and implement mitigation measures to protect the campuses.
- Local governments maintain fire departments, public works and law enforcement agencies that are prepared to respond to aid in mitigating the consequences, and minimize injuries, loss of life and property damage.
- The College has created a system for communicating with staff, faculty and students during emergencies and about impending threats by hurricanes.

TOC

Facility Hardening Considerations.

- Install shutters on windows and doors or otherwise protect building openings from wind damage.
- Ensure roof-mounted equipment is securely anchored to the building.
- Install additional connections (such as hurricane straps and tie downs) to resist wind loads.
- Consider underground electrical service (check on flooding hazard).
- Provide additional bracing for roof trusses.
- Reinforce existing masonry walls, columns and bond beams.
- Minimize the number and size of existing windows and other openings.
- Strengthen or select a wind-resistant exterior wall finish.
- Provide emergency backup to critical facilities: emergency/ portable generators or secondary feeds.

Hurricane Preparedness Factors

MDC Hurricane Conditions (HURCONs) are an alert scale used to indicate the state of emergency or preparedness timeline for an approaching hurricane. General actions below are based upon the forecasted arrival of sustained winds of 58 mph or greater in Miami-Dade County.

More detailed and/or Campus and District specific MDC HURCON checklist items are located in the appropriate campus Emergency Operations Plan.

MDC HURCON 5	**Routinely set during each Hurricane Season (1 June - 30 November).**
MDC HURCON 4	**Indicates surface winds in excess of 58 mph could arrive within 96 hours.**
MDC HURCON 3	**Indicates surface winds in excess of 58 mph could arrive within 72 hours.**
MDC HURCON 2	**Indicates surface winds in excess of 58 mph could arrive within 48 hours.**
MDC HURCON 1	**Indicates surface winds in excess of 58 mph could arrive within 24 hours.**
MDC HURCON 1E	**Indicates surface winds in excess of 58 mph are occurring and/or other dangerous condition associated with the storm are present. All outside activity is strictly prohibited.**
MDC HURCON 1R	**Indicates life-threatening storm hazards have passed but damage may persist and only emergency responders and damage assessment personnel are released to move about.**

MDC HURCON 5 Timeline: Routinely declared by the College President at the beginning of hurricane season and it remains in effect throughout the entire hurricane season (1 June thru 30 November).

- ✓ All personnel should document personal inventories; check insurance policies, review/prepare personal plans; check/build evacuation kits; and brief family members of emergency plans.
- ✓ All College-wide crisis management team members and critical personnel must participate and report to the campus Incident Command Post (ICP) or District EOC for daily planning/briefing meetings.

96 Hours / MDC HURCON 4 Timeline: 96 hours in advance of the earliest possible arrival of 58 mph winds or when a tropical storm or when the 3-day forecast "cone of probability" includes any portion of South Florida.

Campus Administrators:

1. Identify essential personnel, notify and verify their availability for the forecast storm period.
2. Review all pending local MDC events, consider cancel/reschedule if necessary.
3. Campus Administrative Directors or Designee (Incident Commander) should initiate campus Hurricane Preparedness Check-list with their C-CMT and critical/essential campus functions.

4. Compile MDC SITREP inputs for transmission NLT 24hrs after HURCON 4 is declared. Submit daily when and until directed otherwise.
5. Review HURCON 3 actions

Logistics: Facilities Management:

1. Identify initial actions required to ensure assigned facilities are prepared to endure forecasted storm impact:
   (1) Check hurricane kits and emergency supplies, issue or procure items needed.
   (2) Test equipment
   (3) Move secure portable exterior equipment inside.
2. Fill fuel tanks of all assigned MDC vehicles and emergency generators.
3. Report any significant problems to Logistics Section Chief.

MDC Employees:

1. Prepare your personal work area.
2. Report your availability to your supervisor and update them of changes.
3. Continually monitor email account and the MDC Facebook Page for information updates.

72 Hours / MDC HURCON 3 Timeline: 72 hours before earliest possible arrival of 58 mph winds.

All Personnel: Ensure that HURCON 4 actions are complete.

Campus Administrators:

1. Consider canceling meetings.
2. Deploy emergency essential personnel and assets as directed.
3. Once instructed, prepare to relocate MDC assets as directed by Chief Operations Officer or Incident Commander.
4. Compile MDC SITREP inputs for transmission NLT 24hrs after HURCON 3 is declared. Submit daily when and until directed otherwise.
5. Review HURCON 2 actions.

Facilities / MDC Employees:

1. Begin final hurricane preparations, i.e., secure windows, doors, etc.
2. Back up computers to off-site storage or download computer hard drives to removable storage and take the removable media to another safe location.
3. Cover all unused electrical equipment with plastic sheets/covers, elevate if possible.
4. Remove loose articles from desks, turn bookcases against inside walls, move furniture away from windows and doors. Lower blinds and close.
5. Park MDC vehicles where and when directed, ensure antenna/exterior equipment clearance in any parking garage/area.

48 Hours / MDC HURCON 2 Timeline: 48 hours in advance of the earliest predicted arrival of 58 mph winds.

All Personnel: Ensure that all HURCON 4 and HURCON 3 actions are complete.

Campus Administrators:

1. Ensure and maintain accountability of personnel via regular phone tree, text messaging or other failsafe method to include activating the MDC Safety App (LiveSafe) “Check-In”.
2. Continue hurricane preparations until directed otherwise.
3. Ensure MDC facilities have completed "storm-proofing" by this time.
4. The campus IC will report protective action to the District EOC operation section during the daily conference call.
5. Ensure daily unit SITREPs are being updated and submitted on time.
6. Review HURCON 1 actions

MDC Employees:

1. If directed by local Emergency Management, comply with evacuation directives.
2. If unable to evacuate, stock and prepare to SIP in the safest location available.
3. Maintain contact with your supervisor and advise them of any change in your storm plans or availability.
4. Continually monitor email account, the MDC Facebook Page, and Employee Hotline for information and updates.

24 Hours / MDC HURCON 1 Timeline: 24 hours in advance of the earliest predicted arrival of 58 mph winds.

All Personnel: Ensure that all HURCON 4, HURCON 3, and HURCON 2 actions are complete.

Campus Administrators:

1. Provide updated daily SITREPS.
2. Maintain accountability of personnel.
3. Complete and maintain all hurricane preparations until directed otherwise.
4. If experiencing storm effects; Notify EOC of any change to availability, damage to MDC property, injuries to MDC members or MDC members who are seriously affected by storm damage.

MDC Employees:

1. If unable to evacuate, SIP in the safest location available.
2. Maintain contact with your supervisor or other means of member accounting and advise them of any change in your storm plans or availability.
3. Continually monitor email account, the MDC Facebook Page, and Employee Hotline for information and updates.

MDC Hurricane Decision Point Matrix.

TOC

Miami Dade College Hurricane Decision Point Matrix v1 2019

Hurricane Season June 1st – November 30th / Decision Point (DP) = Recommended Action Steps

March	DP-1	DP-2	DP-3	DP-4	DP-5 Watch	DP-6 Warning	DP-7	DP-8	<6hrs	<2hrs
Begin MDC Awareness Campaign Research upcoming hurricane season Review MDC Plans Validate Essential Personnel listing Brief personnel on Hurricane preparedness actions Prepare / review personal and pet plans Review Campus Hurricane supplies	**Storm Identified** -Path? -Severity? -Impacts? Begin tracking storm Begin MDC daily SitReps Monitor situation	**Tropical Storm Named** -Path? -Severity? -Impacts? Continue daily SitReps **Review pending MDC events** Monitor situation **Fill vehicle /emergency generators fuel tanks** **Review Payroll date and trigger early pay date with BA.sni**	**Potential SoFL Impact** **Trigger: 5-Day Cone** District CMT meet **Begin daily SitReps** Identify essential personnel Coordinate w/HIEd & County OEM Check campus hurricane kits Identify required facility initial actions Construction Site Plan **@ 96hrs out -implement HURCON 4**	**Potential MDC Impact <72 hrs** **Trigger: 3-Day Cone** Implement **HURCON 3** Campus CMT Teleconference SitReps = NHC updates **Discuss timeline for Possible College shutdown** **Refill vehicle /emergency generators fuel tanks** **Move/secure portable exterior equip.** **Begin securing windows/ doors**	**Potential MDC Impact <48hrs** **Trigger:** Hurricane Watch **HURCON 2** SitReps = NHC updates **Cancel /reschedule MDC events** **Stop all MDConnect processes** Memo: "Prepare your office area for closure" **Consider release of non-essential personnel** Consider relocating vital functions to another campus **Hurricane ride-out team Confirmed**	**Potential MDC Impact <36hrs** **Trigger:** Hurricane Warning Issued Remain in HURCON 2 SitReps = NHC updates Backup systems to off-site storage Consider sheltering vehicles in parking garages **Verify timeline for College shutdown** Development of Recovery Actions Plan **Campus walk around to secure all outdoor areas**	**Potential MDC Impact <24hrs** **Trigger:** 24hrs until expected landfall Implement **HURCON 1** SitReps = NHC updates **Ensure MDC has completed "storm-proofing" preparations check:** **(1) Personnel Accountability** **(2) Move/ secure portable exterior equipment** **(3) Fill vehicle /emergency generators fuel tanks** Prepare Campus Hurricane Team ride-out location	**Potential MDC Impact <12hrs** **Trigger:** 12hrs until expected landfall SitReps = NHC updates **Hurricane ride-out teams sheltered on campus** **Shut down unnecessary utilities** Ensure evacuation of all unauthorized personnel and take final protective measures to ride out the storm Maintain contact with other Campus Hurricane Teams		
SUSPEND ALL OUTDOOR ACTIVITY / Remain in phone / radio contact										
GOAL = 6 hrs to impact - All facility / personnel actions complete										

Hurricane Watch: hurricane conditions (sustained winds 74+ mph are **possible**. Hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued **48 hours** in advance of the anticipated onset of tropical-storm-force winds.

Hurricane Warning: Hurricane conditions (sustained winds 74+ mph are **expected**. Hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued **36 hours** in advance of the anticipated onset of tropical-storm-force winds.

ANNEX 16. UTILITIES / TELECOMMUNICATIONS DISRUPTION TOC

Definition: Any failure of utilities (electrical power systems, natural gas/fuel distribution systems, water/sewer systems) and telecommunications infrastructure that impacts operations. The College and its facilities do not automatically close during utility and telecommunications disruptions. Closures are based on many factors, including the anticipated length of the disruption, any apparent jeopardy to health or safety, and the day and time of the disruption.

Examples: Failure of electrical supply system, failure of college communications backbone, failure of public telephone and cell phone system, failure of domestic water system or sewerage disposal system.

Origin: Public Safety, building occupants, facilities management, system operator.

Urgency: Urgent (Minutes)

Threat: Campuses are unable to operate due to no electricity, no potable water or no sewerage disposal capacity. College business functions are disrupted due to inability to use a building, access computer network, and telephone or internet access.

Hazard Identification for MDC

The potential for utilities and telecommunications infrastructure failures is an ongoing threat to the College. MDC is dependent on its utilities and telecommunications services to conduct business. A disruption of those systems due to utilities and telecommunications infrastructure failures can have an impact on the ability of campuses to function by preventing students, faculty and staff from being able to access needed operational classrooms, systems and applications.

Fire protection, security and other life safety systems depend on utility and telecommunications networks to function. The College has established the ability to coordinate rapid notification and response from providers of critical utility and telecommunications services to resolve localized service disruption.

During major County-wide disasters, coordination with critical utilities and telecommunications providers regarding service restoration priorities takes place at the County Emergency Operations Center.

There is limited campus-based capacity to provide backup electrical power generation to offset the loss of commercial electrical power. Some high value buildings and functions have generators installed.

Utilities and Telecommunications Infrastructure Failures Mitigation/Prevention Factors:

- The College has developed policies and procedures to safeguard system operations.
- The College has developed emergency policies and procedures for dealing with utilities and telecommunications infrastructure failure situations.

- Facilities and Information Technology Division personnel are employed to identify potential threat areas for utilities and telecommunications infrastructure failures and implement mitigation measures to protect the College resources
- Voice messaging and automated alarm systems have been installed in College facilities to notify system operators that a service disruption emergency exists and proper actions to take
- Exterior utility distribution and service lines (power, telecommunications, fuel, and water) should be protected from attack, vandalism or natural disaster.
- Interior utilities and telecommunications system components should be adequately installed, braced and supported and protected in secure chases and risers, or otherwise secured areas, to prevent tampering.
- Provide a sufficient number of hand-held two-way radios or cellular phones as primary and back-up communications methods for campus security and key staff.
- Telecommunications systems have an uninterruptible power supply (UPS) and distribution rooms are protected against extreme temperature and humidity
- Provisions have been made for emergency power for critical areas.
- Critical buildings should have exterior connection(s) for emergency power feed from portable generators.
- Evaluate whether there are critical nodes that would allow both the normal electrical service and the emergency backup power to be affected by a single incident.
- Provide multiple, redundant locations for the telephone and communications service entering the campus and buildings.
- Ensure only authorized personnel have access to utility lifelines and their controls.
- The College may relocate, cancel, or postpone operations within a building/facility/room if critical life safety systems are not restored within 60 minutes.

ANNEX 17. PANDEMIC OUTBREAK

TOC

Definition: A pandemic occurs when a novel influenza or other infectious disease for which humans have little or no immunity emerges, rapidly spreads from human to human and causes serious illness.

Origin: Miami-Dade County Health Department Advisory.

Urgency: Moderate (Days)

Threat: Up to 35% of the County population may contract a novel influenza based on previous influenza events, resulting in 35% becoming ill, nearly 10% of the ill hospitalized and 2.3% dying from serious illness. Employee and student absenteeism rates are expected at 30% or higher.

Hazard Identification for MDC:

Human population is susceptible to falling ill from a novel influenza virus due to having little or no immunity to a pandemic virus. The Miami-Dade County Health department estimates in a worst-case planning scenario that an influenza pandemic impacting Miami-Dade County would result in an estimated 35% of the county's total population becoming ill, 11% of the ill hospitalized and 2.1% dying from serious illness. College employees and students are expected to become infected at about the same rate as the rest of the population. Employee absenteeism rates are expected at 30% or higher.

An influenza pandemic will be an extended event with multiple waves of outbreaks most likely occurring over a year or more. The College may experience employee absenteeism rates as high as 40 percent during periods of peak influenza illness.

The availability of essential goods and services from suppliers may decrease, necessitating the identification of new supply lines or downsizing of services MDC can provide. Consumer demand for infection control items will most likely increase. Policies and practices to minimize employee exposure and disease transmission should be developed, prioritized and vetted through employees, unions and senior management.

The U.S. Center for Disease Control and Prevention (CDC) has created a Pandemic Severity Index based on case fatality ratio. Future pandemics will be assigned to one of five discrete categories of increasing severity (Category 1 to Category 5). The Pandemic Severity Index provides communities a tool for scenario-based contingency planning to guide local pre-pandemic preparedness efforts.
Accordingly, communities facing the imminent arrival of pandemic disease will be able to use the pandemic severity assessment to define which pandemic mitigation interventions are indicated for implementation.

The World Health Organization (WHO) has established six pandemic phases to define the level of international risk for pandemic influenza, ranging from Phase 1 (low risk of human cases) to Phase 6 (efficient and sustained human-to-human transmission). *See next page.

Since then, **the world has been at Phase 3** indicating human infection(s) with a new influenza

virus subtype (with no or very limited human-to-human transmission) and signaling the beginning of the Pandemic Alert Period. The designation of pandemic phases within each of the three periods shown below rests on the Director-General of WHO. Changes in WHO Pandemic Phase designations will be monitored by Miami-Dade County through www.pandemicflu.gov.

WHO Phases		Federal Government Response Stages	
INTER-PANDEMIC PERIOD			
1	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human disease is considered to be low.	0	New domestic animal outbreak in at–risk country
2	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.		
PANDEMIC ALERT PERIOD			
3	Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.	0	New domestic animal outbreak in at–risk country
		1	Suspected human outbreak overseas
4	Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.	2	Confirmed human outbreak overseas
5	Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).		
PANDEMIC PERIOD			
6	Pandemic phase: increased and sustained transmission in general population.	3	Widespread human outbreaks in multiple locations overseas
		4	First human case in North America
		5	Spread throughout United States
		6	Recovery and preparation for subsequent waves

Pandemic Mitigation/Prevention Factors: TOC

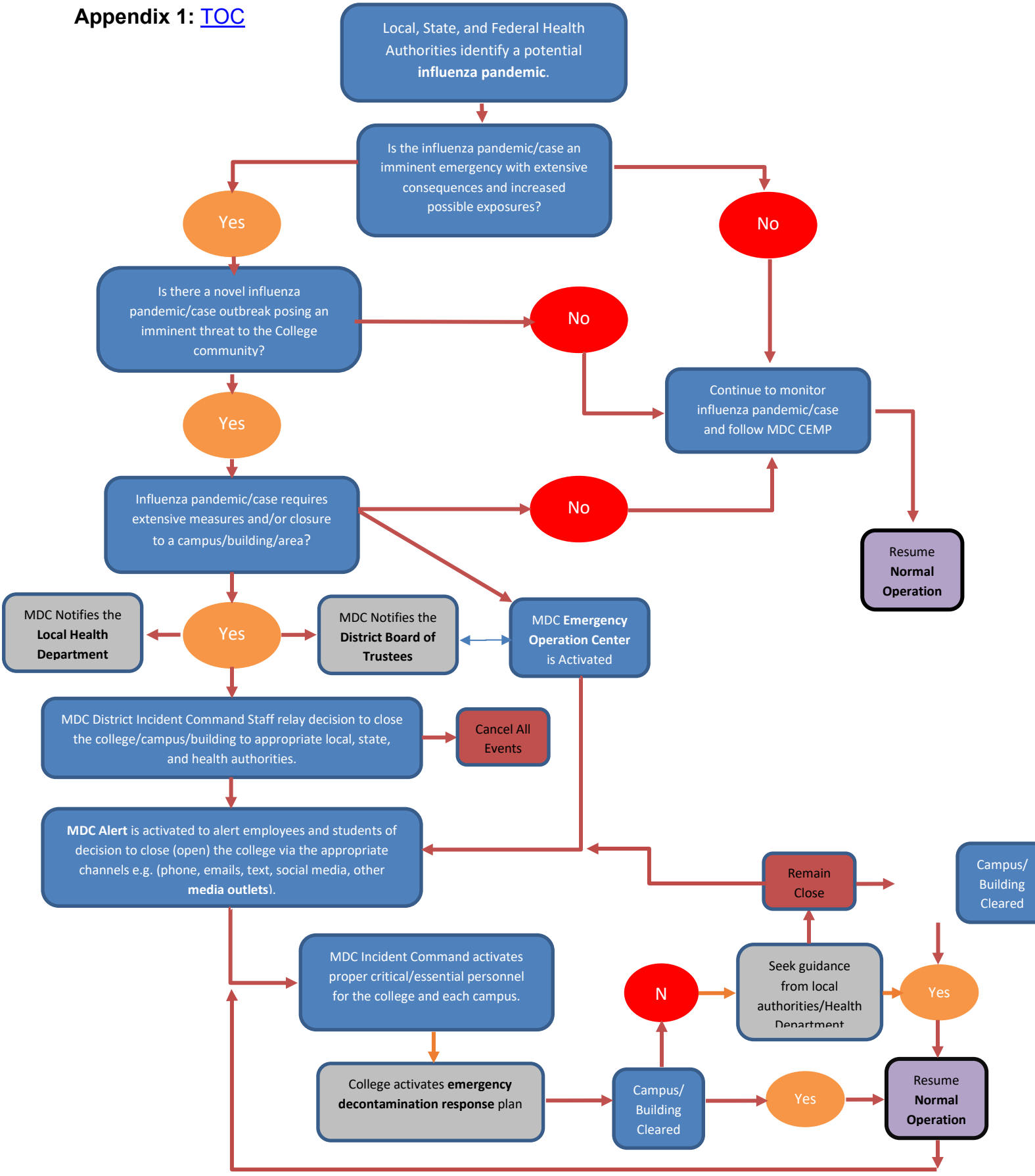
Community mitigation strategies have been developed by CDC that match recommendations on planning for use of selected No Pharmaceutical Interventions (NPI) to categories of severity of an influenza pandemic presented above.

These recommendations are made on the basis of an assessment of the possible benefit to be derived from implementation of these measures weighed against the cascading second- and third-order consequences that may arise from their use.
Cascading second- and third-order consequences are chains-of-effects that may arise because of the intervention and may require additional planning and intervention to mitigate. The term generally refers to foreseeable unintended consequences of intervention. For example, dismissal of students from school may lead to the second-order effect of workplace absenteeism for child minding.

- Subsequent workplace absenteeism and loss of household income could be especially problematic for individuals and families living at or near subsistence levels.
- Workplace absenteeism could also lead to disruption of the delivery of goods and services essential to the viability of the community.
- In the event of a pandemic, MDC will play an integral role in protecting the health and safety of students, employees and their families.
- MDC has incorporated scenarios that address functioning based upon having various levels of illness in students and employees and different types of community containment interventions including variations in severity of illness, mode of transmission, and rates of infection in the community. Issues to consider include:
    1. Cancellation of classes, sporting events and/or other public events.
    2. Closure of public transportation systems/stops.
    3. Closure of campus.
    4. Contingency plans for staff and students who depend on food services.
    5. Contingency plans for maintaining research laboratories, particularly those using animals during closures.
    6. Stockpiling non-perishable food and equipment that may be needed in the case of an influenza pandemic.
    7. Stockpile Personal Protection Equipment (PPE).
    8. Air Intake and HVAC system will be activated under the Pandemic mode.
    9. Enhance Cleaning Protocols will be also considered under Annex 17.

Decision-Making Process for Campus/Building Closure – Influenza Plan
The decision point matrix (appendix 1) assists MDC policy group and the district crisis management in making critical decision upon the declaration of a Public Health Emergency by Federal, State, or Local.

Appendix 1: TOC



ANNEX 18. RADIOLOGICAL / NUCLEAR INCIDENT TOC

Definition: A radiological material emergency event can range in severity from the discovery of a package marked with the radiological material symbol, the detonation of a radiological materials dispersal device (dirty bomb), to a release of radioactive materials from a radiological power plant. Threats should be treated in the same manner as a bomb threat. Radiological material releases should be treated in the same manner as hazardous materials releases.

Origin: Local officials, Public Safety, building occupants, facilities management.

Urgency: Urgent to Moderate

Hazard Identification for MDC:

Radiological incidents are expected to take one of two forms: threatened or actual detonation of a nuclear bomb or threatened or actual detonation of a conventional explosive incorporating nuclear materials. It is unlikely that a terrorist could acquire or build a functional nuclear weapon. Dispersal of nuclear materials with a conventional explosive would contaminate the bombsite and raise environmental decontamination and long-term health issues.

Nuclear indicators, short of actual detonation or obvious involvement of radiological materials, include observation for a Department of Transportation placard or decal, and radiation detection devices.

Turkey Point Nuclear Power Plant Emergency:

Turkey Point Nuclear Generating Station is a twin reactor nuclear power station located on a 3300-acre site near the southernmost edge of Miami-Dade County; 2 miles east of Homestead, Florida, 25 miles south of Miami, and sits next to Biscayne National Park.

There are a number of emergency planning guides and general information available to public on the Miami-Dade County Office of Emergency Management website at:
http://www.miamidade.gov/fire/safety-radiological.asp

In a nuclear power plant accident, the hazard is exposure to potentially dangerous levels of radiation. Exposure can occur as a result of radiation emissions from a radioactive plume (i.e., release), or it can result from radiation emission from contaminants deposited by the plume as it passes overhead Miami-Dade County Emergency Management will activate sirens that are placed throughout the 10-mile Emergency Planning Zone, upon notification of a Site Area Emergency and/or General Emergency.

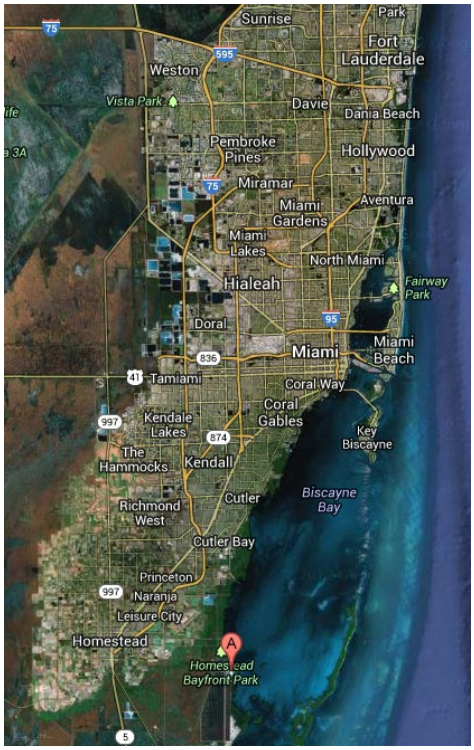
Four classes of emergencies have been established to define emergency conditions at a nuclear plant.

- An UNUSUAL EVENT indicates that events are in process or have occurred which indicate *potential degradation in the level of safety of the plant*. No release of radioactive material requiring offsite response or monitoring is expected unless further degradation occurs.
- An ALERT indicates that events are in process or have occurred which involve an actual or potential substantial degradation in the level of safety of the plant. Any releases of radioactive

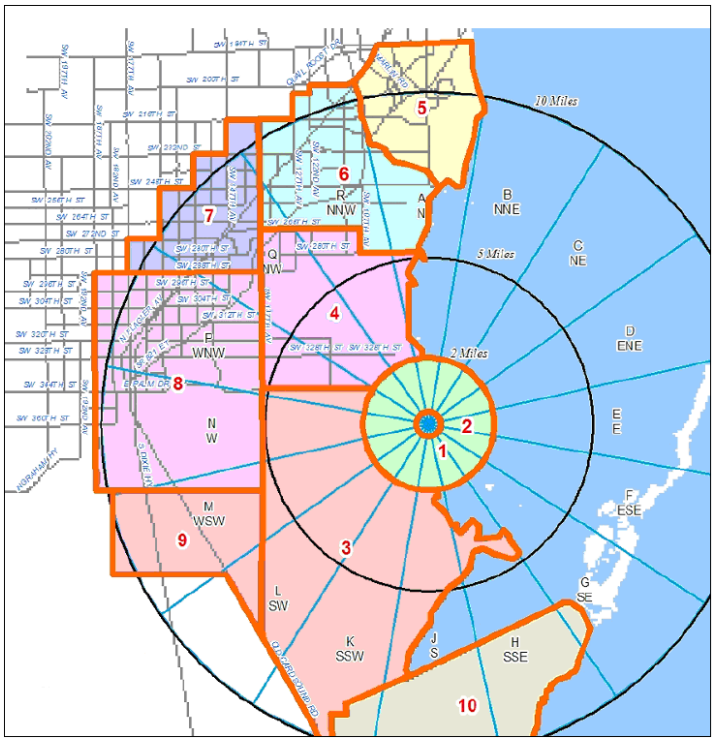
material from the plant are expected to be limited to a small fraction of the Environmental Protection Agency (EPA) protective action guides (PAGs).

- A SITE AREA EMERGENCY involves events in process, or which have occurred that result in actual or likely major failures of plant functions needed for protection of the public. Any releases of radioactive material are not expected to exceed the EPA PAGs except near the site boundary.

- A GENERAL EMERGENCY involves actual or imminent substantial core damage or melting of reactor fuel with the potential for loss of containment integrity. Radioactive releases during a general emergency can reasonably be expected to exceed the EPA PAGs for more than the immediate site area.



A - Geographic Location



10-mile Emergency Planning Zone Map

Emergency Notification

Several mechanisms are in place to alert the public to developing emergencies at the nuclear plant and provide direction and information on protective action, should they become necessary:

1. Warning Sirens

There are warning sirens throughout the 10-mile EPZ. The purpose of the warning sirens is to alert the public to emergencies at the Plant so they can tune to local media outlets (i.e., radio or TV) for specific emergency information. Should a warning siren malfunction, police agencies conduct route alerting with vehicle mounted public address speakers.

To ensure siren reliability, the warning sirens are tested quarterly on the first Friday of: March, June, September, and December.

2. All-Hazard Radios
All-hazard radios, sometimes referred to as weather radios, are located in hospitals, schools, government offices, nursing homes, and other special facilities throughout the 10-mile EPZ. The radios are activated by the National Weather Service in coordination with the Miami-Dade Department of Emergency Management (DEM). Like the warning sirens, the radios are intended to alert the public to listen to local media for emergency information. All-hazard radios can be purchased at most local electronics stores.

3. Emergency Alert System (EAS)
EAS messages are used to communicate time-sensitive emergency protective measures and information to the public. Once it becomes evident that public protective measures are needed, the Miami-Dade Emergency Operations Center will transmit EAS messages to the media for dissemination to the public.

Protective Actions
Protective actions can include several options. Evacuation is the most common.
Evacuation is the movement of populations away from hazard areas is an effective protective measure. Evacuation requires transportation assets to facilitate the movement of populations to locations outside the emergency planning zone.

Evacuation of one (1) or more areas is the preferred method of protecting people within of the 10-mile EPZ from radiation exposure. Evacuation orders will be implemented after consultation between the Miami-Dade Emergency Operations Center (EOC) and the Emergency Operations Facility on the evacuation implications (timing, traffic control, special needs, barriers to evacuation, meteorological conditions, etc.).

Traffic and access control will facilitate evacuation while limiting entry into the hazard areas. Evacuated areas will remain inaccessible to the general public until such time that sampling proves that it is safe to return into the area. Tow-trucks will be dispatched to clear roads of vehicles that break down or otherwise impede traffic flow.

Evacuees will be encouraged to go to the Tamiami Park Emergency Reception Center (ERC) for radiological monitoring and decontamination.

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