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BROWARD COLLEGE

Define yourself.

To: Members of the Board of Trustees

From: J. David Armstrong Jr., President

Date: February 24, 2009

Place: Regular Meeting of the Board of Trustees
Broward College
Bldg. 81/Multi-Purpose Room
7200 Pines Boulevard
Pembroke Pines, FL

Subject: Agenda Item IX-B-4 - Emergency Management for Higher Education Grant

Brief Description: Broward College was recently awarded an Emergency Management for Higher Education grant in the amount of \$485, 425 by the Department of Education. This Eighteen month grant will be administered through the Institute of Public Safety. The attached document outlines the project plan, specific tasks/work products, a time line chart and a budget narrative for your information.

Benefit to BC: This grant will allow Broward College to revise and improve our emergency management plans, develop resource documents for students and staff, and provide training in the area of crisis planning and response.

Relationship to College Master Plan:

An effective emergency management plan that is understood by staff and students will result in a greater sense of security and will enhance student learning and success.

Emergency Management for Higher Education (EMHE) Grant – US Department Of Education

Amount: \$485,425

Award Period: 18 months beginning October 1, 2008

PURPOSE

Broward College was awarded \$485,425 to fund the development of college-wide and campus based emergency management plans, as well as violence prevention/campus safety plans.

Under the umbrella of the emergency management plan, both college-wide and campus based, the following activities will be completed:

- Updated vulnerability assessment of buildings and structures
- Revision of College emergency response plans
- Revision of campus based emergency response plans
- Completion of NIMSCAST and plan for becoming NIMS compliant
- Pandemic flu or disease plan, both college-wide and campus based (including MRSA)
- Development of emergency management plans for addressing special needs populations (cultural/language, disabled, child care center)
- Comprehensive training including NIMS, ICS, table top exercises, and simulations
- Creating an Emergency Management Coordinating Committee consisting of external stakeholders/partners
- Developing student handbooks, manuals, classroom guides, and web resources to help students and staff respond to a crisis

Under the umbrella of the Violence Prevention/Campus Safety Plan the following activities will be conducted:

- Development of campus based groups to aid students
- Development of Threat Assessment Strategies
- Creation of campus based and college wide committees
- Training for campus safety officers
- Training for student affairs staff, faculty ,and other staff
- Development of manuals, handbooks, and web resources for students and staff

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COMMITTEES TO BE ESTABLISHED

Emergency Management Coordinating Committee:

Broward College is an integral part of the South Florida community and does not operate in isolation. Should an emergency occur, the first responder community will jointly work to assist with the resolution of the event. Therefore, community partners need to be part of BC's planning, response, and recovery effort. This committee, required by the grant, will review all plans and training initiatives and offer recommendations. Both Broward College and external stake-holder agencies will be represented.

Violence Prevention/Campus Safety

This committee will be formed to review all planning and training efforts in the area of responding to students who may be in crisis. This committee will assist Broward College in developing a comprehensive program to prevent, respond to, and mitigate potentially violent situations.

PROJECT DESCRIPTION

The following projects will be completed during the grant period:

Emergency Management

- *Updated vulnerability assessment* - Review BC's existing vulnerability study and update it to include new buildings, renovations, and provide recommendations based upon vulnerabilities discovered. (Security Specialist)
- *Completion of NIMSCAST and plan for becoming NIMS compliant*- Simultaneously with the vulnerability study, complete the NIMSCAST, and use results to modify existing plans/policies. (Project Manager)
- *Revision of College emergency response plans* - Based upon vulnerability assessment, work with College Management team to revise plans for NIMS compliance. Revise College policies as necessary. (Project Manager)
- *Revision of campus based emergency response plans* - Based upon vulnerability assessment, revise campus plans to compliment college-wide plan, include NIMS compliance. Modify procedure as necessary. (Project Manager)
- *Pandemic flu or disease plan both college-wide and campus based (including MRSA)*- Under the direction of the Project Manager, contract with Public Health Specialist to develop a pandemic procedure for college and campuses. Incorporate plan into overall emergency plans. Included in the overall plan are procedures and protocols for the Cities Readiness Initiative project. Develop training modules and table top exercises. (Public Health Consultant)

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- *Development of emergency management plans for addressing special needs populations (cultural/language, disabled, child care center).* Develop specific plans for addressing the needs of students/staff with disabilities, students/staff with cultural difficulties (language), and children housed in the child care center. (Project Manager)
- *Comprehensive training including NIMS, ICS, table top exercises, and simulations will be conducted by IPS Associate Dean, Project Manager, Instructional Technologist, and Contractual Instructors.* Training will be developed in a face-to-face and online format. The following training will be conducted:
 - Department Specific (Health Sciences, Science, Athletics, Aviation, Library, Maintenance, Facilities, Receiving, Food Service, Disability Services, Childcare)
 - Bio-Terrorism, All Hazards, Infectious Disease
 - Campus Safety Officer
 - NIMS, Traffic Control, Crisis Intervention, Bio-Terrorism, All Hazards, Threat Assessment,
 - Staff/ Faculty Students
 - NIMS, Emergency Planning, Threat Assessment, All Hazards
- *Creation of campus based and college wide committees.* College-wide and Campus based committees will be used to assist in the development/revision of plans as well as assist in training coordination. (Dean and Associate Dean, IPS; Project Manager)
- *Creation of an Emergency Management Coordinating Committee consisting of external stakeholder/partners.* An Emergency Management Coordinating Committee will be established with both BC staff and agency representatives from first responder/community partner agencies. (Dean and Associate Dean, IPS)
- *Developing student handbooks, manuals, classroom guides, and web resources to help students and staff respond to a crisis.* Handbooks will be developed for posting in classrooms. In addition an area of the website will be dedicated to resources for students and staff. (Project Manager, Associate Dean)

Violence Prevention and Campus Safety:

- *Creating campus based and college wide committees.* A committee will be developed to plan for a comprehensive college-wide program to address the needs of students in crisis. (Associate Dean, IPS, Project Manager, Mental Health Consultant)
- *Development of campus based teams to respond to student concerns - Policies and Procedures* will be developed and incorporated and training developed. (Project Manager, Mental Health Consultant)
- *Development of Threat Assessment Strategies –* All campuses will develop Threat Assessment Strategies to respond to crisis situations with students. Policies and procedures will be developed and training developed. (Project Manager, Mental Health Consultant)
- *Training for campus safety officers, faculty, staff, and administrators will be conducted by IPS Associate Dean, Project Manager, Mental Health Consultant, and Instructional Specialist.*

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Campus Safety Officers are the first responders to address student related incidents, while staff is often able to detect students in crisis. Training will be both online and traditional and may include:

- Crisis Intervention
- Behavioral Indicators
- Signs of Mental Illness
- De-Escalation techniques/Conflict Resolution
- *Development of manuals, handbooks and web resources for students and staff.* Resources in the form of handbooks, classroom posters, and web materials will be available for students and staff. (Project Manager, Mental Health Consultant)

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Appendix A: Deliverables/timelines

Month	Activities	Person Responsible	Status
1-2	Contract with Project Manager to oversee grant activities	LW, KS	COMPLETED
1-2	Contract with project evaluator to fully develop & administer evaluation plan	LW, KS	IN PROGRESS RFI closing date 2/4
1 & on	Convene Emergency Management Coordinating Committee (EMCC) and set up monthly meetings	LW, KS	IN PROGRESS 1 st mtg 3/13
1	Convene Violence Prevention Committee and set up weekly meetings (Early Intervention System Committee)	KS, LW, SA, CP	COMPLETED 1 st mtg 1/22
1	Identify Crisis Intervention Management Team Members	SA, CP	TBD @EIS 2/9
2-3	Collect baseline data for project evaluation and begin evaluation process	PM, PE	IN PROGRESS
2-3	Contract with consultant to conduct Vulnerability Assessment	LW, KS, PM	collecting data for RFP
2-3	Initiate NIMS Compliance Plan including collaboration efforts with FDLE Homeland Security	PM, LW, KS	IN PROGRESS
Three Month Milestone: All staff hired and Committees formed. Active collaboration between program partners has been established. Evaluation design has been fully developed and processes in place to administer evaluation.			
4 – 5	Review existing emergency management plans	PM	IN PROGRESS
4-10	Begin designing training, and developing simulation exercises	PM, EMCC	
4-5	Initiate NIMS Compliance Plan including collaboration efforts with the Regional Domestic Security Task Force, the EMCC and local law enforcement agency partners	PM, LW,KS	
4	Recommend new policy for NIMS compliance to the District Board of Trustees	PM, LW, CP	IN PROGRESS
4-5	Purchase equipment and necessary supplies for program implementation	CP, PM, KS, LW	IN PROGRESS

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Month	Activities	Person Responsible	Status
4-5	Contract with public health consultant to develop protocols for pandemic flu and other health issues	PM	collecting data for RFP
4-6	Review existing early warning systems and recommend upgrades to equipment	IT, PM	IN PROGRESS
4-18	Begin the development and implementation of mitigation strategies and training and exercises	All	
6-12	Develop training for specialized divisions and departments (disabilities, childcare, maintenance, receiving, facilities management, aviation, healthcare, sports teams, science)	PM, EMCC, DA	
4-7	Certify Crisis Intervention Management Teams	SA, KS	
6-12	Develop manuals, website information, and learning aids	PM, CP, DA, LW, KS	
7-12	Develop online training	IT, PM, KS, LW	
6, 9, &12	Evaluation data collection and analysis, revise program as necessary	PE, PM, EMCC	
9	Mid-program evaluation report	PM, LW, PE	
Mid-Year Milestone: Policy changes adopted by the District Board of Trustees, all program activities have been implemented and continued.			
10-17	Complete all face-to-face training	PM, CV	
12	Become NIMS Compliant	PM, EMCC	
16 - 18	Conduct evaluation of training effectiveness	PE, PM	
18	18 month final report; Program final evaluation conducted	PE, PM	
Eighteen Month Milestone: All program activities full implemented and completed.			

LW = Linda Wood KS = Ken Shives SA = Student Affairs CP = Campus Provosts PM = Project Manager (Rich Nicorvo) PE = Project Evaluator IT = Information Technology CV = Contract Vendor

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Appendix B: Budget Narrative

	Grant Funds Request	BC Leveraged Funds
Personnel Expenses		
<i>Project Coordinator</i>	\$20,220	
The Institute for Public Safety's Dean will be responsible for the administrative activities involving this grant (18 month salary of \$134,803 x 15% FTE).		
<i>Project Director</i>	\$21,093	
The Institute for Public Safety's Associate Dean will serve as the Project Director for this project. 20% of his time will be spent on coordination activities of this grant (18 month salary of \$105,465 x 20% FTE).		
<i>Administrative Assistant</i>	\$48,000	
100% FTE - An administrative assistant will be hired to provide clerical and staff support.		
<i>Adjunct Faculty</i>	\$50,000	
Adjunct faculty will be used to provide training to students, staff, faculty and administrators in NIMS compliance as well as training for campus safety staff as it relates to crowd control, traffic direction and crisis intervention techniques. (1,000 hours @ \$50/hour)		
Subtotal Salaries	\$139,313	

Fringe Benefits

(1) FTE: Broward College participates in the Florida Retirement System, and offers full benefits, which are calculated at 18.2% (variable benefits) + \$9,788 (fixed benefits) based on annual base salaries. (2) For adjuncts, fringe is calculated at 1.45%.

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Project Coordinator	\$6,616
Project Director	\$6,775
Administrative Assistant	\$23,418
Adjunct Instructors	\$725
Subtotal Fringe Benefits	\$37,534

Consultants

Project Manager (1 FTE - 18 months) \$120,000

The Project Manager will have oversight of the program and provide supervision, recruitment, and training of the campus emergency management coordinators and consultants. In addition, the Project Manager will have oversight for all emergency plans and work products. At a minimum, this position requires a degree in emergency management or other related field and experience in NIMS protocols and procedures.

NOTE: This position was moved to a full-time temporary position.

Security/Emergency Management Specialist \$50,000

A consultant will be hired to conduct a full vulnerability assessment of all campuses and satellite locations. This assessment will culminate into a report of all vulnerabilities to infrastructure, staff, and students. This report will be used for the foundation for training and emergency management plans. 500 hours @ \$100 per hour

Public Health Consultant \$10,000

A public health consultant will be hired to develop a NIMS compliant plan that addresses pandemic flu and other infectious disease outbreaks. Emphasis will also be placed on bio-hazardous material spills and other health related considerations. The consultant will also assist the project manager with the development of training protocols. 100 hours @ \$100 per hour

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Mental Health Consultant \$20,000

A mental health consultant will be hired to assist in the development of the violence prevention plan, including training development and delivery for crisis intervention management teams. 200 hours @\$100 per hour

Instructional Technology Specialist \$20,000

The Instructional Technology Specialist will assist with the development of online training programs for students, staff, faculty and administrators. 200 hours @ \$100 per hour

Contract Vendors: \$10,000

Contract vendors will be used to present specialized courses such as the crisis management intervention team certification training, mental health recognition and emergency management training for staff, faculty and administrators.

Project Evaluator \$25,000

The project evaluator will oversee all program evaluation activities including developing appropriate instruments, conducting focus groups, and interviews with students, staff, and local responder agencies. The evaluator will also prepare the required evaluation reports. Additional responsibilities include working with the project staff to develop a data collection system for program monitoring.

***Subtotal Consultant Expenses* \$255,000**

Required Travel

Funds are requested for travel for the 3 trips for meetings with respect to grant management and administration.

Meeting 1:

Airfare to Washington DC (\$400 x 1) \$400

Lodging (2 nights @\$200) \$400

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Per Diem (3 days @ 100)	\$300
Ground Transportation	\$150

Meeting 2:

Airfare to U.S. City (500 x 2)	\$1,000
Lodging (3 nights X 2 @ \$200)	\$1,200
Per Diem (4 days @ 100 x2)	\$800
Ground Transportation	\$150

Meeting 3:

Airfare to Washington DC (\$400 x 2)	\$800
Lodging (3 nights x 2 @ \$200)	\$1,200
Per Diem (4 days x 2 @100)	\$800
Ground Transportation	\$150

Subtotal Required Travel	\$7,350
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Local Travel

Project Manager, Project Director and Project Coordinator to attend meetings with stakeholders and campus provosts:

Project Director: 1,000 miles @ \$.445 mile	\$445
Project Coordinator: 2,000 miles @ .445 mile	\$990
Project Manager: 5,000 miles @ .445 mile	\$2,225

Subtotal Local Travel	\$3,660
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Total Travel	11,010
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Supplies

Computers and Printers x 2: Computers and printers are needed for the Project Director and Administrative Assistant	\$3,000
General Office Supplies: paper, pens, CD-ROMS and other desk supplies	\$2,500
Subtotal Supplies	\$5,500

Other

Copying costs/duplication/printing	\$10,000
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Indirect Rate (8%)	\$27,068
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Broward College will submit the required documents to establish a federally approved indirect rate within 90 days of the submission of this application.

BC Leveraged Funds	\$500,000
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The College has budgeted \$500,000 for funding the implementation of improvements to emergency communications. Currently, the college is considering purchasing Code Blue Emergency Phones, Hot Buttons for classrooms, IP Soft Phones in Class room Podiums, and Voice and Text Emergency Notification systems. These purchases are on hold pending the outcome of the grant submission. If awarded the grant, the budget would be re-prioritized to implement findings and recommendations from the vulnerability assessment and recommendations of grant project staff/consultants.

TOTAL	\$485,425	\$500,000
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TOTAL PROJECT COST	\$985,425
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Appendix C

Job Descriptions

PROJECT MANAGER

Purpose: Under the supervision of the Associate Dean, IPS (Project Director), the Project Manager will have oversight for the management of the Emergency Management Grant program and provide supervision, recruitment, and training of the campus emergency management coordinators and consultants. In addition, the Project Manager will have oversight for all emergency plans and work products associated with the grant including training development, coordination and delivery and production of resource manuals.

Duties:

- Oversee college-wide vulnerability assessment
- Revision of College emergency response plans
- Revision of campus based emergency response plans
- Completion of NIMSCAST and plan for becoming NIMS compliant
- Pandemic flu or disease plan both college-wide and campus based (including MRSA)
- Development of emergency management plans for addressing special needs populations (cultural/language, disabled, child care center)
- Comprehensive training including NIMS, ICS, table top exercises and simulations
- Working with an Emergency Management Coordinating Committee consisting of external stakeholder/partners
- Developing student handbooks, manuals, classroom guides and web resources to help students and staff respond to a crisis
- Developing a violence prevention/campus safety plan for students, faculty and staff

Qualifications: At a minimum, this position requires a degree in emergency management or other related field and experience in NIMS protocols and procedures. This position requires FEMA certification as an ICS/NIMS instructor. Additional certifications in the area of developing and administering table-top exercises and simulated exercises are desirable. Prior experience with emergency management at a school system, college or university is desirable.

ADMINISTRATIVE ASSISTANT

Purpose: Under the supervision of the Project Manager, the Administrative Assistant is responsible to provide administrative support for the project. The Administrative Assistant will provide all record keeping and coordination of grant activities.

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Duties:

- Schedule meetings and record minutes of the Emergency Management Coordinating Committee
- Initiate purchases
- Prepare contracts for vendors
- Coordinate adjunct instructors
- Schedule training dates and coordinate rooms
- Prepare training rosters
- Assist with development of website materials for students and staff
- Assist with the development and publishing of written materials for students and staff
- Other duties as required

Qualifications: Graduation from high school required but Associate Degree preferred. Knowledge of word processing software, spreadsheets, access, presentation software, and publishing software is necessary.

Other Contract Vendors:

SECURITY/EMERGENCY MANAGEMENT SPECIALIST

Purpose: Under the supervision of the Project Manager, the security/emergency management specialist will conduct a full vulnerability assessment of all campuses and satellite locations. This assessment will culminate into a report of all vulnerabilities to infrastructure, staff, and students. This report will be used for the foundation for training and emergency management plans.

Qualifications: Prior experience in the area of vulnerability assessments.

PUBLIC HEALTH CONSULTANT

Purpose: A public health consultant will develop a NIMS compliant plan that addresses pandemic flu and other infectious disease outbreaks. Emphasis will also be placed on bio-hazardous material spills and other health related considerations. The consultant will also assist the project manager with the development of training protocols.

Qualifications: Training in the healthcare field and experience in developing large scale plans to address health related emergencies. The consultant should also be knowledgeable of NIMS/ICS protocols.

MENTAL HEALTH CONSULTANT

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Purpose: A mental health consultant will be hired to assist in the development of the violence prevention plan, including training development and delivery for crisis intervention management teams.

Qualifications: A Master's degree in mental health, social work, or other related field. Experience in working with large institutions in developing programs. Additional experience in the crisis intervention preferred.

INSTRUCTIONAL TECHNOLOGY SPECIALIST

Purpose: The Instructional Technology Specialist will assist with the development of online training programs for students, staff, faculty, and administrators.

Qualifications: Experience as an Instructional Technology Specialist.

PROJECT EVALUATOR

Purpose: The project evaluator will oversee all program evaluation activities including developing appropriate instruments, conducting focus groups, and interviews with students, staff, and local responder agencies. The evaluator will also prepare the required evaluation reports. Additional responsibilities include working with the project staff to develop a data collection system for program monitoring.

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