

# Procedure Manual



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## I. Purpose

The purpose of these procedures is to provide structure in the event of an emergency that impacts Broward College at one or several of its campuses or centers and to outline the emergency management plans and guidelines used by the College during an emergency.

## II. Emergency Management Plans

The Associate Vice President for Safety, Security and Emergency Preparedness (AVP/SSEP) shall be responsible for the development, maintenance and annual review of the following emergency management plans. The AVP/SSEP is also responsible for providing a copy of the emergency management plans to all senior leadership, each member of the district and campus Incident Management Teams, and other appropriate College personnel.

## III. Comprehensive Emergency Management Plan (CEMP)

The Broward College Comprehensive Emergency Management Plan (CEMP) is the master operations document governing Broward College's (BC) ability to respond to emergencies, and to catastrophic, major and minor disasters on all of its campuses and facilities. The CEMP is compliant with the National Incident Management System (NIMS), and incorporates the principles set forth in the Incident Command System (ICS). The BC CEMP was developed in accordance with the State of Florida CEMP and the Broward County CEMP. The BC CEMP describes the basic strategies, assumptions, roles, and responsibilities and operational objectives which will guide the Broward College community to be as prepared as possible for the hazards that will most likely occur. The CEMP is designed to protect lives and property through effective use of College, local, regional, 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 BC CEMP is not intended to limit the use of good judgment and common sense in matters not foreseen or covered by the elements of this plan.

A redacted version of the CEMP is available on the BC Safety/Security web page:  
<http://www.broward.edu/safety/Pages/Emergency-Management.aspx>

## IV. Standard Operating Guidelines (SOG)

The Broward College Standard Operating Guidelines (SOGs) supplement and are part of the CEMP. The three main campuses of Broward College have specific SOGs for their Incident Management Team. Campus specific SOGs assist the Campus Incident Management Teams before, during and after an emergency.

In accordance with Section 281.301, Florida Statutes, SOGs are considered confidential and are not available to the public.

<b>Recommending Officer's Signature:</b>	<b>Date:</b> 03/26/2015	<b>President's Signature:</b>	<b>Date:</b> 03/26/2015
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### V. Severe Weather Plan (SWP)

The Broward College Severe Weather Plan for Natural Causes (SWP) provides basic guidelines for use by the College in planning for emergencies due to weather and other forms of natural causes. It is intended to be a management supported, cost-effective, and documented plan that provides college-wide capability for organized preparation and timely recovery from a major unforeseen disruption caused by a hurricane, tornado, or other severe weather.

A redacted version of the SWP is available on the BC Safety/Security webpage:

<http://www.broward.edu/safety/Pages/Emergency-Management.aspx>

### VI. Continuity of Operations Plan (COOP)

The Broward College Continuity of Operations Plan (COOP) provides planning and program guidance to ensure the College is capable of conducting its essential missions and functions under all threats and conditions. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can help to minimize the impact on Broward College's mission, personnel, and facilities. This plan helps the College continue its essential functions and perform efficiently with minimal disruption during an emergency.

In accordance with Section 281.301, Florida Statutes, the COOP is a confidential document. It is issued to all senior leadership and to each member of the district and campus Incident Management Teams.

<b>Recommending Officer's Signature:</b>	<b>Date:</b> 03/26/2015	<b>President's Signature:</b> 	<b>Date:</b> 03/26/2015
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