



North Campus

**EMERGENCY
QUICK GUIDE**

Introduction

The Incident Management Plan is a ready reference guide to assist our Campus administrators in the effective management of emergency situations. The plan is written with the explicit intent to protect and sustain life, reduce emotional trauma, assist in emotional recovery from trauma, and minimize personal injury or damage to property. The plan template incorporates activities for preparing, responding, and recovering from a variety of emergency situations. Our Campus plan will help maximize the health, safety, and welfare of students, staff, and authorized visitors when we are confronted with an emergency situation. Years of planning and experience on the part of college personnel and community emergencies have gone into the development of this plan. The most significant point of this plan is that it contains campus-wide standards for handling emergency situations for the Campus.

The North Campus Incident Command Team appreciates everything campus staff, faculty, partnership agencies, and other college employees can do in assisting with the overall effort to maintain a safe and positive learning environment. Everyone must follow the directives of the Incident Commander.

Introduction

Emergency Contact Numbers

Campus Emergency Number	954-201-2229
Lt. Elijah Brown, Supervisor of Security	954-553-2730-Cellular
Dr. Barbara J. Bryan, Provost	954-931-0655-Cellular
Dr. Monica Ramirez, Dean of Bachelor of Applied Sciences Business Technology Management & Fine Arts.....	970-470-1915-Cellular
Dr. Kevin Keating, Dean of Academic Affairs.....	954-830-9517-Cellular
Dr. George Stalliard, Dean of Business Affairs	407-446-7776-Cellular
James Evans, Dean of Student Affairs.....	305-331-0222-Cellular
Dr. Gregory Ferenchak, Dean of Health Sciences	954-868-8437-Cellular
Casey Gilson, Dean of Academic Resources and Information Technology	561-504-8383-Cellular
James Evans, Dean of Student Affairs	305-331-0222-Cellular
Judy Srygler, Facilities Manager.....	954-658-2897-Cellular

Emergency Contact Numbers

Emergency Call Box Locations

- ◆ Building 41
 - Stairwell across from room 219
 - Stairwell near room 213
- ◆ Building 46
 - Stairwell near room 201
 - Stairwell near room 262
 - Stairwell near room 271
- ◆ Building 47
 - Stairwell near room 231 west side
 - Stairwell near room 324 west side
- ◆ Building 48
 - Stairwell near elevator 3rd floor west side
 - Stairwell near elevator 2nd floor west side
- ◆ Building 49
 - Stairwell towards West Parking lot
- ◆ Building 50
 - Stairwell near room 203-C
- ◆ Building 51
 - Stairwell near room 207 north end of building
 - Stairwell near room 211 south end of building
- ◆ Building 56
 - Stairwell near room 226 west side of building
 - Stairwell near room 203 east side of building
- ◆ Building 57
 - Stairwell between buildings 46 & 57 2nd floor
- ◆ Building 62
 - Beyond the stack area near mechanical room 234

Emergency Call Box Locations

Dangerous Person/Escapee in Vicinity of the Campus

1. An individual who is aware of a Dangerous Person/Escapee in Vicinity of the Campus must contact the security office at 2229 or go to the first Emergency Call Box on Campus and inform Campus Safety.
2. The Dispatcher will inform the Security Supervisor of the situation. The Security Supervisor will brief the Business Dean about the incident. The Business Dean will contact the Provost and provide an update on the crisis. The Business Dean will meet with the Facilities Director and the Security Supervisor to commence securing the Campus.
3. At the direction of the Provost (Incident Commander), the Business Dean will notify one of the administrative support staff to contact the Incident Command Team (by telephone and email) to inform them of the situation, so that they can secure the classrooms and offices.
4. The term '**Incident Command Team**' will be utilized for emergencies on Campus.

Note: *During an emergency lockdown, non-essential personnel will stay inside their offices and classrooms (do not allow students to leave the classrooms) until further instruction is received from the Incident Command Team. Only authorized staff is allowed outside at that point in time.*

Dangerous Person/Escapee in the Vicinity of the Campus

Hostage Situation/Threatening Person with a Weapon

1. An individual who is aware of a Hostage Situation/Threatening Person with a Weapon must contact the security office at 2229 or go to the first Emergency Call Box on Campus and inform Campus Safety.
2. The Dispatcher will inform the Security Supervisor of the situation. The Security Supervisor will brief the Business Dean about the incident. The Business Dean will contact the Provost and provide an update on the crisis. The Business Dean will meet with the Facilities Director and the Security Supervisor to commence securing the Campus.
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Hostage Situation/Threatening Person with a Weapons

Intruder/Trespasser Causing a Threat

1. An individual who is aware of an Intruder/Trespasser Causing a Threat must contact the security office at 2229 or go to the first Emergency Call Box on Campus and inform Campus Safety.
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Intruder/Trespasser Causing a Threat

Shooting

1. An individual who is aware of a Shooting must contact the security office at 2229 or go to the first Emergency Call Box on Campus and inform Campus Safety.
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Shooting

Bomb Threat

1. An individual who is aware of a Bomb Threat must contact the security office at 2229 or go to the first Emergency Call Box on Campus and inform Campus Safety.
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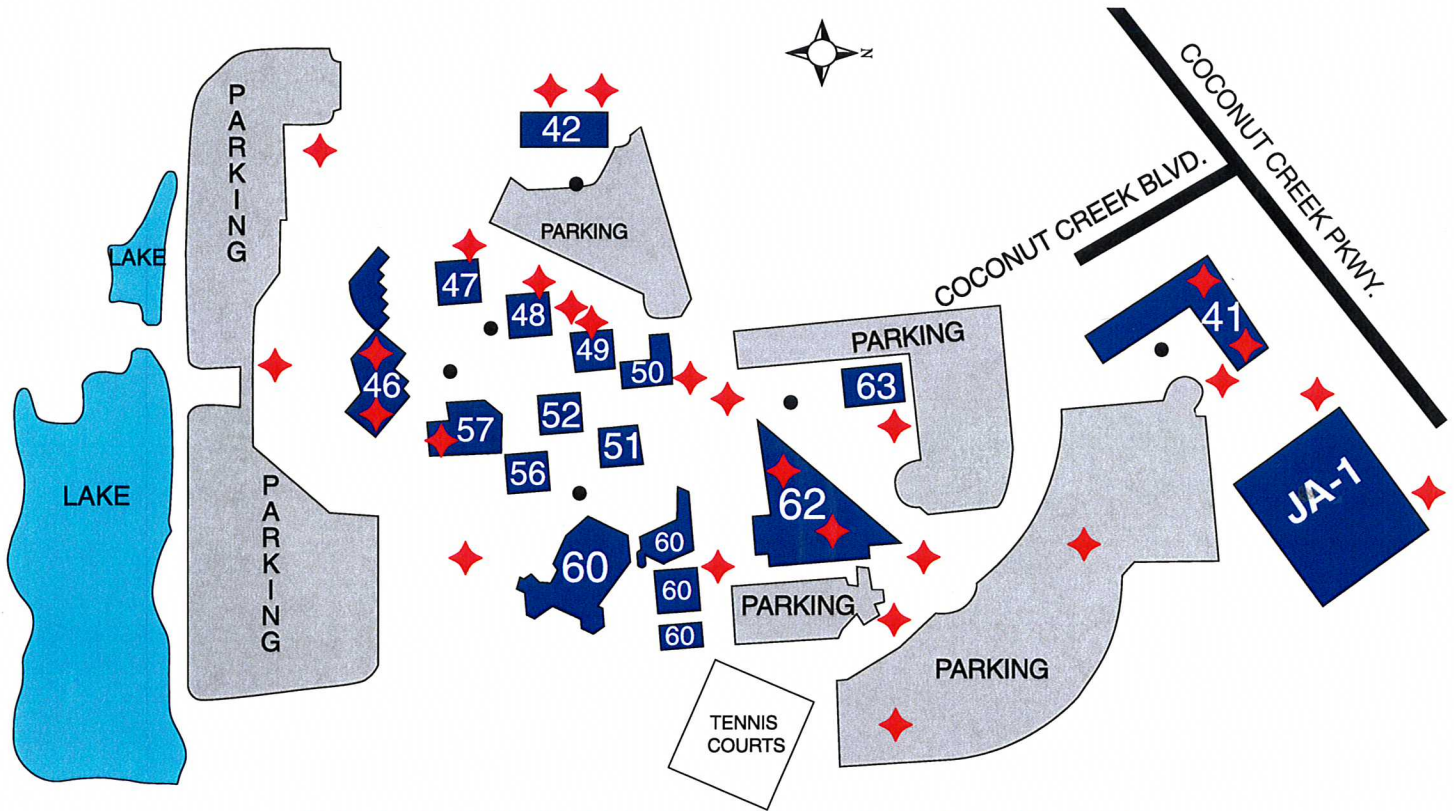
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Bomb Threat



North Campus

1000 Coconut Creek Boulevard • Coconut Creek, Florida 33066



RED ARROW INDICATES PATH FOR DISABILITY SERVICES STUDENTS

- SMOKING AREAS
 - ◆ CALL BOX LOCATIONS
 - Campus Safety Building 46/101
- ALL ELEVATOR PHONES ACT AS CALL BOXES

Campus Map