



EMERGENCY RESPONSE PLAN INCIDENT MANAGEMENT

SOUTH CAMPUS

(including Aviation, Automotive, Pines Center, and Weston Center)

July, 2007

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I. INCIDENT COMMAND STRUCTURE

A. South Campus Incident Command Team and Communications Protocol

The South Campus Incident Command Team will coordinate campus communications and provide directions in the event of a campus emergency. The Campus Incident Commander will be in close contact with the College President and the College Public Information Officer with regard to the emergency responses.

Incident Commander

Shouan Pan (954) 201-8800

Deputy Incident Commander

Albert Smith (954) 201-8001

Public Information Officer

Jillian Printz (954) 201-7540

Campus Safety Lieutenant

James Sutton (954) 201-8970

Director, Campus Facilities

Sean Devaney (954) 201-8924

In the event, the Incident Commander and the Deputy Incident Commander cannot be reached or are away from the campus, the following individuals will assume the role of the Incident Commander in the following order:

Dean of Academic Affairs

Hank Martel (954) 201-8817

Dean of Student Affairs

Janice Stubbs (954) 201-8903

Dean, Academic Resources/I.T.

Terri Justice (954) 201-8909

B. Aviation and Automotive Centers Incident Command Team and Communications Protocol

Site Incident Commander

Jorge Guerra (954) 201-8085

Deputy Site Incident Commander for Aviation Tech Center

Jan Shakespeare (954) 201-8084

Deputy Site Incident Commander for Auto Tech Center
Vacant (954) 201-8621

C. Pines and Weston Centers Incident Command Team and Communications Protocol

The Site Incident Commander of the Center will be in close contact with the County Library staff, the City of Pembroke Pines Police, the Broward Duty Sherriff and the Campus Provost.

Site Incident Commander for Pines Center
Myrna Bomser (954) 201-3610

Deputy Site Incident Commander for Weston Center
Janice D'Andrea (954) 201-8501

Pines Safety (954) 201-3601
Tom Peyton
Winston Chen (954) 540-2798

Center Marshal for Pines Center
Desiree Kording (954) 201-3611

Center Marshal for Pines Center
Alexis Kitchman (954) 201-3603

D. South Campus Building Marshals and Contact Information

Bldg 64--Mary- Ann Wheeler (ext. 8262)

Bldg 65--Sandra Miller (ext. 8972)

Bldg 68--West Wing 1st FL—David Garwood (ext. 8257)

West Wing 2nd FL—Tony Cruz (ext 8860)/Jim Holloway (ext. 8884)

East Wing 1st FL--Jared White (ext. 8911)

East Wing 2nd FL—Rose Ortega (ext. 8973)

Bldg 69--Joe Castillo (ext. 8926)

Bldg 70--1st FL--Debbie Maxwell (ext. 8202)

Bldg 70 2nd FL--Nelmy Vasquez (ext. 8917)

Bldg 71 1st FL--Alfred Keller (ext. 8892)

Bldg 71 2nd FL--Al Smith (ext. 8003)

Bldg 72--Terri Justice (ext. 8863) Chris Dada (ext. 8909)

Margaret Latimer (ext. 8909) during the evening

Carl Perlman (ext. 8909); Cipriani Cotton (ext. 8909) Saturday

Bldg 81--Valerie Simpson (ext. 8834)

Auto Center—Jorge Guerra (ext. 8085); Associate Dean (ext. 8621);

Karamo Rowe (ext. 8611)

Aviation—Jorge Guerra (ext. 8085); Jan Shakespeare (ext. 8084);

Donnie Blalack (ext. 8075)

Michael Coakley (ext. 8079) during the evening

Bookstore—Pierre Ambroise (ext. 8806)

Child Care--June Paul (ext. 8451)

Modulars/Trailers—Sean Devaney (ext. 8262)

Nursing--Camille Mohammed (ext. 8850)

RENEW--Beth Lloyd (ext. 8704)

Theater—Frank Zapata (ext. 8243)

E. Incident Command Centers

Building 71 (the Provost's Conference Room) or Building 65 (Room 151) will likely become the command post for Emergency Operations, depending on the location of the threat. City police may also direct campus personnel to set up a command center in an off-campus location. Should that take place, the location will be communicated by the Incident Commander.

F. Emergency Communication during Evening and Weekend Hours

When an emergency situation occurs during evening or weekend hours, the following protocols will be followed:

1. Employees (including adjunct faculty members)/student will call **911 (9-911** from college phones) **and** contact the Campus Security Emergency Number **(954-893-5700)**
2. Safety employees notify the following administrators, in this order:

Terri Justice (954) 201-8909
Hank Martel (954) 201-8888
Shouan Pan (954) 201-8800
Al Smith (954) 201-8001

(If one or both of the Building Marshals are not available, a Campus Security Officer will act as the Building Marshal and coordinate communication.)

G. Description of Incident Command Team and Building Marshals Roles:

Incident Commander

The Incident Commander (IC) provides overall leadership for managing campus/center critical incidents. The IC serves as the liaison with the President's Cabinet and the Public Relations Officer. The primary responsibility will be to provide rapid and coordinated communications and responses of the emergency to students, employees, and the community. The IC has the full authority to assemble the campus/center incident response team, make personnel assignments and communicate campus decisions with regard to a lockdown or evacuation in consultation with law enforcement officials.

Deputy Incident Commander

The Deputy Incident Commander acts as Incident Commander when the Incident Commander is absent from campus. The Deputy Incident Commander is delegated the authority to manage a functional operation or perform a specific task at the direction of the Incident Commander.

Campus Safety Lieutenant

Maintains a full complement of Safety staff during emergency; acts as principal liaison to Pembroke Pines Police Dept/Miramar Police Dept; documents and photographs incidents of emergency; acts as primary signal for directing Building Marshals; maintains contact with Incident Commander/Deputy Incident Commander; and provides support to the Incident Command Team.

Director, Campus Facilities

Acts as principal liaison to District Facilities; installs generator in Command Center to provide cross-college communication; maintains fully charged satellite phone devices for communication; maintains supply of two-way radios for local communication with staff; maintains a supply of non-perishable food and water for staff who are assigned to work; in extreme emergencies, assesses damage to campus/center; maintains a staff of essential personnel to remediate damage; maintains contact with Incident Commander/Deputy Incident Commander throughout emergency; and advises Incident Commander as to when/if campus/center can resume operation.

Building Marshals

Maintain accessibility via two-way, hand-held, walkie-talkie devices assigned by Campus Safety; acts as critical information link between the Incident Command Team, students, and employees within assigned buildings; accurately relays messages to all building occupants; in the event of a campus/center lockdown, helps occupants remain calm and to move to the most safe and secure place within the building; in the event of an ordered evacuation, conducts room-to-room searches to identify occupants and assist all, including individuals with physical handicaps, to evacuate to the pre-determined rally point outside of the building.

II. GENERAL EMERGENCY REPOSE PROCEDURES

A. Emergency Response Procedures for South Campus: When an emergency crisis or a serious incident occurs, the following response procedures will be followed:

1. INTIAL REPORT:

- a. Employee/student calls Pembroke Pines Police by dialing **911 (9-911** from college phones)
- b. Employee calls Campus Safety Emergency Number (**954-893-5700**)
- c. Safety/employee notifies Campus Provost, the Incident Commander and verifies that the City police are properly notified of the emergency.

2. INTERNAL NOTIFICATION:

- a. Campus Provost notifies College President and the Public Relations Officer
- b. Campus Provost contacts Provost's staff and Campus Incident Command Team
- c. Depending on the nature of the incident and the decision in consultation with the President and City Police, the Campus Provost initiates a campus-wide mail notification and/or directs the Deputy Incident Commander and Campus Safety Lieutenant to contact Building Marshals in each of the buildings via hand-held walkie-talkies and relates clear and specific instructions on how to proceed.
- d. Building Marshals will help further communicate information and directions to faculty, staff and students on the assigned floors and help evacuate the building (if required) by checking floor to floor and room to room
- e. Campus Provost staff notifies "partner agencies/entities" on campus as assigned.

3. CAMPUS RESPONSES:

- a. Pembroke Pines Police arrive, are briefed by Incident Commander, and take charge.
- b. Campus Incident Command Team and Campus Safety Officers assist police with carrying out specific directions.
- c. Campus Provost continues to update campus via email, phone tree, or via Building Marshals.
- d. **If a Level I Lockdown (Code Red) is ordered**, City police and campus Safety Officers will block campus entrances and restrict all movement on campus. The order will be communicated via Building Marshals and other means, including cell and landline phones.
- e. **If a level II Lockdown (Code Yellow) is ordered**, a cautionary note will be issued to the campus community, and a temporary restriction of traffic and pedestrian movement may be imposed. Such a direction will also be communicated via Building Marshals and other means of communication.
- f. **If an evacuation is ordered**, campus Safety Officers and Building Marshals will communicate the designated rally points at which to gather. City police and campus Safety Officers will assist students and employees to evacuate in an orderly fashion, using designated exit points.

B. Emergency Response Procedures for Pines Center

When an emergency crisis or a dangerous incident occurs, the following response procedures will be followed:

1. Site Incident Commander receives a call from South Campus Incident Commander. (If the incident is originated at Pines Center, the Site Incident commander will notify the Campus Incident Commander immediately).
2. Site Incident Commander will advise Center Safety (when there is an officer on duty at the Pines Center).
3. Site Incident Commander notifies Pembroke Pines Police when appropriate.
4. Site Incident Commander notifies Weston Center Deputy Incident Commander (Administrative Coordinator).
5. Pembroke Pines Police and Site Incident Commander, in consultation with South Campus Incident Commander, determine if evacuation or lockdown is necessary.
6. In the event of evacuation, Center Safety and Pembroke Pines Police and Incident Commander will notify occupants of second floor and will assist with evacuation.
7. Handicapped personnel will be relocated through second floor emergency doors if elevator to first floor not available. Center Safety personnel will assist.
8. The designated area for evacuation from building is the NE area of the SW Library parking lot.
9. Site Incident Commander will communicate such action with all Academic Village partners.
10. "All clear" to be determined by City Police and Site Incident Commander.

C. Emergency Response Procedures for Weston Center

When an emergency crisis or a dangerous incident occurs, the following response procedures will be followed:

1. Deputy Site Incident Commander receives a call from South Campus Incident Commander and/or Pines Site Incident Commander. (If the incident is originated at Weston Center, the Deputy Site Incident Commander will notify the Campus Incident Commander and Pines Site Incident Commander immediately.)
2. Broward Sheriff's Office (BSO) will be notified, if appropriate.
3. BSO/Center Safety/Site Incident Commander will determine if evacuation or lockdown is necessary.
4. Notify Weston Library Manager of BCC action.
5. Designated area for evacuation is SW corner of parking lot.
6. "All clear" to be determined by BSO/Deputy and/or Site Incident Commander.

D. Emergency Response Procedures for Miramar Automotive Center

When an emergency crisis or a dangerous incident occurs, the following response procedures will be followed:

1. Deputy Site Incident Commander receives a call from South Campus Incident Commander and/or Site Incident Commander. (If the incident is originated at Miramar Auto Center, the Deputy Site Incident Commander will notify the Campus Incident Commander and Site Incident Commander immediately).
2. Miramar Police will be notified, if appropriate.
3. Miramar Police/Center Safety/Site Incident Commander will determine if evacuation or lockdown is necessary.
4. Deputy Site Incident Commander notifies Parkway Academy of BCC action.
5. Designated area for evacuation is the West parking lot.
6. "All clear" to be determined by Miramar Police/Deputy and/or Site Incident Commander.

III. CAMPUS/CENTER LOCKDOWN

Depending on the nature of the threat, the City Police and/or the Incident Commander may order different levels of a campus lockdown.

A. SEVERITY:

1. **Level I (Code Red) Lockdown** (when a dangerous weapon is sighted on campus and when the police force is in hot pursuit of an assailant): Campus will be blocked off to the public; all traffic and movements will stop.
2. Students and instructors actively engaged in flight lessons will be notified of the decision by a DAC dispatcher. Depending on the situation, students and instructors will be instructed to either land at HWO and taxi to the other side of field of North Perry Airport or to land at a safe site off campus as soon as is practical.
3. **Level II (Code Yellow) Lockdown** (when a potential threat to employees and students exists: a tornado or hurricane warning is given; a report of a shooting off campus with the potential to spread on to the campus): A temporary restriction of movement by students and employees may be imposed. Students and employees will be asked to stay within a building and wait for further instructions.

B. STUDENTS/EMPLOYEE RESPONSE:

1. All employees and students will remain inside a building, with doors and windows locked (when possible), lights turned off.
2. Doors that cannot be locked are to be secured with furniture or other means.
3. Contact the immediate supervisor with location and status information.
4. Check email, website, cell phone, walkie-talkie for updates.
5. Remain inactive until “all clear” is given.

C. CAMPUS SAFETY RESPONSE:

1. Assist individuals outside on campus into the nearest building.
2. Assist police in closing off campus and directing and limiting traffic movement.
3. Assist with following “all clear” procedures.

(The Deputy Site Incident Commander will be responsible for notifying “partner agencies/entities” affiliated with a center if a lockdown is ordered at a center.)

IV. CAMPUS/CENTER EVACUATION

Depending on the nature of the threat, the City Police and/or the Incident Commander may order a partial or entire campus or center evacuation. The following procedures are to be followed:

A. SCOPE:

1. Partial evacuation (certain buildings or sections of campus/center): evacuating to designated rally points by designated time or immediately.
2. Complete evacuation of center or campus: all students/employees to leave campus/center by designated time or immediately.

B. PROCEDURES:

1. Incident Commander /Site Incident Commander/Deputy Site Incident Commander, Deputy Incident Commander and Campus Safety Lieutenant meet to decide scope, time, rally points and order of evacuation.
2. Campus Safety Lieutenant and safety staff relate evacuation order to Building Marshals via walkie-talkie devices and/or landline phones.
3. Deputy Incident Commander or designee communicates same order to “partner agencies/entities on campus/center, including child care center, food service, South Regional Library, WINGS Program, RENEW Program, Continuing Ed., and Bookstore.
4. Campus Safety and maintenance personnel initiate and assist with building-to-building evacuation.
5. Building Marshals assist floor-to-floor and room-to-room evacuation.

(Deputy Site Incident Commander will be responsible for notifying all “partner agencies/entities” affiliated with a center if evacuation is ordered at a center.)

C. Designated Rally Points:

| | |
|----------------------------|---|
| Building 71, 72 | Use the North Parking Lot |
| Building 70, 68A, 68B, 68C | Use the East Parking Lot |
| Building 67, 69 | Use the Open Space between Bookstore and Bldg 69 |
| Building 64, 65, 81 | Use the South Parking Lot (South of Library) |
| Building 99 | Use the East Parking Lot or the soccer field |
| Building 73 | Gather kids under the tent. Depending on the nature of the threat, they may be moved again. |
| Building 101 | (Miramar Auto Center) Use the West Parking Lot ASEO Program—use East Parking Lot |
| Modulars/Trailers: | Use South Parking Lots |

V. EMERGENCY CONTACT NUMBERS

POLICE DEPARTMENTS

| Contact | Number Type | Number |
|---|---------------------------------|---------------------|
| Emergency | Emergency | 911 |
| | Calling from a BCC Phone | 9-911 |
| Pembroke Pines Police | Non-emergency | 954.765.4321 |
| | General Information | 954.431.2200 |
| Miramar Police | Non-emergency | 954.765.4321 |
| | General Information | 954.602.4000 |
| Broward Sherriff's Office | Non-emergency | 954.765.4321 |
| | General Information | 954.831.8900 |
| BCC – South Campus Safety | Office | 954.201.8970 |
| | Emergency Number | 954.893.5700 |
| BCC – Pines Center Safety Office | | 954.201.3601 |
| Hurricane Disaster | Student Hot Line | 954.201.4900 |
| | Faculty / Staff Hot Line | 954.201.6600 |

**EMERGENCY CONTACT NUMBERS
BCC DISTRICT ADMINISTRATION**

| Contact | Number Type | Number |
|--------------------------------------|--|---------------------|
| PRESIDENT | | |
| Dr. David Armstrong | President's Office | 954.201.7401 |
| | Emilia Colageo, Sr. Exec. Asst. | 954.201.7401 |
| | Stephanie Gardner, Exec. Asst. | 954.201.7409 |
| Public Relations Officer | | |
| Ms. Jillian Krueger-Printz | Office | 954.201.7540 |
| | Dolores Kirsch, Exec. Asst. | 954.201.7550 |
| CFO/Facilities Vice President | | |
| Mr. Bill Pennell | Office | 954.201.7405 |
| | Connie Beal, Sr. Exec. Asst | 954.201.7404 |
| Information Technology VP | | |
| Ms. Patti Barney | Office | 954.201.7523 |
| | Cindy Denkhoff, Sr. Exec. Asst. | 954.201.7520 |

**EMERGENCY CONTACT NUMBERS
SOUTH CAMPUS ADMINISTRATION**

| Contact | Number Type | Number |
|--|--------------------|---------------------|
| PROVOST | | |
| Dr. Shouan Pan | Office | 954.201.8800 |
| Business Dean | | |
| Mr. Albert E. Smith | Office | 954.201.8001 |
| Academic Dean | | |
| Dr. Hank Martel | Office | 954.201.8888 |
| Student Dean | | |
| Ms. Janice Stubbs | Office | 954.201.8903 |
| Associate Dean of Student Affairs | | |
| Anthony Cruz | Office | 954.201.8860 |
| Dean of Academic Resources and Instructional Technology | | |
| Ms. Terri Justice | Office | 954.201.8909 |
| Director, Campus Facilities | | |
| Mr. Sean Devaney | Office | 954.201.8262 |
| Campus Security | | |
| Lt. James Sutton | Office | 954.201.8970 |

**EMERGENCY CONTACT NUMBERS
SOUTH CAMPUS—PARTNER AGENCIES/ENTITIES**

| Contact | Number Type | Number |
|--|--------------------------|--------------------------------------|
| Child Care Director June Paul | Office | 954.201.8651 |
| Bookstore Manager Pierre Ambroise | Office | 954.201.8805 |
| Continuing Education Josie Johnson | Office | 954.201.8815 |
| Lackmann Food Service General Manager Frank Rios | Office | 954.201.8227 |
| South Regional Library Valarie Simpson Chris Casper | Office Office | 954 201-8834 954 201-8827 |
| Renew Beth Lord | Office | 954.201.8704 |
| Wings Inga Rivera | Office | 954.201.8874 |

**EMERGENCY NUMBERS
PINES CENTER**

| Contact | Number Type | Number |
|---|---------------------|---------------|
| Director | | |
| Myrna Bomser | Office | 954.201.3610 |
| Front Desk | | |
| | | 954.201.3610 |
| | | 954.201.3601 |
| West Regional Library | | |
| General Number Manager, Ellen Lindenfeld | Librarian in charge | 954.538.9996 |
| Assistant Manager, Laura | Office | 954.646.0316 |
| LRC —Leo Rodriquez | Office | 954.201.3619 |
| FIU | | |
| Director—Dianne Little | Office | 954.438.8600 |
| Assistant Director Isabel Morales | Office | 954.438.8511 |
| Pines Charter High School | | |
| Principal—Peter Bayer | Office | 954-538-3711 |

**EMERGENCY NUMBERS
WESTON CENTER**

| Contact | Number Type | Number |
|--------------------------------|--------------------|-------------------------------|
| Director | | |
| Myrna Bomser | Office | 954.201.3610 |
| Executive Assistant | | |
| Janice D'Andrea | Office | 954.201.8501 |
| Weston Library | | |
| Mary Ellen Eubanks | Office | 954.389.2099 x 230 |
| Library Manager on duty | Office | 954-389-2099 |

**EMERGENCY NUMBERS
MIRAMAR AVIATION AUTOMOTIVE CENTER**

| Contact | Number Type | Number |
|--|--------------------|---------------------|
| Dean of Aviation & Automotive Technology Jorge Guerra | Office | 954.201.8085 |
| Flight Program Manager Jan Shakespeare | Office | 954.201.8084 |
| Automotive Technology Director | Office | 954.201.8621 |
| Aviation Maintenance Program Manager Donnie Blalack | Office | 954.201.8075 |
| Delta Connection Academy Dwayne Hoss, Manager | Office | 954.201.8082 |
| Parkway Academy Principal Mrs. Clarissa Wright | Cellular | 954.448.9434 |
| Assistant Principal | Office | 954.961.2911 |
| | Fax | 954.961.2451 |