

**Broward College  
North Campus**

**INCIDENT MANAGEMENT PLAN**

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## **I Introduction**

The presence of an effective violence prevention program is the preferred course of action for maintaining a safe and positive learning environment throughout the college. Even with the Emergency Operations and Business Resumption Plan in place and operating, the need to have a viable Incident Management Plan in place is not eliminated.

The College's 2006 Emergency Operations Plan for Natural Causes provides basic guidelines for use by the College in planning for emergencies due to weather and other natural causes. The Incident Management Plan for North Campus will enable faculty, staff, students, partnership agencies (Little Learners College, Broward County North Regional Library, Broward County College Academy program), and the community to be aware of the protocol.

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.

## II. Emergency Contact Numbers

Broward Sheriff's Office	954-765-4321-Dispatcher
Lt. Elijah Brown, Supervisor of Campus Safety	954-553-2730-Cellular
<b>Campus Emergency Number</b>	<b>954-201-4357 (HELP)</b>
Dr. Barbara J. Bryan, Campus President	954-931-0655-Cellular
Dr. Monica Ramirez, Dean of Academic Affairs	970-470-1915-Cellular
Dr. Eugene Jones, Dean of Bachelor of Applied Science	352-318-5124-Cellular
Dr. George Stalliard, Dean of Business Affairs	407-446-7776-Cellular
Dr. Gregory Ferenchak, Dean of Health Sciences	954-868-8437-Cellular
Casey Gilson, Dean of Academic Resource Center and Information Technology	561-504-8383-Cellular
James Evans, Dean of Student Affairs	305-331-0222-Cellular
Jerry Schwartz, Dean of Partnership Centers	954-854-7872-Cellular
Judy Srygler, Facilities Director	954-658-2897-Cellular
Little Learners Administrator	954-201-2440-Office
North Regional Library Director	954-201-2605-Office
Battersby Golf Director	954-868-5545-Cellular

### III. Quick Guide

#### a. Information Card

Each student, faculty, and staff will receive a 2x3 information card with the following information:

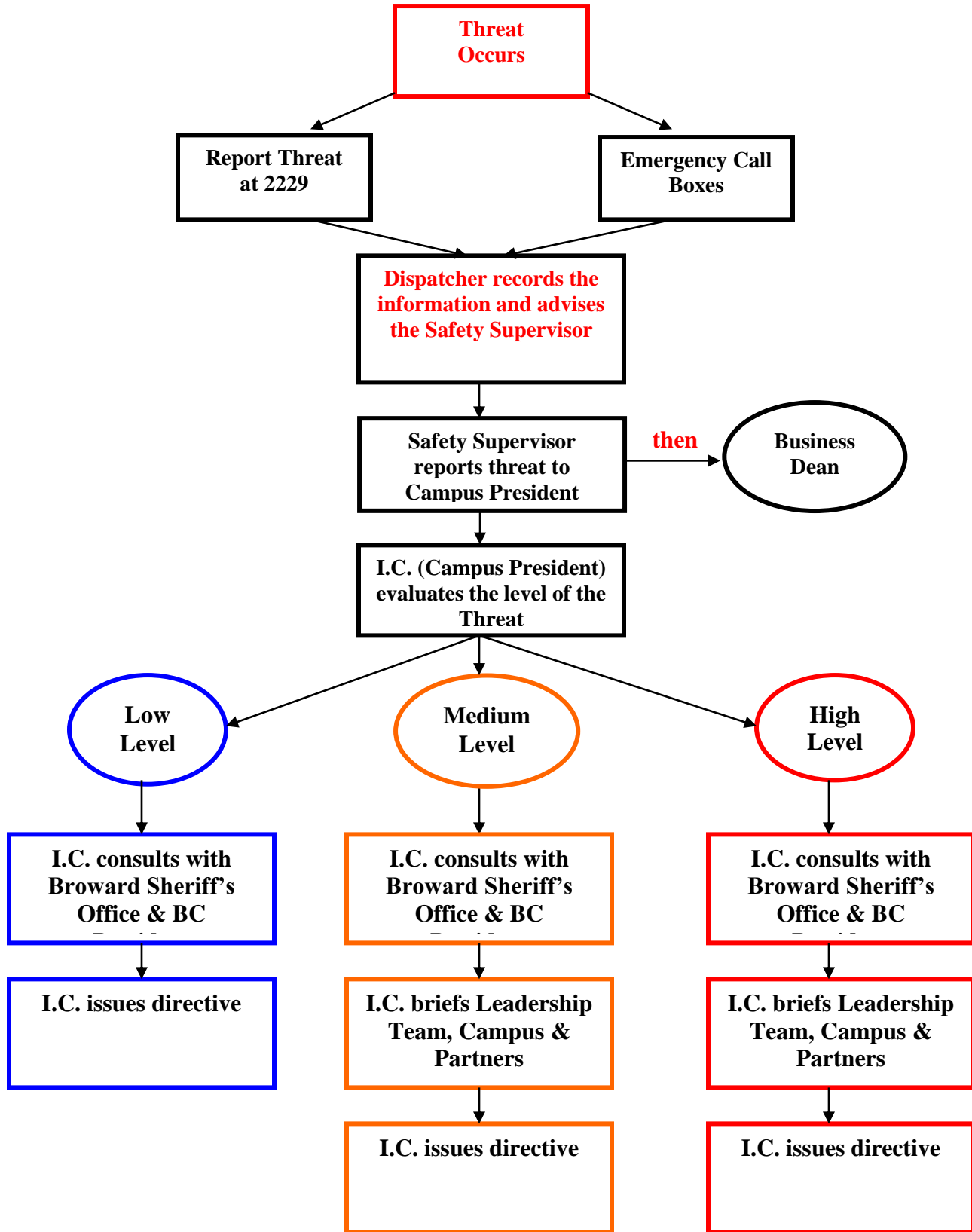
#### **Safety is Everyone's Business**

- ✓ Dangerous Persons/
- ✓ Escapees in Vicinity of Campus
- ✓ Hostage Situation/
- ✓ Threatening Person with a Weapon
- ✓ Intruder
- ✓ Trespasser Causing a Threat
- ✓ Shoot
- ✓ Bomb Threat
- ✓ Fire
- ✓ Drug Activity

#### **Contact**

**Campus Safety - 2229 or  
Emergency Call Box and  
report the activity**

b. Incident Process Map for North Campus:



- c. Emergency Call Box Locations:
- Building 41
    - Stairwell across from room 219
    - Stairwell near room 213
    - Northwest corner Parking Lot
  - Building 42
    - North side parking lot by NW 39<sup>th</sup> avenue entrance
  - Building 46
    - Stairwell near room 201
    - Stairwell near room 262
    - Stairwell near room 271
    - Southside parking lot in front of building
  - 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
    - West side parking lot
  - Building 50 and Building 51
    - Pending
  - 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 60
    - West side wall mounted
    - Across from room 60-400 and library faculty parking lot
  - Building 62
    - Beyond the stack area near mechanical room 234
    - North side parking lot
    - South side parking lot between buildings 62 & 50
  - Building JA-1 (Junior Achievement)
    - North side and South side parking lots

**IV. Outside Agencies**

BCC North Campus partnership with Broward County North Regional Library, Broward County College Academy Program, and Little Learners College staff will fall under the Incident Command protocol for the Campus.

The Incident Commander will provide direction, training, and guidance to our partnerships to ensure that they have a clear understanding that the Campus Chain of Command supersedes their individual organization’s authority during any Campus incident.

**V. Incident Command Team (ICT)**

In compliance with the Homeland Security Presidential Directive, 5 (HSPD-5) issued February 28, 2003 and the policy adopted by the Broward College Board of Trustees in August of 2005, Broward College intends to be compliant with the principles espoused in the National Incident Management System (NIMS), including the Incident Command System (ICS).

It should be noted that the President is intentionally not included in the ICT structures, in order to allow maximum capability to maintain oversight of the entire college’s preparation and recovery efforts.

Incident Commander	Campus President
Deputy Incident Commander	Dean of Business Affairs
Public Information Officer	Vice President of Public Affairs and Marketing
Logistics Officer	Dean of Business Affairs
Safety Officer	Director of Health and Safety
Operating Section Chief	Director Physical Plant
Planning Section Chief	Dean of Business Affairs
Logistics Section Chief	Dean of Business Affairs
Finance/Admin. Section Chief	Chief Financial Officer

North Campus Incident Command Team

<b>ICT</b>	<b>Incident Job Description</b>
College President	Provides overall decision making for opening & closing. Maintains contact with students, staff, and faculty regarding status of college operations. Provides oversight to all ICT(s)
Incident Commander (Campus President)	Provides overall leadership for the incident response. The IC is the Liaison with the President’s Cabinet and the media. The IC will initiate a rapid and coordinated response of the emergency to staff, faculty, and the community. The primary responsibility will be to provide for a safety and security of the staff, faculty, students, and visitors of the campus. The IC has the full authority to make personnel assignment and the decision to lockdown or evacuate the building to preserve life and property, absent any other specific direction from the public safety agency.

Deputy Commander (Dean of Business Affairs)	Serves as Incident Commander when Incident Commander is unavailable or off site.
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**Note: Copied from BCC/Emergency Operations & Business Resumption Plan 2006.**

ICT	Incident Job Description
Public Information Officer	Works with the IC to disseminate approved and verified information to general public and media outlets, after receiving appropriate clearance from the College President
Safety Supervisor	Advises IC and local law enforcement officer of the present situation and provides support to the ICT.
Dean of Learning Resources	Provides technical support to the IC, safety supervisor and DIC for communication links.
Dean of Student Affairs	Provides support to the IC for students information
Dean of Academics Affairs, Dean of Bachelor Applied Science, Dean of Partnership Centers	Provides support to the IC for faculty information
Dean of Health Sciences	Provides support to the IC for Health Sciences faculty information
Facilities Director	Provides support to the IC and DIC for equipment, logistics to support incident activities
Senior Executive Assistant	Provides administrative support to the IC and Public Information Officer.
Executive Assistant (Business Affairs)	Provides administrative support to the IC and DIC for equipment, logistics to support incident activities
Administrative Specialist (Physical Plant)	Provides administrative support to the DIC and Facilities Director for equipment, logistics to support incident activities.
Associate Deans (All) Bookstore Manager	Relay information from the Incident Commander to department faculty and staff

**Note: Copied from BCC/Emergency Operations & Business Resumption Plan 2006.**

## VI. Categories for Emergency Responses

The North Campus Leadership Team has established the following categories that will construe the Campus to declare Lockdown procedures to be enforced.

- a. Dangerous Persons/Escapees in Vicinity of Campus
- b. Hostage Situation/Threatening Person with a Weapon
- c. Intruder/Trespasser Causing a Threat
- d. Shooting
- e. Bomb Threat

The guidelines are listed below:

**a. Dangerous Person/Escapee in Vicinity of Campus**

1. An individual who is aware of item (a) 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 Campus President 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 Campus President (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.

The procedure for "Voicemail Message":

**Voicemail Message**

**(Note: MW - indicates message waiting)**

**To send a message to another voice mailbox number:**

1. Dial 6953 on campus (Off Campus dial 476-6953)
2. Press \* instead of #
3. Enter telephone extension (mailbox number) where you want message to go
4. Record your message
5. Hang UP

**To make a personal distribution list:**

1. Dial 6953
2. Enter your mailbox (# and extension + your personal security code)
3. Press 1 6
4. Press 6
5. Press 1, 8 volume
6. When prompted, enter a 2-digit code for your distribution list (01 through 09)
7. When prompted, give the list a name
8. When prompted, enter each individuals telephone extension you wish to place on your list, ending with # symbol when through.
9. When prompted, press 3 to review the list

Note: (1; 6; 6; 3 to Review/Add/Modify a list)

**To send a message to a personal distribution list:**

1. Dial 6953
2. Enter your mailbox
3. Press 6
4. When prompted, record your message
5. Press # symbol
6. When asked for **address** to send message, give the 2-digit number for the personal distribution list you wish to use.
7. Press # symbol twice (press ## to send message)  
(If you would like a return receipt from each recipient, press 1 between the two # symbols)
8. You should hear acknowledgement that your message is being sent

3 = erase

\*\* = erase message

5. Building 42 or Building 41 will become the command point for the Emergency Operations depending on the location of the threat.
6. The Physical Plant and the Security Staff will attempt to evacuate the buildings by the following sequence:

Building 41    Staff and Faculty will move to the North Parking Lot

Building 42    Staff and Faculty will move to the West Parking Lot

Building 46    Staff and Faculty will move to the South Parking Lot

Building 47    Staff and Faculty will move to the West Parking Lot

Building 48    Staff and Faculty will move to the West Parking Lot

Building 49    Staff and Faculty will move to the West Parking Lot

Building 50    Staff and Faculty will move to the West Parking Lot

Building 51    Staff and Faculty will move to the South Parking Lot

Building 52    Staff and Faculty will move to the South Parking Lot

Building 56    Staff and Faculty will move to the South Parking Lot

Building 57    Staff and Faculty will move to the South Parking Lot

Building 60 Staff and Faculty will move to the Over Flow Lot

Building 62 Staff and Faculty will move to the Faculty Parking Lot

Building 63 Staff and Faculty will move to the North Lib. Parking Lot

Safety Officer or Maintenance Coordinator will coordinate blocking Entrance to the Building 41 with vehicles or equipment

Safety Officer or Maintenance Coordinator will block Entrance to the West Perimeter Road with vehicles or equipment

7. If faculty or staff cannot leave the building, they must:

- Close and lock all windows
- Keep students and/or staff as calm as possible
- Secure entrance doors by using office furniture (if door opens inward)
- Use cellular phone to inform security office (201-2229 or 201-2846) of your status and provide number for call back.
- Report any unusual activity or suspicious persons to the security office with physical description.

8. The Incident Management Plan follows.

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.

**Attachment A  
Incident Management Plan  
Dangerous Persons/Escapees in Vicinity of Campus**

Immediate, During and Post Incident Management Procedures and Activities by Operational Area of Responsibility

Area							
1. North Campus Employees							
2.	Campus Communication	4.	Academic Affairs	6.	Risk Management	8.	Plant, Facilities & Maintenance
3.	Student Affairs	5.	Campus Safety	7.	Human Resources	9.	Technology

1 –North Campus – All Employees					
Immediate Alert	Incident Watch-20 minutes	Incident Watch-30 minutes	During Event		Recovery
<p>Situation is reported to Security</p> <p>Security Staff contact Supervisor</p> <p>Supervisor evaluates the situation and contacts Business Dean and Incident Commander.</p> <p>Incident Commander Activate the Incident Command Team</p> <p>Coconut Police Department &amp; Broward Sheriff are notified of the situation.</p> <p>Physical Plant Staff commence to secure facilities on Campus</p>	<p>Incident Commander Team meets as required &amp; coordinated action.</p> <p>Public Information Officer keeps departments/units informed of the situation</p> <p>Incident Commander inform the College President of the situation</p> <p>Command post is established.</p> <p>Incident Commander informs media of the situation</p>	<p>Incident Commander cancel classes &amp; inform the College President</p> <p>Incident Commander informs Campus staff at Building 41 or Building 42 based on the location of the Incident.</p> <p>All entrances to campus is block &amp; monitor by security staff &amp; law enforcement</p> <p>Assess the status of staff and students who were on campus before the incident and inform the College President &amp; law enforcement</p>	<p>Monitor media for messages regarding incident</p> <p>Stay away from office and campus unless at the command post.</p> <p>Incident Commander conducts hourly briefing to the media and staff</p>		<p>Wait for “all-clear” to be issued by Incident Commander prior to essential personnel returning to campus facility.</p>

2 – Campus Communication

<b>Immediate Alert</b>	<b>Incident Watch- 20 minutes</b>	<b>Incident Watch- 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Review the latest information regarding the event to determine to media, staff &amp; students regarding incident,</p> <p>Maintain contact with security, IC and administration regarding closing decisions.</p>	<p>Respond to public inquiries.</p> <p>Update emergency recording as necessary.</p> <p>Coordinate information with the law enforcement agency</p>	<p>Establish a public and media information center away from the command post.</p>	<p>Establishes communication links with the IC and the President office.</p> <p>Monitor media messages for consistency.</p> <p>Update emergency recording as necessary.</p>		<p>Send e-mail to students, press release to media regarding re-opening.</p> <p>BCC/website post notice referencing opening information for North Campus</p> <p>Update emergency recording as necessary.</p>

3 - Student Affairs

Immediate Alert	Incident Watch 20 minutes	Incident Watch 30 minutes	During Event		Recovery
<p>Review the latest information regarding incident.</p> <p>Updates to websites, voicemail &amp; GroupWise</p> <p>Communicate and counsel students on incident.</p>	<p>Exhaust all venues to contact student personnel</p>	<p>Exhaust all venues to contact student personnel who may have been on campus when incident commence.</p>	<p>Update BCC students, staff and faculty as soon as possible.</p>		<p>Update email, website, voicemail &amp; GroupWise regarding the situation.</p> <p>Communicate academic changes due to the incident.</p> <p>Reactivate telephone tree and exhaust all venues to contact student services personnel.</p> <p>Physical plant will assess North Campus for damages.</p>

4 – Academic Affairs

<b>Immediate Alert</b>	<b>Incident Watch 20 Minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Review the latest information regarding the incident</p> <p>Review and updates telephone tree and assign telephone tree responsibilities</p>	<p>Exhaust all venues to contact student personnel.</p>	<p>Exhaust all venues to contact faculty personnel who may have been on campus when incident commence.</p>	<p>Update faculty &amp; staff as soon as possible</p>		<p>Update email, website, voicemail &amp; GroupWise regarding the situation.</p> <p>Communicates academic changes due to the incident,</p> <p>Reactivate telephone tree and exhaust all venues to contact faculty &amp; staff.</p> <p>Physical plant will assess North Campus for damages.</p>

5 - Campus Safety

Immediate Alert	Incident Watch 20 minutes	Incident Watch 30 minutes	During Event		Recovery
<p>Situation is reported to Security</p> <p>Security Staff contact Supervisor</p> <p>Supervisor evaluates the situation and contacts Business Dean and Incident Commander</p> <p>Check batteries and other emergency equipment for proper operation.</p> <p>Coordinate with Police Department &amp; Broward Sheriff and notify them of the situation.</p>	<p>Check communication on campus.</p> <p>I.D. vehicles on campus and report to the Incident Commander &amp; Police Department</p> <p>Monitor &amp; block main entrances to campus.</p>	<p>Incident Commander orders that all unessential staff be released for the day.</p>	<p>Incident Commander conducts hourly briefing with essential staff.</p>		<p>Incident Commander activates recovery efforts after the incident.</p> <p>Security staff inspect campus &amp; report to the Supervisor</p> <p>Physical plant will assess North Campus for damages.</p>

6 – Risk Management

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
Review the latest information regarding the incident	Incident Commander Team meets as required & coordinated action.	Incident Commander informs Campus staff at Building 41 or Building 42 based on the location of the incident.	Monitor media for consistency.		Update emergency recording as necessary.

7 – Physical Plant, Maintenance & Facilities

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Director prepares for the situation</p> <p>Coordinate information with Physical Plant staff</p>	<p>Assess status of employees who reported work.</p> <p>Inventory check for emergency equipment needs.</p>	<p>Secure campus and prepare to report activities to Incident Commander.</p>	<p>Assist security staff will monitoring main entrances on campus</p>		<p>Survey sites and building &amp; note damages inside and outside of facility.</p> <p>Begin clean up</p> <p>Completes temporary repair of facilities.</p>

8 – Technology

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Assess the situation and contact Incident Commander</p> <p>Secure IT equipment where possible.</p>	<p>Establish IT at the command post and connect to the President.</p>	<p>Establish IT for media briefing for the Incident Commander.</p> <p>Provides laptop for the Incident Commander.</p>	<p>Monitor equipment for the Incident Commander</p> <p>Charges all cell phones and laptops.</p>		<p>Receive all clear from Incident Commander.</p> <p>Conduct survey of all equipment</p> <p>Coordinate power up of applicable equipment and other college system</p> <p>Verify all network segments and services</p> <p>Test power, UPS and switching</p>

**b. Hostage Situation/Threatening Person with a Weapon**

1. An individual who is aware of item (b) must contact the security office at 2229 or to go 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 Campus President 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 Campus President (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.

The procedure for "Voicemail Message":

**Voicemail Message**

**(Note: MW - indicates message waiting)**

**To send a message to another voice mailbox number:**

1. Dial 6953 on campus (Off Campus dial 476-6953)
2. Press \* instead of #
3. Enter telephone extension (mailbox number) where you want message to go
4. Record your message
5. Hang UP

**To make a personal distribution list:**

1. Dial 6953
2. Enter your mailbox (# and extension + your personal security code)
3. Press 1 6
4. Press 6
5. Press 1, 8 volume
6. When prompted, enter a 2-digit code for your distribution list (01 through 09)
7. When prompted, give the list a name
8. When prompted, enter each individuals telephone extension you wish to place on your list, ending with # symbol when through.
9. When prompted, press 3 to review the list  
Note: (1; 6; 6; 3 to Review/Add/Modify a list)

To send a message to a personal distribution list:

1. Dial 6953
2. Enter your mailbox
3. Press 6
4. When prompted, record your message
5. Press # symbol
6. When asked for address to send message, give the 2-digit number for the personal distribution list you wish to use.
7. Press # symbol twice (press ## to send message)
8. (If you would like a return receipt from each recipient, press 1 between the two # symbols)
9. You should hear acknowledgement that your message is being sent

3 = erase

\*\* = erase message

5. Building 42 or Building 41 will become the command point for the Emergency Operations depending on the location of the threat.
6. The Physical Plant and the Security Staff will attempt to evacuate the buildings by the following sequence:

Building 41 Staff and Faculty will move to the North Parking Lot

Building 42 Staff and Faculty will move to the West Parking Lot

Building 46 Staff and Faculty will move to the South Parking Lot

Building 47 Staff and Faculty will move to the West Parking Lot

Building 48 Staff and Faculty will move to the West Parking Lot

Building 49 Staff and Faculty will move to the West Parking Lot

Building 50 Staff and Faculty will move to the West Parking Lot

Building 51 Staff and Faculty will move to the South Parking Lot

Building 52 Staff and Faculty will move to the South Parking Lot

Building 56 Staff and Faculty will move to the South Parking Lot

Building 57 Staff and Faculty will move to the South Parking Lot

Building 60 Staff and Faculty will move to the Over Flow Lot

Building 62 Staff and Faculty will move to the Faculty Parking Lot

Building 63 Staff and Faculty will move to the North Lib. Parking Lot

Safety Officer or Maintenance Coordinator will block Entrance to the Building 41 using a vehicle or equipment.

Safety Officer or Maintenance Coordinator will block Entrance to the West Perimeter Road using vehicle or equipment.

7. If faculty or staff cannot leave the building, they must:

- Close blinds and lock all windows, if possible
- Keep students and/or staff as calm as possible
- Secure entrance doors by using office furniture (if door open inward)
- Move students to wall adjacent to the door or area of least visibility
- Use cellular to inform security office (201-2229 or 201-2846) of your status and provide number for call back.
- Report any unusual activity or suspicious persons to the security office with physical description.

8. The Incident Management Plan follows

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.

**Attachment B  
Incident Management Plan  
Hostage Situation/Threatening Person with a Weapon**

Immediate, During and Post Incident Management Procedures and Activities by Operational Area of Responsibility

Area							
1. North Campus Employees							
<b>2.</b>	Campus Communication	<b>4.</b>	Academic Affairs	<b>6.</b>	Risk Management	<b>8.</b>	Plant, Facilities & Maintenance
<b>3.</b>	Student Affairs	<b>5.</b>	Campus Safety	<b>7.</b>	Human Resources	<b>9.</b>	Technology

1 –North Campus – All Employees					
Immediate Alert	Incident Watch-20 minutes	Incident Watch-30 minutes	During Event		Recovery
<p>Situation is reported To Security</p> <p>Security Staff contact Supervisor</p> <p>Supervisor evaluates the situation and contacts Business Dean and Incident Commander.</p> <p>Incident Commander Activate the Incident Command Team</p> <p>Coconut Police Department &amp; Broward Sheriff are notice of the situation.</p> <p>Physical Plant Staff commence to secure facilities on Campus</p>	<p>Incident Commander Team meets as required &amp; coordinated action.</p> <p>Public Information Officer keeps departments/units informed of the situation</p> <p>Incident Commander inform the College President of the situation</p> <p>Command post is established.</p> <p>Incident Commander informs media of the situation</p>	<p>Incident Commander cancel classes &amp; inform the College President</p> <p>Incident Commander informs Campus staff at Building 41 or Building 42 based on the location of the Incident.</p> <p>All entrances to campus is block &amp; monitor by security staff &amp; law enforcement</p> <p>Assess the status of staff and students who were on campus before the incident and inform the College President &amp; law enforcement</p>	<p>Monitor media for messages regarding incident</p> <p>Stay away from office and campus unless at the command post.</p> <p>Incident Commander conducts hourly briefing to the media and staff</p>		<p>Wait for “all-clear” to be issued by Incident Commander prior to essential personnel returning to campus facility.</p>

2 – Campus Communication

Immediate Alert	Incident Watch- 20 minutes	Incident Watch- 30 minutes	During Event		Recovery
<p>Review the latest information regarding the event to determine to media, staff &amp; students regarding incident.</p> <p>Maintain contact with security, IC and administration regarding closing decisions.</p>	<p>Respond to public inquiries.</p> <p>Update emergency recording as necessary.</p> <p>Coordinate information with the law enforcement agency</p>	<p>Establish a public and media information center away from the command post.</p>	<p>Establishes communication links with the IC and the President office.</p> <p>Monitor media messages for consistency.</p> <p>Update emergency recording as necessary.</p>		<p>Send e-mail to students, press release to media regarding re-opening.</p> <p>BCC/website post notice referencing opening information for North Campus</p> <p>Update emergency recording as necessary.</p>

3 - Student Affairs

Immediate Alert	Incident Watch 20 minutes	Incident Watch 30 minutes	During Event		Recovery
<p>Review the latest information regarding incident.</p> <p>Updates to websites, voicemail &amp; GroupWise</p> <p>Communicate and counsel students on incident.</p>	<p>Exhaust all venues to contact student personnel</p>	<p>Exhaust all venues to contact student personnel who may have been on campus when incident commence.</p>	<p>Update BCC students, staff and faculty as soon as possible.</p>		<p>Update email, website, voicemail &amp; GroupWise regarding the situation.</p> <p>Communicate academic changes due to the incident.</p> <p>Reactivate telephone tree and exhaust all venues to contact student services personnel.</p> <p>Physical plant will assess North Campus for damages.</p>

4 – Academic Affairs

Immediate Alert	Incident Watch 20 Minutes	Incident Watch 30 minutes	During Event		Recovery
<p>Review the latest information regarding the incident</p> <p>Review and updates telephone tree and assign telephone tree responsibilities</p>	<p>Exhaust all venues to contact students' personnel.</p>	<p>Exhaust all venues to contact faculty personnel who may have been on campus when incident commence.</p>	<p>Update faculty &amp; staff as soon as possible</p>		<p>Update email, website, voicemail &amp; GroupWise regarding the situation.</p> <p>Communicates academic changes due to the incident,</p> <p>Reactivate telephone tree and exhaust all venues to contact faculty &amp; staff.</p> <p>Physical plant will assess North Campus for damages.</p>

5 - Campus Safety

Immediate Alert	Incident Watch 20 minutes	Incident Watch 30 minutes	During Event		Recovery
<p>Situation is reported to Security</p> <p>Security Staff contact Supervisor</p> <p>Supervisor evaluates the situation and contacts Business Dean and Incident Commander</p> <p>Check batteries and other emergency equipment for proper operation.</p> <p>Coordinate with Police Department &amp; Broward Sheriff and notify them of the situation.</p>	<p>Check communication on campus.</p> <p>I.D. vehicles on campus and report to the Incident Commander &amp; Police Department</p> <p>Monitor &amp; block main entrances to campus.</p>	<p>Incident Commander orders that all unessential staff be released for the day.</p>	<p>Incident Commander conducts hourly briefing with essential staff.</p>		<p>Incident Commander activates recovery efforts after the incident.</p> <p>Security staff inspect campus &amp; report to the Supervisor</p> <p>Physical plant will assess North Campus for damages.</p>

6 – Risk Management

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
Review the latest information regarding the incident	Incident Commander Team meets as required & coordinated action.	Incident Commander Informs Campus staff at Building 41 or Building 42 based on the location of the incident.	Monitor media for consistency.		Update emergency recording as necessary.

7 - Physical Plant, Maintenance & Facilities

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Director prepares for the situation</p> <p>Coordinate information with Physical Plant staff</p>	<p>Assess status of employees who reported work.</p> <p>Inventory check for emergency equipment needs.</p>	<p>Secure campus and prepare to report activities to Incident Commander.</p>	<p>Assist security staff will monitoring main entrances on campus</p>		<p>Survey sites and building &amp; note damages inside and outside of facility.</p> <p>Begin clean up</p> <p>Completes temporary repair of facilities.</p>

8 – Technology

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Assess the situation and contact Incident Commander</p> <p>Secure IT equipment where possible.</p>	<p>Establish IT at the command post and connect to the President.</p>	<p>Establish IT for media briefing for the Incident Commander.</p> <p>Provides laptop for the Incident Commander.</p>	<p>Monitor equipment for the Incident Commander</p> <p>Charges all cell phones and laptops.</p>		<p>Receive all clear from Incident Commander.</p> <p>Conduct survey of all equipment</p> <p>Coordinate power up of applicable equipment and other college system</p> <p>Verify all network segments and services</p> <p>Test power, UPS and switching</p>

**c. Intruder/Trespasser Causing a Threat**

1. An individual who is aware of item (c) 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 Campus President 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 Campus President (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.

The procedure for "Voicemail Message":

**Voicemail Message**

**(Note: MW - indicates message waiting)**

**To send a message to another voice mailbox number:**

1. Dial 6953 on campus (Off Campus dial 476-6953)
2. Press \* instead of #
3. Enter telephone extension (mailbox number) where you want message to go
4. Record your message
5. Hang UP

**To make a personal distribution list:**

1. Dial 6953
2. Enter your mailbox (# and extension + your personal security code)
3. Press 1 6
4. Press 6
5. Press 1, 8 volume
6. When prompted, enter a 2-digit code for your distribution list (01 through 09)
7. When prompted, give the list a name
8. When prompted, enter each individuals telephone extension you wish to place on your list, ending with # symbol when through.
9. When prompted, press 3 to review the list

Note: ((1; 6; 6; 3 to Review/Add/Modify a list)

**To send a message to a personal distribution list:**

1. Dial 6953
2. Enter your mailbox
3. Press 6
4. When prompted, record your message
5. Press # symbol
6. When asked for **address** to send message, give the 2-digit number for the personal distribution list you wish to use.
7. Press # symbol twice (press ## to send message)  
(If you would like a return receipt from each recipient, press 1 between the two # symbols)
8. You should hear acknowledgement that your message is being sent

3 = erase

\*\* = erase message

5. Building 42 or Building 41 will become the command point for the Emergency Operations depending on the location of the threat.
6. The Physical Plant and the Security Staff will attempt to evacuate the buildings by the following sequence:

Building 41 Staff and Faculty will move to the North Parking Lot

Building 42 Staff and Faculty will move to the West Parking Lot

Building 46 Staff and Faculty will move to the South Parking Lot

Building 47 Staff and Faculty will move to the West Parking Lot

Building 48 Staff and Faculty will move to the West Parking Lot

Building 49 Staff and Faculty will move to the West Parking Lot

Building 50 Staff and Faculty will move to the West Parking Lot

Building 51 Staff and Faculty will move to the South Parking Lot

Building 52 Staff and Faculty will move to the South Parking Lot

Building 56 Staff and Faculty will move to the South Parking Lot

Building 57 Staff and Faculty will move to the South Parking Lot

Building 60 Staff and Faculty will move to the Over Flow Lot

Building 62 Staff and Faculty will move to the Faculty Parking Lot

Building 63 Staff and Faculty will move to the North Lib. Parking Lot

Safety Officer or Maintenance Coordinator will block Entrance to the Building 41 using a vehicle or equipment.

Safety Officer or Maintenance Coordinator will block Entrance to the West Perimeter Road using vehicle or equipment.

7. If faculty or staff cannot leave the building, they must:

- Close blinds and lock all windows, if possible
- Keep students and/or staff as calm as possible
- Secure entrance doors by using office furniture (if door open inward)
- Move students to wall adjacent to the door or area of least visibility
- Use cellular to inform security office (201-2229 or 201-2846) of your status and provide number for call back.
- Report any unusual activity or suspicious persons to the security office with physical description.

8. The Incident Management Plan follows.

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.

**Attachment C  
Incident Management Plan  
Intruder/Trespasser Causing a Threat**

Immediate, During and Post Incident Management Procedures and Activities by Operational Area of Responsibility

Area							
1. North Campus Employees							
<b>2.</b>	Campus Communication	<b>4.</b>	Academic Affairs	<b>6.</b>	Risk Management	<b>8.</b>	Plant, Facilities & Maintenance
<b>3.</b>	Student Affairs	<b>5.</b>	Campus Safety	<b>7.</b>	Human Resources	<b>9.</b>	Technology

1 –North Campus – All Employees					
Immediate Alert	Incident Watch-20 minutes	Incident Watch-30 minutes	During Event		Recovery
<p>Situation is reported To Security</p> <p>Security Staff contact Supervisor</p> <p>Supervisor evaluates the situation and contacts Business Dean and Incident Commander.</p> <p>Incident Commander Activate the Incident Command Team</p> <p>Coconut Police Department &amp; Broward Sheriff are notice of the situation.</p> <p>Physical Plant Staff commence to secure facilities on Campus</p>	<p>Incident Commander Team meets as required &amp; coordinated action.</p> <p>Public Information Officer keeps departments/units informed of the situation</p> <p>Incident Commander inform the College President of the situation</p> <p>Command post is established.</p> <p>Incident Commander informs media of the situation</p>	<p>Incident Commander cancel classes &amp; inform the College President</p> <p>Incident Commander informs Campus staff at Building 41 or Building 42 based on the location of the Incident.</p> <p>All entrances to campus is block &amp; monitor by security staff &amp; law enforcement</p> <p>Assess the status of staff and students who were on campus before the incident and inform the College President &amp; law enforcement</p>	<p>Monitor media for messages regarding incident</p> <p>Stay away from office and campus unless at the command post.</p> <p>Incident Commander conducts hourly briefing to the media and staff</p>		<p>Wait for “all-clear” to be issued by Incident Commander prior to essential personnel returning to campus facility.</p>

2 – Campus Communication

Immediate Alert	Incident Watch- 20 minutes	Incident Watch- 30 minutes	During Event		Recovery
<p>Review the latest information regarding the event to determine to media, staff &amp; students regarding incident,</p> <p>Maintain contact with security, IC and administration regarding closing decisions.</p>	<p>Respond to public inquiries.</p> <p>Update emergency recording as necessary.</p> <p>Coordinate information with the law enforcement agency</p>	<p>Establish a public and media information center away from the command post.</p>	<p>Establishes communication links with the IC and the President office.</p> <p>Monitor media messages for consistency.</p> <p>Update emergency recording as necessary.</p>		<p>Send e-mail to students, press release to media regarding re-opening.</p> <p>BCC/website post notice referencing opening information for North Campus</p> <p>Update emergency recording as necessary.</p>

3 - Student Affairs

Immediate Alert	Incident Watch 20 minutes	Incident Watch 30 minutes	During Event		Recovery
<p>Review the latest information regarding incident.</p> <p>Updates to websites, voicemail &amp; GroupWise</p> <p>Communicate and counsel students on incident.</p>	<p>Exhaust all venues to contact student personnel</p>	<p>Exhaust all venues to contact student personnel who may have been on campus when incident commence.</p>	<p>Update BCC students, staff and faculty as soon as possible.</p>		<p>Update email, website, voicemail &amp; GroupWise regarding the situation.</p> <p>Communicate academic changes due to the incident.</p> <p>Reactivate telephone tree and exhaust all venues to contact student services personnel.</p> <p>Physical plant will assess North Campus for damages.</p>

4 – Academic Affairs

<b>Immediate Alert</b>	<b>Incident Watch 20 Minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Review the latest information regarding the incident</p> <p>Review and updates telephone tree and assign telephone tree responsibilities</p>	<p>Exhaust all venues to contact student personnel.</p>	<p>Exhaust all venues to contact faculty personnel who may have been on campus when incident commence.</p>	<p>Update faculty &amp; staff as soon as possible</p>		<p>Update email, website, voicemail &amp; GroupWise regarding the situation.</p> <p>Communicates academic changes due to the incident,</p> <p>Reactivate telephone tree and exhaust all venues to contact faculty &amp; staff.</p> <p>Physical plant will assess North Campus for damages.</p>

5 - Campus Safety

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Situation is reported to Security</p> <p>Security Staff contact Supervisor</p> <p>Supervisor evaluates the situation and contacts Business Dean and Incident Commander</p> <p>Check batteries and other emergency equipment for proper operation.</p> <p>Coordinate with Police Department &amp; Broward Sheriff and notify them of the situation.</p>	<p>Check communication on campus.</p> <p>I.D. vehicles on campus and report to the Incident Commander &amp; Police Department</p> <p>Monitor &amp; block main entrances to campus.</p>	<p>Incident Commander orders that all unessential staff be released for the day.</p>	<p>Incident Commander conducts hourly briefing with essential staff.</p>		<p>Incident Commander activates recovery efforts after the incident.</p> <p>Security staff inspect campus &amp; report to the Supervisor</p> <p>Physical plant will assess North Campus for damages.</p>

6 – Risk Management

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
Review the latest information regarding the incident	Incident Commander Team meets as required & coordinated action.	Incident Commander Informs Campus staff at Building 41 or Building 42 based on the location of the incident.	Monitor media for consistency.		Update emergency recording as necessary.

7 - Physical Plant, Maintenance & Facilities

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Director prepares for the situation</p> <p>Coordinate information with Physical Plant staff</p>	<p>Assess status of employees who reported work.</p> <p>Inventory check for emergency equipment needs.</p>	<p>Secure campus and prepare to report activities to Incident Commander.</p>	<p>Assist security staff will monitoring main entrances on campus</p>		<p>Survey sites and building &amp; note damages inside and outside of facility.</p> <p>Begin clean up</p> <p>Completes temporary repair of facilities.</p>

8 – Technology

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Assess the situation and contact Incident Commander</p> <p>Secure IT equipment where possible.</p>	<p>Establish IT at the command post and connect to the President.</p>	<p>Establish IT for media briefing for the Incident Commander.</p> <p>Provides laptop for the Incident Commander.</p>	<p>Monitor equipment for the Incident Commander</p> <p>Charges all cell phones and laptops.</p>		<p>Receive all clear from Incident Commander.</p> <p>Conduct survey of all equipment</p> <p>Coordinate power up of applicable equipment and other college system</p> <p>Verify all network segments and services</p> <p>Test power, UPS and switching</p>

d. **Shooting**

1. An individual who is aware of item (d) 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 Campus President 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 Campus President (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.

The procedure for "Voicemail Message":

**Voicemail Message**

**(Note: MW - indicates message waiting)**

**To send a message to another voice mailbox number:**

1. Dial 6953 on campus (Off Campus dial 476-6953)
2. Press \* instead of #
3. Enter telephone extension (mailbox number) where you want message to go
4. Record your message
5. Hang UP

**To make a personal distribution list:**

1. Dial 6953
  2. Enter your mailbox (# and extension + your personal security code)
  3. Press 1 6
  4. Press 6
  5. Press 1, 8 volume
  6. When prompted, enter a 2-digit code for your distribution list (01 through 09)
  7. When prompted, give the list a name
  8. When prompted, enter each individuals telephone extension you wish to place on your list, ending with # symbol when through.
  9. When prompted, press 3 to review the list
- Note: (1; 6; 6; 3 to Review/Add/Modify a list)

**To send a message to a personal distribution list:**

1. Dial 6953
2. Enter your mailbox
3. Press 6
4. When prompted, record your message
5. Press # symbol
6. When asked for **address** to send message, give the 2-digit number for the personal distribution list you wish to use.
7. Press # symbol twice (press ## to send message)
8. (If you would like a return receipt from each recipient, press 1 between the two # symbols)
9. You should hear acknowledgement that your message is being sent

3 = erase

\*\* = erase message

5. Building 42 or Building 41 will become the command point for the Emergency Operations depending on the location of the threat.
6. The Physical Plant and the Security Staff will attempt to evacuate the buildings by the following sequence:

Building 41    Staff and Faculty will move to the North Parking Lot

Building 42    Staff and Faculty will move to the West Parking Lot

Building 46    Staff and Faculty will move to the South Parking Lot

Building 47    Staff and Faculty will move to the West Parking Lot

Building 48    Staff and Faculty will move to the West Parking Lot

Building 49    Staff and Faculty will move to the West Parking Lot

Building 50    Staff and Faculty will move to the West Parking Lot

Building 51    Staff and Faculty will move to the South Parking Lot

Building 52    Staff and Faculty will move to the South Parking Lot

Building 56    Staff and Faculty will move to the South Parking Lot

Building 57    Staff and Faculty will move to the South Parking Lot

Building 60    Staff and Faculty will move to the Over Flow Lot

Building 62    Staff and Faculty will move to the Faculty Parking Lot

Building 63    Staff and Faculty will move to the North Lib. Parking Lot

Safety Officer or Maintenance Coordinator will block Entrance to the Building 41 using a vehicle or equipment.

Safety Officer or Maintenance Coordinator will block Entrance to the West Perimeter Road using vehicle or equipment.

7. If faculty or staff cannot leave the building, they must:

- If gunfire is heard, advise students or staff to drop to the floor
- Keep students as calm as possible
- Close blinds and lock all windows, if possible
- Secure entrance doors by using office furniture
- Move students to wall adjacent to the door or area of least visibility
- Use cellular to inform security office (201-2229 or 201-2846) of your status and provide number for call back.
- Report any unusual activity or suspicious persons to the security office with physical description.

8. The Incident Management Plan follows.

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.

**Attachment D  
Incident Management Plan  
Shooting**

Immediate, During and Post Incident Management Procedures and Activities by Operational Area of Responsibility

Area							
1. North Campus Employees							
<b>2.</b>	Campus Communication	<b>4.</b>	Academic Affairs	<b>6.</b>	Risk Management	<b>8.</b>	Plant, Facilities & Maintenance
<b>3.</b>	Student Affairs	<b>5.</b>	Campus Safety	<b>7.</b>	Human Resources	<b>9.</b>	Technology

1 –North Campus – All Employees					
Immediate Alert	Incident Watch-20 minutes	Incident Watch-30 minutes	During Event		Recovery
<p>Situation is reported To Security</p> <p>Security Staff contact Supervisor</p> <p>Supervisor evaluates the situation and contacts Business Dean and Incident Commander.</p> <p>Incident Commander Activate the Incident Command Team</p> <p>Coconut Police Department &amp; Broward Sheriff are notice of the situation.</p> <p>Physical Plant Staff commence to secure facilities on Campus</p>	<p>Incident Commander Team meets as required &amp; coordinated action.</p> <p>Public Information Officer keeps departments/units informed of the situation</p> <p>Incident Commander inform the College President of the situation</p> <p>Command post is established.</p> <p>Incident Commander informs media of the situation</p>	<p>Incident Commander cancel classes &amp; inform the College President</p> <p>Incident Commander informs Campus staff at Building 41 or Building 42 based on the location of the Incident.</p> <p>All entrances to campus is block &amp; monitor by security staff &amp; law enforcement</p> <p>Assess the status of staff and students who were on campus before the incident and inform the College President &amp; law enforcement</p>	<p>Monitor media for messages regarding incident</p> <p>Stay away from office and campus unless at the command post.</p> <p>Incident Commander conducts hourly briefing to the media and staff</p>		<p>Wait for “all-clear” to be issued by Incident Commander prior to essential personnel returning to campus facility.</p>

2 – Campus Communication

Immediate Alert	Incident Watch-20 minutes	Incident Watch-30 minutes	During Event		Recovery
<p>Review the latest information regarding the event to determine to media, staff &amp; students regarding incident,</p> <p>Maintain contact with security, IC and administration regarding closing decisions.</p>	<p>Respond to public inquiries.</p> <p>Update emergency recording as necessary.</p> <p>Coordinate information with the law enforcement agency</p>	<p>Establish a public and media information center away from the command post.</p>	<p>Establishes communication links with the IC and the President office.</p> <p>Monitor media messages for consistency.</p> <p>Update emergency recording as necessary.</p>		<p>Send e-mail to students, press release to media regarding re-opening.</p> <p>BCC/website post notice referencing opening information for North Campus</p> <p>Update emergency recording as necessary.</p>

3 - Student Affairs

Immediate Alert	Incident Watch 20 minutes	Incident Watch 30 minutes	During Event		Recovery
<p>Review the latest information regarding incident.</p> <p>Updates to websites, voicemail &amp; GroupWise</p> <p>Communicate and counsel students on incident.</p>	<p>Exhaust all venues to contact student personnel</p>	<p>Exhaust all venues to contact student personnel who may have been on campus when incident commence.</p>	<p>Update BCC students, staff and faculty as soon as possible.</p>		<p>Update email, website, voicemail &amp; GroupWise regarding the situation.</p> <p>Communicate academic changes due to the incident.</p> <p>Reactivate telephone tree and exhaust all venues to contact student services personnel.</p> <p>Physical plant will assess North Campus for damages.</p>

4 – Academic Affairs

<b>Immediate Alert</b>	<b>Incident Watch 20 Minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Review the latest information regarding the incident</p> <p>Review and updates telephone tree and assign telephone tree responsibilities</p>	<p>Exhaust all venues to contact students' personnel.</p>	<p>Exhaust all venues to contact faculty personnel who may have been on campus when incident commence.</p>	<p>Update faculty &amp; staff as soon as possible</p>		<p>Update email, website, voicemail &amp; GroupWise regarding the situation.</p> <p>Communicates academic changes due to the incident,</p> <p>Reactivate telephone tree and exhaust all venues to contact faculty &amp; staff.</p> <p>Physical plant will assess North Campus for damages.</p>

5 - Campus Safety

Immediate Alert	Incident Watch 20 minutes	Incident Watch 30 minutes	During Event		Recovery
<p>Situation is reported to Security</p> <p>Security Staff contact Supervisor</p> <p>Supervisor evaluates the situation and contacts Business Dean and Incident Commander</p> <p>Check batteries and other emergency equipment for proper operation.</p> <p>Coordinate with Police Department &amp; Broward Sheriff and notify them of the situation.</p>	<p>Check communication on campus.</p> <p>I.D. vehicles on campus and report to the Incident Commander &amp; Police Department</p> <p>Monitor &amp; block main entrances to campus.</p>	<p>Incident Commander orders that all unessential staff be released for the day.</p>	<p>Incident Commander conducts hourly briefing with essential staff.</p>		<p>Incident Commander activates recovery efforts after the incident.</p> <p>Security staff inspect campus &amp; report to the Supervisor</p> <p>Physical plant will assess North Campus for damages.</p>

6 – Risk Management

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
Review the latest information regarding the incident	Incident Commander Team meets as required & coordinated action.	Incident Commander Informs Campus staff at Building 41 or Building 42 based on the location of the incident.	Monitor media for consistency.		Update emergency recording as necessary.

7 - Physical Plant, Maintenance & Facilities

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Director prepares for the situation</p> <p>Coordinate information with Physical Plant staff</p>	<p>Assess status of employees who reported work.</p> <p>Inventory check for emergency equipment needs.</p>	<p>Secure campus and prepare to report activities to Incident Commander.</p>	<p>Assist security staff will monitoring main entrances on campus</p>		<p>Survey sites and building &amp; note damages inside and outside of facility.</p> <p>Begin clean up</p> <p>Completes temporary repair of facilities.</p>

8 – Technology

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Assess the situation and contact Incident Commander</p> <p>Secure IT equipment where possible.</p>	<p>Establish IT at the command post and connect to the President.</p>	<p>Establish IT for media briefing for the Incident Commander.</p> <p>Provides laptop for the Incident Commander.</p>	<p>Monitor equipment for the Incident Commander</p> <p>Charges all cell phones and laptops.</p>		<p>Receive all clear from Incident Commander.</p> <p>Conduct survey of all equipment</p> <p>Coordinate power up of applicable equipment and other college system</p> <p>Verify all network segments and services</p> <p>Test power, UPS and switching</p>

e. **Bomb Threat**

1. Individual who is aware of item (e) 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 Campus President 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 Campus President (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.

The procedure for "Voicemail Message":

**Voicemail Message**

**(Note: MW - indicates message waiting)**

**To send a message to another voice mailbox number:**

1. Dial 6953 on campus (Off Campus dial 476-6953)
2. Press \* instead of #
3. Enter telephone extension (mailbox number) where you want message to go
4. Record your message
5. Hang UP

**To make a personal distribution list:**

1. Dial 6953
2. Enter your mailbox (# and extension + your personal security code)
3. Press 1 6
4. Press 6
5. Press 1, 8 volume
6. When prompted, enter a 2-digit code for your distribution list (01 through 09)
7. When prompted, give the list a name
8. When prompted, enter each individuals telephone extension you wish to place on your list, ending with # symbol when through.
9. When prompted, press 3 to review the list

Note: ((1; 6; 6; 3 to Review/Add/Modify a list)

To send a message to a personal distribution list:

1. Dial 6953
2. Enter your mailbox
3. Press 6
4. When prompted, record your message
5. Press # symbol
6. When asked for address to send message, give the 2-digit number for the personal distribution list you wish to use.
7. Press # symbol twice (press ## to send message)
8. (If you would like a return receipt from each recipient, press 1 between the two # symbols)
9. You should hear acknowledgement that your message is being sent

2 = erase  
\*\* = erase message

5. The Safety Office will notify the Campus President, Business Dean, and Broward Sheriff's Office Department of the bomb threat. The supervisor of safety will evaluate the bomb threat. All threats are to the presumed serious.

Classify the bomb threat:

- General
- Nonspecific
- Specific

- i) If general or nonspecific: The location search team should search without evacuation.
- ii) If specific about explosive devices or location (floor, office, furniture, etc.) or demonstrates technical knowledge of bombs, then there is to be an immediate evacuation of the affected area and search by a trained team in coordination with police agency of jurisdiction. (Broward College Procedures, Policy Number 6Hx2-7.01, dated March 19, 1991)

6. Building 42 or Building 41 will become the command point for the Emergency Operations depending on the location of the threat.
7. The Physical Plant and the Security Staff will attempt to evacuate the buildings by the following sequence:
  - Building 41 Staff and Faculty will move to the North Parking Lot
  - Building 42 Staff and Faculty will move to the West Parking Lot
  - Building 46 Staff and Faculty will move to the South Parking Lot
  - Building 47 Staff and Faculty will move to the West Parking Lot
  - Building 48 Staff and Faculty will move to the West Parking Lot

- Building 49 Staff and Faculty will move to the West Parking Lot
- Building 50 Staff and Faculty will move to the West Parking Lot
- Building 51 Staff and Faculty will move to the South Parking Lot
- Building 52 Staff and Faculty will move to the South Parking Lot
- Building 56 Staff and Faculty will move to the South Parking Lot
- Building 57 Staff and Faculty will move to the South Parking Lot
- Building 60 Staff and Faculty will move to the Over Flow Lot
- Building 62 Staff and Faculty will move to the Faculty Parking Lot
- Building 63 Staff and Faculty will move to the North Lib. Parking Lot

Safety Officer or Maintenance Coordinator will block Entrance to the Building 41 using a vehicle or equipment.

Safety Officer or Maintenance Coordinator will block Entrance to the West Perimeter Road using vehicle or equipment.

8. If faculty or staff cannot leave the building, they must:

- Keep students as calm as possible
- Keep students and/or staff as calm as possible
- Close blinds and lock all windows, if possible
- Secure entrance doors by using office furniture (if door opens inward)
- Move students to wall adjacent to the door or area of least visibility
- Use cellular to inform security office (201-2229 or 201-2846) of your status and provide number for call back.
- Report any unusual activity or suspicious persons to the security office with physical description.

9. The Incident Management Plan follows.

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.

**Attachment E  
Incident Management Plan  
Bomb Threat**

Immediate, During and Post Incident Management Procedures and Activities by Operational Area of Responsibility

<b>Area</b>							
<b>1. North Campus Employees</b>							
<b>2.</b>	Campus Communication	<b>4.</b>	Academic Affairs	<b>6.</b>	Risk Management	<b>8.</b>	Plant, Facilities & Maintenance
<b>3.</b>	Student Affairs	<b>5.</b>	Campus Safety	<b>7.</b>	Human Resources	<b>9.</b>	Technology

1 –North Campus – All Employees					
Immediate Alert	Incident Watch-20 minutes	Incident Watch-30 minutes	During Event		Recovery
<p>Situation is reported To Security</p> <p>Security Staff contact Supervisor</p> <p>Supervisor evaluates the situation and contacts Business Dean and Incident Commander.</p> <p>Incident Commander Activate the Incident Command Team</p> <p>Coconut Police Department &amp; Broward Sheriff are notified of the situation.</p> <p>Physical Plant Staff commence to secure facilities on Campus</p>	<p>Incident Commander Team meets as required &amp; coordinated action.</p> <p>Public Information Officer keeps departments/units informed of the situation</p> <p>Incident Commander inform the College President of the situation</p> <p>Command post is established.</p> <p>Incident Commander informs media of the situation</p>	<p>Incident Commander cancel classes &amp; inform the College President</p> <p>Incident Commander informs Campus staff at Building 41 or Building 42 based on the location of the Incident.</p> <p>All entrances to campus is block &amp; monitor by security staff &amp; law enforcement</p> <p>Assess the status of staff and students who were on campus before the incident and inform the College President &amp; law enforcement</p>	<p>Monitor media for messages regarding incident</p> <p>Stay away from office and campus unless at the command post.</p> <p>Incident Commander conducts hourly briefing to the media and staff</p>		<p>Wait for “all-clear” to be issued by Incident Commander prior to essential personnel returning to campus facility.</p>

2 – Campus Communication

Immediate Alert	Incident Watch- 20 minutes	Incident Watch- 30 minutes	During Event		Recovery
<p>Review the latest information regarding the event to determine to media, staff &amp; students regarding incident,</p> <p>Maintain contact with security, IC and administration regarding closing decisions.</p>	<p>Respond to public inquiries.</p> <p>Update emergency recording as necessary.</p> <p>Coordinate information with the law enforcement agency</p>	<p>Establish a public and media information center away from the command post.</p>	<p>Establishes communication links with the IC and the President office.</p> <p>Monitor media messages for consistency.</p> <p>Update emergency recording as necessary.</p>		<p>Send e-mail to students, press release to media regarding re-opening.</p> <p>BCC/website post notice referencing opening information for North Campus</p> <p>Update emergency recording as necessary.</p>

3 - Student Affairs

Immediate Alert	Incident Watch 20 minutes	Incident Watch 30 minutes	During Event		Recovery
<p>Review the latest information regarding incident.</p> <p>Updates to websites, voicemail &amp; GroupWise</p> <p>Communicate and counsel students on incident.</p>	<p>Exhaust all venues to contact students personnel</p>	<p>Exhaust all venues to contact students' personnel who may have been on campus when incident commence.</p>	<p>Update BCC students, staff and faculty as soon as possible.</p>		<p>Update email, website, voicemail &amp; GroupWise regarding the situation.</p> <p>Communicate academic changes due to the incident.</p> <p>Reactivate telephone tree and exhaust all venues to contact student services personnel.</p> <p>Physical plant will assess North Campus for damages.</p>

4 – Academic Affairs

<b>Immediate Alert</b>	<b>Incident Watch 20 Minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Review the latest information regarding the incident</p> <p>Review and updates telephone tree and assign telephone tree responsibilities</p>	<p>Exhaust all venues to contact student personnel.</p>	<p>Exhaust all venues to contact faculty personnel who may have been on campus when incident commence.</p>	<p>Update faculty &amp; staff as soon as possible</p>		<p>Update email, website, voicemail &amp; GroupWise regarding the situation.</p> <p>Communicates academic changes due to the incident,</p> <p>Reactivate telephone tree and exhaust all venues to contact faculty &amp; staff.</p> <p>Physical plant will assess North Campus for damages.</p>

5 - Campus Safety

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Situation is reported to Security</p> <p>Security Staff contact Supervisor</p> <p>Supervisor evaluates the situation and contacts Business Dean and Incident Commander</p> <p>Check batteries and other emergency equipment for proper operation.</p> <p>Coordinate with Police Department &amp; Broward Sheriff and notify them of the situation.</p>	<p>Check communication on campus.</p> <p>I.D. vehicles on campus and report to the Incident Commander &amp; Police Department</p> <p>Monitor &amp; block main entrances to campus.</p>	<p>Incident Commander orders that all unessential staff be released for the day.</p>	<p>Incident Commander conducts hourly briefing with essential staff.</p>		<p>Incident Commander activates recovery efforts after the incident.</p> <p>Security staff inspect campus &amp; report to the Supervisor</p> <p>Physical plant will assess North Campus for damages.</p>

6 – Risk Management

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
Review the latest information regarding the incident	Incident Commander Team meets as required & coordinated action.	Incident Commander Informs Campus staff at Building 41 or Building 42 based on the location of the incident.	Monitor media for consistency.		Update emergency recording as necessary.

7 - Physical Plant, Maintenance & Facilities

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Director prepares for the situation</p> <p>Coordinate information with Physical Plant staff</p>	<p>Assess status of employees who reported work.</p> <p>Inventory check for emergency equipment needs.</p>	<p>Secure campus and prepare to report activities to Incident Commander.</p>	<p>Assist security staff will monitoring main entrances on campus</p>		<p>Survey sites and building &amp; note damages inside and outside of facility.</p> <p>Begin clean up</p> <p>Completes temporary repair of facilities.</p>

8 – Technology

<b>Immediate Alert</b>	<b>Incident Watch 20 minutes</b>	<b>Incident Watch 30 minutes</b>	<b>During Event</b>		<b>Recovery</b>
<p>Assess the situation and contact Incident Commander</p> <p>Secure IT equipment where possible.</p>	<p>Establish IT at the command post and connect to the President.</p>	<p>Establish IT for media briefing for the Incident Commander.</p> <p>Provides laptop for the Incident Commander.</p>	<p>Monitor equipment for the Incident Commander</p> <p>Charges all cell phones and laptops.</p>		<p>Receive all clear from Incident Commander.</p> <p>Conduct survey of all equipment</p> <p>Coordinate power up of applicable equipment and other college system</p> <p>Verify all network segments and services</p> <p>Test power, UPS and switching</p>

## **VII. Resources Requirement**

Equipment needs for the Emergency Response and Incident Management Plan

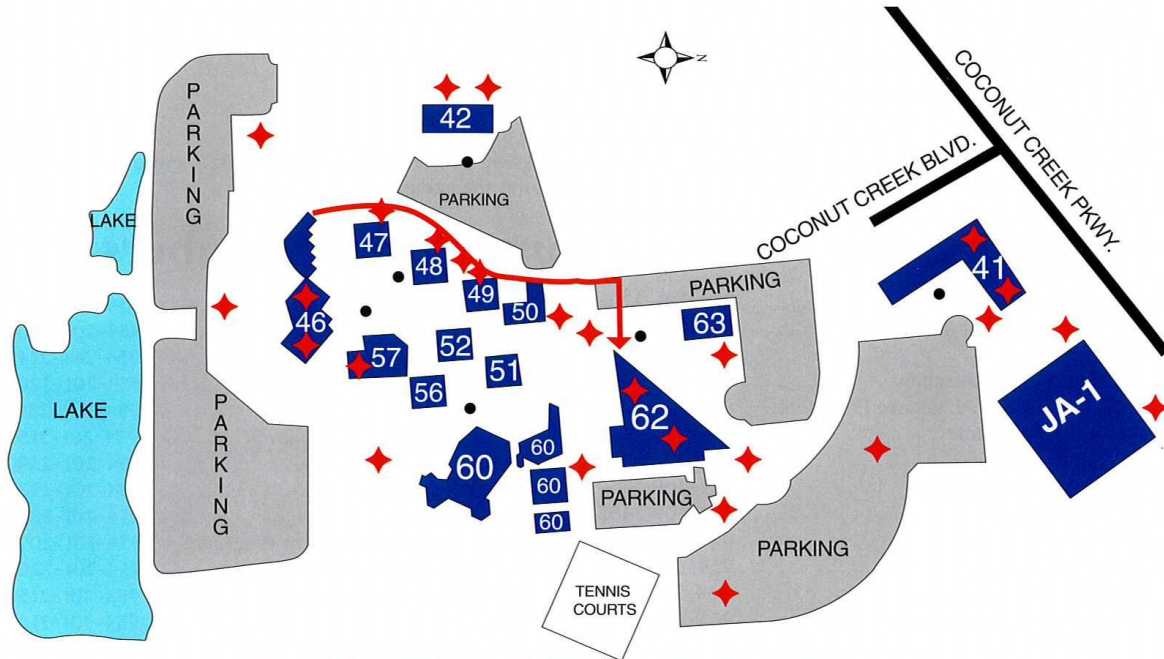
- Conduct a feasibility study to install intercom in each classroom within the three years.
- Conduct a feasibility study to install siren/loudspeaker on campus. (Determine location for the equipment)
- Re-key exterior doors with keyless entry or key control system
- Hire three additional safety officers for the campus. (one per shift)
- Conduct a feasibility study to install T.V. monitor for technology in each classroom for emergency announcement.
- Formulate a North Campus Task Force to focus on improving the Emergency Response and Crisis Management Plan College-wide.
- Conduct regular emergency drill with students and without students.
- Install security camera on North Campus.
- Ensure the Leadership Team has a Motorola Radio with keypad for emergency operations.
- Purchase a Campus Emergency vehicle.
- Purchase cellular for the Associate Dean and or Motorola Radios with keypad for emergency operations.

Attachment F  
North Campus Map



**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

- Bldg. 41 Health Sciences
- Bldg. 42 Physical Plant
- Bldg. 46 Student Services (Admissions/Cashier/Disability Services/Financial Aid/Registration/Testing)
- Bldg. 47 English/Communication/Reading/ESL/SLS
- Bldg. 48 Engineering Technology/Computer Science
- Bldg. 49 Campus Administration/Classrooms
- Bldg. 50 Fine Arts – Visual & Performing/Business Administration/Bachelor of Applied Science Programs
- Bldg. 51 Business Administration/Bachelor of Applied Science Programs
- Bldg. 52 Classrooms/Math Lab
- Bldg. 56 Social/Behavioral Science
- Bldg. 57 Mathematics/Science
- Bldg. 60 Omni Auditorium/Wellness
- Bldg. 62 Broward College-North Regional Library/Academic Learning Resources
- Bldg. 63 Little Learners College (Child Care Center)
- Bldg. JA-1 Junior Achievement World Huizenga Center at Broward College

**Admissions: 954-201-2240 • Registration: 954-201-2245**  
**[www.broward.edu](http://www.broward.edu)**

FB 8/10

Attachment G  
Bomb Threat Call Check List

DATE: \_\_\_\_\_ TIME OF CALL: \_\_\_\_\_

CALL RECEIVE BY: \_\_\_\_\_

RECORD THE EXACT LANGUAGE OF THE THREAT:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHEN WILL THE BOMB GO OFF? \_\_\_\_\_  
WHERE IS IT? \_\_\_\_\_

WHAT KIND OF BOMB IS IT? \_\_\_\_\_

HOW MANY BOMBS? \_\_\_\_\_

WHAT DOES THE BOMB LOOK LIKE? \_\_\_\_\_

WHY ARE YOU DOING THIS? \_\_\_\_\_

WHO ARE YOU? \_\_\_\_\_

**VOICE ON PHONE**

MAN	_____	WOMAN	_____	CHILD	_____	AGE	_____
INTOXICATED	_____	SPEECH IMPEDIMENT	_____				
ACCENT	_____	OTHER	_____				

**BACKGROUND NOISE**

MUSIC	_____	CHILDREN	_____	AIRPLANE	_____
TALKING	_____	TRAFFIC	_____	TRAIN	_____
TYPING	_____	MACHINES	_____	OTHER	_____

Remember the intent is usually not to kill. Stay cool. Keep them talking, remind them that innocent people will be hurt or killed.

**Police Emergency: 954-797-1200 (Central)**  
**954-431-2200 (South)**  
**954-765-4321 (North)**  
**954-761-5700 (DTC)**

CALL 911

IMMEDIATELY!!

Stay 300 feet from building  
Stay 1,000 feet from car.

Then call the Campus President  
Then call Security

SHUT OFF RADIOS & CELL PHONES!