

# EMERGENCY RESPONSE PLAN

RINGLING COLLEGE OF  
ART AND DESIGN  
Sarasota, Florida

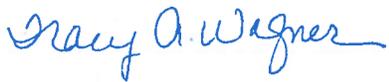
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## Preface

The Emergency Response Plan is designed to protect lives and property through effective use of College and community resources. It is set in operation whenever an emergency affecting the College reaches proportions that cannot be handled by routine measures. There are four types of emergencies that may result in the implementation of this plan. These are (1) natural disaster and severe weather event emergencies, (2) fire, chemical or explosion emergencies, (3) building, facility or operational emergencies, and (4) violent crime and medical-related emergencies. Since an emergency is sudden and unforeseen, these procedures are intended to be sufficiently flexible to accommodate contingencies of many types and magnitudes.

The plan is an aid for coping with emergency situations, not a guarantee that the College will be able to respond in the manner stated. Emergencies are by their very nature unpredictable and may occur under conditions that prevent compliance with some or all of the provisions of the plan. The College disclaims all liability for actions based upon any failure to comply with the terms of this plan.



Tracy A. Wagner  
VP for Finance and Administration

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## *Responsibility and Control*

The Emergency Response Plan is under the executive control of the President of the College (Chief Executive Officer) and under the operational direction of the VP for Finance and Administration (Emergency Director). The VP for Student Life and Dean of Students (Emergency Coordinator) will coordinate the plan. When an emergency arises, the President, or designee, will activate the Emergency Response Plan.

Personnel and equipment will be utilized to provide priority protection for:

1. Life safety
2. Preservation of property
3. Restoration of academic programs

The Emergency Response Team (ERT) under the direction of the President will determine the manner in which College personnel and equipment will be utilized. The President, or designee, will be responsible for notifying the Emergency Director to deactivate the Emergency Response Plan when the situation no longer requires the Plan to be active or after receiving authorization from the governmental agency that has assumed control.

## General Responsibilities

General responsibility for this plan is delegated to administrators, faculty and supervisors as follows:

1. President  
The President, or designee, is responsible for the overall activation of emergency operations during all emergencies and disasters.
2. VP for Finance and Administration  
The VP for Finance and Administration is responsible for the overall direction of the College's Emergency Response Plan.
3. College Senior Officers (VP for Academic Affairs, VP for Advancement, VP for Student Life and Dean of Students, and VP for Human and Organizational Development) These Senior Officers are to be available to the President and the VP for Finance and Administration for discussion and recommendation of appropriate actions as they relate to their areas of normal responsibilities.
4. Emergency Response Team  
The members assigned to the Emergency Response Team are responsible for performing those duties assigned within the Emergency Response Plan. The members also are responsible for conducting and coordinating the training and review procedures outlined in the Emergency Response Plan.
5. Administrators, Directors and Department Heads  
Every administrator, director and department head has the following general responsibilities during an emergency:
  - a. Assist the Emergency Response Team by informing all employees under their direction of the emergency situation.
  - b. Assist the Emergency Response Team and College Public Safety officers in their efforts to meet the Emergency Response Plan priorities listed in this manual.
  - c. Evaluate the impact the emergency has on their area and facilitate appropriate action.
  - d. When directed, maintain official telephone communications from their own area (or from an alternate site if necessary).
6. Faculty and Supervisors  
Each faculty member and staff supervisor has the responsibility to inform their students and/or employees of any emergency and initiate emergency procedures as outlined in this manual.

## Assumptions

Success of the Emergency Response Plan is dependent on a realistic approach to the problems likely to be encountered and on the personnel available during a major emergency or disaster. To provide this realism, the following assumptions are set forth:

- (a) The College may experience natural or man-caused emergencies and disasters at any time.
- (b) The succession of events in an emergency is not predictable; therefore, support and operational plans at time of execution may be modified to meet the requirements of the situation.
- (c) Disasters may affect residents in the geographical location of the College; therefore, city, county and federal emergency services may not be readily available.
- (d) A major emergency will be declared if information indicates that such a condition is developing or is probable.

There is always a chance that a disaster such as those envisioned by this plan may occur before or after regular College office hours, or on a holiday or weekend when the organizational functioning of many departments is minimized. While the structure of this Plan remains precisely the same, its implementation may vary depending on available resources and manpower until the proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest College rank who are available at the time. These individuals should seek to follow as nearly as possible the guidelines discussed in this plan, while simultaneously making an effort to notify superior officials of the situations so as to obtain verification or advice on their actions.

The following definitions are provided as guidelines to assist administrators in determining the scope and dimension of the required emergency response.

**MINOR EMERGENCY:** An incident, potential or actual, which will not seriously affect the overall functional capability of the College.

**MAJOR EMERGENCY:** An event, potential or actual, which affects an entire building or buildings and which will disrupt the overall operations of the College. Outside emergency services will probably be required as well as major efforts from all service organizations within the College. Major considerations and decisions will usually be required from administrative officials or designated employees during times of a crisis.

**DISASTER:** An event or occurrence, which has taken place and has seriously impaired or halted the operations of the College. In some cases, extremely severe personnel casualties and property damage may be incurred. The coordinated effort of all designated personnel and available equipment is required to effectively control the situation. Outside emergency services will be necessary. In all cases of a disaster, the Emergency Command Post will be activated and the appropriate support and operational plans will be executed.

## Types of Emergencies

### **I. Natural Disasters and Severe Weather Events**

Hurricanes  
Tornadoes  
Flood  
Lightning  
Wind  
Earthquake

### **II. Fire / Chemical / Explosion Emergencies**

Fire (Chemical or Non-Chemical)  
Explosion  
Radiation Spill or Release  
Aircraft Crash

### **III. Building, Facility or Operational**

Utility Failure  
Computer Systems Interruption  
Building Structural Failure  
Off-Campus Emergency Support  
Off-Site College Related Catastrophic Event

### **IV. Violent Crime and Other Medical-Related Emergencies**

Hostage or Barricaded Subject / Terrorist Actions  
Homicide / Suicide / Serial Crime  
Civil Disobedience / Riot  
Communicable Disease

## *Declaration of College State of Emergency*

The authority to declare a Ringling College of Art and Design State of Emergency rests with the President, or designee.

During periods of campus emergency (undeclared), the Office of Public Safety shall place into immediate effect the emergency procedures outlined in this plan that are necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities. The senior ranking public safety officer on duty shall immediately contact the Director of Public Safety who shall consult with the VP for Finance and Administration and/or other College officials regarding the emergency and the possible need for a declaration of a State of Emergency from the President.

When this declaration is ordered, only registered Ringling College students, faculty, staff and guests (and persons required by their employment) are authorized to be present on the campus. Those who cannot present proper identification or show a legitimate purpose on campus will be asked to leave the campus unless conditions exist that will place these individuals in harm's way. In this case, individuals will be directed to a designated safe area until other arrangements can be made.

## Emergency Notification System

The Ringling College of Art and Design has established a multi-phased emergency notification system to alert the campus community in case of an emergency situation. The backbone of this mass communication system is the Blackboard Connect mass notification system. The Blackboard Connect system enables campus administrators to reach all members of the campus community in a matter of seconds through cell phone, voice calls, text messages, land line telephone voice mail and email.

In addition to this system, the College uses various other communications methods in emergency situations, to include:

- Telephone tree communications
- Campus wide email messages
- Facebook
- Twitter
- Paper fliers and bulletin board posting
- Person-to-person communication, using personnel from Student Life and Public Safety
- Website postings
- Two-way radio systems

## Emergency Command Post

When an emergency occurs or is imminent, it shall be the responsibility of the Office of Public Safety to set up and staff the appropriate type Emergency Command Post. The regular Public Safety facilities in Harmon Hall are also to be kept operational at all times.

### 1. Field Emergency Command Post

If the emergency involves only one building, or a small part of the campus, a facility as near the emergency scene as reasonably possible may be used as an Emergency Command Post. At least one uniformed officer is to staff the command post at all times, or until the emergency ends.

### 2. Campus Emergency Command Center

If the emergency involves a large part of the campus, a Campus Emergency Command Center may be established at the Student Life Conference Room on the second floor of the Student Center. If area is unavailable, the Emergency Coordinator is to select an alternate location. A marshalling area for local agency assistance shall be established by the Emergency Coordinator.

## *Emergency Response Team (ERT)*

The ERT consists of the following personnel, as divided into Primary and Auxiliary Groups. All members of the ERT will be included in regular meetings and training exercises. Preparation meetings for weather-related events will include Primary ERT members only. In the event of an absence of a Primary ERT member, the member will identify a delegate to attend the meeting. In the event the Primary ERT member is not available to do so, the Emergency Director or Emergency Coordinator will appoint a delegate, if needed. In addition to setting up the Emergency Command Post, the Emergency Director and/or the Emergency Coordinator shall immediately begin contacting all necessary members of the ERT. The ERT is responsible for direction and control of emergency operations during all emergencies or disasters. Team members are to keep in constant communication with the Emergency Command Post and are responsible for the implementation and coordination of the Emergency Plan as described on the following pages.

### *Primary Members*

Dr. Larry Thompson, President of the College

Dr. Tracy Wagner, VP for Finance and Administration

Dr. Tammy Walsh, VP for Student Life and Dean of Students

Dr. Peter McAllister, Vice President for Academic Affairs

Christine DeGeorge, VP for Human and Organizational Development

Viron Lynch, Assistant VP for Facilities Management

Don Strom, Director of Public Safety

Chris Shaffer, Associate Dean of Students and Director of Housing

Stephanie Lederer, Editorial and Public Relations Manager

Dr. Mahmoud Pegah, Director of Institutional Technology

Rob Graham, Assistant Director of Public Safety

*Auxiliary Members*

Raelyn Lincoln, Special Assistant to the President

Holly Siegling, Assistant Director of Communications

Carl Powell, Director of Environmental Health and Safety

Dr. Erin Robinson, Associate Dean of Students and Director of Health Services

Jekeyma Robinson, Associate Dean of Students

David Byrne, Director of Dining Services

Peter Weill, General Counsel

## *Emergency Response Team – Specific Roles*

The following specific duties and responsibilities are delegated to response team members through the Emergency Response Team:

### **Chief Executive Officer (President)**

Establishes and maintains direct contact with the Emergency Director and serves as the final decision maker for any and all emergency activities on properties owned, operated or controlled by Ringling College of Art and Design.

Declares and ends, when appropriate, the College state of emergency as provided for in the Emergency Response Plan.

Authorizes crisis relocation and sheltering of the campus resident population when deemed appropriate or when recommended by the President of the United States, Governor of Florida, Sarasota County Emergency Management Personnel or designated governmental agency in control.

Receives and evaluates reports appraising the final outcome of the College's emergency response and directs changes in future responses as may be deemed appropriate.

### **Emergency Director (VP for Finance and Administration)**

Responsible for the overall direction of the College's Emergency Response Plan.

Directs the Emergency Coordinator and Emergency Response Team members in assessing the emergency and the College's specific response.

Implements the Emergency Response Plan upon the declaration of a Major Emergency or Disaster by the President.

Authorizes assistance through state and local agencies when requirements for coping with a disaster exceed College capability.

Determines which administrative, academic and other activities of the College are to be canceled or curtailed to protect life and property or to conserve resources during emergencies.

Facilitates the distribution of information to students, faculty and staff that keeps them informed of the local, state, national and international situation.

Establishes priorities and resolves conflicting demands for resources.

Ends the Emergency Response Plan when directed by the President.

Notifies and conducts liaison activities with other government agencies and the Emergency Response Team, as required.

Arranges for the temporary relocation of educational and/or administrative programs.

Maintains contact with insurance company.

### **Emergency Coordinator (VP for Student Life and Dean of Students)**

Provides overall coordination of the College's Emergency Response Plan as directed by the Chief Executive Officer and the Emergency Director.

Initiates immediate contact with the Emergency Director and begin assessment of the initial response.

Determines the type and magnitude of the emergency and sets up the appropriate Emergency Command Post, with the assistance of the Public Safety Officer.

Notifies the members of the Emergency Response Team and advises them of the nature of the emergency.

Assists the Communications Officer and the Damage Control Officer in securing an appropriate location for press conferences and briefings.

Prepares and submits a report to the Emergency Director appraising the final outcome of the emergency as needed.

Works in setting up a communications network with Housing Officer and Residence Life staff (i.e. Coordinators, Resident Assistants, etc.)

Works with Student Care Responder to coordinate specific support for commuter students, International Students, and those connected through Access Services.

Maintains a current listing of shelter facilities and shelter resources needed.

Assists Medical Officer in setting up temporary treatment facilities for those who are injured.

Provides full-time and auxiliary personnel to assist in campus evacuation and set-up of emergency shelters.

Works with Housing Officer to see that residents are evacuated and are a safe distance from the emergency site.

Provides temporary housing services as required during periods of emergencies and disasters.

Performs such other related duties as may be directed by virtue of the campus emergency.

### **Academic Officer (VP for Academic Affairs)**

Provides information regarding impact on academic functioning to other College officials during decision-making process.

Coordinates with Communications Officer in developing messages for internal community.

### **Human Resources Officer (VP for Human and Organizational Development)**

Provides information regarding impact on employees to other College officials during decision-making process.

Coordinates with Communications Officer in developing messages for College employees.

Coordinates with Emergency Director in evaluating staffing decisions for emergency personnel.

### **Damage Control Officer (Assistant VP for Facilities Management)**

Coordinates with other College officials in the functional areas to assemble a damage assessment team.

Coordinates with Emergency Director and other College officials to assemble information to support a request for a declaration of disaster.

Coordinates damage assessments as necessary.

Coordinates with city, county, state and federal assessors to insure all damage is surveyed for disaster request.

Coordinates with College officials in developing plans for shelters, food, water, and sewer provisions.

Provides equipment and personnel to perform shutdown procedures, hazardous area control, and barricades, rescue equipment, debris clearance and crowd control assistance.

Maintains and protects College equipment from damage incident to the emergency or disaster.

Provides vehicles, equipment and operators for movement of personnel, equipment and supplies.

Obtains the assistance of utility companies as required and practicable.  
Furnishes emergency power and lighting systems as required.

Surveys habitable space for the relocation of essential services / functions.

Provides facilities for emergency generator fuel during actual emergency and disaster periods.

Makes temporary repairs of College infrastructure as necessary to support emergency relief and temporary housing efforts.

Assists the Communications Officer in securing appropriate location for press conferences and briefings.

Assists in identifying areas to support the temporary relocation of education or administrative programs.

Coordinates with Computer Services Officer, the restoration of telephone services as required during periods of emergencies or disasters.

Prepares and submits a report to the Emergency Director appraising the final outcome of the emergency as needed.

### **Public Safety Officer (Director of Public Safety)**

Takes immediate and appropriate action to protect life.

Maintains law and order during the emergency.

Notifies campus administrators of emergencies.

Provides available personnel to assist with search and rescue efforts.

Takes appropriate action to provide for the security of facilities, records and valuable materials.

Obtains assistance from city, county and state emergency services as required.

Notifies and conducts liaison activities with the appropriate outside organizations such as fire, city/county law enforcement, emergency management, etc.

Provides traffic control, access control, perimeter and internal security patrols, fire prevention services, and first aid assistance.

Provides and prepares an alternate site for the Emergency Command Post.

Provides full-time and auxiliary personnel to assist with rescue operations to minimize loss of life and injury.

Provides full-time and auxiliary personnel to assist in campus evacuation and set-up of emergency shelters.

Provides full-time and auxiliary personnel to assist in crime control.

Arranges for property conservation.

Prepares and submits a report to the Emergency Director appraising the final outcome of the emergency as needed.

**Housing Officer (Associate Dean of Students for Residence Life, at the direction of the VP for Student Life and Dean of Students)**

Coordinates the closing/securing of residence halls, apartments, and houses when it is determined that evacuation is necessary.

Coordinates the relocation of students to area shelters.

Maintains location and contact information lists for students that evacuated to non-shelter sites.

Identifies on and off-campus temporary housing locations.

Assists with the set-up of temporary on and off-campus housing if needed.

Assists with the coordination of communications with all resident staff and students.

Assists with the communications with Food Service relative to student needs.

Assists with the assessment of any damage to campus residences.

Assists with inspecting/clean-up/repair as needed.

Prepares and submits a report to the Emergency Coordinator appraising the final outcome of the emergency as needed.

**Communications Officer (Editorial and Public Relations Manager, at the direction of the VP for Finance and Administration and/or the VP for Student Life and Dean of Students)**

Serves as a member of the College damage assessment team.

Keeps the Interim Director for Marketing and Digital Strategies informed of all communication needs and actions.

Disseminates all official media releases pertaining to any College emergency or disaster.

Establishes liaison with local radio and television services for public announcements.

Assists the Emergency Coordinator and Damage Control Officer in securing a site near the Emergency Command Center for the purpose of press conferences and briefings.

Provides full-time and auxiliary staff to establish an inquiry center.

Receives all calls from the media and the public concerning an emergency situation and responds with official information or relays calls to the campus Emergency Command Center staff members, as appropriate.

Coordinates with campus functional areas on the release of information pertinent to specific areas.

Authenticates information sources before release to the media

Advises the Chief Executive Officer, Emergency Director and Emergency Coordinator of all news concerning the extent of a disaster outside campus.

### **Computer Services Officer (Director of Institutional Technology)**

Provides for the protection of campus computing equipment to include servers and computer labs. Coordinates special security needs with the Public Safety Officer, if special needs exist.

Provides resource data and information through computer records to the Chief Executive Officer, Emergency Director, Emergency Coordinator and Emergency Response Team members as required.

Provides for enhanced computer capabilities within the Emergency Command Center and as needed within various campus sites.

Provides for off-campus computer resources should an emergency or disaster disable on-campus computing facilities.

Provides for Internet communications to support other communications resources during periods of emergencies and disasters.

Provides for centralized information collection and data resources for College Senior Officers and the Emergency Response Team during periods of emergencies and disasters.

### **Emergency Response Technology Specialist (Assistant Director of Public Safety, at the direction of the Director of Public Safety)**

Operates/initiates emergency warning and evacuation systems.

Provides technological support during all meetings of the Emergency Response Team.

With the assistance of the Computer Services Operator and Damage Control Officer, establishes a list of locations for the Emergency Coordinator that could be used as an alternate Emergency Command Center, staging areas and field command posts.

In coordination with the Computer Services Operator, evaluate available technology and equipment and establish a rapidly deployable cache of communication equipment to make any acceptable location a fully functioning Emergency Command Center.

Assists with technology needs of the Emergency Response Team during all emergency situations and serves as the team liaison between the campus and outside technology experts.

Assists the Communications Officer in establishing an immediate communications network including access to available two-way radios and other equipment as needed.

Oversee the relocation of the Public Safety Communications center during an evacuation event.

Oversees the maintenance or repair of Public Safety technology (security cameras, blue light phone towers, emergency phones) before, during and after any emergency situation.

## Auxiliary Team Members – Specific Roles

### **CEO Communications Liaison (Special Assistant to the President, at the direction of the President, VP for Finance and Administration or VP for Student Life and Dean of Students)**

Facilitates communication between the Office of the President and constituents (e.g. Board of Trustees, others as appropriate).

### **Internal Communications Officer (Assistant Director of Communications, at the direction of the VP for Finance and Administration and/or the VP for Student Life and Dean of Students)**

Maintains communication with students, faculty and staff through email, social media, switchboard messaging, and emergency alert communications to inform them of disaster information affecting the lives or property of the students, faculty, and staff of the College.

### **Health and Safety Officer (Director of Environmental Health and Safety, at the direction of the VP for Academic Affairs)**

Takes immediate and appropriate action to protect the health and safety of personnel and the environment.

Notifies campus administrators of emergencies.

Obtains assistance from city, county and state emergency services as required.

Notifies and conducts liaison activities with the appropriate outside organizations such as OSHA, EPA and city/county personnel, etc.

Develop measures for minimizing danger to the ERT members while involved in responding to emergencies.

Shutdown or stop response activities, if it is beyond the scope of the ERT members' abilities to respond safely.

Prepares and submits a report to the Emergency Director appraising the final outcome of the emergency as needed.

**Medical and Trauma Support Officer (Associate Dean of Students and Director of Student Health Services, at the direction of the VP of Student Life and Dean of Students)**

Coordinates the reporting of all data obtained concerning health problems or epidemics to the Emergency Coordinator.

Determines the type and magnitude of the medical emergency and sets up appropriate medical command post and health care facilities.

Notifies the Emergency Coordinator of potential or actual medical emergencies.

Initiates and maintains contact with Emergency Coordinator and advises of the medical care workload, material and facilities, and the status of supporting services.

Secures all student medical records.

Notifies and conducts liaison activities with appropriate outside agencies to ensure proper medical attention for members of the community during the emergency.

Provides for individual and small group counseling.

Maintains resource list of other trauma counselors.

Assesses for psychological trauma and responses that require referral (e.g. medication needs).

Provides emotional support and psychological assistance.

Provides consultation to family members.

Educates the College community on signs and symptoms that require counseling attention.

Provides liaison with mental health providers from off campus.

Prepares and submits a report to the Emergency Coordinator appraising the final outcome of the emergency as needed.

**Student Care Responder (Associate Dean of Students for Student Development, at the direction of the VP for Student Life and Dean of Students)**

Coordinates any special communication/information/contact with commuter students.

Assists Housing Officer with residential life arrangements.

Assists Medical Officer as necessary.

Obtains supplies to support emergency response function as needed.

Responds to parent inquiries.

Serves as a liaison to the Director of International Student Affairs and the Director of Access Services.

**Food Service Officer (Director of Dining Services, at the direction of the VP for Student Life and Dean of Students)**

Provides full-time and auxiliary personnel to assist in preparing, delivering and serving food and water during periods of emergencies and disasters.

Coordinates with the Damage Control Officer in the identification of resources necessary for preparing and transporting food and water.

Provides for immediate inventory of food items and coordinates with any off campus organizations to acquisition necessary food stock.

Stocks Command Center and shelters with necessary food and water supplies.

**Legal Officer (College General Counsel, at the direction of the President)**

Provides legal counsel to the Chief Executive Officer and Emergency Director regarding the College's overall response to an emergency or disaster.

Provides legal counsel to the Emergency Response Team regarding the Team's overall response to an emergency or disaster.

Represents the College in legal litigation following an emergency or disaster.

## Emergency Plan Priorities

The Emergency Response Team will concentrate efforts on Priority I objectives until these objectives are substantially completed. Priority II and III objectives will be addressed, as resources become available.

### Priority I (Response Phase)

1. **Communications Network** - Establish a communications network using available resources.
2. **Medical Aid** - Evaluate medical services available and direct rescue forces regarding location of treatment facilities for the injured.
3. **Fire Suppression** - Evaluate fires or fire hazards and uses resources to control and evacuate.
4. **Search and Rescue** - Appoint search and rescue teams and acquire transportation vehicles and equipment required.
5. **Utilities Survey** - Evaluate condition of utilities and shutdown or restore as able (gas, electric, steam, water, sewer).
6. **Transportation** - Evaluate road conditions and vehicle transportation resources and distribute according to need.
7. **Hazardous Substance Control** - Survey critical areas and secure or clean up as needed
8. **Emergency Access** - Evaluate road conditions and ensures access to emergency vehicles.
9. **Security** - Provide immediate security services to ensure public safety and minimize criminal activity.

### Priority II (Stabilization Phase)

1. **Facility Survey** - Evaluate facilities for occupancy. Identify and seal off contaminated or dangerous areas if applicable using recommended techniques.
2. **Shelter** - Identify usable housing structures and organizes personnel moves as needed.
3. **Food / Drinking Water** - Identify supplies and establish distribution system.
4. **Sewer System** - Evaluate sewer system and identify resources that can be used. Develop latrines if needed.
5. **Communications** - Establish communications system with the College

6. **Transportation** - Evaluate road conditions and take necessary action to provide for basic transportation needs.
7. **Criminal Activity Control** - Establish security system to control crime.
8. **Psychological Assistance** - Establish a system to deal with mental trauma.

### **Priority III (Recovery Phase)**

1. **Valuable Materials Survey** - Identify, survey and secure valuable materials on campus.
2. **Records Survey** - Identify, survey and secure all College records.
3. **Academic Survey** - Survey academic departments and determine requirements to begin academic operations.
4. **Supplies and Equipment** - Develop system to renew flow of supplies and equipment from outside sources.

## Emergency Management Team Priorities

The following is a summary of responsibilities assigned to individual Emergency Response Team members categorized by response priority.

### **PRIORITY I - RESPONSE PHASE**

#### **1. COMMUNICATIONS NETWORK -Establish a communications network using available resources.**

##### **a. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Coordinates and implements, with Computer Services Officer, the restoration of telephone services as required during periods of emergencies or disasters.

##### **b. Computer Services Officer (Director of Institutional Technology)**

- [1] Provides resource data and information through computer records to the Chief Executive Officer, Emergency Director, Emergency Coordinator and Emergency Response Team members as required.
- [2] Provides for enhanced computer capabilities within the Emergency Command Center and as needed within various campus sites.
- [3] Provides for Internet communications to support other communications resources during periods of emergencies and disasters.
- [4] Coordinates and implements, with Damage Control Officer, the restoration of telephone services as required during periods of emergencies or disasters.
- [5] Provides for enhanced telephone capabilities within the Emergency Command Center as needed within various campus sites.
- [6] Provides for centralized information collection and data resources for College Senior Officers and the Emergency Response Team during periods of emergencies and disasters.
- [7] Plans for the protection of Institutional Technology equipment and resources.

##### **c. Emergency Coordinator (VP for Student Life and Dean of Students)**

- [1] Initiates immediate contact with the Emergency Director and begins assessment of the initial response.
- [2] Assists the Emergency Director in notifying members of the Emergency Response Team and advises them of the nature of the emergency.
- [3] Determines the type and magnitude of the emergency and sets up the appropriate emergency command post, with the assistance of the Public Safety Officer.

- [4] Assists the Communications Officer and the Damage Control Officer in securing appropriate location for press conferences and briefings.
- [5] Works with Housing Officer in setting up a communications network with housing staff (i.e. area coordinators, resident assistants, etc.).
- [6] Works with Student Care Responder to coordinate specific support for commuter students, International students and those connected through Access Services.

**d. Communications Officer (Editorial and Public Relations Manager)**

- [1] Disseminates all official media releases pertaining to any College emergency or disaster.
- [2] Establishes liaison with local radio and television services for public announcements.
- [3] Assists the Emergency Coordinator and Damage Control Officer in securing a site near the College Emergency Command Center for the purpose of press conferences and briefings.
- [4] Provides full-time and auxiliary staff to establish an inquiry center, as appropriate.
- [5] Receives all calls from the media and the public concerning an emergency situation and responds with official information or relays calls to the campus staff members, as appropriate.
- [6] Coordinates with campus functional areas on the release of information pertinent to specific areas.
- [7] Authenticates information sources before release to the media.
- [8] Advises the Chief Executive Officer, Emergency Director and Emergency Coordinator of all news concerning the extent of a disaster outside campus.
- [9] Updates the Interim Director for Marketing and Digital Strategies.

**e. CEO Communications Liaison (Special Assistant to the President)**

- [1] Provides or drafts specialized communications to the Board of Trustees from the Office of the President.
- [2] Assists in coordinating interface between CEO and Emergency Director and/or Emergency Coordinator as needed.

**f. Internal Communications Officer (Director of Communications)**

- [1] Maintains communication with students, faculty and staff to inform them of disaster information affecting the lives or property of the students, faculty, and staff of the College.

**g. Public Safety Officer (Director of Public Safety)**

- [1] Notifies campus administrators of emergencies.

- [2] Provides access to two-way radios, state and federal criminal justice computer facilities, and other equipment as needed.
- [3] Notifies and requests assistance from appropriate outside fire and police agencies.

**h. Emergency Response Technology Specialist (Assistant Director of Public Safety)**

- [1] Operates/initiates emergency warning and evacuation systems.
- [2] Coordinates with the Communications Officer in providing two-way radios, personnel and other equipment to establish an immediate communications network.
- [3] Oversees the maintenance or repair of Public Safety technology during and after any emergency situation.

**2. MEDICAL AID – Evaluate medical services available and direct rescue forces regarding location of treatment facilities for the injured.**

**a. Medical and Trauma Support Officer (Associate Dean of Students and Director of Student Health Services)**

- [1] Coordinates the reporting of all data obtained concerning health problems or epidemics to the Emergency Coordinator.
- [2] Notifies the Emergency Coordinator of potential or actual medical emergencies.
- [3] Coordinates with Communications Officer for any needed public announcements pertaining to health policies of public concern.
- [4] Initiates and maintains contact with Emergency Coordinator and physician and advises of the medical care workload.
- [5] Arranges for physician and appropriate medical staff to provide care as needed
- [6] Secure all student medical records.
- [7] Devises, prepares, and implements methods for tracking, documentation of medical care provided to victims, and notification of families.
- [8] Prepares and submits a report to the Emergency Coordinator appraising the final outcome of the emergency as needed.

**b. Public Safety Officer (Director of Public Safety)**

- [1] Takes immediate and appropriate action to protect life.
- [2] Obtains assistance from city, county and state emergency services as required.
- [3] Provides traffic control, access control, perimeter and internal security patrols, and assists with fire prevention services and first aid assistance.
- [4] Provides full-time and auxiliary personnel to assist with rescue operations to minimize loss of life and injury.

- [5] Provides full-time and auxiliary personnel to assist in campus evacuation and set-up of emergency shelters.

**c. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Provides vehicles, equipment and operators for movement of personnel, equipment and supplies.
- [2] Furnishes emergency power and lighting systems as required.
- [3] Surveys habitable space for the relocation of essential services and functions.
- [4] Makes temporary repairs of College infrastructure as necessary to support emergency relief and temporary housing efforts.

**3. FIRE SUPPRESSION – Evaluate fires or fire hazards and use resources to control and evacuate.**

**a. Public Safety Officer (Director of Public Safety)**

- [1] Provides full-time and auxiliary personnel to assist with rescue operations to minimize loss of life and injury.
- [2] Provides full-time and auxiliary personnel to assist in campus evacuation and set-up of emergency shelters.
- [3] Provides for property protection.
- [4] Obtains assistance from city, county and state emergency services as required.
- [5] Provides available personnel to assist with search and rescue efforts.
- [6] Provides traffic control, access control, perimeter and internal security patrols, and assists with fire prevention services and first aid assistance.
- [7] If the incident involves hazardous material and is of major proportions, insures that the Sarasota County Fire Department is notified and that the site is isolated and secured.

**b. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Provides equipment and personnel to perform shut down procedures, hazardous area control, barricades, rescue equipment, debris clearance and crowd control assistance.

**c. Emergency Coordinator (VP for Student Life and Dean of Students)**

- [1] Works to see that residents are evacuated and are a safe distance from the emergency site.

**d. Health and Safety Officer (Director of Environmental Health and Safety)**

- [1] Develop measures for minimizing danger to the ERT members while involved in responding to emergencies.
- [2] Shutdown or stop response activities, if it is beyond the scope of the ERT members' abilities to respond safely.

**4. SEARCH AND RESCUE - Appoint search and rescue teams and acquire transportation vehicles and equipment required.**

**a. Public Safety Officer (Director of Public Safety)**

- [1] Provides full-time and auxiliary personnel to assist with rescue operations to minimize loss of life and injury.
- [2] Provides full-time and auxiliary personnel to assist in campus evacuation and set-up of emergency shelters.
- [3] Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, rescue equipment, debris clearance and crowd control assistance.
- [4] Takes immediate and appropriate action to protect life.
- [5] Obtains assistance from city, county and state emergency services as required.
- [6] Provides available personnel to assist with search and rescue efforts.
- [7] Provides traffic control, access control, perimeter and security patrols, and assists with fire prevention services and first aid assistance.

**b. Emergency Coordinator (VP for Student Life and Dean of Students)**

- [1] Assists in the identification and location of campus residents, accounts for College residents, and provides for immediate housing needs.

**c. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Provides for the procurement of equipment, supplies and services on appropriate basis during emergencies and disasters.
- [2] Activates labor pool and provide workforce as requested.
- [3] Implements control, allocation and security of resource materials to insure support of College emergency operations.
- [4] Coordinates acquisition of buses, vans, and other vehicles as required.
- [5] Provides vehicles, equipment and operators for movement of personnel, equipment and supplies.
- [6] Furnishes emergency power and lighting systems as required.

**d. Health and Safety Officer (Director of Environmental Health and Safety)**

- [1] Develop measures for minimizing danger to the ERT members while involved in responding to emergencies.

- [2] Shutdown or stop response activities, if it is beyond the scope of the ERT members' abilities to respond safely.

**e. Medical and Trauma Support Officer (Associate Dean of Students and Director of Student Health Services)**

- [1] Provides emotional support and psychological assistance to members of the search and rescue teams.

**5. UTILITIES SURVEY – Evaluate condition of utilities and shut-down or restore as able (gas, electric, steam, water, sewer)**

**a. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, rescue equipment, debris clearance and crowd control assistance.
- [2] Obtains the assistance of utility companies as required.
- [3] Make temporary repairs of College infrastructure as necessary to support emergency relief and temporary housing efforts.
- [4] Coordinates with Emergency Director and other College officials to assemble information to support a request for a declaration of a disaster.

**b. Public Safety Officer (Director of Public Safety)**

- [1] Provides traffic control, access control, perimeter and security patrols, and assists with fire prevention services and first aid assistance.

**6. HAZARDOUS SUBSTANCE CONTROL- Survey critical areas and secure or clean up as needed**

**a. Health and Safety Officer (Director of Environmental Health and Safety)**

- [1] Takes immediate and appropriate action to protect the health and safety of personnel and the environment.
- [2] Isolate and secure the incident site area.
- [3] Determining the nature of materials involved or affected and takes appropriate response actions, including clean-up.
- [4] If the incident involves hazardous material and is of major proportions, ensures that the Sarasota County Fire Department is notified
- [5] Make technical recommendations to the Emergency Coordinator.
- [6] Obtains assistance from city, county and state emergency services as required.
- [7] Obtains assistance from other ERT members including the Public Safety Officer and the Damage Control Officer.

**b. Public Safety Officer (Director of Public Safety)**

- [1] Assists emergency response personnel in determining nature of materials involved or affected and appropriate response procedures and actions.
- [2] Make technical recommendations to the Emergency Coordinator.
- [3] If the incident involves hazardous material and is of major proportions, insures that the Sarasota County Fire Department is notified.
- [4] Insures that the incident site is isolated and secured.
- [5] Takes immediate and appropriate action to protect life.
- [6] Obtains assistance from city, county and state emergency services as required.
- [7] Provides traffic control, access control, perimeter and internal security patrols, and assists with fire prevention services and first aid assistance.

**c. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Provides equipment and personnel to perform shutdown procedures, hazardous area control, and barricades, rescue equipment, debris clearance and crowd control assistance.
- [2] Maintains and protects College equipment from damage incident to the emergency.
- [3] Provides vehicles, equipment and operators for movement of personnel, equipment and supplies.
- [4] Furnishes emergency power and lighting as required.
- [5] Coordinates with other College officials in the functional areas to assemble a damage assessment team.
- [6] Coordinates with Emergency Director and other College officials to assemble information to support a request for a declaration of a disaster.

**8. LAW ENFORCEMENT- Provide immediate law enforcement services to ensure public safety and minimize criminal activity.**

**a. Public Safety Officer (Director of Public Safety)**

- [1] Maintains law and order during the emergency.
- [2] Takes immediate and appropriate action to protect life.
- [3] Obtains assistance from city, county and state emergency services as required.
- [4] Takes appropriate action to provide for the security of facilities, records and valuable materials.
- [5] Provides traffic control, access control, perimeter and internal security patrols, and assists with fire prevention services and first aid assistance.

**b. Emergency Coordinator (VP for Student Life and Dean of Students)**

- [1] Coordinates with the on-scene commander to determine transportation resources needed in the event of evacuation.
- [2] Coordinates housing staff and on-call staff to assist Public Safety department in establishing a perimeter line at the crime or emergency scene and securing access to residence hall facilities.

**c. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Provides assistance if needed to Public Safety Officer in providing for traffic control, access control perimeter, security patrols, fire prevention services, and first aid assistance.

## PRIORITY II- STABILIZATION PHASE

### **1. FACILITY SURVEY- Evaluate facilities for occupancy. Identify and seal off contaminated or restricted areas.**

#### **a. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Coordinates damage assessments as needed.
- [2] Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, rescue equipment, and debris clearance.
- [3] Maintains and protects College equipment from damage incident to the emergency or disaster.
- [4] Surveys habitable space for the relocation of essential services and functions.
- [5] Provides for the procurement of equipment, supplies and services on appropriate basis during emergencies and disasters.
- [6] Assists the Emergency Coordinator in gathering resource data.
- [7] Assists as a member of the damage assessment team.

#### **b. Public Safety Officer (Director of Public Safety)**

- [1] Takes appropriate action to provide for the security of facilities, records and valuable materials.
- [2] Provides traffic control, access control, perimeter and internal security patrols, and assists with fire prevention services and first aid assistance.
- [3] Makes technical recommendations to the Emergency Coordinator.

#### **c. Emergency Coordinator (VP for Student Life and Dean of Students)**

- [1] Maintains a current listing of shelter facilities and shelter resources needed.
- [2] Reports needed repairs of College housing facilities to the Damage Control Officer as necessary to support emergency relief and temporary housing effort and provide personnel to assist with clean-up operations.
- [3] Assists as a member of the damage assessment team, coordinating efforts of the Housing Officer, Student Care Responder and on-call staff.

#### **d. Health and Safety Officer (Director of Environmental Health and Safety)**

- [1] Develop measures for minimizing danger to the ERT members while involved in responding to emergencies.
- [2] Provides equipment to personnel to identify and seal off contaminated areas.
- [3] Makes technical recommendations to the Emergency Coordinator.

**e. Housing Officer (Associate Dean of Students for Residence Life)**

- [1] Assists as a member of the damage assessment team and helps coordinate assistance of on-call staff.

**f. Student Care Responder (Associate Dean of Students for Student Development)**

- [1] Assists as a member of the damage assessment team and helps coordinate assistance of on-call staff.

**2. SHELTER- Identify usable housing structures and organize resident moves as needed.**

**a. Emergency Coordinator (VP for Student Life and Dean of Students)**

- [1] Maintains a current listing of shelter facilities and shelter resources needed.
- [2] Provides temporary housing services as required during periods of emergencies and disasters.
- [3] Utilizes Housing Officer, housing staff, Student Care Responder and on-call staff to move beds, furniture and other items to set up temporary housing for residents.
- [4] Coordinates with the local and state agencies to arrange for reception of evacuees from off campus, if necessary.

**b. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Surveys habitable space for the relocation of essential services and functions.
- [2] Assists in identifying areas to support the temporary relocation of education and administrative programs.
- [3] Coordinates with city, county, state and federal assessors to insure all damage is surveyed for disaster request.
- [4] Provides for the procurement of equipment, supplies and services on appropriate basis during emergencies and disasters.
- [5] Assists the Emergency Coordinator in gathering resource data.
- [6] Assists as a member of the damage assessment team.

**c. Public Safety Officer (Director of Public Safety)**

- [1] Takes appropriate action to provide for the security of facilities, records and valuable materials.
- [2] Provides traffic control, access control, perimeter and internal security patrols, and assists with fire prevention services and first aid assistance.

**3. FOOD / DRINKING WATER- Identify supplies and establish distribution system.**

**a. Food Service Officer (Director of Dining Services)**

- [1] Provides full-time and auxiliary personnel to assist in preparing, delivering and serving food and water during periods of emergencies and disasters.
- [2] Coordinates with the Damage Control Officer in the identification of resources necessary for preparing and transporting food and water.
- [3] Stocks Command Center and shelters with necessary food and water supplies.

**b. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Coordinates with College officials in developing plans for shelters, food, water and sewer provisions.
- [2] Makes temporary repairs of College infrastructure as necessary to support emergency relief and temporary housing efforts.

**4. SEWER SYSTEM – evaluates sewer system and identifies resources that can be used. Develop latrines if needed.**

**a. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Coordinates with College officials in developing plans for shelters, food, water and sewer provisions.
- [2] Makes temporary repairs of College infrastructure as necessary to support emergency relief and temporary housing efforts.

**5. COMMUNICATIONS - Establish communications system with the College community and advises everyone regarding availability of basic services.**

**a. Communications Officer (Editorial and Public Relations Manager)**

- [1] Disseminates all official media releases pertaining to any College emergency or disaster.
- [2] Establishes liaison with local radio and television services for public announcements.
- [3] Provides full-time and auxiliary staff to establish an inquiry center, as appropriate.
- [4] Receives all calls from the media and the public concerning an emergency situation and responds with official information or relays calls to staff members, as appropriate.
- [5] Coordinates with campus functional areas on the release of information pertinent to specific areas.
- [6] Authenticates information sources before release to the media.

[7] Advises the Chief Executive Officer, Emergency Director and Emergency Coordinator of all news concerning the extent of a disaster outside campus.

[8] Updates the Interim Director for Marketing and Digital Strategies.

**b. CEO Communications Liaison (Special Assistant to the President)**

[1] Provides or drafts specialized communications to the Board of Trustees from the Office of the President.

[2] Assists in coordinating interface between CEO and Emergency Director and/or Emergency Coordinator as needed.

**c. Internal Communications Officer (Assistant Director of Communications)**

[1] Maintains communication with students, faculty and staff to inform them of disaster information affecting the lives and property of the students, faculty, and staff of the College.

**d. Computer Services Officer (Director of Institutional Technology)**

[1] Provides resource data and information through computer records to the Chief Executive Officer, Emergency Director, Emergency Coordinator and Emergency Response Team members as required.

[2] Provides for enhanced computer capabilities within the Emergency Command Center and as needed within various campus sites.

[3] Provides for off-campus computer resources should an emergency or disaster disables on-campus computing facilities.

[4] Provides for Internet communications to support other communications resources during periods of emergencies and disasters.

[5] Provides for centralized information collection and data resources for College executive officers and the Emergency Response Team during periods of emergencies and disasters.

**e. Damage Control Officer (Assistant VP for Facilities Management)**

[1] Coordinates the restoration of telephone services as required during periods of emergencies or disasters.

[2] Provides for minor repairs of telephone communications within the College infrastructure to restore communications whenever possible.

[3] Assists the Communications Officer in securing appropriate location and equipment for press conferences and briefings.

**f. Emergency Coordinator (VP for Student Life and Dean of Students)**

[1] Coordinates student contact and communication with parents.

**g. Medical Officer (Associate Dean of Students and Director of Health Services)**

- [1] Coordinates with the Chief Executive Officer, Emergency Director, and or Emergency Coordinator any health related needs.
- [2] Devises, prepares, and implements methods for tracking, documentation of medical care provided to victims, and notification of families.

**h. Fire, Rescue and Public Safety Officer (Director of Public Safety)**

- [1] Continues to operate emergency warning and evacuation systems as needed.
- [2] Assists in establishing an immediate communications network and provides access to two-way radios.
- [3] Continues to coordinate with state and local authorities in regard to public safety needs.

**6. CRIMINAL ACTIVITY CONTROL – Establish security system to control crime.**

**a. Fire, Rescue and Public Safety Officer (Director of Public Safety)**

- [1] Maintains law and order during the emergency.
- [2] Takes immediate and appropriate action to protect life.
- [3] Takes appropriate action to provide for the security of facilities, records and valuable materials.
- [4] Provides traffic control, access control, perimeter and internal security patrols, and assists with fire prevention services and first aid assistance.

**b. Emergency Coordinator (VP for Student Life and Dean of Students)**

- [1] Assists in controlling access to residence and other facilities.

**c. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Provides for the procurement of equipment, supplies and services on appropriate basis during emergencies and disasters.
- [2] Evaluates campus resources and gives estimates of projected need.
- [3] Assists as a member of the damage assessment team.

**7. PSYCHOLOGICAL ASSISTANCE - Establish a system to deal with mental trauma**

**a. Medical and Trauma Support Officer (Associate Dean of Students and Director of Student Health Services)**

- [1] Provides for individual and small group counseling for survivors.

- [2] Assess for psychological trauma and responses that require referral (e.g. medication needs).
- [3] Provides consultation to family members, if needed.
- [4] Educates the College community on signs and symptoms that require counseling attention.
- [5] Provides liaison with mental health providers from off campus.
  
- [6] Notifies and conducts liaison activities with appropriate outside agencies in regard to related medical needs.
- [7] Initiates and maintains contact with Emergency Coordinator and advises of the trauma and medical care needs.
- [8] Coordinates with the Emergency Coordinator for any needed public announcements pertaining to health policies of public concern.

**b. Student Care Responder (Associate Dean of Students for Student Development)**

- [1] Assists with identifying students in need of counseling
- [2] Assist with set-up for group counseling and/or individual counseling
- [3] Serves as the liaison to commuter students, International Students and students connected to Access Services.

## PRIORITY III - RECOVERY PHASE

### **1. VALUABLE MATERIAL SURVEY - Identify, survey and secure valuable materials on campus.**

#### **a. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Develops specific procedures for campus acquisition, control and distribution of resource materials and supplies during emergencies.
- [2] Provides for the procurement of equipment, supplies and services on appropriate basis during emergencies and disasters.
- [3] Assists the Emergency Coordinator in gathering resource data.
- [4] Advises executive staff of resource management status.
- [5] Implements control, allocation and security of resource materials to insure support of College emergency operations.
- [6] Provides for storage of vital records at an alternate site.
- [7] Maintains and protects College equipment from damage incident to the emergency or disaster.
- [8] Provides vehicles, equipment and operators for movement of personnel, equipment and supplies.
- [9] Surveys habitable space for the relocation of essential services and functions.
- [10] Assists in identifying areas to support the temporary relocation of education and administrative programs.
- [11] Coordinates with other College officials in the functional areas to assemble a damage assessment team.
- [12] Coordinates with Emergency Director and other College officials to assemble information to support a request for a declaration of disaster.
- [13] Coordinates with Red Cross damage assessments.
- [14] Coordinates with city, county, state and federal assessors to insure all damage is surveyed for disaster request.

#### **b. Public Safety Officer (Director of Public Safety)**

- [1] Takes appropriate action to provide for the security of facilities, records and valuable materials.
- [2] Coordinates with the Communications Officer in providing two-way radios, personnel and other equipment to establish an immediate communications network.

### **2. RECORDS SURVEY- Identify, survey and secure all College records.**

#### **a. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Assists the Emergency Coordinator in gathering resource data.
- [2] Activates labor pool and provide workforce as requested.

- [3] Provides for storage of vital records at an alternate site.
- [4] Maintains and protects College equipment from damage incident to the emergency or disaster.

**b. Computer Services Officer (Director of Institutional Technology)**

- [1] Serves as a member of the College damage assessment team.
- [2] Provides resource data and information through computer records to the Chief Executive Officer, Emergency Director, Emergency Coordinator and Emergency Response Team members as required.
- [3] Provides for off-campus computer resources should an emergency or disaster disable on-campus computing facilities.
- [4] Provides Internet communications to support other communications resources during periods of emergencies and disasters.
- [5] Provides for centralized information collection and data resources for College executive officers and the Emergency Management Team during periods of emergencies and disasters.

**c. Public Safety Officer (Director of Public Safety)**

- [1] Takes appropriate action to provide for the security of facilities, records and valuable materials.

**3. ACADEMIC SURVEY- Survey academic departments and determine requirements to begin academic operations.**

**a. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Provides for the procurement of equipment, supplies and services on appropriate basis during emergencies and disasters.
- [2] Assists the Emergency Coordinator in gathering resource data.
- [3] Activates labor pool and provide workforce as requested.
- [4] Assists in identifying areas to support the temporary relocation of educational or administrative programs.
- [5] Coordinates and implements, with Computer Services Officer, the restoration of telephone services as required during periods of emergencies or disasters.
- [6] Provides for minor repairs of telephone communications within the College infrastructure to restore communications whenever possible.

**b. Computer Services Officer (Director of Institutional Technology)**

- [1] Serves as a member of the College damage assessment team.
- [2] Provides for off-campus computer resources should an emergency or disaster disable on-campus computing facilities.
- [3] Provides for Internet communications to support other communications resources during periods of emergencies and disasters.

- [4] Coordinates and implements, with Damage Control Officer, the restoration of telephone services as required during periods of emergencies or disasters.
- [5] Provides for centralized information collection and data resources for College executive officers and the Emergency Response Team during periods of emergencies and disasters.

**4. SUPPLIES AND EQUIPMENT-Develop system to renew flow of supplies and equipment from outside sources.**

**a. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Develops specific procedures for campus acquisition, control and distribution of resource materials and supplies during emergencies.
- [2] Provides for the procurement of equipment, supplies and services on appropriate basis during emergencies and disasters.
- [3] Assists the Emergency Coordinator in gathering resource data.
- [4] Advises executive staff of resource management status.
- [5] Activates labor pool and provide workforce as requested.
- [6] Evaluates campus resources and gives estimates of projected need.
- [7] Implements control, allocation and security of resource materials to insure support of College emergency operations.

**b. Food Service Officer (Director of Dining Services)**

- [1] Provides for immediate inventory of food items and coordinates with off campus organizations to acquisition necessary food stock.

**5. HOUSING SURVEY- Survey residence halls and determine requirements to begin the return of residents and normal housing operations.**

**a. Emergency Coordinator (VP for Student Life and Dean of Students)**

- [1] Assists as a member of the damage assessment team.
- [2] Coordinates with Damage Control Officer and Housing Officer for clean up and repair of damaged housing facilities.

**b. Damage Control Officer (Assistant VP for Facilities Management)**

- [1] Coordinates with other College officials in the functional areas to assemble a damage assessment team.
- [2] Coordinates with Red Cross damage assessments.
- [3] Coordinates with city, county, state and federal assessors to insure all damage is surveyed for disaster request.
- [4] Maintains and protects College equipment from damage incident to the emergency or disaster.

- [5] Surveys habitable space for the relocation of essential services and functions.
- [6] Develops specific procedures for campus acquisition, control and distribution of resource materials and supplies during emergencies.
- [7] Provides for the procurement of equipment, supplies and services on appropriate basis during emergencies and disasters.
- [8] Assists the Emergency Coordinator in gathering resource data.
- [9] Advises executive staff of resource management status.
- [10] Implements control, allocation and security of resource materials to insure support of College emergency operations.
- [11] Provides for storage of vital records at an alternate site.

## *Procedures Review and Training*

### 1. Emergency Procedures Review

- 1.1 The Emergency Response Team will conduct an annual review of the Emergency Response Plan and update sections of the plan as needed.
- 1.2 All changes recommended by the Emergency Response Team will be submitted in writing to the VP for Finance and Administration.
- 1.3 A copy of the Emergency Response Plan containing team member personal contact information will be provided to all Emergency Response Team members. Other deans, directors, department heads, and other appropriate personnel are expected to obtain the Plan from the Public Safety website. An annual reminder of the Plan update will be emailed to all faculty and staff.

### 2. Emergency Procedures Training

- 2.1 The Emergency Director will call a meeting of all Emergency Response Team members annually to review emergency procedures outlined in the Emergency Response Plan.
- 2.2 Full-scale practice drills and/or tabletop drills may be scheduled as deemed necessary by the President or VP for Finance and Administration.
- 2.3 All College emergency personnel and occupants of the affected building(s) are to participate fully in the drills.
- 2.4 Any procedural changes found necessary after evaluating a drill are to be submitted by the Emergency Response Team in writing to the VP for Finance and Administration.

## *Specific Emergency Procedures*

This section contains the recommended procedures to be followed during specific types of emergency. It is suggested that the procedures always be followed in sequence unless conditions dictate otherwise. See also Appendix A – Emergency Procedures Poster.

## REPORTING EMERGENCIES

### *Emergency Services*

- **Ringling College of Art and Design Public Safety Officers are available 24 hours a day seven days a week and can be contacted by dialing 359-7500 (last four digits only)**

**if on a campus phone).** The Office of Public Safety is designed to handle emergency situations that may occur on campus and will contact outside agencies for support when needed.

- If you need **emergency police assistance** pick up any campus telephone and dial **911**. Ask the operator for the Sarasota Police Department. The dispatcher will dispatch a Sarasota Police Department unit to your emergency. After Police have been notified, call 359-7500 to notify the Office of Public Safety.
- **If you are reporting a fire dial 911.** The Operator will dispatch Sarasota County Fire Department units to your emergency. After the fire department has been notified, call 359-7500 to notify the Office of Public Safety.
- **If you are reporting a medical emergency dial 911.** The Operator will dispatch an ambulance through the Sarasota County Fire Department. Once an ambulance has been dispatched, call 359-7500 to notify the Office of Public Safety.

### ***How to Report an Emergency***

- When calling, stay calm and carefully explain the problem and location to the Dispatcher. **DO NOT HANG UP UNLESS TOLD TO DO SO.**
- The Dispatcher will ask you questions to provide responding emergency units with vital information. **EMERGENCY HELP IS NOT BEING DELAYED.** The Dispatcher is directing emergency units by radio as you are providing the requested information. **COOPERATE** fully with the Dispatcher.

### ***Emergency Telephones***

The following telephones are available to anyone who needs to report an emergency on campus:

- All office telephones
- **EMERGENCY PHONES** located throughout campus in classrooms and studios are connected directly to the Ringling College of Art and Design Office of Public Safety.

### ***Blue Light Phone Towers (Call Towers)***

VoIP telephone towers are located throughout the campus. The blue light towers include phones which provide a 24-hour direct phone link to the Public Safety Center. Each tower has two activation buttons: one for "information" and one for "emergency." When the VoIP phone is activated, the constantly burning blue light at the top of the tower flashes. A security camera is focused on each tower, enabling the Communications Officer on duty to see the caller while talking to him or her on the phone. These call boxes are not restricted to emergency situations and may be used for non-emergency purposes.

### ***Security Cameras***

In addition to the security cameras located at each blue light phone tower, there are additional cameras recording activity in some of the Ringling College facilities, campus parking lots and adjacent city streets.

# FIRST AID PROCEDURES

- Do not move a seriously injured person unless they are in danger, such as: being near falling objects, fire, or a risk of explosion exists.
- If using a campus phone, call 911 and request an ambulance for injuries that appear serious. If you are unsure of the seriousness of the injury, call the Office of Public Safety at 359-7500 or use an Emergency Phone or Call Tower to request assistance. Give as much information as possible about the injury or illness and the condition of the person. Follow all instructions given to you.
- Stay with the person. Administer first aid if you are trained and keep the person as calm as possible.

# FIRE EMERGENCY PROCEDURES

- Upon discovering a fire, **close the door** to the room where the fire is located and immediately sound the building fire alarm. Pull stations are located in hallways.
- **If using a campus phone, call 911** and give specific location and description of the fire.
- **DO NOT USE ELEVATORS** - USE STAIRWAYS ONLY
- ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING
- Warn occupants to leave the building. After leaving the building, warn others who may attempt to enter the building.
- Close office doors and if time permits, lock file cabinets before leaving. If you have mobility impairment, request assistance from those nearest you. In the event no one renders assistance, proceed to the nearest stairway landing and shout for help and wait there until help arrives. If you cannot get to a stairway, stay in a room, shut the door, and go to a window and signal for help.
- Evacuate to a distance of at least 300 feet from the building or as directed by emergency personnel.
- Do not return to the building until instructed to do so by the Public Safety officers or other proper authority.
- In order to respond effectively in an emergency situation, one needs to be aware of the location of fire alarm pull stations, extinguishing equipment, stairwell safe areas, and exit routes.

# HAZARDOUS MATERIALS LEAKS / SPILLS

Flammable, Toxic, Corrosive, Oxygenic

- **Evacuate all persons from the affected area immediately.** Confine the fumes or fire by closing all of the doors in the affected area. Do not return to the affected area until instructed by the proper authority that it is safe to do so.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, begin washing with water immediately and remain in the vicinity to give their names to the police. Required first aid and clean up by specialized authorities will be started at once.
- If necessary, sound the building fire alarm so evacuation can begin.
- In order to respond effectively in an emergency situation, one needs to be aware of the location of fire alarm pull stations, extinguishing equipment, stairwell safe areas, and exit routes.
- Dial 359-7500 to notify the Office of Public Safety of the problem. Give your name, department and the location of the emergency. Suspected gas leaks or suspicious odors should also be reported so that appropriate action can be taken.
- Evacuate to a distance of at least 300 feet from the building or as directed by emergency personnel.
- Do not return to the building unless instructed to do so by a Public Safety officer or other proper authority.

# EARTHQUAKE PROCEDURES

## *During an Earthquake*

- **If indoors, stay there. Get under a desk or table or stand in a corner.** Stay away from glass windows, shelving and heavy equipment.
- **If outdoors, get into an open area away from trees, buildings, walls and power lines.**
- If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your vehicle until the shaking is over.
- If in a multi-story building, stay away from windows and outside walls. Get under a table. Do not use elevators.
- If you are in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.
- ***After the shock subsides***
  - Get outside and away from buildings and trees.
  - In the event of fire, hazardous materials leaks/spills or need of first aid, follow procedures for those sections listed in this guide.
  - In the event of major damage or disruption, the Office of Public Safety will announce and implement evacuation procedures.
  - Identify and assist the injured. Notify an ambulance or the Office of Public Safety Department (359-7500).
  - Do not return to an evacuated building.
  - A police command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.

# CRIME IN PROGRESS

## ***If You Are A Victim or a Witness***

Individuals who observe a crime, have a crime committed against them, or are involved in an emergency situation, should dial 359-7500 to notify the Office of Public Safety. In the case of a crime in progress you should dial 911 to notify the Sarasota Police Department. Do not take any unnecessary chances. The best way you can help in resolving a criminal incident is to BE A GOOD WITNESS. Make a mental note of, or if you can, write down, any information which may be helpful to the police. The Dispatcher will ask you for the following information at the same time police assistance is being sent:

Description of the person(s) involved

Type of weapons involved, if any

Nature of the incident

Location of perpetrator, if known

Location of the incident

Direction of travel of the perpetrator, if known

Nature of injuries, if any

When calling, stay calm and carefully explain the problem and location to the Dispatcher. **DO NOT HANG UP UNLESS TOLD TO DO SO BY THE DISPATCHER.** Emergency help is not being delayed because the Dispatcher is asking questions. The Dispatcher is directing police assistance by radio as you are providing the requested information.

## ***Armed Robbery***

If you are the victim of a robbery, comply with the perpetrator's demands. Stay as calm and alert as possible, noting as many characteristics of the perpetrator as possible. This may include manner of speech, accents, clothing description, statements made, direction of travel, scars or tattoos, and other distinguishing marks. **DO NOT ATTEMPT TO OVERTAKE OR FIGHT OFF AN ARMED SUSPECT.** Avoid making provocative remarks, which may cause the perpetrator to become violent. Call the Sarasota Police Department (911) or the Ringling College of Art and Design Office of Public Safety (359-7500) after you are released and it is safe to do so.

## ***Firearms Discharge***

If you hear shots fired, or if a sniper is firing a weapon on or near campus, **TAKE COVER IMMEDIATELY** using all available concealment. Do nothing to attract the perpetrator's attention to you. Carefully observe as much about the perpetrator and the surroundings as possible. When the firing stops, or when you feel that it is safe to move, call the police immediately.

## ***Hostage Situations***

Do not attempt to fight back and struggle physically. No matter how "reasonable" your captors may appear on the surface, they cannot be trusted to behave normally and their actions may be unpredictable.

Comply with the instructions of your abductors as well as you can.

Whenever possible, take note of the characteristics of your abductors, their habits, surroundings, speech mannerisms, and what contacts they make.

Avoid making provocative remarks to your abductors. They may react explosively and are likely to become violent.

Try to establish some kind of rapport with your captors.

# GENERAL EVACUATION PROCEDURES

Protecting lives and clearing nonessential persons from critical areas are of primary concern.

- All building evacuations will occur when an alarm sounds continuously and/or upon notification by the Office of Public Safety, Resident Assistant, your direct supervisor, or other emergency service personnel.
- All faculty, staff, students and visitors will immediately evacuate the building upon the sounding of an alarm or when instructed to do so by proper authority. Information regarding the nature of the emergency will be provided once occupants are outside the building.
- When the building evacuation alarm is sounded, or you are told to leave by proper authority, close doors, walk quickly to the nearest marked exit and alert others to do the same. Know the most direct routes from your work area.
- Keep the street and walkways clear for emergency vehicles and personnel.
- Evacuate to a distance of at least 300 feet from the building or as directed by emergency personnel.
- DO NOT return to an evacuated building until an all clear is sounded.

# BOMB THREAT PROCEDURES

## *Responsibility of the Receiver*

- Remain calm and attempt to obtain as much information as possible from the caller.
- Attempt to obtain and record the following information:
- Exact time and date of the call.
- Exact words used by the caller.
- Ask the following questions, if given the opportunity, and record the answers:
- When is the bomb to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Where are you calling from?
- Describe the caller's voice. Is it male? Female? Young? Old? Accent? Tone.
- Background noise heard?
- Is the voice familiar?
- Dial the Office of Public Safety at 359-7500. Give your name, location and telephone number. Inform the Officer of the situation, including any information you may have as to the location of the bomb, time it is set to explode and the time you received the call.
- Inform your supervisor, department head and/or area coordinator.

## *Upon Arrival of the Police*

- Cooperate fully with the police officers and provide them with as much information as possible.
- You may be asked to make a quick search of those areas in your office, classroom, lab, or residence hall room with which you are most familiar.
- If you should spot a suspicious object or package, report it to authorities immediately. Under no circumstances should you touch it, tamper with it, or move it in any way.

## *Building Evacuation*

- All building evacuations will occur when an alarm sounds and/or upon direction of the Public Safety, other college official, or other emergency services personnel.
- All faculty, staff, students and visitors will IMMEDIATELY evacuate the building.
- Information regarding the nature of the emergency will be provided once occupants are outside.
- Move quickly to nearest marked exit and alert others to do the same.
- DO NOT USE ELEVATORS IN CASE OF FIRE.
- ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING.

# SEXUAL ASSAULT

If you have been involved in a sexual assault it is recommended you do the following:

**Tell Someone.** Talk to Student Life, a friend, relative, faculty member, resident assistant, or counselor. Do not keep it to yourself. Student Life staff, Residence hall staff and College counselors are available to provide support, refer you to appropriate persons or agencies, and inform you of your options. The following is a list of staff who can assist you:

**Title IX Coordinator (For faculty and staff):**

Christine DeGeorge – Vice President of Human and Organizational Development  
Office location: Kimbrough, First Floor  
(941) 359-7619 [ccarnegi@ringling.edu](mailto:ccarnegi@ringling.edu)

**Deputy Title IX Coordinator (Students):**

Dr. Tammy S. Walsh - Vice President for Student Life and Dean of Students  
Office location: Ulla Searing Student Center, Second Floor  
(941) 359-7510 [twalsh@ringling.edu](mailto:twalsh@ringling.edu)

[See also Title IX Compliance Policy](#)

**Office of Student Life Staff**

Jekeyma Robinson – Associate Dean of Students for Student Development  
Office location: Ulla Searing Student Center, Second Floor  
(941) 309-4375 [jrobinso@ringling.edu](mailto:jrobinso@ringling.edu)

Chris Shaffer – Associate Dean for Residence Life  
Office Location: Ann and Alfred Goldstein Hall, First Floor  
(941) 359-7616 [cshaffer@ringling.edu](mailto:cshaffer@ringling.edu)

Kristin Dunham – Coordinator of Residence Life  
Office Location: Ann and Alfred Goldstein Hall, First Floor  
(941) 309-0111 [kdunham@ringling.edu](mailto:kdunham@ringling.edu)

Candace Johnson – Coordinator of Residence Life  
Office Location: Ann and Alfred Goldstein Hall, First Floor  
(941) 309-4018 [cjohnso2@ringling.edu](mailto:cjohnso2@ringling.edu)

Erin Smith – Assistant Director of Residence Life for Operations  
Office Location: Ann and Alfred Goldstein Hall, First Floor  
(941) 309-1963 [esmith3@ringling.edu](mailto:esmith3@ringling.edu)

Katie Cuff – Coordinator of Student Activities and Leadership Development  
Office Location: Ann and Alfred Goldstein Hall, First Floor  
(941) 309-0202 [kcuff@ringling.edu](mailto:kcuff@ringling.edu)

E. Ramey – Coordinator of Recreation and Wellness  
Office Location: Ulla Searing Student Center, Second Floor  
(941) 359-6123 [eramey@ringling.edu](mailto:eramey@ringling.edu)

**Office of Public Safety**

Office Location: Harmon Hall, First Floor  
(941) 359-7500

**Rev. Melanie Y. Kim – Campus Chaplain (Confidential Source)**

Office Location: Ulla Searing Student Center, Second Floor  
(941) 309-0200 [mkim1@ringling.edu](mailto:mkim1@ringling.edu)

**Peterson Counseling Center (Confidential Source)**

Office Location: Health Center  
(941) 893-2855

**Health Center**

Office Location: Health Center  
(941) 309-4000

The following is a list of community resources:

**SPARCC (Safe Place and Rape Crisis Center)**

2139 Main Street  
Sarasota, Florida 34237  
(941) 365-0208

You can also reach SPARCC through the Florida Coalition Against Domestic Violence Hotline 1-800-500-1119.

**HOPE Family Services**

[www.hopefamilyservice.org](http://www.hopefamilyservice.org)  
24 Hour Help-line: 941-755-6805  
Outreach Office: 941-747-8499

**Manatee Glens Rape Crisis Services**

[www.manateeglens.org](http://www.manateeglens.org)  
Rape Crisis Hotline: 941-708-6059  
Main number: 941-782-4100

**You are encouraged also to immediately report the offense to Public Safety (and local city police if the offense occurs off campus) to gather and preserve evidence, in case you wish to pursue criminal or civil charges. If you wait to report an offense, evidence will be lost. The decision to file charges is up to you. Please be aware that information reported to any police official is public information, and is available to local media. It is, however, the general practice of journalists not to release names of victims of sex offenses.**

- **Preserve Evidence.** Do not shower, wash, change clothes, douche, urinate, brush teeth, or place anything in your mouth. Do not disturb items in the area where the offense occurred. Keep people away from the scene so evidence is not disturbed.
- **Seek Medical Attention.** It is recommended that you go directly to the hospital for a Medical Legal Rape Examination. Take along extra clothing, including underwear, for after the exam.

# SEVERE WEATHER PROCEDURES

Information on severe weather is broadcast on the following television and radio stations:

TV: WWSB-TV 7 in Sarasota; SNN-TV 6 in Sarasota; WFLA-TV 8 in Tampa; WTSP-TV 10 in St Petersburg; WTVT-TV 13 in Tampa.

FM RADIO: WFLZ-93.3; WHPT-102.5; WCTQ 106.5; WSRZ 107.9.

AM RADIO: The News Station-570; WWRM – WFJO – WDUV – 620; WFLA – 970; WARM – 1320; WENG – 1530; WCCF – 1580.

The Office of Public Safety makes every effort to make the Ringling College community aware of weather warnings as they are issued.

## ***TROPICAL STORMS/HURRICANES***

- When our immediate area is placed under a Tropical Storm Watch or Warning and/or a Hurricane Watch the Emergency Management Team will automatically enter an alert status and closely monitor the weather. The President, or his appointee, will confer with the Emergency Management Team and make decisions regarding the cancellation of classes, closing the college and securing facilities, based on the strength, location and predicted path of the storm.
- When our immediate area is placed under a Hurricane Warning, the President may declare a state of emergency, depending on the strength, location and predicted path of the storm. If a state of emergency is declared, a mandatory evacuation of campus will normally be initiated, with all offices being closed for non-essential personnel and food service operations discontinued. If a state of emergency is announced and evacuation ordered, the Dean of Students will initiate that evacuation of residential students with the assistance of the Associate Dean of Students and Housing Director.

## ***TORNADO***

***Tornado Watch*** means that tornados are possible, but there is no immediate danger. Remain alert for approaching storms. Tornadoes occasionally develop in areas where a severe thunderstorm watch or warning is in effect. Remain alert to signs of an approaching tornado and seek shelter if the skies become threatening.

***Tornado Warning*** means a tornado has been sighted or indicated by weather radar. **Danger exists in these situations and you should move to a place of safety:**

- Smaller interior rooms and hallways of a building offer the best protection.
- Stay away from windows, doors, and exterior walls if possible. Most injuries are from flying debris. Seek cover under a sturdy piece of furniture if available.
- All Clear: remain in protected area until “all clear” is announced or relayed by the Office of Public Safety or by your supervisor, RA or other authorized individual.

## ***THUNDERSTORM***

**Severe Thunderstorm Watch** means severe thunderstorms are possible in the area. Remain alert for approaching storms.

**Severe Thunderstorm Warning** means severe thunderstorms are occurring in the area or indicated by weather radar. Severe thunderstorms may bring damaging winds, flooding rains, hail and lightning. Stay away from windows and doors during severe thunderstorms. Lightning poses one of the greatest thunderstorm risks. If lightning is present do not stand close to large trees or anything made of metal. Stay lower than your surroundings and do not use the telephone unless it is an emergency.

# SHELTER IN PLACE OR EVACUATION PROCEDURES

The College is committed to getting accurate emergency alerts and information to members of the community as soon as possible. However, in the first minutes of an emergency, you may need to make an immediate decision to “shelter in place” or move to a safer location. You should understand and plan for both possibilities. Use common sense and available information, including what you are learning here, to determine if there is immediate danger.

There may be situations when it’s best to stay where you are and avoid any rapidly changing or unknown situation outside. There are other circumstances when staying put and creating a barrier between yourself and potential danger, such as an active shooter, is a matter of survival. Use available information to assess the situation.

## **Shelter in Place**

Depending on the circumstances, when the College issues a campus alert calling for a shelter in place, you should:

- Move into or stay inside the nearest building.
- Go into an interior room or office with few windows, if possible.
- Turn off all lights.
- If possible, close and cover all windows, lock doors, and turn off ventilation systems (including air conditioning and heat, bathroom and kitchen exhaust fans).
- If the door has a window, cover it.
- Then, stay away from windows and doors.
- Put cell phones and other electronic devices in silent mode.
- Remain in place until notified by proper College administration officials, Public Safety Officer, or any responding police or fire department personnel.

## **Evacuation**

There may be situations when there is a dangerous situation inside a specific building and you need to evacuate quickly to ensure your safety. If notified to evacuate, please do so in an orderly fashion, move to a safe area away from the evacuated building, and alert others in your area if possible.

In situations when you are ordered to leave an area, be sure to take necessary items such as keys, glasses and wallets. You may not be able to return to your residence hall, office or classroom for some time. It is best to be prepared, just in case.

# APPENDIX A - EMERGENCY PROCEDURES

EMERGENCY: DIAL 911 PUBLIC SAFETY: 941-359-7500 (7500 CAMPUS PHONE)

## Tornado

- Take shelter inside a building.
- Move to an interior area (i.e. hallway) and close the doors.
- Stay away from windows.
- Get under a desk or table and protect your head.
- Wait for all clear.
- If outdoors, lie flat in a nearby ditch and cover your head. Avoid areas with many trees.

## Active Shooter

- If shots are fired, call 911.
- If you suspect that someone has a gun on campus, but there is no imminent danger, call Public Safety at 359-7500.
- **RUN**  
If there is an accessible escape path, evacuate the area.
- **HIDE**  
If evacuation is not possible, find a place to hide where the shooter is less likely to find you. Lock doors. Turn off lights. Silence cell phones.
- **FIGHT**  
As a last resort, and only when your life is in danger, attempt to disrupt and/or incapacitate the active shooter.

## Medical Emergency

- Call 911.
- Provide the location of incident, nature of illness or injury, number of victims and your name.
- Stay on the phone for instructions.
- Use a red phone or have someone else notify Public Safety at 359-7500. They will assist the emergency services to locate the incident.
- Do not move victim unless their safety is at risk.

## Fire

- Evacuate the building. Do not use elevators.
- Activate the nearest alarm pull station.
- Confine the fire by closing doors and windows if possible.
- Heavy Smoke: stay close to the floor and crawl.
- Call 911 when it's safe to do so.
- Re-enter only when authorized.

### UPDATE YOUR EMERGENCY NOTIFICATION DATA ANNUALLY:

**Students:** Sign in to the Portal—Click the “Self Service” icon.

**Employees:** Sign in to the Portal—Click the “Employee Self Service” link.