

# EMERGENCY RESPONSE PLAN

RINGLING COLLEGE  
OF ART AND DESIGN  
SARASOTA, FLORIDA



**Ringling College  
of Art + Design**

PREPARED BY:

THE OFFICE OF THE VICE PRESIDENT FOR  
FINANCE AND ADMINISTRATION

*Revision date: August 18, 2026*

## *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*

Dr. Tracy A. Wagner

Interim Vice President for Finance and Administration

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## **Introduction**

The Ringling College of Art and Design Emergency Response Plan (ERP) provides a programmed response to emergency situations so that the life and health of the campus community and the operations of the College are protected. The ERP covers a wide range of potential emergencies and crisis incidents and includes a guide for timely and accurate communications so that situations are deescalated or alleviated as swiftly as possible. The plans, procedures and format are consistent with the National Incident Management System (NIMS) and the Incident Command System (ICS).

## **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 Vice President for Finance and Administration. The Senior Vice President (SVP) for Student Life and Dean of Students will coordinate the plan. When an emergency arises, the President, or designee, will activate the Emergency Response Plan.

### **1. PRIORITIES**

In a crisis situation, the priorities for this College are generally as follows (in order of importance): protection of life for students, staff, faculty, and visitors; maintenance of emergency communications; rescue operations; prevention of further injury and protection of College property; and notification of appropriate external agencies.

### **2. DEFINITION OF EMERGENCY OR CRISIS AT THE COLLEGE**

An emergency is an unplanned event that can cause death or significant injury to employees, students, and visitors to the campus, or the public; or that can shut down the campus, disrupt operations, or cause physical or environmental damage. The event list in section 9.4, as well as events not listed, may constitute an emergency.

### **3. OBJECTIVES**

The purpose of the Emergency Response Plan is to address critical services of the College in the following order of importance:

#### **3.1 CATEGORY #1**

Public safety and health of the campus community  
Technological services/continuity of telecommunications  
Critical campus facilities

#### **3.2 CATEGORY #2**

College business services (ex: payroll, accounts payable, purchasing)  
Maintenance of existing essential human services (food, shelter, screening services, etc.) for a possible "student isolation period"

### **3.3 CATEGORY #3**

Educational institutional degree mandates for student-based population

Preparation for recovery stage and resumption of all College operations and resumption of educational classes

## **4. SCOPE OF PLAN**

Campus emergency operations will be conducted within the framework of these guidelines and all College staff should follow the procedures outlined in this plan. Staff members, especially those holding supervisory positions, should familiarize themselves with the plan and review it periodically to help create as smooth a process as possible in the event of an emergency.

To meet the goal of this plan, College staff must be prepared, trained, available, and willing to respond to emergency situations—both minor and major. The guidelines in this document cover a variety of situations, from minor emergencies to major incidents that would affect one or more buildings or halt the operations of the College.

## **5. GENERAL RESPONSIBILITIES**

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

### **5.1 PRESIDENT**

The President, or designee, is responsible for the overall activation of emergency operations during all emergencies and disasters.

### **5.2 VICE PRESIDENT FOR FINANCE AND ADMINISTRATION**

The Vice President for Finance and Administration (VPFA) is responsible for the overall direction of the College's Emergency Response Plan.

### **5.3 COLLEGE SENIOR OFFICERS**

VP for Academic Affairs (VPAA), VP for Advancement, Senior VP for Student Life and Dean of Students (VPDOS), VP for Enrollment Management and Marketing (VPEMM) and VP/Chief Digital Information Officer (VP/CDIO) These Senior Officers are to be available to the President and the VPFA for discussion and recommendation of appropriate actions as they relate to their areas of normal responsibilities.

### **5.4 INCIDENT MANAGEMENT TEAM**

The members assigned to the Incident Management 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.

### **5.5 DEPARTMENTAL RESPONSIBILITIES**

Every administrator, director and department head have the following general responsibilities during an emergency:

Assist the Incident Management Team by informing all employees under their direction of the emergency situation.

Assist the Incident Management Team, College Public Safety officers and other essential personnel in their efforts to meet the Emergency Response Plan priorities listed in this manual.

Evaluate the impact the emergency has on their area and facilitate appropriate action.

When directed, maintain official telephone communications from their own area (or from an alternate site if necessary).

#### Faculty and Supervisors:

Each faculty member and staff supervisor have the responsibility to inform their students and/or employees of any emergency and initiate emergency procedures as outlined in this manual.

## 6. PROCEDURES, REVIEW, AND TRAINING

This Emergency Response Plan will be reviewed regularly and modified, as needed, to assure that it is current, reflects best practices among institutions of higher education, and incorporates the most recent advisories and recommendations provided by local, state and federal emergency management agencies. In addition, the plan will be continuously updated, based on any or all of the following:

The results of exercises, which will be conducted annually in compliance with the Jeanne Clery Act.

The results of post-incident evaluations.

Suggestions for improvement that are provided by members of the College community to the Director of Public Safety.

### 6.1 EMERGENCY PROCEDURES REVIEW

The Incident Management Team will conduct an annual review of the Emergency Response Plan and update sections of the plan as needed. All changes recommended by the Incident Management Team will be submitted in writing to the VPFA.

A copy of the Emergency Response Plan containing team member contact information will be provided to all Incident Management 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.

### 6.2 EMERGENCY PROCEDURES TRAINING

The President, or designee, will call a meeting of all Incident Management Team members annually to review emergency procedures outlined in the Emergency Response Plan.

Full-scale practice drills and/or tabletop drills may be scheduled as deemed necessary by the President or Vice President for Finance and Administration.

All College emergency personnel and occupants of the affected building(s) are to participate fully in the drills.

Any procedural changes found necessary after evaluating a drill are to be submitted by the Incident Management Team in writing to the Vice President for Finance and Administration.

### **6.3 PLAN MAINTENANCE**

The VPFA, or their designee, will be responsible for the ongoing maintenance of the plan. Proposed changes to the plan will be reviewed by offices/departments affected by change. Proposed changes will be submitted to the Incident Management Team for approval. Upon approval, changes to the plan will be widely communicated to all constituencies within the College community.

## **7. AUTHORITY**

The Incident Management Team (IMT) 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 IMT 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.

## **8. 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 the basis for this approach, the following assumptions are set forth:

The College may experience natural or man-caused emergencies and disasters at any time.

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.

Disasters may affect residents in the geographical location of the College; therefore, city, county and federal emergency services may not be readily available.

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 personnel 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 trying to notify superior officials of the situations so as to obtain verification or advice on their actions.

## 9. EMERGENCY LEVELS AND DEFINITIONS

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

### 9.1 MINOR EMERGENCY

An incident, potential or actual, which will not seriously affect the overall functional capability of the College and typically managed by Public Safety or Residence Life Staff.

### 9.2 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 and may require partial or full Incident Management Team activation.

### 9.3 DISASTER

An event or occurrence, which has taken place and has seriously impaired or halted the operations of the College, and will require an Incident Management Team activation. 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 Incident Management Team will be activated and the appropriate support and operational plans will be executed.

### 9.4 TYPES OF POTENTIAL EMERGENCIES

#### **Natural Disasters/Severe Weather Events**

Fires (§ 15.1)  
General Evacuation Procedures (§ 15.2)  
Shelter in Place (§ 15.3)  
Chemical Spills (§ 15.4)  
Hurricanes/ Tropical Storms (§ 15.5)  
Thunderstorms/Microbursts (§ 15.6)  
Severe Weather Information (15.7)

#### **Building, Facility, or Operational**

Utility Outage (§ 15.8)

#### **Crimes/Disturbance**

Crimes in Progress (§ 15.9)  
Threat to Employees/Students (§ 15.10)  
Bomb Threat Procedures (§ 15.11)  
Weapons on campus / Active Assailant / Violent Intruder (§ 15.12)  
Campus Disturbances (§ 15.13)

## **Medical/ Trauma Related Emergencies**

Pandemics (§ 15.14)

Food Poisoning (§ 15.15)

Student Death/Serious Injury (§ 15.16)

Sexual Assault (15.17)

## **10. 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 Vice President of Finance and Administration or designee along with 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 – essential personnel) 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.

## **11. EMERGENCY NOTIFICATION SYSTEM AND COORDINATION**

### **11.1 EMERGENCY COMMUNICATION**

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 **RAVE Emergency Alert** mass notification system. The **RAVE Emergency Alert** system enables campus administrators to reach all members of the campus community in a matter of seconds through cell phone voice calls, text messages, landline telephone voice calls, voice mail, email, desktop takeover and digital campus signage.

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

- Telephone tree communications
- Ringling Safe App
- Campus wide email messages
- Social Media Channels
- Person-to-person communication, using personnel from Student Life and Public Safety
- Website postings
- Two-way radio systems
- Members of the campus community may also report emergencies through use of the blue light phone towers or to request assistance from the Office of Public Safety directly at 941-359-7500.

## **11.2 EMERGENCY COORDINATION**

This plan outlines the authority structure of the College during emergency situations. However, the College, through onsite personnel, will establish a unified command with outside jurisdictional authorities such as the Sarasota Police Department, Sarasota County Sheriff's Office, and the Sarasota County Fire Department as dictated by the actual incident.

## **12. INCIDENT MANAGEMENT SUPPORT**

### **12.1 FIELD INCIDENT 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 established as a Field Incident Command Post. At least one uniformed public safety officer will staff the command post at all times until the emergency ends.

### **12.2 EMERGENCY OPERATIONS CENTER (EOC)**

If the emergency involves a large part of the campus, a campus Emergency Operations Center (EOC) may be established by the Planning Section Lead at a location appropriate to the function of the Incident Management Team. A marshalling area for local agency assistance shall be established by the highest-ranking public safety officer.

### **12.3 INCIDENT MANAGEMENT TEAM ORGANIZATION**

The IMT is divided into Primary and Auxiliary Groups. All members of the IMT will be included in regular meetings and training exercises. The IMT oversees incident operations and supports on-site personnel who are in charge of the response to the emergency by providing resources as needed. Initial decision-making meetings for weather-related events will include Primary IMT members only.

In the event of an absence of a Primary IMT member, the member will identify a delegate to attend the meeting. In the event the Primary IMT member is not available to do so, the Finance Section Lead or Planning Section Lead will appoint a delegate, if needed. In addition to ensuring the setting up the Emergency Command Center, the Finance Section Lead and/or the Planning Section Lead shall immediately begin contacting all necessary members of the IMT. The IMT 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 Operations Center and are responsible for the implementation and coordination of the Emergency Plan as described on the following pages.

## **12.4 INCIDENT MANAGEMENT TEAM (IMT)**

IMT members under the direction of the President will be divided into one of five incident command sections as reflected below and in the organization chart:

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### **12.4.1 PLANNING SECTION**

Responsible for providing planning services for the incident.

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### **12.4.2 OPERATIONS SECTION**

Responsible for managing all tactical operations at an incident.

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### **12.4.3 LOGISTICS SECTION**

Provides all incident support needs.

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### **12.4.4 PUBLIC INFORMATION/COMMUNICATIONS SECTION**

Responsible for all internal and external communications before, during and after an incident.

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### **12.4.5 FINANCE SECTION**

Responsible for managing all financial aspects of an incident.

## 13. INCIDENT MANAGEMENT TEAM – MEMBER/ROLES

### 13.1 PRIMARY MEMBERS

**President**

IMT Role: Chief Executive Officer

**Vice President for Finance and Administration (VPFA)**

IMT Role: [Finance Section](#) Lead

**Senior Vice President for Student Life and Dean of Students (SVPSL/DoS)**

IMT Role: [Planning Section](#) Lead

**Vice President for Academic Affairs (VPAA)**

IMT Role: [Logistics Section](#) Co-Lead

**Vice President/Chief Digital Information Officer (VP/CDIO)**

IMT Role: [Logistics Section](#) Co-Lead

**Vice President for Enrollment Management and Marketing (VPEMM)**

IMT Role: [Public Information Officer \(PIO\)/Communications Section](#) Co-Lead

**Assistant Vice President for Facilities Management (AVPFM)**

IMT Role: [Operations Section](#) Co-Lead

**Director of Public Safety (DPS)**

IMT Role: [Operations Section](#) Co-Lead

**Assistant Vice President and Director of Human Resources**

IMT Role: Human Resources Officer - [Finance Section](#)

**Associate Dean of Students for Housing and Residence Life**

IMT Role: Housing Officer - [Planning Section](#)

**Executive Director of Sarasota Art Museum**

IMT Role: Museum Campus Operations Co-Officer - [Logistics Sections](#)

**Deputy Director, Museum Services and Business Operations**

IMT Role: Museum Campus Operations Co-Officer - [Logistics Sections](#)

**Assistant Director of Public Safety/Technology Specialist**

IMT Role: Emergency Response Technology Officer - [Operations Section](#)

**Director of Marketing and Communications**

IMT Role: [PIO/Communications Section](#) Co-Lead

## 13.2 AUXILIARY MEMBERS

### **Associate Vice President and Dean of Faculty**

IMT Role: Faculty and Academic Facilities Support Officer - [Logistics Sections](#)

### **Director of Environmental Health and Safety**

IMT Role: Environmental Health and Safety Officer- [Operations Section](#)

### **Associate Dean and Director of Student Health and Wellness**

IMT Role: Medical and Trauma Support Officer – [Planning Section](#)

### **Associate Dean of Students and Title IX Coordinator**

IMT Role: Student Care Officer - [Planning Section](#)

### **Director of Dining Services**

IMT Role: Food Service Officer - [Planning Section](#)

## 13.3 INCIDENT MANAGEMENT TEAM – SPECIFIC ROLES

The following specific duties and responsibilities are assigned to IMT members through the Incident Management Team. IMT members understand that specific duties and responsibilities will depend upon the various phases of incident response: preparation, response, and recovery. Additionally, the type of incident will shape the exact nature of the duties and responsibilities to be performed. The lists below are not intended to be exhaustive, but to provide a solid foundation for understanding each member's role and the interdependencies between the roles.

### 13.3.1 CHIEF EXECUTIVE OFFICER

Establishes and maintains direct contact with the Finance Section Lead 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.

Works with the PIO/Communications Section Co-Leads in drafting and facilitating communication between the Office of the President and its constituents, such as the Board of Trustees and others as appropriate.

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.

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### 13.3.2 **FINANCE SECTION** LEAD

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

Directs the Planning Section and Incident Management 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 Chief Executive Officer.

In consultation with the Planning Section Lead, determines the type and magnitude of the emergency and ensures the appropriate Emergency Command Center is set up by the Operations Section Co-Lead (DPS).

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

Coordinates 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.

Ensures access to financial resources is addressed prior to incident, if possible, establishing priorities and resolving competing demands for resources.

Ends the Emergency Response Plan when directed by the Chief Executive Officer.

Notifies and conducts liaison activities with other government agencies and the Incident Management Team, as required, including coordination with FEMA.

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

Maintains contact with Florida Independent Colleges and Universities Risk Management Association (FICURMA) and their resources.

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### 13.3.3 **PLANNING SECTION** LEAD

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

Initiates immediate contact with the Finance Section Lead and begin assessment of the initial response.

Assists the Finance Section Lead in notifying members of the Incident Management Team and advises them of the nature of the emergency.

In consultation with the Finance Section Lead, determines the type and magnitude of the emergency and ensures the appropriate Emergency Command Center is set up by the Operations Section Co-Lead (DPS).

Assists the PIO/Communications Section Co-Leads and the Operations Section Co-Lead (AVPFM) in securing an appropriate location for press conferences and briefings.

Works in setting up a communications network with Housing Officer, Student Care Officer, Medical and Trauma Support Officer, and Food Service Officer.

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

Assists in the identification and location of campus residents, accounts for College residents, and provides for immediate housing and food service needs.

Works with Student Care Officer to coordinate any shelter transportation needs if a campus evacuation is needed.

Works with Student Care Officer to coordinate any specific support for commuter students, international students, and those connected through Student Access Services.

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

Assists Medical and Trauma Support Officer in setting up temporary treatment facilities for those who are injured and/or in need of counseling support.

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

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

Works with Food Service Officer to prepare for food service needs.

Coordinates with Deputy Communications Officer in developing messages for internal campus community.

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

Reports needed repairs of College housing facilities to the Operations Section Co-Lead (AVPFM) as necessary to support emergency relief and temporary housing effort and provide personnel to assist with clean-up operations.

Prepares and submits a report to the Finance Section Lead appraising the final outcome of the emergency as needed.

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#### 13.3.4 LOGISTICS SECTION CO-LEAD - VPAA

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

Works closely with the AVP/Dean of Faculty, AVP/Dean of Undergraduate Studies, and Departmental Affairs Committee (DAC) to disseminate regular updates.

Coordinates class schedules, times, locations etc., during and after an emergency event.

Coordinates with Deputy Communications Officer in developing messages for internal community.

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#### 13.3.5 LOGISTICS SECTION CO-LEAD – VP/CDIO

Provides for the protection of campus computing equipment to include servers and computer labs.

Coordinates special security needs with the Finance Section Lead, if special needs exist.

Provides resource data and information through computer records to the Chief Executive Officer, Finance Section Lead, Planning Section Lead, and Incident Management Team members as required.

Provides for enhanced computer and communications capabilities within the Emergency Operations 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.

Coordinates and implements, with Operations Co-Lead (AVPFM), the restoration of communication services as required during periods of emergencies or disasters.

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

Ensures the Institutional Technology Phone Tree is updated as needed.

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#### 13.3.6 PIO/COMMUNICATIONS SECTION CO-LEADS

Creates and executes an emergency communication plan for internal and external audiences.

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

Reviews and coordinates approval and dissemination of all official media releases and/or public announcements pertaining to any College emergency or disaster.

Liaises with local radio and television services for public announcements, as needed.

Serve as the point-person to receive all calls from the media and the public concerning an emergency situation and to respond with official information or to relay calls to the campus Emergency Operations Center staff members, as appropriate.

Identifies and supports college spokespersons for public statements and/or media interviews.

Advises and assists the Planning Section Lead and Operations Section Co-Lead (AVPFM) in securing a site near the Emergency Command Center in which to hold press conferences and briefings.

Staff and support press conferences and briefings.

Establishes an inquiry center and its staffing plan, which would include full-time and auxiliary staff as required.

Uses updates from the point-person receiving and responding to all calls from the media and the public concerning an emergency situation to inform necessary changes to communications planning.

Coordinate across campus functional areas on the release of area-specific information.

Ensure information sources are authenticated prior to any release to the media.

Report to the Chief Executive Officer, Finance Section Lead, and Planning Section Lead all news concerning the extent of a disaster outside campus and advise on relevant changes to communications planning.

Works as a team to review, approve, and disseminate internal communications for students, faculty, and staff to be shared across multiple platforms, including email, social media, switchboard messaging, and emergency alert communications, to inform and update them about disaster information affecting the lives or property of the students, faculty, and staff of the College.

Works with the Chief Executive Officer in drafting and facilitating communication between the Office of the President and its constituents, such as the Board of Trustees and others as appropriate.

Collaborate and consult with external experts as needed.

Updates the Enrollment Management and Marketing Phone Tree as needed and ensures the Office of the President and Office of Public Safety has updated Phone Trees for the campus.

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#### 13.3.7 **OPERATIONS SECTION** CO-LEAD - AVPFM

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

Coordinates with Finance Section Lead and other College officials to assemble information to support a request for a declaration of disaster.

Coordinates damage assessments as necessary.

Provides for the procurement of equipment, supplies and services on appropriate basis during emergencies and disasters.

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

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

Identifies staff and outside contractors to provide workforce as requested.

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.

Implements control, allocation, and security of resource materials to insure support of College emergency operations.

Coordinates acquisition of buses, vans, and other vehicles as required.

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.

Evaluates facilities for occupancy post-incident, identifying and sealing off contaminated or restricted areas.

Identifies habitable space for the relocation of essential services and 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 PIO/Communications Section Co-Leads 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 Logistics Section Co-Lead (VP/CDIO) the restoration of communication services as required during periods of emergencies or disasters.

Prepares and submits a report to the Finance Section Lead appraising the final outcome of the emergency as needed.

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#### 13.3.8 OPERATIONS SECTION CO-LEAD - DPS

Takes immediate and appropriate action to protect life.

Maintains law and order during the emergency.

Notifies campus administrators of emergencies and sends emergency notifications as needed.

Assists with assessing the campus for immediate safety concerns to facilitate campus stabilization.

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

Obtains assistance from and coordinates with city, county, and state emergency services as required for public safety needs.

Provides access to state and federal criminal justice computer facilities, and other equipment as needed.

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

Consults with regional higher education emergency management group when appropriate (e.g. in advance of a projected hurricane event).

Assigns 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 Operations Center.

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, arranging for property protection and conservation.

Prepares and submits a report to the Finance Section Lead appraising the final outcome of the emergency as needed.

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#### 13.3.9 HUMAN RESOURCES OFFICER - FINANCE SECTION

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

Coordinates with Deputy Communications Officer in developing messages for College employees.

Coordinates with Finance Section Lead in evaluating staffing decisions for emergency personnel.

Ensures benefits and compensation continuity throughout the duration of the emergency.

Collects and maintains emergency personnel documentation for compliance requirements.

Ensures the Finance and Administration Phone Tree is updated as needed.

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#### 13.3.10 HOUSING OFFICER - **PLANNING SECTION**

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

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 coordination 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 the Food Service Officer relative to student needs.

Assists with the assessment of any damage to campus residences and coordinates assistance from on-call staff.

Coordinates with Planning Section Lead and Operations Section Co-Lead (AVPFM) on inspecting residential areas, clean-up activities, and repair activities as needed.

Work with Planning Section Lead to determine the timing of the return of residential students and normal housing operations.

Prepares and submits a report to the Planning Section Lead appraising the final outcome of the emergency as needed.

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#### 13.3.11 MUSEUM CAMPUS OPERATIONS CO-OFFICERS - **LOGISTICS SECTION**

Coordinate with Finance Section Lead and other College officials to identify and respond to unique needs of the Museum Campus.

Communicate with Sarasota County School Board on an as needed basis.

Coordinate with Operations Section Co-Lead (AVPFM) to evaluate damage assessment at Museum Campus.

Coordinate with any specialized damage assessment employees and insurance representatives for exhibition damage.

Ensure the safety and preservation of art in the Museum Campus facilities and on the grounds.

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#### 13.3.12 EMERGENCY RESPONSE TECHNOLOGY OFFICER - **OPERATIONS SECTION**

Operates/initiates emergency warning and evacuation systems.

Provides technological support during all meetings of the Incident Management Team.

With the assistance of the Logistics Section Co-Lead (VP/CDIO) and Operations Section Co-Lead (AVPFM), establishes a list of locations for the Planning Section Lead that could be used as an alternate Emergency Operations Center, staging areas and field command posts.

In coordination with the Logistics Section Co-Lead (VP/CDIO), evaluate available technology and equipment and establish a rapidly deployable cache of communication equipment to make any acceptable location a fully functioning Emergency Operations Center.

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

Assists the PIO/Communications Section Co-Leads in establishing an immediate communications network including access to available two-way radios, laptop, Starlink access, and other equipment as needed.

Oversees 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.

Ensures the Museum Campus Phone Tree is updated as needed.

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#### 13.3.13 FACULTY AND ACADEMIC FACILITIES SUPPORT OFFICER - **LOGISTICS SECTION**

Coordinates any special communication, information, or contact with faculty.

Assists Logistics Section Co-Lead (VPAA) with special arrangements as needed and supports academic facility restoration as a liaison to the Operations Section Co-Lead (AVPFM).

Obtains supplies to support emergency response function as needed to coordinate continuity of teaching and learning.

Ensures the Academic Affairs Phone Tree is updated as needed.

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#### 13.3.14 ENVIRONMENTAL HEALTH AND SAFETY OFFICER - **OPERATIONS SECTION**

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

Determines the nature of materials involved or affected and takes appropriate response actions, including providing equipment and support for isolating and securing of incident site areas and ensuring appropriate clean-up.

Notifies campus administrators of emergencies.

If the incident involves hazardous material and is of major proportions, ensures that the Sarasota County Fire Department is notified.

Makes technical recommendations to the Planning Section Lead.

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.

Coordinates with outside agencies for hazardous material locations and safety data sheets.

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

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

Prepares and submits a report to the Finance Section Lead appraising the final outcome of the emergency as needed.

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#### 13.3.15 MEDICAL AND TRAUMA SUPPORT OFFICER - **PLANNING SECTION**

Coordinates the reporting of all data obtained concerning health problems or epidemics to the Planning Section Lead.

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

Notifies the Planning Section Lead of potential or actual medical emergencies.

Coordinates with Deputy Communications Officer for any needed public announcements pertaining to health policies of public concern.

Initiates and maintains contact with Planning Section Lead and advises of the medical care workload, material and facilities, and the status of supporting services.

Works with Student Care Officer to coordinate any specific support for commuter students, international students, and those connected through Student Access 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.

Devises, prepares, and implements methods for tracking and documentation of medical care provided to victims, and notification of families.

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, if needed.

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

Provides liaison with mental health providers from off campus.

Prepares and submits a report to the Planning Section Lead appraising the final outcome of the emergency as needed.

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#### 13.3.16 STUDENT CARE OFFICER - **PLANNING SECTION**

Coordinates any special communication, information, and contact with commuter students, identifying students in need of counseling or other support.

Assists Housing Officer with Residence Life arrangements as needed, coordinating the relocation of students to area shelters.

Assists Medical and Trauma Support 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 Affairs, the Associate Dean of Accessibility Services and Director of Student Access Services.

Assists Housing Officer with the assessment of any damage to campus residences and inspects other Student Life facilities for potential damage.

Assists with inspecting, clean-up, and repair as needed. Updates the Student Life Phone Tree as needed.

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#### 13.3.17 FOOD SERVICE OFFICER - **PLANNING SECTION**

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 Operations Section Co-Lead (AVPFM) in the identification of resources necessary for preparing and transporting food and water, keeping Planning Section Lead informed.

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

Stocks Emergency Command Center(s) and shelters with necessary food and water supplies.

## 14. REPORTING EMERGENCIES

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 (941) 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 (941) 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 (941) 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 (941) 359-7500 to notify the Office of Public Safety.

### 14.1 PHONE REPORTING

- DIAL: 7500 from any college phone, (941) 359-7500 from a cell phone, or "911".
- 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 Red Phones

Red Phones are located in many classrooms and studios are connected directly to the Ringling College of Art and Design Office of Public Safety.

#### Emergency Call Boxes

Simply press the "Emergency" button to speak with a Public Safety Officer to report an emergency.

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

Blue Light Assistance Call towers are strategically located throughout the campus. The blue light towers include phones which provide a 24-hour direct phone link to the Public Safety Communications Center. Each tower has two activation buttons: one for "information" and one for "emergency." When the 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 them on the phone. These call towers are not restricted to emergency situations and may be used for non-emergency purposes.

## **14.2 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.

## **15. SPECIFIC EMERGENCY PROCEDURES**

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

### **15.1 FIRES**

Fire is always a threat to buildings. The College, with many structures, is no different.

Members of the campus community should be aware of the fire protection features in their buildings and be familiar with evacuation and safety procedures. This type of awareness along with fire prevention practices will reduce the chances of death, injury and damage of property.

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#### **15.1.1 REPORTING PROCEDURES**

In the event of a fire or if smoke is detected, individuals should:

Activate a fire alarm in their building or area

Call 911 or the Public Safety Office (941) 359-7500 or 7500 from a campus phone

Leave the building immediately

Public Safety will notify the Office of Residence Life if the fire occurs in a residence hall

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#### **15.1.2 ACTIVATION, NOTIFICATION, AND PROCEDURES**

A general fire alarm can be sounded when one or more smoke detectors are activated or a heat detector, which triggers a Priority 1 audible and flashing alarm and any entire building evacuation.

##### Notification and Procedures

Upon the detection of a fire emergency, the Director of Public Safety will immediately advise senior leadership.

A communications officer will IMMEDIATELY send at least one public safety officer to the location upon receipt of a fire alarm by any means, including a fire alarm monitoring system, phone call, radio call, etc. The Officer-in-Charge will determine if additional personnel are necessary.

If the responding officer believes it is safe to enter the building, they may do so to assess the problem and assist in the evacuation. When evacuating the building, the officer(s) should sound the fire alarm, if it has not already been activated.

The responding officer will keep the communications officer apprised of the situation, so that the 911 dispatcher may transmit additional information to the responding fire department, such as severity of fire, number of people involved, injuries, or if it is a false alarm.

A public safety officer will meet the first arriving fire department units and provide information to the responding unit.

Do not reset/silence the alarm until the cause of the alarm and location of the alarming device has been investigated.

Public Safety may *silence* the alarm as needed or requested by fire department personnel, but Public Safety must control the area so that individuals are prevented from entering the building after the alarm is silenced.

No one is allowed to re-enter the building until the responding fire department has given the go ahead.

**ALL OCCUPANTS MUST EVACUATE THE BUILDING UPON ACTIVATION OF THE FIRE ALARM.**

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#### 15.1.3 RESPONSIBILITIES ON SITE

Residence Life Staff (if in Residence Hall) - Crowd control, take care of student needs

AVP Facilities Management - Serve as resource for emergency personnel, assess damage and take corrective action.

Public Safety — Evacuation, crowd control, investigation. Initiates mass notification as needed and cancels when appropriate.

Marketing and Communications Department (if necessary) – Spokesperson for College.

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#### 15.1.4 GUIDELINES FOR PROTECTION/MINIMIZATION OF IMPACT

Once the building has been cleared for occupancy, an inspection of the building shall be performed to determine if anyone failed to evacuate.

**Residence Life Buildings:** The Public Safety Office will turn the building over to Residence Life staff members, who shall perform their inspection to see if individuals failed to evacuate.

**Non-Residence Life Buildings:** The Public Safety Office will check the building and list the names of individuals who failed to evacuate. If a general area did not evacuate, list the room number or department and the number of people. List the reason why areas were not evacuated.

In any situation, Public Safety shall evaluate the scene and secure the area if any injuries or damage has occurred. The Director of Public Safety shall be notified of all significant fires, injuries, damage or suspicious problems.

### **Individual and Group Safety Information**

The best defense against a fire is to prevent it from happening in the first place through preparation. The following are suggestions before a fire happens:

Know where the nearest fire extinguisher is located and how to use it. Training through EHS upon request.

Know primary and secondary evacuation routes and designated assembly points.

Know the best evacuation routes for the physically disabled or areas of refuge.

The following are suggestions to minimize risks to life, injuries and damage if a fire occurs:

**Activate the fire alarm, or if there is none, verbally inform people in the building as you exit.**

Call 911 or Public Safety at (941) 359-7500.

Assist individuals who are physically impaired, if safe to do so, and inform emergency personnel about them.

Evacuate the building promptly.

Ensure that everyone is out of the building. Close all doors and windows while leaving, but only if it does not jeopardize your safety or the safety of others.

### **Do not use elevators.**

Extinguish small fires if you know how to do so and it will not jeopardize your safety or the safety of others.

If there is smoke, stay low to the ground because toxic air rises.

Report hazardous conditions to emergency personnel.

Do not re-enter the building until emergency personnel declare it safe.

## **15.2 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.

All persons, including those with mobility limitations, are required to evacuate a facility any time the fire alarm is activated. People without mobility limitations should exit the building using the nearest exit. Elevators should never be used in the event of a fire.

Depending upon the facility and type of mobility limitations, people may have the following evacuation options:

Horizontal evacuation is defined as using building exits on the same level to move outside.

Vertical or stairway evacuation involves using stairs to reach ground level exits from the building. It is important to remember that stairway evacuations of individuals who use wheelchairs may be hazardous to individuals with mobility limitations, rescuers, and others attempting to evacuate and should not be attempted by untrained personnel unless there is no other alternative. Emergency evacuation chairs may be an option with appropriate training and assistance. Individuals with a mobility limitation who are able to walk independently or with assistance may be able to negotiate stairs.

Area of Refuge – With assistance (a buddy) an individual with mobility limitations may move to an area of refuge away from obvious danger. The buddy will then notify the on-site emergency personnel of the location of the person with a mobility limitation. Emergency personnel will determine if further evacuation is necessary. Usually, the safest areas of refuge are stair enclosures or fire rated corridors.

When the building evacuation alarm is sounded, or you are told to leave by a 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.

### 15.3 SHELTER IN PLACE

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.

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.

## **15.4 PROCEDURE FOR CHEMICAL SPILLS**

When a spill can be reasonably anticipated, a spill response plan is required. Areas that use and store hazardous chemicals must have a spill kit and personal protective equipment (PPE).

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### **15.4.1 SPILL RESPONSE PLAN**

An effective spill response plan should consider all of the items listed below. The complexity and detail of the plan will depend upon the physical characteristics and volume of materials being handled, the potential toxicity, and the potential for release to the environment.

Review Safety Data Sheets (SDSs) or other references for recommended spill cleanup methods and materials, and the need for personal protective equipment.

Place appropriate spill control materials in relevant areas to contain anticipated spills. The need for equipment to disperse, collect and contain spill control materials (e.g., dustpan and brush, waste bags etc.) should also be located.

Place recommended personal protective equipment with the spill kit. (e.g., gloves, goggles etc.).

Ensure personnel are trained on spill response, hazard communication and personal protective equipment.

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### **15.4.2 CLEANUP PROCEDURE**

In the event of a chemical spill, the individual who caused the spill must contact Public Safety (red phone or call 359-7500) for prompt and proper clean-up.

Risk assess the situation and determine if the area should be evacuated. If there is a fire or if medical attention is required contact 911. If respiratory protection is considered necessary, do not proceed. EVACUATE the area / building. If a volatile or flammable material is spilled, immediately warn everyone, control sources of ignition and ventilate the area.

Attend to any people who may be contaminated. Contaminated clothing must be removed immediately and the skin flushed with water for no less than fifteen minutes. Clothing must be laundered before reuse.

Don personal protective equipment, as appropriate to the hazard. Refer to the safety data sheet or other references for information.

Stop the source if possible. Close valves, rotate punctured drums and plug leaks, when safe to do so. Use the chart to aid with the required containment response. The type of chemical, volume of spill and spill location will be factors in the risk assessment. If there has been a release to the environment contact EHS (0027). Protect floor drains; spill socks and absorbents may be placed around drains, as needed.

| Category       | Size               | Response                  | Treatment Materials          |
|----------------|--------------------|---------------------------|------------------------------|
| Small - medium | Up to 1 gallon     | Public Safety risk assess | Absorption spill kit         |
| Large          | More than 1 gallon | Public Safety report      | Contact EHS for outside help |

Contain and clean up the spill with absorbent pads and booms or universal sorbent.

Loose spill control materials should be distributed over the entire spill area, working from the outside, circling to the inside. This reduces the chance of splash or spreading of the spilled chemical.

When spilled materials have been absorbed, use dustpan and brush to place materials in an appropriate container for disposal. Polyethylene bags may be used for small spills. Complete a hazardous waste sticker, identifying the material as "*Spill Debris involving XYZ Chemical*", and affix onto the container. The waste container must be transported to the hazardous waste shed.

Decontaminate the surface where the spill occurred using a mild detergent and water, when appropriate. Custodial Services will help with surface cleaning only. Complete an accident / incident form.

Restock absorbent materials.

Remember  
Risk assess the situation  
Consult the safety data sheet  
Use personal protective equipment  
If unsure, evacuate the area and contact EHS

## 15.5 HURRICANES/ TROPICAL STORMS/TORNADOS

A hurricane is a tropical storm with wind speeds of at least 74 miles an hour. It is capable of changing direction and intensifying quickly and is likely to include rain and sometimes thunder and lightning, as well. Hurricanes are divided into five categories, depending on wind speed. A Category 5 storm has wind speeds of at least 155 miles an hour.

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### 15.5.1 REPORTING, NOTIFICATION, AND PROCEDURES

In the event of a **HURRICANE WATCH**, the College will receive the latest updates from various sources, such as the National Weather Service, Sarasota County Emergency Management and local weather services, such as those provided by TV and radio.

Remember that the National Weather Service issues a **HURRICANE WATCH** when the possibility of the path of a hurricane could threaten the region.

A **HURRICANE WARNING** is issued when a hurricane is spotted or its path indicated on Doppler radar.

All faculty and staff should know the difference between a **HURRICANE WATCH** and **HURRICANE WARNING**.

The following campus notification systems may be activated in case of a **HURRICANE WATCH OR WARNING**:

- College RAVE Emergency notification systems
- College AMS (email) system
- Essential Personnel providing direction on safety precautions and procedures

When our immediate area is placed under a Tropical Storm Watch or Warning and/or a Hurricane Watch, the Incident Management Team will automatically enter an alert status and closely monitor the weather. The President, or his appointee, will confer with the Incident 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 SVP for Student Life and Dean of Students will initiate that evacuation of residential students with the assistance of the Residence Life and Student Life staff.

Once news of an impending storm has been received, the IMT will be activated and an organizational meeting will be held.

**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.

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#### 15.5.2 IF CAMPUS EVACUATION IS NEEDED

At the 72-hour mark preceding the storm (if possible), the IMT will decide what hurricane safety measures to take.

Students on campus who will be required to activate their personal Hurricane Plans and evacuate campus. Students without a Hurricane Plan will be transported to the appropriate emergency shelter.

Residence Assistants will check the rooms to be sure everyone has left.

Residence Assistants are not to jeopardize their own safety.

Public Safety follows up to be certain buildings have been evacuated.

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#### 15.5.3 RESPONSIBILITIES ON CAMPUS (PREPARATION, RESPONSE, AND RECOVERY):

Responsibilities for emergency preparation, response, and recovery is outlined in the Emergency Response Plan. Please refer to the plan for details.

### 15.6 THUNDERSTORMS/ MICROBURSTS

Due to the potential severity and dynamic acceleration of thunderstorms in the region, the campus community is encouraged to download weather apps such as *accu-weather* or *my radar* to provide you with accurate and timely forecasts.

Public Safety will send out thunderstorm alerts when feasible, however community members should always be prepared to seek shelter as these storms tend to develop and move rapidly without much notice.

**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.

## 15.7 SEVERE WEATHER INFORMATION:

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.

## 15.8 UTILITY OUTAGE

The College Facilities Department has developed and maintains emergency action plans in the event of utility outages. These plans and procedures are designed to address utility failures involving the loss of electrical power, gas, potable water, and loss of communications. The plans include preparations for meeting any serious shortage or complete failure of utilities.

### 15.8.1 PROCEDURES

In the event of utility failure, contact:

Public Safety at (941) 359-7500 (X 7500 from campus phones)

Facilities Department at (941) 359-7635

#### Notification Procedures for Other Agencies

The Assistant Vice President for Facilities Management (or designee) will notify the following as needed:

|                                 |                |
|---------------------------------|----------------|
| Florida Power and Light:        | 1-800-468-8243 |
| TECO Gas Company at             | 1-877-832-6747 |
| Sarasota County Water Authority | (941) 861-5000 |
| City of Sarasota Water Dept     | (941) 263-6793 |

#### Notification Procedures

An on-duty Public Safety Officer will notify the Director or Asst. Director of Public Safety. The Director will notify other appropriate College officials.

The following campus notification systems may be activated in case of a utility outage:

- Emergency notification systems
- AMS Messaging
- Essential Personnel providing direction on safety precautions and procedures

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#### 15.8.2 GUIDELINES FOR PROTECTION/MINIMIZATION OF IMPACT

During a utility outage, the responding Facility Department personnel should attempt to locate the source of the outage and mitigate any potential for further disruption of utility services to the College. Public Safety will assist with on campus traffic control and securing the area for responding utility repair crews. If the source of the outage has been located and identified, emergency shutoff procedures will be enacted when it is safe to do so.

The following are safety suggestions in dealing with a utility outage:

All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists. Assist the handicapped in exiting the building. Remember that the elevators are reserved for those with physical disabilities. Do not use elevators in case of fire.

Once outside, move to the buildings muster location or where directed by emergency personnel. Keep walkways, fire lanes and hydrants clear for emergency crews.

If requested, assist emergency crews as necessary.

An Emergency Command Center may be set up near the emergency site. Keep clear of the command post unless you have official business.

Do not return to an evacuated building affected by the utility loss until told to do so by an appropriate university official.

Electrical/Light Failure - Emergency lighting systems should provide sufficient illumination to exit buildings in an orderly manner.

Elevator Failure - If you are trapped in the elevator, use the emergency phone to directly notify Public Safety.

Plumbing Failure/Flooding - Cease using all electrical equipment. Notify Public Safety at (941) 359-7500. If necessary, vacate the area.

Gas Leak - Cease all operations. Do not switch on/off lights or any electrical equipment. Remember electrical arcing can trigger an explosion! Notify Public Safety from a phone away from the gas leak area.

Ventilation Problem - If smoke odors come from the ventilation system, immediately notify Public Safety or the Facilities Operations Department. If necessary, cease all operations and vacate the area

#### 15.9 CRIMES IN PROGRESS

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 or "911".

**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**
- ✓ **Nature of the incident**
- ✓ **Location of the incident and nature of injuries, if any**
- ✓ **Types of weapons involved, if any**
- ✓ **Location of perpetrator, if known**
- ✓ **Direction of travel of the perpetrator, if known**

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.

#### **15.10 THREATS TO EMPLOYEES/STUDENTS**

A threat to any member of the campus community—whether it is to oneself or to another person—is taken with the utmost seriousness by the university. These threats can be made personally, but can also be made in a variety of ways—email, text messaging, letters, through another person, etc. They can also be direct, or more subtle.

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##### **15.10.1 REPORTING, NOTIFICATION, AND PROCEDURES**

Never try to handle a situation you feel is dangerous on your own. Call the Public Safety Office (941) 359-7500 or for a non-emergency situation by calling (941) 309-4121. Depending on the incident, you may also inform your supervisor and/or the Human Resources Department.

The Public Safety Officer on duty should determine whether the individual making the threat is a student, employee or outsider. The Public Safety Officer also should determine if that individual is a danger to himself/herself. If it is a student who is a danger to himself/herself, the Public Safety Officer will contact the Peterson Counseling Center. The counselor may opt to talk to the individual or request assistance from the Sarasota Police Department.

If the individual making the threat is not a student, or is a student who is not a threat to himself/herself or others, the following steps should be taken:

The Public Safety Office will call the Sarasota Police Department for assistance. A determination will be made if the individual shall be escorted to a nearby hospital. Hospital personnel will assess the individual’s emotional state and determine a treatment plan. If the individual is a student, the Public Safety Office will notify the Peterson Counseling Center, the VP-Dean of Students, and if the student is living on campus, notify the student’s AD of Residence Life. If the individual is a faculty or staff member, that person’s supervisor and Human Resources shall be contacted. If the incident is of such a nature as to endanger the campus community, the Director of Public Safety shall notify appropriate members of senior leadership.

The following campus notification systems may be activated in case of a threat to employees or students:

- RAVE Emergency notification systems
- AMS Messaging system
- Essential Personnel providing direction on safety precautions and procedures

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#### 15.10.2 GUIDELINES FOR PROTECTION/MINIMIZATION OF IMPACT

Inappropriate behavior is often a warning sign of potential hostility or violence. When left unchecked, it can escalate to higher levels. Employees who exhibit the following behaviors should be reported and disciplined in accordance with College policy:

- Unwelcome name calling, obscene language and other abusive behavior.
- Intimidation through direct or veiled verbal threats.
- Throwing objects in the workplace due to anger, regardless of the size of type of the object being thrown, or whether a person is the target of a thrown object.
- Physically touching another employee in an intimidating, malicious, or sexually harassing manner that includes such acts as hitting, slapping, poking, kicking, pinching, grabbing and pushing.

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#### 15.10.3 INDIVIDUAL AND GROUP SAFETY INFORMATION

There is no exact method to predict when a person will become violent. One or more of these warning signs may be displayed before a person becomes violent, but does not necessarily indicate that an individual will become violent. A display of these signs should trigger concern as people experiencing problems usually exhibit them:

- Irrational beliefs and ideas
- Verbal, nonverbal or written threats or intimidations
- Fascination with weaponry and/or acts of violence
- Expressions of a plan to hurt himself or others
- Externalization of blame
- Unreciprocated romantic obsession
- Taking up much of supervisor's time with behavior or performance problems
- Fear reaction among co-workers/client
- Drastic change in belief systems
- Displays of unwarranted anger
- New or increased source of stress at home or work
- Inability to take criticism
- Feelings of being victimized
- Intoxicated from alcohol or other substances
- Expressions of hopelessness or heightened anxiety
- Productivity and/or attendance problems
- Violence towards inanimate objects
- Stealing or sabotaging projects or equipment
- Lack of concern for the safety of others.

## 15.11 BOMB THREAT PROCEDURES

While threats to detonate a bomb are usually not enacted, each and every threat potentially jeopardizes the life of all those in and around the targeted area. As such, each threat must be taken seriously and precautionary procedures implemented. Bomb threats usually are generated via telephone and email, but can also be sent using a variety of different methods, such as letter, text message, etc.

Should a suspicious object or package be observed, report it to Public Safety (941) 359-7500 immediately. Under no circumstances should you touch it, tamper with it, or move it in any way.

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### 15.11.1 RESPONSIBILITY OF THE CALL TAKER

- 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 (941) 359-7500. Give your name, location and telephone number. Inform the communications 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.

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### 15.11.2 UPON ARRIVAL OF LAW ENFORCEMENT

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.

## 15.12 WEAPONS ON CAMPUS/ ACTIVE ASSAILANT/VIOLENT INTRUDER

A hostile threat (intruder) on the grounds of the college is a serious matter, which requires a direct police response. This response would include making every effort to locate, identify, and neutralize the threat. The

police intervention would also include obtaining information from the individual reporting the incident and could include preventative measures, such as shelter in place, finding cover and concealment and/or evacuation efforts to prevent further injuries.

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#### 15.12.1 REPORTING, NOTIFICATION, AND PROCEDURES

In the event an individual encounters a hostile threat/weapons incident, that person shall notify SPD via “911” or Public Safety (x7500 from any campus phone). The caller would be asked to provide the following information: **(This will not hinder police response)**

- Nature of the incident
- Location of the incident and/or suspect(s)
- Direction of travel of the suspect(s)
- Description of the suspect(s) involved
- Description of any weapon(s)

Public Safety shall immediately notify the Director of Public Safety or designee. The Director of Public Safety shall notify the VP for Finance and Administration who will then notify the President, SVP for Student Life and Dean of Students, VP for Academic Affairs, and the Communication Department.

The following campus notification systems may be activated when there is a weapons incident or a hostile threat at the college:

- Rave Mass Notification System
- Essential Personnel providing direction on safety precautions and procedures

**This notification may include a Shelter in Place, immediate cover and concealment and/or evacuation from the affected incident location.**

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#### 15.12.2 HOW TO PREPARE BEFORE IT HAPPENS

Take time to know your surroundings. For areas you frequent, consider multiple routes to escape and places to hide in the event of an incident.

Keep your college ID and a cell phone with you at all times. Your college ID may allow you access to buildings if they are locked down. Your cell phone will allow you the ability to report any incident to Public Safety.

Be alert to suspicious situations, intruders and subsequent threatening behavior.

Immediately report these observations to SPD or Public Safety, as the initial 7 to 10- minute period is the most dangerous and vulnerable period of time for the students, faculty and staff during a hostile threat/weapon incident.

If you see something, say something. Call Public Safety at 941-359-7500 to report suspicious activity.

**Remain SITUATIONALLY AWARE!**

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### 15.12.3 WHAT TO DO WHEN IT HAPPENS

Every active assailant with a weapon incident is different. You will have to quickly evaluate the situation and choose the best course of action. If you become aware of an active assailant, you have three options: **RUN**, **HIDE**, or **FIGHT**.

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#### 15.12.4 RUN

If you become aware of someone in your building who has a weapon and is shooting, or threatening to harm others:

- Get out of the building immediately if you can do so without putting yourself in harm's way. Leave your belongings behind
- Notify anyone along the way to get out
- Take shelter in another building or leave campus if you are able to safely do so
- Keep your hands up and out of your purse or pockets if encountered by police
- Call Public Safety at 941-359-7500 or dial "911"

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#### 15.12.5 HIDE

If you are unable to leave the building:

- Lock yourself inside of a room and move furniture in front of the door
- Cover the windows and turn off any lights
- Silence your mobile device(s).
- Do not answer the door for anyone
- Ignore any fire alarms as they may be a trick to draw people into the open
- Call Public Safety at 941-359-7500 or dial "911"

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#### 15.12.6 FIGHT

As a last resort, and only when your life is in imminent danger, try to disrupt or take down the shooter preferable with one of more persons to "swarm" the assailant.

- Act as aggressively as possible while trying to disarm the assailant
- Throw items at the shooter
- Yell

- Look for items that could be used as a weapon
- Stay committed to your actions

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#### 15.12.7 WHAT TO DO RIGHT AFTER IT HAPPENS

Remain in your safe location until instructed otherwise by law enforcement officials.

Contact SPD or Public Safety should you have relevant information pertaining to the suspect(s).

Provide all requested information to law enforcement officials if/when asked.

These actions cannot cover every possible situation that might occur, but this guide could reduce the number of injuries or deaths if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

### 15.13 CAMPUS DISTURBANCES

Most campus demonstrations, which include such activities as marches, picketing and rallies, are peaceful and non-obstructive. They are a means by which people choose to invoke their First Amendment rights. As an academic institution, the College encourages the free expression of ideas, and in fact, thrives on intellectual discourse and debate. At the same time, the College is committed to protecting the safety and welfare of the campus community. As such, in those situations in which a demonstration becomes violent and/or disruptive, the College must act to keep the peace.

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#### 15.13.1 NOTIFICATION, REPORTING, AND PROCEDURES

Anyone who is threatened, attacked, harassed or prevented from entering or exiting any part of campus, or prevented from performing his/her duties because of a campus disturbance, should call Public Safety by dialing (941) 359-7500 or (x7500 from campus phones).

The Director of Public Safety or his/her designee will determine whether the reported incident meets one or more of the following conditions:

**INTERFERES WITH THE ORDERLY CONDUCT OF INSTRUCTION, RESEARCH, ADMINISTRATION, DISCIPLINARY PROCEEDINGS OR OTHER ACTIVITIES** of the College.

**PREVENTS ACCESS** to offices, buildings or other College facilities.

**POSES A THREAT** or actual physical harm to individuals or damage to College facilities.

If in the judgment of the Director of Public Safety, one or more of these conditions exists, they shall notify the VPFA, who shall notify the President.

In the event the incident is **non-violent in nature**, the following procedures will be enacted:

The Director of Public Safety or their designee will formally request that the demonstrators discontinue the disruptive activity.

If the demonstrators persist in the disruptive activity, they will be told that failure to discontinue the specified action by a certain time may result in disciplinary action. This could include suspension or expulsion, or for students and non-students alike, possible intervention by local authorities. Except in extreme emergencies, the President will be consulted before such disciplinary or law enforcement actions are initiated.

The demonstrators will be informed if the Sarasota Police Department is going to intervene. Upon arrival, police will warn demonstrators of intention to arrest.

Pursuant to normal law enforcement procedures, the Sarasota Police Department may make photographic or video graphic records, as evidence for any future disciplinary or legal actions.

The Director of Public Safety will consult with the VPFA and the President to determine whether civil authorities will be called to the campus, and/or whether to seek an injunction.

In the event **the incident is violent in nature**, the following procedures will be enacted:

In coordination with the students, SVP for Student Life and Dean of Students and the Director of Public Safety will contact the appropriate staff as needed, including key Incident Management Team members.

The Director of Public Safety, in consultation with the VPFA and the President, will determine whether civil authorities will be called to the campus and/or whether to seek an injunction.

#### Notification Procedures for Other Agencies

In the event of a violent demonstration, the Director of Public Safety or their designee (in coordination with the SVP for Student Life and Dean of Students) will contact:

A photographer and/or videographer, if necessary, to photograph the demonstrators

City and/or County Police for mutual aid

Other emergency agencies, as needed

The Director of Public Safety or designee reserves the right to request mutual aid assistance and departmental emergency activation without counsel from the administration, if the situation is deemed to be a serious threat to the safety of persons involved.

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#### 15.13.2 GUIDELINES FOR PROTECTION/MINIMIZATION OF IMPACT

The right of assembly and freedom of expression are guaranteed by the U.S. Constitution. Contact the Office of Public Safety well in advance of a planned demonstration. While not required, this step can improve

communication, eliminate confusion and maximize safety for the campus community, as well as for demonstration participants.

The following are some useful guidelines to minimize problems:

If you are concerned about your safety, remain at a distance from the demonstration

Do not provoke or interact with demonstrators; avoid all confrontations

Encourage others to remove themselves from the demonstration area

## **15.14 PANDEMICS**

A pandemic is an epidemic occurring over a very wide area (several countries or continents) and usually affecting a large percentage of the population. The existence of a pandemic means that efforts to control the epidemic have failed and the emphasis must shift from preventing the further spread of the disease to limiting the damage the pandemic does to the community and its economy.

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### **15.14.1 REPORTING AND NOTIFICATION PROCEDURES**

In the event of an outbreak on campus, the College's Associate Dean and Director of Student Health and Wellness or their designee will formally report the pandemic incident to the Sarasota County Health Department and other public health departments as required by law. The report would occur during the interpandemic period, when it has been detected in humans and/or a circulating animal influenza virus subtype poses a substantial risk of human disease.

#### Notification Procedures for Other Agencies.

The Associate Dean and Director of Student Health and Wellness Services may also notify the following:

- Sarasota Memorial Hospital
- Sarasota Police Department
- Sarasota County Emergency Management

#### Notification Procedures

The Associate Dean and Director of Student Health and Wellness shall notify the SVP for Student Life and Dean of Students, the VPFA, and the Director of Public Safety. The SVP for Student Life and Dean of Students will then notify the President and the Marketing and Communications Department along with the Associate Dean of Students for Housing and Residence Life.

The following campus notification systems may be activated in case of a pandemic:

- RAVE Emergency notification systems
- AMS Messaging System
- Essential Personnel providing direction on safety precautions and procedures

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#### 15.14.2 GUIDELINES FOR PROTECTION/MINIMIZATION OF IMPACT

The primary responsibility for the management of this type of health incident is assigned to the Associate Dean and Director of Student Health Services, in collaboration with the Incident Management Team and Department of Public Health.

Among the actions to be taken are:

Detection of the virus during the interpandemic period will generally be performed by the local Health Department, in consultation with the state Department of Public Health.

The College's Department of Health and Wellness will assist the local, state and federal agencies with the contact investigation.

The College's Department of Health and Wellness will obtain personal protective equipment to prevent the spread of the virus.

Anti-influenza serum and inoculations will be obtained and provided under the direction of the State Department of Public Health at the Sarasota County department at the nearest POD.

Add programs as needed to assist in complying with testing, symptom checking and contact tracing

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#### 15.14.3 INDIVIDUAL AND GROUP SAFETY INFORMATION

The following tips can help prevent people from becoming infected with a pandemic flu:

- ✓ Wash your hands frequently.
- ✓ Get a flu vaccine, if one is available.
- ✓ Keep a healthy distance away from anyone who might be infected.
- ✓ Keep your immune system strong by getting plenty of rest, moderate exercise, drinking plenty of fluids, etc.

### 15.15 FOOD POISONING

Food poisoning is a general term for health problems arising from eating contaminated food.

Microorganisms, such as bacteria and viruses, may contaminate food. Environmental toxins, or toxins present within the food itself, such as the poisons in some mushrooms or certain types of seafood, can also result in food poisoning. Symptoms usually include nausea, vomiting and/or diarrhea. Some toxins also can affect the nervous system.

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#### 15.15.1 REPORTING, NOTIFICATION, AND PROCEDURES

In the event of a diagnosis of food poisoning, the College's Associate Dean and Director of Student Health and Wellness or their designee will formally report the incident to the Sarasota County Health Department and other locations as required.

### Notification Procedures

Professional staff members in the College's Health Services are trained in all standard medically approved protocols for the identification and management of a food poisoning incident. The Associate Dean and Director of Student Health and Wellness or their designee shall notify the SVP for Student Life and Dean of Students and the Director of Public Safety. The SVP for Student Life and Dean of Students shall then notify the President, and if the patient is a residential student, the Associate Dean of Students for Housing and Residence Life. If the source of the food poisoning is determined to be on campus, the Food Service Director shall be notified, as well.

Formal notification to all students, faculty and staff of the existence of such a condition and the actions being taken will be issued after consultation with the Associate Dean and Director of Student Health and Wellness, SVP for Student Life and Dean of Students, and the Director of Marketing and Communications.

### **The following campus notification systems may be activated in case of a food poisoning:**

- RAVE Emergency notification systems
- AMS Messaging System
- Essential Personnel providing direction on safety precautions and procedures. If needed, the AD of Health
- Services shall notify the following, as needed:
- Sarasota Memorial Health, Emergency Services Department (203) 789-3464
- Sarasota County Department of Public Health

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### **15.15.2 GUIDELINES FOR PROTECTION/MINIMIZATION OF IMPACT**

The College's Department of Health Services will set up triage areas at the College. Among the areas that could be included are the Health Center and/or residence halls, depending on the number of affected patients.

The following are suggestions to minimize the chances of food poisoning:

Wash your hands often

Wash utensils and food surfaces frequently

Separate raw foods from ready-to-eat foods

Separate your meat and poultry products

Use one plate for raw meats and a separate plate after the meat is cooked

Cook foods thoroughly and at a safe temperature

Refrigerate or freeze perishable foods promptly

Throw out leftovers that have been at room temperature for more than two hours or that have been in hot weather for more than an hour.

Keep in mind that food poisoning can be life threatening for young children, pregnant women and their fetuses, the elderly and people with weakened immune systems

**ABOVE ALL—WHEN IN DOUBT, THROW IT OUT!!!**

## **15.16 STUDENT DEATH/ SERIOUS INJURY**

The College intends to provide a safe and positive environment for all students. When tragedy occurs such as a student death or serious injury, it is incumbent upon the College to respond in a sensitive and caring manner.

Any individual with information about a student death or serious injury, regardless of where or when an incident may have occurred, should contact the Office of Public Safety at (941) 359-7500. The Public Safety Communications Officer will notify the Director of Public Safety who will contact the Vice President for Finance and Administration (VPFA). The VPFA will notify the Senior Vice President and Dean of Students and any additional Incident Management Team members deemed necessary.

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### **15.16.1 REPORTING, NOTIFICATION, AND PROCEDURES**

All deaths on campus will be investigated by law enforcement to determine if there are any signs of possible foul play. The area where the deceased is found will be treated as a crime scene and no one, especially the media, will be permitted in the area until such time as police and medical officials approve.

Do not disturb the death scene. Remember that, unless rendering first aid, it is extremely important not to disturb a death scene. Therefore, exit the area immediately. If at all possible, secure the area in question, being careful to touch as little as possible. If there is another person with you, one of you should stay at the scene to keep others from tampering with the death scene while the other calls the police.

Under no circumstances should staff make any comment or statement about the cause of death. All requests for information from news media personnel should be referred to the Vice President of Enrollment Management and Marketing. At no time should any staff involved discuss the incident with any persons not directly responding to the situation.

Public Safety notifications will occur in the following order:

- Director of Public Safety
- VPFA
- SVPSL and Dean of Students

The VPFA notifications will occur in the following order:

- Incident Management Team

The SVPSL and Dean of Students notifications will occur in the following order:

Associate Dean and Director of Student Health and Wellness  
Campus Ministry  
Others as noted in checklist located in 15.16.4

The Director of Marketing and Communications and the President are the only spokespersons for the College unless otherwise designated. Both will coordinate media response with the local police PIO Office before release of information.

The SVPSL and Dean of Students or designee will follow approved checklist for such incidents listed in 15.16.4

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#### 15.16.2 GUIDELINES FOR PROTECTION/MINIMIZATION OF IMPACT

The primary responsibility for the management of this type of incident is stabilize the scene to ensure no additional injuries or deaths occur. Public Safety, in conjunction with the Sarasota Police Department (SPD), will secure and stabilize the scene as needed. If necessary, buildings or areas will be locked down or secured to prevent entry and possible scene contamination.

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#### 15.16.3 INDIVIDUAL AND GROUP SAFETY INFORMATION

Treatment for any individuals affected by the incident whether medical or psychological must take place immediately. A safe location away from the incident scene must be established for triage and treatment.

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#### 15.16.4 DEATH OF STUDENT CHECKLIST

In the event of the death of a student either on or off campus, the SVPSL and Dean of Students will assemble a response team to assume the responsibilities outlined below.

Immediate Follow-Up:

Check with roommates

Identify circle of friends

Set up Counseling hours

Secure space for friends to gather

Have Resident Directors and Resident Assistants available for students

Provide refreshments, markers and paper

Designate one Student Life person for parent contact

Contact roommates' parents with Residence Life staff as facilitators wherever possible

Provide counseling for Resident Assistants and other Residential Life Staff wherever possible

Create file on student

Print student information and judicial records for file

Begin identifying counseling referrals

Contact Chaplain and organize a gathering of students if appropriate

Identify friends and clubs and organizations involvement

Remove from bed list, remove door tag and bulletin board information (birthday board)

Cancel meal plan and email account

Call and send condolence card to family

If appropriate, send fruit basket, flowers, etc. to family.

As appropriate, make other necessary arrangement to assist the family

Designate College representatives to attend any memorial services

Notifications:

Notify VPAA, Associate Vice Presidents of Academic Affairs, Advisor and collect relevant files from them.

Notify Communications, President, and Senior Officers

Notify Registrar, Bursar, and instructors

Notify SGA and Class officers

Notify Student Life Staff and Residence Life Staff

Notify on-campus employment with Financial Aid

Communications:

Email campus community re: Death. Determine who will send email

Email memorial arrangements to the community with direction

Email notification of College sponsored bus transportation to memorial

Identify a contact for press inquiries

Arrangements:

Secure bus transportation

Call funeral home and notify them of bus arrival

Provide directions for bus

Arrange for Student Life professionals to ride on buses

Other:

Notify College Mailroom and pull any outgoing mail to student of parents

Notify Alumni Office to remove student and parents from fundraising lists

Consider a posthumous honorary degree.

Mark calendar to arrange a time to plan a memorial gathering/service on campus

Make arrangements for parents to remove students' belongings from room, parking arrangements, staff available to assist.

## APPENDIX A - INCIDENT MANAGEMENT TEAM

### Primary Members

|                            |                                                           |                                       |
|----------------------------|-----------------------------------------------------------|---------------------------------------|
| Dr. Davis Schneiderman     | President                                                 | CEO                                   |
| Dr. Tracy Wagner (interim) | VP for Finance and Administration                         | Finance Section Lead                  |
| Dr. Tammy Walsh            | SVP for Student Life and Dean of Students                 | Planning Section Lead                 |
| Dr. Tiffany Holmes         | VP for Academic Affairs                                   | Logistics Section Co-Lead             |
| Ashley Burt                | VP/Chief Digital Information Officer                      | Logistics Section Co-Lead             |
| Dr. John Chopka            | VP for Enrollment Management and Marketing                | PIO/Communications Section Co-Lead    |
| Viron Lynch                | AVP Facilities Management                                 | Operations Section Co-Lead            |
| Jim Gilman                 | Director of Public Safety                                 | Operations Section Co-Lead            |
| Darren Mathews             | AVP and Director of Human Resources                       | Human Resource Officer                |
| Dr. Erin Smith             | Associate Dean of Housing and Residential Life            | Housing Officer                       |
| Virginia Shearer           | Executive Director, SAM                                   | Museum Campus Operations Co-Officer   |
| Peter Capriotti            | Deputy Director, Museum Services and Business Operations  | Museum Campus Operations Co-Officer   |
| Rob Graham                 | Assistant Director of Public Safety/Technology Specialist | Emergency Response Technology Officer |
| Chelsea Garner-Ferris      | Director of Marketing and Communications                  | PIO/Communications Section Co-Lead    |

| Auxiliary Members |                                                               |                                                    |
|-------------------|---------------------------------------------------------------|----------------------------------------------------|
| David Jackson     | Associate VP/Dean of Faculty                                  | Faculty and Academic Facilities<br>Support Officer |
| Carl Powell       | Director of Environmental Health<br>and Safety (EHS)          | EHS Officer                                        |
| Dr. Erin Robinson | Associate Dean and Director of<br>Student Health and Wellness | Medical and Trauma Support<br>Officer              |
| Lauren Frasser    | Associate Dean of Students and Title<br>IX Coordinator        | Student Care Officer                               |
| David Byrne       | Director of Dining Services                                   | Food Service Officer                               |

**Overview**

The purpose of this document is to assist members of the senior leadership team in performing their role during an emergency or incident that requires immediate response. The focus of the senior leadership team is to provide strategic policy level guidance to the operations team. This will ensure an effective response that protects lives, safeguards property, and ensures the organization continues its mission while protecting its people, infrastructure, and reputation in time of crisis.

It is critical that all senior leaders are connected, make decisions, and effectively communicate with one voice.

**Initial Actions**

- \_\_\_ Ensure Communication with other executive leaders (In-Person, Teams, Both?)
- \_\_\_ Ask the Four Questions: What do we know? What don't we know? What are we doing? Who else needs to know?
- \_\_\_ Prepared to make decisions on the organization's operating status and response activities.
- \_\_\_ Establish Essential Elements of Information (EIs) for the response from your perspective.
- \_\_\_ Authorize Communications methods (small, medium, or big voice), if needed

**Intermediate Actions**

- \_\_\_ Monitor and guide the Observe, Orient, Decide, Act (OODA) decision process
- \_\_\_ Establish if the situation matches the planning assumptions; readjust as necessary
- \_\_\_ Identify strategic threats to the response effort and communicate those to the IMT
- \_\_\_ Determine the strategic messages to the organization's community
- \_\_\_ Continuously re-evaluate the "pulse" of organization to ensure response needs are being met; communicate any issues to the operations units

## APPENDIX C – EMERGENCY PROCEDURES

EMERGENCY: DIAL 911 PUBLIC SAFETY: (941) 359-7500 (7500 from 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.

### 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 (941) 359-7500. They will assist the emergency service to locate the incident.  
Do not move victim unless their safety is at risk.

### 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 (941) 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.

### 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 ANUALLY IN WORKDAY**