

Jones College Emergency Response and Evacuation Procedures

General Information

The administration of Jones College is most concerned with the well-being and safety of its staff and student body. Consequently, every emergency situation should be approached with personal safety as one's primary consideration.

The information contained within this document should not be considered "all inclusive." It would be impossible to address every potential emergency situation that could develop and impact College or Campus operations. The intent of this document is to provide guidance to all staff, students, and all other interested stakeholders concerning specific emergency situations.

Everyone is required to follow the instructions contained within this document once notified that the specific emergency situation exists (refer to emergency response procedures section).

Crime/Emergency Situation Reporting -

Upon receiving any report of criminal action or emergency situation, contact one of the following administrators:

- | | | |
|------------------|--------------------------|--|
| 1. Betty Ray | Dean | 904-743-1122, extension 213
(Cell 608-865-1043) |
| 2. Michael Lomax | Dean | 904-743-1122, extension 213
(Cell 610-209-7132) |
| 3. Mark Barrett | Maintenance | 904-743-1122, extension 258
(Cell 904-485-3189) |
| 4. Mayra Nuñez | President of the College | 904-743-1122, extension 240
(Cell 904-537-4143) |
| 5. Ken Jones | CIS Department | 904-743-1122 ext 250(d)
144(e)
(Cell 904-514-3938) |

Take required immediate action as delineated in this document.

Note

If the situation is such that the individual observing the criminal Action or emergency cannot report the situation as stated above, Call 911.

Confirmation/Notification

Staff, instructors, and students will be notified of significant emergencies or dangerous situations, once the situation has been verified by the notified administrator, as delineated in this document.

Jones College Emergency Response and Evacuation Procedures

In those cases, where the administrator determines immediate notification is warranted (based upon what is reported), the College will activate the WebBased Emergency Notification System to send out text message, email, and telephone notification.

Emergency Response Preparedness:

1. All staff contact information in the College database should be reviewed by Campus Deans and Department Managers to ensure accuracy of all listed addresses, telephone numbers, and email addresses. As new employees are hired, the respective manager must ensure contact information is entered into the database in a timely manner.
2. The CIS Department is tasked with ensuring that Campus Deans and managers can print pertinent contact list information as the need arises.
3. Campus Deans must identify all active students with bad addresses, telephone numbers, and email addresses so this information can be updated. This process must be ongoing. If active student information is incorrect in the database, pull the student out of class so the information can be updated. DL students can be notified of the issue via the Blackboard course messaging capability.

Several key individuals including the Corporate CEO, President of the College, Director of CIS, and the Director of Financial Aid have full access to the College's database from their homes. Other key individuals could be allowed such access in emergency situations as determined by the College's administration.

4. Emergency notification system testing will take place each semester.
 - a. Fire Alarm: the fire alarm system at both campuses will be tested by the end of the fourth week of the semester. Fire alarm system testing will include monitored evacuation drills to ensure all campus stakeholders know where to muster if the alarm goes off. Drill monitors will document their observations and turn these documents into the respective Dean's Office for filing. Written reports will also be submitted to the Corporate CEO.
 - b. Web Based Emergency Notification System: The President of the College will initiate a test of this system within a week of completing the role each semester. Staff members will be directed to report receipt of the emergency notification to their supervisors. Students will report receipt to the Dean's Office on the signature sheets provided in class. Written summaries of response will be provided to the President's office upon completion of the emergency notification test.

Jones College Emergency Response and Evacuation Procedures

- c. Drill critiques and notification verification will take place after the scheduled tests are completed to ensure everyone involved in both exercises understands their responses to the alarm/notification received and are familiar with established building evacuation routes.

Drill critiques must contain a description of the exercise, the date and time of the exercise, and whether the exercise was announced or unannounced.

Emergency Situations Addressed in this Document

The following emergency situations may impact College operations and will be addressed in this document:

Tornado
Fire
Hazardous Material Spill
Radiological Incident
Assaults/Fights
Bomb Threat
Intruder/Hostage
Serious Injury/Death
Student Unrest
Suicide/Attempted Suicide
Weapons on Campus
Hurricane
Pandemics/Serious Illness

Note

Pay particular attention to required actions in each of the emergency response listings below. In some cases, notification will require evacuation of a building. In others, stakeholders will be required to “shelter- in-place.” This means everyone will remain indoors (usually within classrooms/workspaces with the entry door locked and away from doors and windows).

Initial Notification

Initial notification of emergencies will normally be broadcast to all College administrators and staff members in one of three ways:

1. Via the Jones College Web Based Emergency Notification System
2. Via Novell network pop-up message to all logged in computers.
3. Via Novell group wise messenger.

Action: All designated staff members must know how to send broadcast messages utilizing any of the above mentioned capabilities.

Jones College Emergency Response and Evacuation Procedures

Secondary communication will follow via the above listed methods or messenger if warranted.

Action: Telephone contact information must continually be updated and disseminated to all offices.

Response to Emergency Situations

While it is acknowledged that no two emergency situations are identical, there are immediate actions that should be carried out in most situations. These actions may include:

- Calling 911
- Notifying the College's administration of the situation
- Notification of students and others on campus
- Sealing off high-risk areas
- Evacuation of a building if warranted
- Preserving evidence at the scene

Administrators will determine the appropriate level of notification based upon the specific emergency situation. The entire campus community will be notified the emergency warrants such notification to all stakeholders.

Emergency Lockdown:

If emergency lockdown is warranted, all staff members, instructors, and students will (1) remain inside offices/classrooms, and labs, (2) close and lock entrance doors, (3) move all individuals out of site so they cannot be seen if an intruder looks into the space through a window, and (4) remain in the space behind the locked door until notified by a campus administrator or local law enforcement officials that it is safe to leave.

Building Evacuation:

If it becomes necessary to evacuate a building (fire alarm sounds, or other notification is received via the web based emergency notification system), all individuals will proceed to leave the area they are in via designated fire evacuation routes. Do not use elevators if evacuation is ordered.

Campus specific emergency situations will require campus stakeholder notification along with follow-up notification to the appropriate college administrators.

The content of the received notification will directly relate to the reported emergency situation. For example, if there is a fire, the fire alarm will be activated and occupants will evacuate. The appropriate administrator will ensure all other stakeholders are notified of this situation via the web based emergency notification system.

The safety of all stakeholders is of the upmost concern to the administration.

Jones College Emergency Response and Evacuation Procedures

Emergency notifications will be disseminated without delay, unless issuing the notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency as could well be the case in a hostage situation or suicide attempt.

There is also a possibility that information will need to be disseminated to the general public at some point. If public disclosure is necessary, internal college resources will be utilized for initial announcements. Local media outlets will be contacted as deemed necessary by the administration and/or local civil authorities. In all of these situations, the College President will appoint a spokesperson to interact with the media.

If initial notification of an emergency situation is made by local civil authorities, the College will disseminate needed follow-up information to all stakeholders via the web based emergency notification system.

Note

The College has been issued a radio for the purpose of monitoring emergency notifications from civil authorities. This device is located in the Dean's office.

Emergencies

1. Tornado

When a tornado watch has been issued for the area in which a campus is located, take the following action:

1. Monitor emergency alert notifications online, on television, or on radio.
2. Bring all students, staff members, and others on Campus into the building.
3. Secure the immediate area (remove any item that could become a projectile in high winds).
4. Close all windows and blinds.
5. Notify all individuals of "safe areas" in the building (center hallways and other areas away from exterior doors and windows).

When a report is received that a tornado has been sighted near the Campus, take the following action:

1. Move everyone to safe areas.
2. Remind instructors to take rosters.
3. Account for all students and staff.
4. Remain in designated safe areas until the warning expires or until emergency personnel have issued an all-clear signal.
5. Notify all stakeholders of status.

Jones College Emergency Response and Evacuation Procedures

2. *Fire*

When a fire is reported, take the following action:

1. Sound the fire alarm.
2. Call 911.
3. Evacuate all individuals to designated areas. Staff members, instructors, and students must exit the building via the designated evacuation route closest to their location (unless using this route is impacted by the fire).

Note

Classrooms and offices have evacuation route signs posted near the room entrance.

4. Instructors take attendance in evacuation area.
5. No one may re-enter the building until the building is declared safe by the police or fire department.
6. Resume normal operations upon notification of termination of the emergency.
7. Notify all stakeholders of status.

3. *Hazardous Material Spill*

When a spill is reported, take the following action:

1. Notify Campus Administrators.
2. Call 911.
3. Seal off the area impacted by the spill.
4. Follow fire department recommendations concerning shelter or evacuations.
5. Evacuate/Secure/Resume normal operations based upon recommendation of fire department.
6. Notify all stakeholders of status.

4. *Radiological Incident*

When notification is received, take the following action:

1. Monitor emergency alert station broadcasts online, on television, or on the radio.
2. Notify all individuals on Campus of the situation.
3. Have all individuals come into the building.
4. Close all exterior doors and windows.
5. Turn off all ventilation systems.
6. If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues.

Jones College Emergency Response and Evacuation Procedures

If required to evacuate the building:

1. Turn off all lights, electrical equipment, gas, water faucets, air conditioning, heating and ventilation systems.
2. Lock all doors.
3. Resume normal operations based upon recommendation of the appropriate civilian authorities.

5. Assault/Fights

If required:

1. Defuse the situation if possible.
2. Call 911 if necessary. Give the dispatcher information concerning weapons used if any, physical injuries sustained if any, or whether the assault involved sexual contact.
3. Seal off the area where the assault/fight took place until told by the authorities that the area can be re-opened.
4. Have someone get names and telephone numbers of all witnesses.
5. Prepare detailed incident report for the College.

6. Bomb Threat

Note

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist provided to all offices.

IF ANY OF THE BELOW LISTED THREATS ARE DEEMED WORTHY OF IMMEDIATE RESPONSE, THE COLLEGE ADMINISTRATION SHOULD ORDER THE BUILDING(S) BE EVACUATED.

Building Evacuation:

1. Sound the fire alarm (do not mention “bomb threat”).
2. Evacuate all individuals to designated areas. Staff members, instructors, and students must exit the building via the designated evacuation route closest to their location.

Note

Classrooms and offices have evacuation route signs posted near the room entrance.

3. Re-enter the building(s) after they are declared safe by police or fire department personnel.

Jones College Emergency Response and Evacuation Procedures

If a bomb threat is received by phone (use the provided bomb threat checklist):

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, call Mrs. Jones, Ken Jones, or President Nuñez immediately and notify the individual contacted of the situation.
8. Contact 911 immediately with information and await instructions.

If a bomb threat is received by handwritten note:

1. Call Mrs. Jones, Ken Jones, or President Nuñez immediately and notify the individual contacted of the situation.
2. Call 911.

If a bomb threat is received by e-mail:

1. Call Mrs. Jones, Ken Jones, or President Nuñez immediately and notify the individual contacted of the situation.
2. **Do not delete the message.**
3. Call 911.

Signs of a suspicious package:

1. No return address
2. Excessive postage
3. Stains
4. Strange odor
5. Strange sounds
6. Unexpected Delivery
7. Poorly handwritten
8. Misspelled Words
9. Incorrect Titles
10. Foreign Postage
11. Restrictive Notes

Jones College Emergency Response and Evacuation Procedures

DO NOT:

- 1. Use two-way radios or cellular phones; radio signals have the potential to detonate a bomb.**
- 2. Evacuate the building until police arrive and evaluate the threat.**
- 3. Activate the fire alarm.**
- 4. Touch or move a suspicious package.**

7. Intruder/Hostage

When noticed that an intruder is on Campus, take the following action:

1. Notify the Dean's Office or security as applicable.
2. Two members of the staff should approach intruder.
3. Politely greet intruder and identify yourself.
4. Ask the purpose of his/her visit.
5. Inform intruder that all visitors must be in the building on school related business.
6. If the intruder's purpose is not legitimate, ask him/her to leave.
7. Accompany to exit.

If intruder refuses to leave premises:

1. Warn intruder of consequences of staying on school property. Inform him/her that you will call the police.
2. Walk away from intruder if he/she indicates a potential for violence.
3. Call 911. Notify dispatcher that intruder refuses to leave premises.
4. Give dispatcher/police full description of intruder.
5. Be aware of intruder's actions at this time (where he/she is, whether he/she is carrying a weapon or package, etc).
6. If necessary, contact the Campus President, any Campus Dean, the CIS Department, or listed CSAs so the college's web-based emergency notification system can be activated. We may also need to initiate emergency office lockdown procedures.

Hostage situation:

1. If hostage taker is unaware of your presence, do not intervene.
2. Notify an administrator immediately so 911 can be called and the college's web-based emergency notification system can be activated immediately.
3. The individual contacting the 911 dispatcher must give the dispatcher all details of the situation and should ask for assistance from hostage negotiation team.
4. Seal off area near hostage scene.
5. Give control of the scene to the police when they arrive.
6. Keep detailed notes of all that transpired.

Jones College Emergency Response and Evacuation Procedures

If taken hostage:

1. Follow the instructions of the hostage taker.
2. Try not to panic.
3. Treat the hostage taker as normally as possible.
4. Be respectful to hostage taker.
5. Ask permission to speak and do not argue or make suggestions.

8. *Serious Injury/Accident*

If the injury/accident occurs in the workplace and involves an employee of the College:

1. Follow the guidelines in Policy J-107 as delineated in the Jones College Policy and Procedures Manual.

If the injury/accident occurs on Campus or College property and involves “non-employees” of the College:

2. Follow the guidelines in Policy J-108 as delineated in the Jones College Policy and Procedures Manual.

9. *Student Unrest*

If any situation is initiated involving student unrest:

1. Notify the Dean’s Office or College President immediately.
2. Upon receiving notification, initiate activation of the college web-based emergency notification system.
3. Ensure the safety of students and staff.
4. Contain the unrest, seal off the area of the disturbance.
5. Call 911 if warranted.

10. *Suicide/Attempted Suicide*

1. Call 911 immediately if the individual requires medical attention, has a weapon, or needs to be restrained.
2. Notify the College’s administration.
3. Try to calm the suicidal individual.
4. Isolate the area.
5. Stay with the individual until suicide intervention personnel arrive.
DO NOT LEAVE SUICIDAL PERSON ALONE.
6. Turn individual over to authorities/medical personnel once they arrive.
7. Request assistance of qualified counselors to ascertain the level of intervention needed for students, staff, and others who may have witnessed event.

Jones College Emergency Response and Evacuation Procedures

11. Weapon on Campus

If any student or staff member is aware of a weapon being brought on Campus, take the following action:

1. Notify the College's administration immediately.
2. Call 911.
3. If an individual threatens you with a weapon, do not try to disarm him/her. Back away with your arms up. Remain calm.
4. When police arrive, escort them to the location the individual suspected of having the weapon is in.
5. If requested by the police, act as a witness to any search they initiate.
6. Document all events.

12. Hurricanes

Projections indicate that Florida will again be impacted by a significant number of hurricanes. It is reasonable to assume Campus operations in Jacksonville would be significantly impacted should a hurricane hit the city.

No staff member, faculty member, or local student should anticipate coming to work/school if such storms are imminent. The College expects all staff, faculty, and students to adhere to all warnings issued by local authorities. The College's administration also recommends that all staff, faculty, and students make necessary preparations to protect personal property well in advance of any storm's arrival. Such preparations should include purchasing appropriate amounts of non-perishable foodstuffs and drinking water, having appropriate amounts of cash on hand, gassing up all automobiles, securing important personal and medical documentation, obtaining adequate supplies of needed medications, having adequate supplies of batteries for flashlights and radios, and securing personal property (boarding up windows, etc.). These same considerations apply to all of our distance learning students if they live in areas affected by hurricanes.

Other issues arise after the hurricane has passed over. You can anticipate downed power lines, downed trees, damaged roofs, damaged buildings, minimal municipal and emergency services, and various levels of flooding throughout the areas impacted by the storms. First and foremost, do not venture outside until local authorities say it is safe to do so. You can anticipate municipal and emergency services being restored over time once the storm has passed. No one can state how much time will be necessary in advance however. Remember, it literally took months to restore all municipal services and power throughout Broward County after hurricane Wilma passed over the county in 2005 (I won't even mention Katrina's impact to this date in the southeastern portion of the country).

Jones College Emergency Response and Evacuation Procedures

Never underestimate the power or impact of these storms!

The College will do everything within its power to restore all school services in a timely manner. Municipal clean-up issues will most likely make it difficult for staff, faculty, and students to return to Campus depending upon where they live and the timeframes involved in such clean-up efforts. Under no circumstances should any staff member, faculty member, or student place themselves in danger when attempting to reach the Jones College Campus facility.

It is very likely that Internet and email services will initially be unavailable locally in any city impacted by a hurricane. There is also a possibility that staff, faculty, and students will have such services restored in their neighborhoods before these services are restored at their local Jones College Campus location. All staff, faculty, and students will have to depend upon municipal public service announcements for information and updates until Campus facilities have services restored. As local services are restored and personnel are allowed to travel to our Campus facilities, the College will make every effort to contact all interested individuals and provide updates concerning the Campus re-opening and return to normal routine. Our CIS Department will ensure email service, telephone service, and Internet access is reestablished as such services are restored at all Campus locations. The College will post notices and memorandums on our website (www.jones.edu) in an effort to keep all staff members and students informed of school activity.

No plans to reopen the Jones College Campus facility will be announced on the College website until local civil authorities allow such notification. Once clearance is given to reopen Campus facilities, notification will be posted on the Jones College website.

General Information/web links concerning hurricane disaster preparedness kits:

American Red Cross

<http://www.redcross.org/>

FEMA

<http://www.fema.gov/>

City of Jacksonville

<http://www.coj.net/>

Jones College Emergency Response and Evacuation Procedures

General Considerations

The recommendations listed in this section were developed from the lessons learned by Miami-Dade College and Palm Beach Community College in 2005 when Hurricane Katrina and Hurricane Wilma devastated their campuses. Campus administrators are urged to consider all of these recommendations when preparing for and recovering from severe weather.

Pre-Storm Recommendations:

1. Having backed up information at remote site.
Responsibility - CIS Department
2. Relocating important paperwork/documents to second floor, away from windows.
Responsibility - all employees
3. Anticipate other casualties arising because of storm damage (i.e. electrical outlets being shorted because of water damage, broken water pipes or air conditioning pipes adding to flooding issues).
Responsibility - Building Manager/Maintenance
4. Elevate all first floor equipment and materials (including computers, power cords, cables, boxes, and paper potentially susceptible to water damage).
Responsibility - all employees
5. Board up windows.
Responsibility - Building Manager/Maintenance
6. Develop phone trees and other employee/staff contact tools.
Responsibility - Campus Deans/Dept Supervisors
7. Brief staff concerning developments.
Responsibility-Corporate President/President of the College
8. Wrap everything (purchase wrapping materials early).
Responsibility - materials: Maintenance, wrapping: all employees
9. Lock all cabinets.
Responsibility - all employees
10. Disconnect all equipment from electrical connections before evacuating offices/buildings.
Responsibility - all employees
11. Clean office areas and remove trash before severe weather hits. Pre-stage all important blank documents (admissions forms, financial aid forms, etc. so they will be protected and available for use after severe weather passes).
Responsibility - Campus President/Department Managers
12. Lock all desks, files, and doors when evacuating.
Responsibility - all employees

Jones College Emergency Response and Evacuation Procedures

Post-Storm Recommendations:

1. Bring security in to protect property and equipment.
Responsibility -Building Manager
2. Contact and debrief staff as soon as practical.
Responsibility - Corporate President/President of the College
3. Unlock/unwrap everything that was locked and wrapped prior to the severe weather striking.
Responsibility - all employees
4. Inspect everything for damage (includes desk and box contents, computer equipment, wall outlets, cabling, etc).
Responsibility- CIS/Maintenance/designated employees
5. Be extremely careful if water damage or flooding damage has occurred. Do not turn on equipment or use wall outlets until maintenance has checked items.
Responsibility - CIS/Maintenance/designated employees
6. Have CIS Department restore all equipment to normal operating conditions utilizing backed up data.
Responsibility - CIS
7. Vacuum up, clean up, bring in fans to deal with wet carpet issues.
Responsibility-Bldg Manager/Maintenance/designated employees
8. Consider testing for mold.
Responsibility - Building Manager
9. Replace damaged paper stocks.
Responsibility - all employees
10. Designate staging areas for work to be completed if specific offices or buildings are unusable because of damage.
Responsibility - Building Manager/President of the College

Specific Considerations, Corporate Offices

1. Personnel

Maintenance personnel will be assigned to ride out any hurricane in the Corporate Offices.

The CIS department will also ensure all applicable data is uploaded to the Atlanta server several days in advance of a storm's arrival.

Jones College Emergency Response and Evacuation Procedures

Specific Considerations, Campus

1. Personnel

The College will maintain a staff presence at the Campus as long as is practical. Upon notification to secure the Campus, all personnel will be sent home.

2. Equipment

Maintenance will secure all applicable breakers prior to the storm's arrival and re-energize all breakers after the storm has passed.

All first floor windows at the campus will also be boarded up as a part of our hurricane preparations.

A portable battery operated television will be made available to the Campus Dean for weather and information tracking purposes.

The CIS Department will ensure all servers, computers and peripherals, and ancillary equipment is secured and relocated to the second floor to minimize any damage due to flooding.

Assigned personnel, under the direction of the CIS Department, will ensure all servers, computers and peripherals, and ancillary equipment is properly secured. All servers and computers and peripherals in rooms with windows will be relocated to interior rooms minimize any potential water damage.

13. Pandemics/Serious Illness

Information on pandemics is available as published on the Center for Disease Control website (<http://www.cdc.gov/>)

The administration of the college will notify all applicable stakeholders of any situation involving the outbreak of any serious illness (meningitis, etc.) among stakeholders as necessary.