COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

2015
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#### 6.1 National Incident Management System (NIMS)

#### 6.2 Incident Command System (ICS)

**Features of Incident Command System (ICS)**

- Components of ICS
- Policy Group
- Incident Commander
- Command Staff
- General Staff

#### 6.3 Area Command

## 7.0 Roles and Responsibilities

#### 7.1 District Level

- College President
- Senior Administrative Vice President
- College Provost and Senior Vice President Academics and Student Success
- Vice President Operations
- Associate Vice President of Safety, Security, and Emergency Preparedness (AVP SSEP)
- Associate Vice President for Public Affairs & Marketing
- Vice President for Information Technology
- Chief Financial Officer
- Executive Director of Human Resources and Equity
- Director of Safety and Chief Fire Official
- Campus Safety Captains
- Associate Vice President for Facilities Management

#### 7.2 Campus Level

- Campus President
- Campus Dean of Business Affairs
- Campus Safety Lieutenants
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Executive Summary and Purpose

The Broward College Comprehensive Emergency Management Plan (CEMP) is the master operations document governing Broward College’s (BC) ability to respond to and recover from emergencies, and to catastrophic, major and minor disasters on all of the campuses and facilities. The CEMP establishes the framework of an all-hazards approach and outlines responsibilities and coordination mechanisms to be used during a disaster or emergency situation.

The CEMP is compliant with the National Incident Management System (NIMS), and incorporates the principles set forth in the Incident Command System (ICS). The CEMP describes the basic strategies, assumptions, roles, and responsibilities and operational objectives which will guide the Broward College community to be as prepared as possible for the hazards that will most likely occur. The CEMP is designed to protect lives and property through effective use of College, Local, Regional, State, and Federal resources. Since an emergency may be sudden and without warning, the CEMP is intended to be flexible in order to accommodate contingencies of various types and magnitudes. The BC CEMP is not intended to limit the use of good judgment and common sense in matters not foreseen or covered by the elements of this plan.
1.0  Introduction

1.1  Scope
The CEMP outlines the preparation, response, and recovery actions of Broward College personnel and resources for all hazards that could negatively impact BC. The CEMP incorporates the use of the National Incident Management System (NIMS), as directed by Homeland Security Presidential Directive 5 (HSPD-5), to facilitate interagency coordination between responding agencies and is consistent with the Broward County CEMP, State of Florida CEMP, and The National Response Framework (NRF). Broward College continuously collaborates with local, state, and federal emergency response agencies in the development, implementation, and maintenance of the BC CEMP.

BC personnel and equipment will be utilized in accordance with the guidelines set forth in the CEMP to accomplish the following priorities in order of importance:

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety, and Basic Care Services
- Priority 3: Protection of BC assets
- Priority 4: Maintenance of Critical BC Services
- Priority 5: Assessment of Damages
- Priority 6: Restoration of BC Operations

The BC CEMP is designed to be flexible, adaptable, and scalable. It is always in effect and articulates the roles and responsibilities for Broward College personnel that have emergency management responsibilities.

1.2  Emergency Plan Suite Structure
Broward College’s Emergency Plan Suite consists of a Comprehensive Emergency Plan (CEMP), Severe Weather Plan (SWP), and the Continuity of Operations Plan (COOP). These three components make up the primary Emergency Plan Suite.

- The CEMP provides the overview of Broward College and the Department of SSEPs general framework for all phases of the College’s approach to emergency activities and operations.
- The SWP specifically addresses incidents caused by weather and other natural causes and provides basic guidelines in planning for emergencies. It is intended to be a management-supported, documented, and cost-effective plan providing college-wide capability for organized preparation and timely recovery from a major unforeseen disruption caused by a hurricane, tornado, or other severe weather event. The SWP is updated on an annual basis or as needed.
- The COOP establishes policy and guidance to ensure the execution of the mission-essential functions for Broward College in the event that an emergency threatens or
incapacitates operations. The COOP outlines the relocation of selected personnel and functions of any essential facilities of Broward College as required ensuring the College is capable of conducting essential missions and functions under all threats and conditions.

In addition to the above mentioned plans, there are several supporting elements which enhance measures of preparedness and response.

- Standard Operating Guidelines (SOGs) have been developed for each campus and their associated centers. The SOGs provide for a more customized all-hazards approach particular to each campus.

- Hazard Specific Annexes (HSAs) provide details and thorough elaboration on specific hazards that require specific attention. Examples of HSAs are: responding to an active shooter and emergency evacuation. HSAs can be found within the SOGs.

- Emergency Communication & Alerting Guide (ECAG) contains the process and procedures surrounding notifications and alerts during emergency situations to include BC Alert tutorials, prepared messages, and the Activation Checklist.

Figure 1 provides a structural diagram of the Emergency Plan Suite

![Figure 1: Emergency Plan Suite](image-url)
1.3 Methodology

On April 30, 2007, Florida Governor Charlie Crist signed Executive Order 07-77, establishing the Gubernatorial Task Force for University Campus Safety. The goal of the task force was to develop recommendations and identify best practices that Florida colleges and universities could implement to make their campuses safer. The task force recommended that each college create an emergency management committee whose responsibility would include developing, reviewing and recommending areas of improvement to CEMP. In response to the above recommendation, BC created an Emergency Management Committee (EMC). The BC EMC is chaired by the Associate Vice President of Safety, Security, and Emergency Preparedness (AVP SSEP) and is responsible for maintaining the CEMP, developing strategies to address new hazards as they are identified, and assisting in the coordination of training and exercises. Members of the BC EMC represent the following functional areas:

- Academic Affairs
- Broward College Foundation
- Campus Safety
- Disability Services
- Facilities
- Student Affairs
- Business Affairs/Finance
- Health and Safety
- Human Resources
- Information Technology
- Public Relations
- Student Government Association

The CEMP must be reviewed and revised on an annual basis or, as needed, to ensure compliance with current policies and procedures and furthermore to, maintain the highest level or preparedness in responding to, and recovering from, emergencies.

1.4 Authority

College-wide

- The authorization from the BC District Board of Trustees to the College President to prepare, maintain, and implement the CEMP can be found in Policy 6Hx2-7.01, Emergency Procedures.
- The Broward College board of Trustees authorizes the College President to prepare, maintain, and implement the CEMP. The College President shall designate emergency roles and responsibilities for designated positions. The AVP SSEP has the authority to implement, maintain, and distribute the CEMP and SOGs.
- The designation of specific roles and responsibilities from the College President in response to an emergency can be found in Procedure A6Hx2-7.01, Emergency Procedures.
- College Procedure A6Hx2-7.01 delegates the authority to develop, maintain, and distribute the BC CEMP to the AVP SSEP.
- Action Agenda, Item I from the BC District Board of Trustees meeting on August 24, 2005 authorizes the adoption of NIMS by resolution.
External

- Broward County emergency management authority and support are governed by Article II; Section 2.04G of the Broward County Code.
- The State of Florida emergency management authority and support are governed by Florida State Statute, Chapter 252.
- The federal government is authorized to support the county and state governments in accordance with the Stafford Act and Title 44 of the Code of Federal Regulation.
2.0 Broward College Situational Overview

2.1 Geographic Information
Broward College is located in Broward County on the southeast coast of the Florida peninsula. It has three main campuses and nine additional learning centers with a total of 80 buildings (approximately 2,569,734 sq. feet) on approximately 404 acres of land. Broward County’s low and flat topography coupled with its coastal geography makes the College extremely vulnerable to hurricanes, severe weather, and other natural and man-made hazards.

2.2 Demographics
The College is an open-access, public institution of higher education. Broward College is one of the largest institutions of higher education in the U.S. with an annual enrollment of over 65,000 students, comprised of both full time and part time students, and approximately 2,400 employees. The college has three main campuses and nine centers, all located within Broward County. There is a daycare center on North Campus.

All BC campuses and centers reside within the jurisdiction of Broward County.

City of Coconut Creek
The North Campus resides within the jurisdiction of the City of Coconut Creek. The Broward Sheriff’s Office (BSO) is the primary law enforcement agency for the North Campus. The Margate Fire Department is the primary fire-rescue department for the North Campus.

City of Coral Springs
The Coral Springs Academic Center resides within the jurisdiction of the City of Coral Springs. The City of Coral Springs Fire-Rescue and Police Departments are the primary emergency response agencies for the Coral Springs Center.

City of Dania Beach
The Tigertail Lake Center resides within the jurisdiction of the City of Dania Beach. BSO serves as the primary law enforcement response agency and the Broward Sheriff’s Office Department of Fire Rescue (BSOFR) is the primary fire-rescue department for the Tigertail Lake Center.

Town of Davie
The A. Hugh Adams Central Campus resides within the jurisdiction of the Town of Davie. The Town of Davie Fire Rescue and Police Departments are the primary emergency response agencies for Central Campus.

City of Fort Lauderdale
The Willis Holcombe (Downtown) Center and the Cypress Creek Administrative Center reside within the jurisdiction of the City of Fort Lauderdale. The City of Fort Lauderdale Fire-Rescue and Police Departments are the primary emergency response agencies for the Downtown Center and the Cypress Creek Administrative Center.
City of Miramar
The AutoNation Automotive Training Center and Marine Center of Excellence, Miramar Town Center, and Miramar West Center reside within the jurisdiction of the City of Miramar. The City of Miramar Fire-Rescue and Police Departments are the primary emergency response agencies for the AutoNation Automotive Training Center and Marine Center of Excellence, Miramar Town Center, and Miramar West Center.

City of Pembroke Pines
The Judson A. Samuels South Campus and the Pines Center reside within the jurisdiction of the City of Pembroke Pines. BSO serves as the primary law enforcement agency for the South Campus. Pembroke Pines Police Department serves as the primary law enforcement agency for the Pines Center and as backup law enforcement to the BSO on South Campus. The City of Pembroke Pines Fire Rescue is the primary fire-rescue department for South Campus and the Pines Center.

City of Weston
The Weston Center resides within the jurisdiction of the City of Weston. The BSO is the primary law enforcement response agency and the Broward Sheriff’s Office Department of Fire Rescue (BSOFR) is the primary fire-rescue department for the Weston Center.

2.3 Assumptions
The BC CEMP is predicated on a realistic approach to the challenges likely to be encountered during a major emergency. Therefore, the following assumptions are made and should be used as general guidelines in an event:

- An emergency may occur at any time of the day, night, weekend, or holiday, and with little or no warning.
- The succession of events in an emergency are not predictable; hence, published response plans, such as the BC CEMP, should serve only as a guide and may require modifications in order to meet the requirements of a specific emergency.
- An emergency may be declared if information indicates that such conditions are developing or likely to develop.
- Since the majority of emergencies begin locally, emergencies impacting BC may begin at the campus or learning center level.
- Major emergencies may become county or statewide. Therefore, it is necessary for BC to prepare for and carry out emergency response and short-term recovery operations in conjunction with local, state, and federal emergency response agencies.
- The magnitude of the emergency may be such that effective emergency response may be beyond the capability of Broward County and the municipalities and may require State or Federal assistance.
- Depending on the type and severity of the emergency, damage may be extensive to the physical plant.
- Assistance from state and federal emergency response agencies may not be immediately available.
2.4 Hazard Identification & Analysis

Natural hazards, such as hurricanes, floods, tornadoes and wildfires, are a part of the world around us. Their occurrence is both natural and inevitable. In today’s world, human-generated hazards such as technological incidents, deliberate acts of terrorism, or active shooter incidents are also legitimate and significant threats to life, safety, and property.

Broward College is vulnerable to a wide range of natural and human-generated hazards. These hazards threaten the safety of faculty, staff, students, and visitors and have the potential to damage or destroy College property, disrupt the operation of the College, and impact the overall quality of life of individuals who work and/or study within the boundaries of the College. This vulnerability was most recently highlighted through the impact wrought by Hurricane Wilma (2005) which caused the College to close down for two weeks. The hazard identification and analysis was compiled in conjunction with the Broward College All-Hazards Mitigation Plan (2010), Kroll Physical Security Assessment (2013), Broward County Comprehensive Emergency Management Plan (2009) and Broward County Local Mitigation Strategy (2012) and will be updated as the documents are modified. The following table highlights the identified most significant hazard concerns for Broward College.

<table>
<thead>
<tr>
<th>Natural Hazards</th>
<th>Manmade / Technological Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Atmospheric</strong></td>
<td><strong>Biological</strong></td>
</tr>
<tr>
<td>• Extreme Heat</td>
<td>• Infectious Disease</td>
</tr>
<tr>
<td>• Lightning</td>
<td>• Societal</td>
</tr>
<tr>
<td>• Severe Thunderstorm</td>
<td>• Mass Immigration</td>
</tr>
<tr>
<td>• Tornado</td>
<td>• Terrorism</td>
</tr>
<tr>
<td>• Tropical Cyclone</td>
<td>• Technological</td>
</tr>
<tr>
<td><strong>Hydrologic</strong></td>
<td>• Hazardous Material</td>
</tr>
<tr>
<td>• Coastal Erosion</td>
<td></td>
</tr>
<tr>
<td>• Drought</td>
<td></td>
</tr>
<tr>
<td>• Flood</td>
<td></td>
</tr>
<tr>
<td><strong>Geologic</strong></td>
<td></td>
</tr>
<tr>
<td>• Sinkhole / Land Slide</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
</tr>
<tr>
<td>• Wildfire</td>
<td></td>
</tr>
</tbody>
</table>
The following table details the Hazards excluded from further analysis and the accompanying justification.

<table>
<thead>
<tr>
<th>Table 1: Hazard Excluded for Broward College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard</td>
</tr>
<tr>
<td>Expansive Soils</td>
</tr>
<tr>
<td>Volcano</td>
</tr>
<tr>
<td>Dam / Levee Failure</td>
</tr>
</tbody>
</table>
The following table displays the hazards identified and their probability, impact, spatial extent, warning time and duration. In addition, by use of associated values, the Priority Risk Index (PRI) is used to measure degree of risk. PRI results allow identified risks to be ranked against one another and further guide the emergency preparedness components of Broward College.

### Table 2: PRI Results for Broward College

<table>
<thead>
<tr>
<th>HAZARD</th>
<th>CATEGORY/DEGREE OF RISK</th>
<th>PROBABILITY</th>
<th>IMPACT</th>
<th>SPATIAL EXTENT</th>
<th>WARNING TIME</th>
<th>DURATION</th>
<th>PRI SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Hazards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hurricane &amp; Tropical Storm</td>
<td>Likely</td>
<td>Critical</td>
<td>Large</td>
<td>More than 24 hours</td>
<td>More than one week</td>
<td>3.1</td>
<td></td>
</tr>
<tr>
<td>Tornado</td>
<td>Possible</td>
<td>Critical</td>
<td>Small</td>
<td>Less than 6 hours</td>
<td>Less than 6 hours</td>
<td>2.4</td>
<td></td>
</tr>
<tr>
<td>Severe Thunderstorm</td>
<td>Highly Likely</td>
<td>Minor</td>
<td>Small</td>
<td>Less than 6 hours</td>
<td>Less than 6 hours</td>
<td>2.4</td>
<td></td>
</tr>
<tr>
<td>Flood</td>
<td>Likely</td>
<td>Limited</td>
<td>Small</td>
<td>Less than 6 hours</td>
<td>Less than one week</td>
<td>2.6</td>
<td></td>
</tr>
<tr>
<td>Wildfire</td>
<td>Unlikely</td>
<td>Limited</td>
<td>Moderate</td>
<td>6 to 12 hours</td>
<td>Less than one week</td>
<td>2.1</td>
<td></td>
</tr>
<tr>
<td>Drought</td>
<td>Possible</td>
<td>Minor</td>
<td>Moderate</td>
<td>More than 24 hours</td>
<td>More than one week</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>Extreme Heat</td>
<td>Highly Likely</td>
<td>Minor</td>
<td>Negligible</td>
<td>More than 24 hours</td>
<td>Less than one week</td>
<td>2.1</td>
<td></td>
</tr>
<tr>
<td>Storm Surge</td>
<td>Possible</td>
<td>Minor</td>
<td>Negligible</td>
<td>More than 24 hours</td>
<td>Less than one week</td>
<td>1.6</td>
<td></td>
</tr>
<tr>
<td>Sinkhole / Land Subsidence</td>
<td>Unlikely</td>
<td>Minor</td>
<td>Negligible</td>
<td>Less than 6 hours</td>
<td>Less than 6 hours</td>
<td>1.3</td>
<td></td>
</tr>
<tr>
<td>Earthquake</td>
<td>Unlikely</td>
<td>Critical</td>
<td>Negligible</td>
<td>Less than 6 hours</td>
<td>Less than 6 hours</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>Coastal &amp; Riverine Erosion</td>
<td>Unlikely</td>
<td>Minor</td>
<td>Negligible</td>
<td>More than 24 hours</td>
<td>Less than one week</td>
<td>1.2</td>
<td></td>
</tr>
<tr>
<td>Landslide</td>
<td>Unlikely</td>
<td>Minor</td>
<td>Negligible</td>
<td>More than 24 hours</td>
<td>Less than one week</td>
<td>1.2</td>
<td></td>
</tr>
<tr>
<td>Tsunami</td>
<td>Unlikely</td>
<td>Limited</td>
<td>Small</td>
<td>More than 24 hours</td>
<td>Less than 24 hours</td>
<td>1.6</td>
<td></td>
</tr>
<tr>
<td>Winter Storm/Freeze</td>
<td>Unlikely</td>
<td>Limited</td>
<td>Small</td>
<td>More than 24 hours</td>
<td>Less than 24 hours</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>Avalanche*</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Expansive Soils*</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Volcano*</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Technological / Manmade Hazards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terrorism</td>
<td>Possible</td>
<td>Critical</td>
<td>Moderate</td>
<td>Less than 6 hours</td>
<td>Less than 6 hours</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Epidemic and Pandemic / Disease</td>
<td>Likely</td>
<td>Critical</td>
<td>Moderate</td>
<td>More than 24 hours</td>
<td>More than one week</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>Hazardous Materials Incident</td>
<td>Possible</td>
<td>Limited</td>
<td>Small</td>
<td>Less than 6 hours</td>
<td>Less than 24 hours</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>Active Shooter</td>
<td>Possible</td>
<td>Critical</td>
<td>Small</td>
<td>Less than 6 hours</td>
<td>Less than 6 hours</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Civil Disturbance</td>
<td>Possible</td>
<td>Limited</td>
<td>Small</td>
<td>More than 24 hours</td>
<td>Less than 24 hours</td>
<td>1.9</td>
<td></td>
</tr>
<tr>
<td>Nuclear Power Plant Accident</td>
<td>Unlikely</td>
<td>Limited</td>
<td>Moderate</td>
<td>Less than 6 hours</td>
<td>Less than one week</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Major Transportation Accident</td>
<td>Possible</td>
<td>Limited</td>
<td>Small</td>
<td>Less than 6 hours</td>
<td>Less than 6 hours</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Mass Immigration</td>
<td>Unlikely</td>
<td>Minor</td>
<td>Small</td>
<td>More than 24 hours</td>
<td>More than one week</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>Exotic Pests</td>
<td>Unlikely</td>
<td>Minor</td>
<td>Small</td>
<td>More than 24 hours</td>
<td>More than one week</td>
<td>1.6</td>
<td></td>
</tr>
<tr>
<td>Dam / Levee Failure*</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Final Determinations

The conclusions drawn from the qualitative hazard identification and analysis, including the PRI results, resulted in the classification of hazard risk according to three categories: High Risk, Moderate Risk, and Low Risk. It should be noted that although some hazards are classified as posing Low risk, their occurrence of varying or unprecedented magnitudes is still possible in some cases and will continue to be reevaluated during future updates.

<table>
<thead>
<tr>
<th>Table 3 : Conclusions on Hazard Risk for Broward College</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HIGH RISK</strong></td>
</tr>
<tr>
<td>Hurricane and Tropical Storm</td>
</tr>
<tr>
<td>Epidemic and Pandemic/ Disease</td>
</tr>
<tr>
<td>Terrorism</td>
</tr>
<tr>
<td>Flood</td>
</tr>
<tr>
<td>Tornado</td>
</tr>
<tr>
<td>Severe Thunderstorm</td>
</tr>
<tr>
<td><strong>MODERATE RISK</strong></td>
</tr>
<tr>
<td>Active Shooter</td>
</tr>
<tr>
<td>Nuclear Power Plant Accident</td>
</tr>
<tr>
<td>Hazardous Materials</td>
</tr>
<tr>
<td>Incident Wildfire</td>
</tr>
<tr>
<td>Extreme Heat</td>
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<tr>
<td><strong>LOW RISK</strong></td>
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<tr>
<td>Major Transportation Accident</td>
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<tr>
<td>Drought</td>
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<tr>
<td>Earthquake</td>
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<tr>
<td>Civil Disturbance</td>
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<tr>
<td>Storm Surge</td>
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<tr>
<td>Tsunami</td>
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<tr>
<td>Mass Immigration</td>
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<tr>
<td>Exotic Pests</td>
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<tr>
<td>Sinkhole / Land Subsidence</td>
</tr>
<tr>
<td>Coastal and Riverine Erosion</td>
</tr>
<tr>
<td>Landslide</td>
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<tr>
<td>Winter Storm / Freeze</td>
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</tbody>
</table>
3.0 Mitigation

Broward College focuses on efforts to reduce loss of life and property by lessening the impact of hazards, incidents, and disasters. Mitigation involves preliminary actions before an emergency or disaster that concentrates on long-term solutions to reducing risk. Mitigation at Broward College is accomplished through involvement, participation, and support from a broad spectrum of departments, stakeholders, and partners.

3.1 Broward College All-Hazards Mitigation Plan

The All-Hazards Mitigation Plan was produced in 2010 and outlines a broad approach to reduce the risk profile of Broward College to natural, man-made, and technical hazards. Although created in 2010, it provides a useful analysis and recommendation of mitigation efforts.

3.2 Kroll Physical Security Assessment

Kroll Advisory Solutions (Kroll) was retained by Broward College and delivered a comprehensive physical security master plan for BC campuses and centers. The Physical Security Assessment provides a master plan to create a safe and secure environment by recommendations. These areas include those which impact emergency operations.

3.3 Office of Health & Safety (OHS)

The Department of SSEP’s Office of Health & Safety (OHS) supports emergency management mitigation efforts through its comprehensive training, investigation, and inspections. These elements are a critical component of Broward College’s mitigation efforts as they involve the following:

- Inspection and maintenance of fire suppression systems
- Monitoring of fire safety conditions
- Reviewing design plans for all new and renovation projects
- Conducting construction inspections
- Hazard assessment services
- Hazard materials management

3.4 Emergency Management Committee

Broward College’s Emergency Management Committee (EMC) is a body that meets as necessary, usually on a bi-monthly basis to strategize, analyze, and discuss BC’s emergency preparation, mitigation, and prevention activities. The EMC is made up of a full spectrum of College faculty and staff, from Adjunct Professors to Vice Presidents, as well as student government representatives. The EMC is a subsidiary to the College’s standing Health, Safety, and Security Committee.
4.0 Preparedness

Preparedness is a foundational building block to an effective and efficient College approach to emergency management. The Department of SSEP ensures a robust college-wide approach to preparedness through efforts of educating, planning, training, and exercising that address students, faculty, staff, and emergency management team members.

4.1 Educating

The Department of SSEP credits a successful approach with emphasizing the importance of personal responsibility and instilling that everybody is a stakeholder with preparedness. SSEP has instituted programs and training which targets the College community to foster a mutual understanding of emergency information and promote involvement in preparation. The objective of SSEP’s education segment is to improve the College community’s ability to prepare, respond, and recover from an emergency or disastrous situation. Education programs include:

Public Awareness
On October 1st of each year, an e-mail notification is sent to all enrolled students, faculty, and staff that contain a link to the Department’s publication, the Annual Security Report & Safety Information. This comprehensive document includes safety and emergency information for all campuses and centers to include crime statistics, emergency notification information, and further tips on preparedness.

The Department of SSEP maintains its own website which consists of pages devoted to emergency management, staying safe at college, and further resources available to the college community.

Each year, the Department of SSEP in conjunction with other College departments participates in awareness and education campaigns geared towards students, faculty, and staff to include; National Campus Safety Awareness Month (September), National Preparedness Month (September), and National Safety Month (June).

Orientation- New Student/Faculty
At all new student, faculty, and staff orientations attendees participate in a segment reserved to informing them of the information available through SSEP. A large piece of the training discusses emergency communication, tools, and preparedness.

Shots Fired on Campus
Instructional training & video curriculum hosted by SSEP concentrating on empowering people with the knowledge and strategies for preventing and responding to active shooter situations.

Communication
Efforts of educational communication also include;
- Distribution of emergency preparedness emails, literature, brochures, and pamphlets to include topics such as hurricanes, active shooter, etc.
• Articles within the student publication, *The Observer*

### 4.2 Planning

Various Broward College Departments are consulted during the plan review process. This includes: reviewing, updating, and enhancing on an annual basis in accordance with newly implemented laws or regulations and the lessons learned after emergency preparedness exercises or real-life emergency incidents.

Emergency preparedness and the planning process are the responsibility of the entire College community. The latest version of the CEMP’s basic plan is accessible on the emergency preparedness portal of the BC Department of Safety, Security, and Emergency Preparedness website at [www.broward.edu/safety](http://www.broward.edu/safety)

### 4.3 Training

Training is a critical component of Broward College’s preparedness actions. The Broward College AVP SSEP is responsible for identifying College personnel who need to receive training based on their roles and responsibilities in the overall preparedness for, management of, and response to a college emergency. The three levels of College personnel are:

1. District and Campus EOC Command Staff and Policy Group
2. District and Campus EOC General Staff
3. College Staff with emergency assignments

The following depicts positions representing the above groups. Not all of these positions may be filled during activation. It will be incumbent upon the Incident Commander and Policy Group which positions are filled.

<table>
<thead>
<tr>
<th><strong>Table 4: Broward College Emergency Personnel</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College Staff with Emergency Assignments</strong></td>
</tr>
<tr>
<td>All Essential Broward College Personnel.</td>
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</tbody>
</table>
Table 5: Required Training for College Personnel

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>College Staff with Emergency Assignments</th>
<th>District EOC and Campus EOC General Staff</th>
<th>District EOC and Campus EOC Command Staff</th>
<th>District Policy Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS* 100</td>
<td>An Introduction to ICS for Higher Education</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>IS* 200.a</td>
<td>ICS for Single Resources and Initial Action Incidents</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ICS 300**</td>
<td>Intermediate ICS for Expanding Incidents</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ICS 400**</td>
<td>Advanced Incident Command</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>IS* 700.a</td>
<td>An Introduction to NIMS</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>IS* 800.b</td>
<td>An Introduction to the National Response Framework (NRF)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS* 908</td>
<td>Emergency Management for Senior Officials</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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</table>

*Online course  
** Instructor led course

Any person assigned as either a district level or campus level Incident Commander should complete the NIMS Incident Command System (ICS) Position Specific All-Hazards Incident Commander Course (L-950) as well as the Emergency Management Institute (EMI) Independent Study Program (ISP) Professional Development Series (PDS). Additionally, any person assigned to a Command Staff or General Staff leadership position should complete additional training over and above the minimum mandatory level of training as determined by the AVP SSEP.

All College staff with emergency assignments are required to forward all information regarding mandatory training taken to the Department of Teaching, Learning & Technology. The Department of Teaching, Learning & Technology is required to maintain a database of all mandatory trainings taken by College personnel and, with assistance from the AVP SSEP, ensure the BC training program is compliant with current state and federal regulations. The AVP SSEP is responsible for collaborating with all local and state emergency response agencies to identify additional training opportunities that can benefit BC personnel.

Emergency Plan Training
The AVP SSEP is responsible for ensuring that all essential personnel receive notification of the availability of the revised BC CEMP and encouraging familiarization with all of its mechanisms.
4.4 Exercising

The BC AVP SSEP is responsible for the development, implementation, and maintenance of a yearly exercise schedule to test and evaluate the CEMP. At a minimum, BC must participate in the Statewide Hurricane Exercise. The AVP SSEP will analyze the academic calendar to determine the best times to conduct the specified exercises and work with the EPTC to finalize the schedule with each functional area to ensure the least impact to normal College operations and the adequate involvement of faculty, staff, and students. The AVP SSEP will attempt to hold exercises in conjunction with the local, state, and federal emergency response agencies that serve and protect BC to avoid duplication of efforts and enhance collaboration. All exercises are required to be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Lessons learned from completed exercises will be documented in an After Action Report (AAR) and an Improvement Plan (IP) will be created to identify areas for improvement.

Orientation Seminar
Orientation seminars are set-up as an informal discussion group where there is little to no simulation and are formatted as, lectures, discussions, presentations, or demonstrations. They are used to discuss introduce and explain policies, procedures, and plans.

Drill
Drills involve actual field or facility response for an EOC operation and require employing any equipment or apparatus for the function. They are used to test a specific operation and also serve to provide training with equipment. Examples of drills include fire drills and BC Alert tests.

Tabletop Exercises
Tabletop exercises are designed to be used in small-groups, typically conducted as a discussion that contains a walkthrough of a scenario and the courses of action deployed by BC before, during, and after an emergency. This training helps evaluate the CEMP and facilitates an understanding of emergency preparedness concepts.

Full-scale Exercises
Full-scale exercises are exceptionally time-consuming and are multi-agency, multi-jurisdictional in which all resources are deployed. This type of exercise is designed to test collaboration among agencies, BC Alert, communication systems, and emergency equipment. An Incident Command Post is established by law enforcement or fire services, the ICS is activates, and EOC is instituted.

4.5 Information for Individuals with Disabilities
At least once per semester the Department of Disability Services will provide students registered with their department information regarding emergency preparedness resources that are available for persons with disabilities. The communications at a minimum includes information related to Sheltering in Place and Areas of Refuge.
5.0 Response: Concept of Operations

5.1 Capabilities
Broward College has limited capabilities to respond to emergencies that could affect the College. Because of this, BC contracts with local law enforcement agencies and has existing relationships with municipalities where their campuses are located to provide first response support to the College.

5.2 Emergency Decision Making
The most critical steps in the emergency response process are incident identification and threat assessment. The BC CEMP assumes that most emergency incidents on campus are going to be identified by students, faculty, staff, or visitors. If students, faculty, staff, or visitors are involved in or witness an emergency, it is essential for them to immediately call 911 and then afterwards, if safe to do so, the appropriate Campus Safety Department. This notification is the first step in the activation of the BC CEMP and emergency response. The local 911 Public Safety Answering Point (PSAP) and impacted Campus Safety Department will dispatch the appropriate resources to the incident scene. The first responding campus safety officers are responsible for safely assessing the scene for threats, report known threats to other responding officers and confirm the emergency severity and type to 911 or first responders if appropriate.

Figure 2 represents the anticipated emergency notification process.
Once the appropriate College personnel are notified of an incident, the danger assessment process begins. Personnel at the campus and district level of the College must assess the emergency incident and any known threats to determine the appropriate level of response. The following elements should be used to assist in the threat assessment process:

1. Type of incident
2. Location of incident
3. Time of incident
4. Information received from local law enforcement and fire rescue agencies
5. Information received from BC Campus Safety personnel on scene
6. Information received from local, regional, state, and federal intelligence reports

Often there is a warning period as it relates to hurricanes and other incidents that may have a severe impact on the College. Broward County Emergency Management Division (BEMD) issues Flash reports when there is a hurricane that can potentially impact Broward County. The AVP SSEP will receive these Flash reports from BEMD and will disseminate them to the Incident Management Team (IMT).

Broward County is subject to other severe weather events other than hurricanes. Depending on the weather event that is expected, the emergency can range from a minor incident to a catastrophic incident. The level of readiness and ability to activate the District EOC will depend on the severity of the type of incident that may be anticipated. An isolated weather event at a specific campus may activate the Campus Emergency Operations Center (EOC).

### 5.3 Alerts and Notifications

**Broward College Alerting System (BC Alert)**

To aid in the awareness of students, faculty, staff, and visitors, BC combines all of its emergency notification systems into a single-system concept called BC Alert. Regardless of which notification methods/technologies are utilized, all emergency notification and warning messages come from BC Alert.

**Emergency Communication Methods**

The BC Alert emergency notification system consists of the following delivery methods. Broward College recognizes the following system as the standard by which all Emergency communications will be initiated.

1. **Activation of the Blackboard Connect ED Emergency Notification System:**
   - Mass emails
   - Phone calls
   - Text messages
   - Social Media: Facebook and Twitter
2. **Web Page:**
   - Home page banner
   - Intranet (Workplace) home page banner
3. NetNotify Computer Screen Interruption
4. Media Advisories will be issued through the Public Information Officer (PIO)

Confirmation of the existence of an emergency event or threat
In most situations, the College Campus Safety Department and/or the law enforcement agencies assigned to the respective campuses are the ones who confirm, to the best of their ability, the existence of an emergency event or threat. Confirmation may also occur through other local emergency response entities (i.e. City/County Law Enforcement or Fire Rescue).

All emergencies on campus need to be communicated to, and coordinated through the Associate Vice President of Safety, Security and Emergency Preparedness.

As soon as practical, and without jeopardizing life safety, all reasonable efforts will be made to ensure proper communication to the President, or his designee, regarding details of the emergency situation.

BC Alert activation
In the event of an emergency, the following individuals should contact a trained BC Alert activator to send out an alert message:

- President
- Sr. Vice Presidents
- Student Affairs VP
- Campus Presidents

Trained BC Alert activators
The following individuals are trained and authorized to activate all BC Alert delivery methods during a life-threatening emergency. As practical and without jeopardizing life safety, the AVP for Public Affairs and Marketing is the primary person responsible for activating BC Alert during an emergency. If he/she is not available or capable of activating the system, the following individuals are also able to send out messages via all BC Alert methods:

- Associate Vice President of Safety, Security, and Emergency Preparedness
- Campus Safety Captain, Operations
- Campus Safety Captain, Administration

Additional individuals trained and authorized to send emergency pre-established notifications involving immediate threats to the health and safety of the College community are listed below:

- Business Deans

As practical and without jeopardizing life safety, the following individuals shall be consulted prior to BC Alert message dissemination:
• Associate Vice President of Safety, Security, and Emergency Preparedness (District Incident Commander) or designee
• College President
• Sr. Vice Presidents
• Associate Vice President Public Affairs and Marketing
• VP Operations

Classifications and Types of Emergency Preparedness Messages
When an emergency event or threat occurs the following phases of communication are key:

• Emergency Notification and Alerting
  An emergency notification to the College is made when an authorized individual has confirmed that an emergency situation actually poses, or may reasonably be expected to pose, an immediate threat to life safety or security of the College population.

• Emergency Follow Up/Status Update Notification
  Follow-up/status updates to the College are sent after an initial notification message has been previously disseminated. These notifications are released when there is additional information or instructions for the College population, such as changes in protective actions. The AVP for Public Affairs and Marketing is the primary person responsible for follow-up notifications, however if he/she is not available or capable, proceed down the list to the next available individual:

  • Associate Vice President of Safety, Security, and Emergency Preparedness
  • Campus Safety Captain, Operations
  • Campus Safety Captain, Administration

• All Clear/Recovery Information
  An “All Clear” notification is disseminated and indicates that the emergency has been contained or effectively managed. “All Clear” messages should be timed so that messages do not overlap. “All Clear” notifications are authorized by the incident commander.

• Recovery Information
  “Recovery Information” is disseminated after an “All Clear” message has been given and contains further instructions or actions in preparation for a return to normal operations.

Prepared Messages
BC Alert prepared messages were developed by the Associate Vice President of Public Affairs and Marketing in conjunction with the Associate Vice President of Safety, Security, and Emergency Preparedness and the College President. These prepared messages are eligible for immediate activation by an authorized user only if a Campus/College emergency falls within the prescribed parameters. Prepared Messages are accessible through Blackboard Connect ED. On an annual basis, the Associate Vice President of Public Affairs and Marketing should review all prepared messages and correct as needed.
5.4 Activation Decision

Incident Management Team (IMT)
If time and the situation permits, the IMT shall be notified of the event or potential for an event, prior to a General notification. The AVP SSEP will develop BC-Alert groups to help expedite the delivery of emergency messages.

General Populations
Emergency notifications will be sent without delay once a credible emergency event or threat has been confirmed, unless sending such a message will, in the professional judgment of the responsible College authorities, create a more serious emergency and/or compromise the College’s efforts to contain the emergency. The following criteria must be considered to determine if activation of any or all alert system components is warranted:

1. Hazard Characteristics
   - What is the hazard?
   - What is the impact to BC? (single building, single area on one campus, one campus, one center, regional event)
   - Is the situation under control or active?
   - What is the potential for the situation to worsen?

2. Life Safety / Property Protection
   - What is the potential for death?
   - What is the potential for serious injury?
   - What is the potential for minor injury?
   - What is the potential for damage to property and facilities?
   - What is the potential for disruption to normal operations?

3. Urgency
   - How soon does the message need to be sent? (minutes, hours)
   - Is there time for approval?

4. Delivery method capabilities
   - Does the delivery method have the capability to deliver the appropriate message to the appropriate audience within the proper time frame?
5.5 Broward County Warning Point
The purpose of the Broward County Warning Point (WP) is to notify responsible officials and emergency response agencies of actual major incidents that require or may require extensive public safety assistance, such as police, fire, and emergency medical personnel. The AVP SSEP is responsible for contacting the Broward County WP to notify them of a significant incident occurring on campus, to include but not limited to:

- An incident that may require evacuation
- An event posing a potential threat for a mass casualty incident
- Any large fire or structural collapse
- Any hostage situation
- Apparent act of terrorism or incident where terrorism indicators are present
- Hazardous materials spill that requires an evacuation or sheltering in place
- Tornado sightings or touchdowns, or other severe weather phenomena involving injury or property
- Any other incident that might require the use of resources from outside the immediate jurisdiction area

The Broward County WP can be contacted at 954-765-5100 24 hours/7 days per week.

5.6 Levels of Disaster
In responding to any emergency, it is important for College personnel to identify and classify the severity of the incident to ensure the appropriate resources are allocated and organizational structure is implemented in a timely fashion. There are three levels of emergency response:

- Minor Emergency
- Major Emergency
- Catastrophic Emergency
Due to the scenario and or situation, the intensity of the disaster may increase or decrease during the duration of the incident. The Incident Commander has to have an organizational structure in place to be able to escalate the response and deactivate the response at the appropriate time.

**Minor Emergency**
A minor emergency is defined as a localized incident with a limited threat to life/safety and no impact to normal campus/College operations. Response to a MINOR EMERGENCY is managed at the campus level with limited support from District resources. The BC CEMP is not activated for a minor emergency nor is the EOC, but certain sections can be used as standard operating guidelines to the extent necessary.

**Major Emergency**
A major emergency is defined as an incident that threatens life/safety and/or severely impacts normal campus/College operations. Response to a MAJOR EMERGENCY can be managed at the campus or District level and could require significant resources internal and external to BC. The BC CEMP is activated for a major emergency. Depending on scenario, the EOC may be partially or fully activated.

**Catastrophic Emergency**
A catastrophic emergency is defined as an incident that results in the catastrophic loss of life and/or closure of one or more campuses for an extended period of time. Response to a disaster is managed at the District level and requires mutual aid from external agencies. The BC CEMP and Continuity of Operations Plan (COOP) are fully activated for a catastrophic emergency. The District EOC is activated. The Campus EOC at the affected campus(s) is activated, as well.

***PROTECTIVE ACTIONS - additional first actions emergency guidance is available in each campus’ Standard Operations Guide (SOG)***

**Shelter in Place**
A shelter-in-place protective action may be issued in response to a hazardous materials spill/release, active shooter situation, or weather emergency. This protective action is aimed to keep students, faculty, staff, and visitors safe while remaining indoors. Shelter-in-place means selecting a secure, interior room if possible, with no or few windows, and taking refuge there. Students, faculty, staff, and visitors are required to immediately shelter-in-place in an orderly manner when directed by emergency response personnel or a BC Alerts message.

**Areas of Refuge**
In each Campus SOG, the campuses should identify Areas of Refuge on all floors of each building. Whenever possible, these locations should be in approximately the same place on each floor, close to but not in a stairwell. These designated locations will allow for the swift evacuation of persons with disabilities by emergency personnel. These locations should have a closing door, a phone for communication, and supplies that enable the person(s) to block smoke from entering under the door. If possible, they also should have a window so that evacuees can signal their location. The location must be clearly identified on emergency
evacuation plans, so that faculty, staff, students, visitors, and emergency personnel may easily locate them. When an Area of Refuge has not been identified, the stairwell will serve as it.

In circumstances where evacuation is not possible, and an Area of Refuge has not been identified, a person with a disability should shelter-in-place and inform at least two other evacuees of their location. This information is to be provided immediately to the impacted Campus Safety Department. If a telephone is available to the person with a disability sheltering-in-place, they should call the Campus Safety Department to confirm their location and provide details regarding their current situation.

**Emergency Assembly Points (EAPs)**

In addition to Areas of Refuge, Campus SOGs should identify EAPs throughout their campuses. EAPs are located outside in areas with enough space for evacuated crowds to gather that are out of harm’s way. These uses of these locations are based on the hazards present. In instances, such as an active shooter, where congregating individuals may increase risk, EAPs should not be used.

These designated locations will allow for a more coordinated evacuation and organized rally points. EAPs should be clearly identified within emergency evacuation plans so that faculty, staff, students, visitors, and emergency personnel may easily locate them. The locations of EAPs should be clearly identified by a sign post that is easily noticeable.

**Lockdown**

Locking down the college is the process by which pedestrian and vehicular traffic is channeled to specific entry/exit points. The ability to lockdown Broward College or any of its campuses or parts of a campus, in the event of an emergency event which threatens the safety of students, employees, staff, and visitors and/or operations is of paramount importance.

A lockdown may be directed by AVP SSEP. The AVP SSEP has the authority to defer and/or deny access based upon his/her assessment of the situation. It is preferable that the determination be made with consultation of members of the Incident Management Team (IMT). However, in the event of a true emergency that requires immediate intervention, such as an active shooter, this action may be undertaken independently by the IMT. In this event, the Incident Commander will review the situation and his/her assessment with a member of the IMT.

A lockdown results in a serious disruption of the school day. It should be used only in the most serious circumstances. A lockdown is recommended at any time a weapon is observed or shots are fired, whether on campus, in a drive-by or in close proximity to any campus. Law enforcement agencies may order that your campus lockdown at its discretion. Depending upon the incident, the administrator may choose to hold all classes and announce that all instructors keep their students in their classrooms. The lockdown procedure is also referred to in different specific situations and is implemented in its entirety at that point.

It is strongly recommended that the announcement of a lockdown be communicated in clear language and without code words. This suggestion is made because there are many individuals
on the campus, e.g., visitors, itinerant staff, parents, etc., who will not know the meaning of the code. Information regarding the location of the problem also should be given.

<table>
<thead>
<tr>
<th>Table 6: Possible Occasions for Lockdown</th>
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<tbody>
<tr>
<td>Event</td>
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<td>---------------------------------------</td>
</tr>
<tr>
<td>Power failure</td>
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<tr>
<td>Earthquake</td>
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<tr>
<td>Flooding</td>
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<tr>
<td>Fire</td>
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<tr>
<td>Bomb threat</td>
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<td>Hostage event</td>
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<td>Civil disturbance</td>
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<tr>
<td>External contamination</td>
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<td>Active Shooter</td>
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<tr>
<td>Infant abduction</td>
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<td>Child abduction</td>
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Temporary Closure
A temporary closure protective action may be issued after an evacuation is ordered and it is determined that a building or campus is unsafe until further notice. A temporary closure may also be issued if a severe weather event such as a hurricane or severe tropical storm is likely to impact Broward County within a certain time frame. A temporary closure due to the likelihood of a severe weather impact is usually issued after consultation with Broward County Emergency Management or once Broward County has issued an evacuation order.

Temporary closure is aimed to keep students, faculty, staff, and visitors safe by keeping them out of the hazard area and away from emergency response operations. Temporary closure means all campus classes and functions are canceled until further notice. Only essential personnel should remain on campus unless they are ordered to leave by Campus Safety, Incident Management Team (IMT), or local emergency response agency personnel. Current information regarding the status of all BC campuses during an emergency can be accessed at www.Broward.edu/bcalert. Closures should be reported to appropriate government entities.

5.7 Emergency Declaration
Declaring a Campus State of Emergency
A Campus President has the authority to declare a campus state of emergency. This declaration activates the Campus Incident Management Team (CIMT) with the authority to implement actions for the protection of life and property warranted by the scope, location, and/or magnitude of the emergency. If the Campus President is unavailable, the Campus Dean of Business Affairs may declare a campus state of emergency and activate the CIMT.
Once the Campus President and/or Campus Dean of Business Affairs of the impacted campus have been notified of a major emergency incident, they should assess the situation to determine if a campus state of emergency needs to be declared. The following questions should be asked to assist in assessing the situation:

- Are lives threatened?
- Is there significant property damage?
- Are standard campus operations departments able to manage the incident?
- Are significant local emergency response services needed (i.e. Fire Rescue, Law Enforcement, Emergency Medical Services, etc.)?
- Are immediate assistance and coordination needed from multiple District resources?
- Are campus operations and/or events severely impacted?

If a campus state of emergency is declared, the CIMT is activated and the Campus Incident Commander is responsible for the proper and expeditious handling of major campus emergencies according to the guidelines set forth in the CEMP. All personnel assigned to a CIMT will come under the authority of the Campus Incident Commander. Campus personnel not assigned a specific emergency management responsibility are required to take action as directed by the Campus Incident Commander.

If the Campus President and the Campus Dean of Business Affairs are unavailable, the Campus Dean of Student Affairs can declare a campus state of emergency and activate the CIMT. The Dean of Student Affairs can designate a Campus Incident Commander until the Campus President or Dean of Business Affairs is available to assume command.

Declaring a District State of Emergency
The College President has the authority to declare a District state of emergency. A District emergency is one that involves more than one campus. This declaration activates the District Incident Management Team (DIMT) with the authority to implement actions for the protection of life and property warranted by the scope, location, and/or magnitude of the emergency. If the College President is unavailable, the Senior Administrative Vice President may declare a District state of emergency and activate the DIMT.

Once the College President and/or Senior Administrative Vice President have been notified of a major emergency incident, they should assess the situation to determine if a District state of emergency needs to be declared. The following questions should be asked to assist in assessing the situation.

- Are lives threatened?
- Is there significant property damage?
- Are College operations and/or events severely impacted?
- Has a campus state of emergency been declared?
- Are standard College operations departments able to manage the incident?
- Are specialized emergency services needed (i.e. Bomb Squad, Urban Search and Rescue, SWAT, HAZMAT, etc.)?
- Are significant outside mutual aid services needed from the City, County, or State?
If a District state of emergency is declared, the DIMT is activated and the District Incident Commander is responsible for the proper and expeditious handling of major District emergencies according to the guidelines set forth in the BC CEMP. If the DIMT is activated then consideration should be considered to activate the District EOC. The District Incident Commander will provide the overall leadership for a College-wide response and set College-wide priorities. All personnel assigned to the DIMT will come under the authority of the District Incident Commander. College personnel not assigned a specific crisis management responsibility are required to take action as directed by the DIMT.

District Emergency Operations Centers
The District EOC will have the capacity to support the needed communication resources to respond to an emergency. The facilities designated to serve as a District EOC will be maintained in a state of readiness for conversion and activation. The District EOC serves as the centralized, well-supported location in which DIMT staff will gather, check in, and assume their roles in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the District EOC.

The AVP SSEP will collaborate with the local response agency jurisdictions and other institutions to use one of their Emergency Operations Centers if the District Emergency Operation Centers and/or Campus Emergency Operations Center locations are unsafe or inaccessible during a BC emergency.

District EOC Activation Levels
The District EOC can be activated to any of the three levels depending on the nature of the incident. The decision to activate the District EOC will be made by the College President or his/her designee. The AVP SSEP shall designate what level of activation is required in response to a given situation and shall ensure all steps for notification and operation are completed for that level of activation:

<table>
<thead>
<tr>
<th>Table 7: EOC Activation Levels</th>
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<tbody>
<tr>
<td><strong>Level of Activation</strong></td>
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<tr>
<td>Level Three: Monitoring</td>
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<tr>
<td></td>
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<tr>
<td>Level Two: Partial Activation</td>
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<td></td>
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<tr>
<td>Level One: Full Activation</td>
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Campus Emergency Operations Centers
During a declared campus emergency, the Campus Incident Commander will designate the Campus Incident Management Team (CIMT) to meet and begin directing response actions and assigning emergency responsibilities from the designated Campus EOC.

Each Campus Dean of Business Affairs will work with the AVP SSEP to identify a primary and secondary location on each campus that could serve as an EOC during an emergency. These locations will be capable of supporting the needed communication resources and Campus Incident Management Team during an emergency. A third off-campus location will also be identified in case the primary and secondary designated locations are unsafe or inaccessible during the emergency.

Campus EOC Activation
Unscheduled: When a Campus Incident Management Team (CIMT) has received confirmed notification that a credible threat or event has occurred or is imminent which would require the activation of the EOC, CIMT members will begin mobilization in accordance with this plan.

Scheduled: An EOC may be activated for a scheduled event which has the potential of escalating from a peaceful event to an emergency. Typically, there is a considerable lead time in planning for these types of activations and depending on the scenario will depend on which members of the IMT will be activated.

Campus Emergency Response Kits
The BC AVP SSEP, Campus Safety Captains, and each Campus Safety Lieutenant are responsible to collaborate with the local emergency response agencies that serve and protect the College. Even though collaboration and communication are priorities to BC and its partners and every effort is taken to familiarize local emergency response personnel with each campus, the CEMP was developed under the assumption that some responders will be dispatched to a College emergency with limited knowledge about the campus layout. Therefore, each Campus Safety Department is required to maintain an emergency response kit to be distributed to the local emergency response agencies during a declared emergency. A list of sample items to be included in a kit is listed in the SOGs.
6.0 Direction and Control

6.1 National Incident Management System (NIMS)

NIMS has been promulgated by the US Department of Homeland Security (DHS) to establish uniform, nationwide approach for response to emergencies and disasters. NIMS is a systematic proactive approach guiding all levels of government, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property, and harm to the environment.

On August 24, 2006, Broward College District Board of Trustees adopted the U.S. Department of Homeland Security’s National Management System (NIMS) and the Incident Command System (ICS) by resolution. Broward College will use ICS in response to an emergency or in conjunction with planned events, such as commencement, visiting dignitaries, etc.

NIMS consists of the following components:
- Incident Command System
- Preparedness
- Communications and Information Management
- Resource Management
- Command and Management
- Ongoing Management and Maintenance

6.2 Incident Command System (ICS)

The Incident Command System (ICS) is a component of the National Incident Management System (NIMS). ICS is recognized as a model for the command, control, and coordination of resources and personnel in response to and recovery from emergencies. BC adopted the use of ICS by resolution in August, 2005. BC will use the Incident Command System (ICS) in response to a District or campus emergency.

The Incident Command System can expand or contract as a result of the size and severity of the incident. A minor or major incident involving only one campus may be managed at the campus level using a basic ICS. However, depending on the severity of the incident and if more than one campus or district entity is involved a Complex ICS organizational structure, known as Area Command, may be implemented, and the District EOC will be activated and will serve as an Area Command. ICS is based on a basic management principle of planning, directing, organizing, coordinating, communicating, delegating, and evaluating. The tasks associated with ICS are performed under the direction of the Incident Command.

The BC CEMP assumes that all emergencies will start at the campus or center level and will follow the premise that incidents are managed at the local level first. Each Campus Incident Command will implement the basic ICS structure during a minor and some major events.
Depending on the type and severity of the emergency and how many campuses are impacted, Area Command may be established.

Features of Incident Command System (ICS)

- **Common Terminology:** Establishes common terminology to ensure that everyone is communicating in the same way among the different campuses, but also ensures that the personnel on the campus can communicate with outside agencies and organizations all using the same terms with the same meanings.
- **Modular Organization:** The ICS is developed in a modular fashion that is based on the size and complexity of the incident. The system is designed to expand or contract as appropriate.
- **Management by Objective:** The management by objectives is communicated throughout the entire ICS organization and includes: establishing objectives and strategies; developing and issuing assignments, plans, and procedures; establishing measureable tactics; and documenting results to facilitate corrective action.
- **Incident Action Planning:** The Incident Action Plans (IAPs) provide a coherent means of communicating the overall incident objectives in the context of both operational and support activities.
- **Manageable Span of Control:** Span of control is essential to effective and efficient incident management. Within ICS, the span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates with the optimum being five.
- **Incident Locations and Facilities:** Various types of operational support facilities may be established in the vicinity of an incident, depending on the size and complexity, to accomplish a variety of purposes. Examples of designated facilities include but are not limited to the incident command post, staging areas, and mass casualty triage areas.
- **Comprehensive Resource Management:** Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management. Resources are defined as personnel, teams, equipment, supplies, and facilities available.
- **Integrated Communications:** Incident communications are facilitated through the development and use of a common communications plan and interoperable communications process and architectures.
- **Establishment and Transfer of Command:** The command function must be clearly established from the beginning of incident operations. When command is transferred, the process must include a briefing and captures all essential information for continuing safe and effective operation.
- **Chain of Command and Unity of Command:** Chain of Command refers to the orderly line of authority within the ranks of the incident management organization. Unity of Command is the concept by which each person within an organization reports to one and only on designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for each objective. These principles clarify reporting relationships and eliminate confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to direct the actions of all personnel under their supervision.
- Accountability: Effective accountability of all personnel and resources during the incident operations is essential.
- Dispatch and Deployment: College personnel and resources should respond only when requested or dispatched by an appropriate authority.
- Information and Intelligence Management: If the College Incident Management organization has the ability to gather, analyze and assess related information and intelligence, they must establish a process to do so and share that information with appropriate agency(s).

Components of ICS
ICS is comprised of an Incident Commander, Command Staff, and General Staff that implement decision making and incident action plan development and execution. The Policy Group, a component of the Command Staff, is comprised of College Executives and Senior Staff and would only be established at the College level. The Command Staff consists of the Public Information Officer, Liaison Officer, Safety Officer, and other Command Staff as appropriate. The General Staff is comprised of the following section chiefs: Operations, Planning, Logistics, and Finance and Administration. Collectively, The Incident Commander, Command Staff, Policy Group, and General Staff are called an Incident Management Team (IMT).

Policy Group
Policy Group sets policy, establishes the mission to be accomplished, and shapes the overall strategic direction. They do not direct incident objectives and tactics.

Incident Commander
Incident Commander (IC) is responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has the overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

In the event the IC is away, the Deputy Incident Commander may serve as IC until the primarily identified IC arrives on scene.

Command Staff
Command Staff reports to the Incident Commander (IC) and implements the policies established by the Policy Group.

Public Information Officer (PIO) interfaces with public and media and/or with other agencies with incident-related information requirements.

Safety Officer (SO) is responsible for monitoring and assessing incident operations and advising the Incident Commander on all matters relating to operational safety to include hazards, unsafe situations, and developing measures for ensuring personal safety. The Safety Officer is focused on the safety of personnel assigned to the EOC and responding personnel in the field. The safety of the general public who are affected by the incident is the role of the appropriate public safety organizations (e.g., emergency services).
Liaison Officer (LO) is responsible for coordinating with the representatives of cooperating and assisting agencies/organizations.

General Staff
Operations Section is responsible for the management of all operations directly applicable to the mission, as well as primary incident objectives and implementation of the Incident Action Plan (IAP).

Planning Section is responsible for the collection, evaluation, and dissemination of operational information related to the incident and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Logistics Section is responsible for providing facilities, services, and material support for the incident.

Finance and Administrative Section is responsible for the organization, management, and operation of activities related to the administrative and fiscal aspects of the event. These activities are administered within the guidelines, policies, and constraints of Incident Command and Broward College.

6.3 Area Command
Area Command is used to oversee the management of multiple incidents that are each being handled by an ICS organization. Area Command provides command authority and coordination for two or more incidents and will most likely be established if an incident involves more than one campus. Area Command will be established at the College level. Each campus would be considered an incident and would establish a Campus ICS organization appropriate for the size and severity of the incident. This would most likely occur during a major or catastrophic event. Each Campus Incident Commander will coordinate with Area Command.

The advantages of an Area Command system:
- Assists in College-wide coordination,
- Authorizes Campus IMTs to take immediate action,
- Ensures efficient resource use,
- Ensures that College policies, priorities, constraints, and guidance are implemented consistently across campus incidents,
- Reduces workload for College personnel.
Figure 3 is an example of ICS organizational structure involving an area command situation. Depending on the size and severity of the incident, not all positions may need to be filled.

Figure 3: District ICS Chart 1
7.0 Roles and Responsibilities

7.1 District Level

College President
General Emergency Management Responsibilities:
- Ensure the ongoing mission of BC.
- Promulgate the BC CEMP under his/her authority.
- Approve all policies and procedures related to the safety and security of the College community.

Emergency Response Role:
- The College President has the authority to declare a College state of emergency.
- This declaration activates the District Incident Management Team (DIMT) and authorizes the Associate Vice President of Safety, Security and Emergency Management to assume the role of Incident Commander.
- If the Associate Vice President of Safety, Security and Emergency Management is unavailable, the College President must either assume the role of Incident Commander or reassign command to an equally capable, credentialed, and qualified person.
- All decisions concerning the cessation of College-wide functions or operations remain with the College President if available.
- If the College President is unavailable, the Senior Administrative Vice President is authorized to assume this role.
- Identified as a member of the Policy Group.

Senior Administrative Vice President
General Emergency Management Responsibilities:
- The Senior Administrative Vice President has the authority to assign members from the College’s operational departments with emergency management roles and responsibilities in support of the BC CEMP and other emergency preparedness initiatives.
- The Senior Administrative Vice President reports to the College President.

Emergency Response Role:
- If the College President is unavailable, the Senior Administrative Vice President may declare a College state of emergency and activate the DIMT.
- During a declared College state of emergency, the Senior Administrative Vice President serves as a member of the Policy Group.

College Provost and Senior Vice President Academics and Student Success
General Emergency Management Responsibilities:
- The College Provost and Senior Vice President Academic and Student Success has the authority to assign members from the College’s academic areas with emergency management roles and responsibilities in support of the BC CEMP and other emergency preparedness initiatives.
- The College Provost and Senior Vice President Academic and Student Success reports to
the College President.

Emergency Response Roles:
- If the College President and the Senior Administrative Vice President are unavailable, the College Provost and Senior Vice President Academics and Student Success may declare a College state of emergency and activate the DIMT.
- During a declared College state of emergency, College Provost and Senior Vice President Academics and Student Success serves as a member of the Policy Group.

Vice President Operations

General Emergency Management Responsibilities:
- The Vice President Operations is responsible for the overall planning, operation, and evaluation of college operations. The Operations Division consists of facilities management, procurement, supplier relations & diversity, risk management, safety, auxiliary services (bookstores, food service, and print shop), and college-wide sustainability.
- The Vice President Operations has the authority to assign members from his/her department with emergency management roles and responsibilities in support of the Broward College CEMP and other emergency preparedness initiatives.
- The Vice President Operations reports to the Senior Administrative Vice President.

Emergency Responsibilities:
- During a declared College state of emergency, the Vice President Operations serves as the Operations Chief.

Associate Vice President of Safety, Security, and Emergency Preparedness (AVP SSEP)

General Emergency Management Responsibilities:
- The AVP SSEP is responsible for the overall management of the College’s emergency management functions, including the development, implementation, and maintenance of the BC CEMP.
- The AVP SSEP is the College’s representative on the Southeast Florida Regional Domestic Security Task Force (SERDSTF) and collaborates with all local, state, and federal emergency response agencies which serve and protect BC.
- The AVP SSEP reports to the College President or their designee.

Emergency Response Role:
- During a declared College state of emergency, the AVP SSEP will assume the role of DIMT Incident Commander and is responsible for the proper and expeditious handling of the emergency in accordance with the guidelines set forth in the BC CEMP.
- The AVP SSEP is responsible for notifying the appropriate College personnel of a major campus emergency in accordance with College Procedure A6Hx2-7.01 – Emergency Procedures.
- If the Associated Vice President of Public Affairs & Marketing is unavailable, the AVP SSEP is authorized to activate the College’s emergency notification resources and to alert the general College community of a major emergency.
- If a campus state of emergency is declared, the AVP SSEP will assist the impacted campus by coordinating any support needed by other College resources.
Associate Vice President for Public Affairs & Marketing

General Emergency Management Responsibilities:

- The Associate Vice President for Public Affairs & Marketing is responsible for the College’s activities relating to external and internal communications.
- The Associate Vice President for Public Affairs & Marketing is the College’s point of contact with all media agencies.
- The Associate Vice President for Public Affairs & Marketing is responsible for assisting the AVP SSEP with informing the College community about the BC CEMP and other emergency preparedness initiatives.
- The Associate Vice President for Public Affairs & Marketing reports to the College President.

Emergency Response Role:

- The Associate Vice President for Public Affairs & Marketing is the primary College official responsible for activating the College’s emergency notification resources and alerting the general College community of a major emergency.
- If a campus state of emergency is declared, the Associate Vice President, Public Affairs & Marketing will assist the impacted campus by providing media relations support.
- If a College state of emergency is declared, the Associate Vice President, Public Affairs & Marketing will serve as the Public Information Officer (PIO) on the DIMT.

Vice President for Information Technology

General Emergency Management Responsibilities:

- The Vice President for Information Technology serves as the BC Chief Information Officer (CIO) and provides the vision and leadership for evaluation of short and long range goals for all instructional and administrative technology needs of the College. The Department of Information Technology consists of Instructional Technology, Computer Services, Computer Operations & Technical Services, Telecommunications, and Network & Internet Services.
- The Vice President for Information Technology has the authority to assign members from his/her department with emergency management roles and responsibilities in support of the BC CEMP and other emergency preparedness initiatives.
- The Vice President for Information Technology reports to the Senior Administrative Vice President.

Emergency Response Role:

- During a declared emergency serves as the Leader of the Information Technology Unit.

Chief Financial Officer

General Emergency Management Responsibilities:

- The Chief Financial Officer maintains overall administrative and fiduciary responsibility for general institutional services and management of financial activities. The Finance Department consists of Budget, Accounting, Purchasing, Payroll, and Risk Management.
- The Chief Financial Officer has the authority to assign members from his/her department with emergency management roles and responsibilities in support of the BC CEMP and other emergency preparedness initiatives.
The Chief Financial Officer reports to the Senior Administrative Vice President.  

Emergency Response Role:  

• During a declared College state of emergency, the Chief Financial Officer serves as the Finance and Administrative Section Chief.

Executive Director of Human Resources and Equity  

General Emergency Management Responsibilities:  

• The Executive Director of Human Resources and Equity is responsible for directing all Human Resources related activities for the College. The Department of Human Resources and Equity consists of Benefits, Compensation, Employee Relations, Staffing, and Compliance.  

• The Executive Director of Human Resources and Equity has the authority to assign members from his/her department with emergency management roles and responsibilities in support of the BC CEMP and other emergency preparedness initiatives.  

• The Executive Director of Human Resources and Equity reports to the Senior Administrative VP.  

Emergency Response Role:  

• During a declared College state of emergency, the Executive Director of Human Resources and Equity serves as the Leader of the Human Resource Unit.

Director of Safety and Chief Fire Official  

General Emergency Management Responsibilities:  

• The Director of Safety and Chief Fire Official is responsible for administering health and safety programs and developing health, safety, and environmental policies, procedures, and practices to ensure the overall health and safety of employees, students, and visitors.  

• The Director of Safety and Chief Fire Official has the authority to assign members from his/her department with emergency management roles and responsibilities in support of the BC CEMP and other emergency preparedness initiatives.  

• The Director of Safety and Chief Fire Official reports to the AVP SSEP.  

Emergency Response Role:  

• If a campus state of emergency is declared, the Director of Safety and Chief Fire Official will assist the impacted campus by serving as the Safety Officer on the Campus Incident Management Team.  

• If a College state of emergency is declared, the Director of Safety and Chief Fire Official serves as the Safety Officer on the DIMT.  

Campus Safety Captains  

General Emergency Management Responsibilities:  

• The Campus Safety Captains are responsible for assisting in the overall management of the College’s emergency management functions, including the development, implementation, and maintenance of the BC CEMP.  

• The Campus Safety Captains have the authority to assign members from his/her department with emergency management roles and responsibilities in support of the BC CEMP.
CEMP and other emergency preparedness initiatives.

- The Campus Safety Captains report to the AVP SSEP.

Emergency Response Role:

- If a campus state of emergency is declared, the Campus Safety Captains will assist the impacted campus Lieutenant(s), as necessary.
- If a College state of emergency is declared, the Campus Safety Captains serve as the Liaison Officers on the DIMT.

Associate Vice President for Facilities Management

General Emergency Management Responsibilities:

- The Associate Vice President for Facilities Management is responsible for the College’s activities relating to facilities management.
- The Associate Vice President for Facilities Management has the authority to assign members from his/her department with emergency management roles and responsibilities in support of the BC CEMP and other emergency preparedness initiatives.
- The Associate Vice President for Facilities Management reports to the College President.

Emergency Response Role:

- The Associate Vice President for Facilities Management is the primary College official responsible for providing facilities, services, and material support for the incident.
- If a campus state of emergency is declared, the Associate Vice President for Facilities Management will assist the impacted campus by serving as the Logistics and Planning Section Chief on the Campus Incident Management Team.
- If a College state of emergency is declared, the Associate Vice President Facilities Management will serve as the Logistics and Planning Section Chief.

7.2 Campus Level

Campus President

General Emergency Management Responsibilities:

- A Campus President is responsible for ensuring the ongoing mission of his/her campus.
- A Campus President has the authority to assign members of his/her staff with emergency management roles and responsibilities in support of the BC CEMP and other emergency preparedness initiatives.
- A Campus President reports to the College Provost & Senior VP for Academic Affairs and Student Success.

Emergency Response Role:

- A Campus President has the authority to declare a campus state of emergency activating his/her Campus Incident Management Team (IMT).
- Campus President serves as the Campus Incident Commander.
- All decisions concerning the ordering of immediate protective actions (SHELTER-IN-PLACE, EVACUATION, or TEMPORARY CLOSURE) on his/her campus remain with the Campus President.
Campus Dean of Business Affairs
General Emergency Management Responsibilities:

- A Campus Dean of Business Affairs is responsible for the ongoing operational status of his/her campus.
- A Campus Dean of Business Affairs is responsible for assisting the DSSEP with the implementation of the BC CEMP at the campus level.
- Campus Dean of Business Affairs reports to a Campus President.

Emergency Response Role:
- During a declared campus state of emergency, the Campus Dean of Business Affairs will assume the role of Campus Deputy Incident Commander. If a Campus President is unavailable, a Campus Dean of Business Affairs may declare a campus state of emergency and activate the Campus Incident Management team and serve as the Incident Commander.

Campus Safety Lieutenants
General Emergency Management Responsibilities:

- A Campus Safety Lieutenant is responsible for the safety and security of his/her campus community.
- A Campus Safety Lieutenant is required to implement and maintain the Department of Campus Safety Operational Directives in accordance with the guidelines set forth in the BC CEMP.
- A Campus Safety Lieutenant is responsible for coordinating operations with the Dean of Business Affairs.
- A Campus Safety Lieutenant is responsible for collaborating with the emergency response agencies that serve and protect his/her campus.
- A Campus Safety Lieutenant reports to the Captain of Operations under the AVP SSEP.

Emergency Response Role:
- A Campus Safety Lieutenant is the primary campus official responsible for operation of the specific campus safety department.
- If a campus state of emergency is declared, the Campus Safety Lieutenant will serve as the Liaison Officer on the Campus IMT and coordinate actions with the local emergency response agencies. The Campus Safety Lieutenant should report to the Incident Command Post in order to serve as the liaison between the local emergency response agencies and the Campus Emergency Operations Center.

Faculty and Staff
General Emergency Management Responsibilities:

- Faculty and staff are seen as leaders on their campus and must be prepared to direct students, visitors, and colleagues to safe locations in the event of an emergency.
- Faculty and staff are responsible for being familiar with applicable emergency plans, procedures, and evacuation routes for their assigned work locations. This information is found via the Campus Safety website (www.broward.edu/safety).
- Faculty and staff are also responsible for maintaining their updated contact information for BC Alert to maximize the College’s capability to notify them of a life threatening...
emergency and issue appropriate protective actions. Information regarding BC Alert is accessible through (www.broward.edu/bcalert).

In addition to the items listed above, all faculty members are encouraged to include the following public safety and emergency preparedness information in their course syllabus and review this information with their students at the beginning of each term:

- Phone Number of Campus Safety Department: 954-201-HELP (4357)
- How to dial 911 from a Campus Phone
- How to use a classroom emergency phone
- Location of classroom evacuation map
- Information on what to do in an emergency

Emergency Response Role:

- If faculty and staff who are involved in or witness a life-threatening emergency, they are required to immediately call 911 and, if practical and without jeopardizing life safety, the appropriate Campus Safety Department. Faculty and staff must be prepared to assess emergency situations quickly and thoroughly, as well as use common sense in determining how to take any issued protective actions.
- During a declared state of emergency, faculty and staff who are not assigned a specific emergency management responsibility are required to take action as directed by the Campus IMT.

Students

General Emergency Management Responsibilities:

- Students are responsible for familiarizing themselves with emergency preparedness resources, campus emergency procedures, and evacuation routes in the buildings they use frequently. This information is accessible through the Campus Safety website (www.broward.edu/safety).
- Students are responsible for maintaining their updated contact information for Broward College Alerts to maximize the College’s capability to notify them of a life threatening emergency and to issue appropriate protective actions. Information regarding BC Alert is accessible through (www.broward.edu/bcalert).
- If students are involved in or witness a life-threatening emergency, they are required to immediately call 911 and, if practical and without jeopardizing life safety, the appropriate Campus Safety Department.
- Students must be prepared to assess emergency situations quickly and thoroughly, as well as use common sense in determining how to take any issued protective actions.
- Students are required to take protective actions in an orderly manner when directed by faculty, staff, emergency response personnel, and/or a BC Alert message.

7.3 Local Level

Broward County

The Broward County Emergency Management Division (BEMD) is responsible for coordinating all countywide emergency management efforts and the response to a declared county emergency. BCEMD prepares and implements the county CEMP and conducts exercises to test
county and municipal emergency response capabilities. The county mayor has the authority, under Article II; Section 2.04G of the Broward County Code, to declare a county emergency, activate the Emergency Operations Center (EOC), and allocate the resources necessary to protect lives and property. The Broward County EOC is the facility in which all emergency and disaster preparations, response, and recovery activities are coordinated among participating agencies residing within the County’s jurisdiction.

Fire Chiefs’ Association of Broward County
The Fire Chiefs’ Association of Broward County (FCABC) created a County Disaster Response Plan (CDRP) to provide for the systematic mobilization, deployment, organization, and management of emergency resources throughout Broward County in assisting local agencies in mitigating the effects of any large scale disaster. The local fire rescue agency is the first tier of response in the event of a disaster. These first responders provide the initial damage assessment, conduct search and rescue operations, treat the injured, and make every effort to stabilize the incident. No local entity has all of the resources to handle the breadth of every disaster, therefore the FCABC has developed additional tiers of response should the incident warrant. Requests to activate this plan should be made to the Broward Emergency Management Division (BEMD).

7.4 Regional Level
Regional Domestic Security Task Force
The State of Florida has taken a regional approach in the fight against terrorism and preparation for catastrophic disasters. The State is divided into seven Regional Domestic Security Task Forces (RDSTF). Each task force is made up of the local, state, and federal emergency response agencies that serve and protect the communities within the defined region. The SERDSTF (Region 7) encompasses Broward, Miami-Dade, Monroe, and Palm Beach counties. The task force is broken down into functional workgroups that meet regularly and discuss ways to update/sustain equipment, train personnel, increase public awareness, and establish protocols for response to a terrorist incident under a unified command. The AVP SSEP is BC’s representative on the Emergency Management and Campus Security workgroups. BC’s ongoing participation in the SERDSTF is instrumental in applying for homeland security grants, planning of regional exercises, and ensuring the consistency of the BC CEMP with other local and state response plans.

7.5 State Level
Florida Division of Emergency Management
The Florida Division of Emergency Management (FDEM) is responsible for the coordination of all statewide emergency management efforts. FDEM prepares and implements the State of Florida CEMP and conducts exercises to test state and county emergency response capabilities. The Governor has the authority to issue an Executive Order declaring a Florida state of emergency and activating the State’s emergency response resources. During a declared Florida emergency, FDEM is authorized to support the local response efforts through the activation of
the State CEMP and EOC. If the Governor is not able to issue an Executive Order due to time constraints, the Director of FDEM is authorized to activate the State CEMP and immediately initiate emergency response actions. The Region 7 FDEM Coordinator is responsible for coordinating FDEM initiatives with the BC AVP SSEP.

Florida Department of Law Enforcement
The Florida Department of Law Enforcement (FDLE) was created to promote public safety and strengthen domestic security by providing services in partnership with local, state, and federal criminal justice agencies to prevent, to investigate, and to solve crimes while protecting Florida's citizens and visitors. Through its seven Regional Operations Centers (ROC), fourteen field offices, and seven crime laboratories, FDLE delivers investigative, forensic, and information system services to Florida’s criminal justice community. FDLE is responsible for coordinating the seven RDSTFs and the State of Florida Domestic Security Oversight Committee (DSOC). The Region 7 FDLE Special Agent Supervisor is responsible for coordinating FDLE and DSOC homeland security and emergency management initiatives with the BC AVP SSEP.

Florida Department of Education
The Florida Department of Education (FDOE) governs public education for the State of Florida. The State’s colleges are governed locally by a board of trustees and coordinated statewide under the State Board of Education. BC has become a four-year college, but is currently still part of the Florida College System, which consists of 28 community and state colleges from across Florida. The Chancellor of Florida Colleges is the chief executive officer of the system and supports the member colleges on statewide education initiatives. The Assistant Chancellor of Florida Colleges is responsible to assist FDEM and FDLE with all statewide emergency management efforts that impact the Florida College System. The Assistant Chancellor of Florida Colleges is also responsible for coordinating FDOE emergency management initiatives with the BC AVP SSEP.

Mutual Aid
Broward County is a signatory of the Florida Statewide Mutual Aid Agreement. The Statewide Mutual Aid Agreement (SMAA) is an agreement between state and local entities to leverage limited resources and assist each other during a major disaster. The SMAA streamlines the assistance process within the State of Florida when resources are needed most. The agreement provides BC a mechanism to request critical resources needed to restore college operations after a disaster. The SMAA also provides access to assistance from the Federal government and other states via the Robert T. Stafford Disaster Relief and Emergency Assistance Act and Emergency Management Assistance Compact. BC can also invoke assistance under the SMAA when the College needs assistance from a participating agency during a minor emergency and does not have an existing mutual aid agreement with them.

The AVP SSEP is responsible for maintaining proper information with Broward County Emergency Management. The AVP SSEP is the primary college official authorized to coordinate BC resources in accordance with the SMAA through the Broward County EOC. The Campus Deans of Business Affairs serve as the AVP SSEP’s backups for mutual aid requests. All requests for mutual aid must be approved by the College President or his/her designee.
8.0 Campus Incident Command System

8.1 North Campus

*In the event the IC is away, the Deputy Incident Commander may serve as IC until the primarily identified IC arrives on scene.
8.2 Central Campus

*In the event the IC is away, the Deputy Incident Commander may serve as IC until the primarily identified IC arrives on scene.*
### 8.3 South Campus

*In the event the IC is away, the Deputy Incident Commander may serve as IC until the primarily identified IC arrives on scene.*
9.0 Recovery

Steps associated with recovery following a disaster or emergency incident is critical to returning to normal operations. Some areas or Departments of the College may transition at different period towards recovery but it is important that recovery not be delayed because other areas have not progressed through response operations, except, in the case where the same resource(s) are needed by Departments that are still processing response measures. In these instances, response requirements precede those of Departments in recovery.

9.1 Continuity of Operations Plan (COOP)

The COOP, a primary component of the emergency plans, established the policies and guidance necessary to ensure execution of the mission-essential functions for Broward College in the event that an emergency has threatened or incapacitated operations. The COOP should serve as the guiding document in the recovery phase.

Contracted Property Restoration

Following an emergency or disaster situation, the Property Restoration Company that is on contract should be contacted in order to assist with recovery capabilities. The services which they provide consists of

Re-entry (ID and Access Control)

Following an emergency or disaster situation, the official Broward College issued ID Cards are used to identify and grant access to College facilities and properties. Access may be limited to those IDs which display Essential Personnel or may be expanded to include students, faculty, and staff depending on the determination by the Incident Management Team. All vendors or third parties who are working on-campus during an emergency should be in uniform and/or display company identification.

Debris Removal

Depending on the type, debris may accumulate after an emergency or disaster around the impacted area and in many instances on roadways. Before normal College operations can resume, debris removal must be accomplished to ensure the overall safety.

Temporary Relocations

Emergency and disaster situations may cause certain buildings or facilities to be unusable. When it is necessary, Departments or groups whose permanent locations are unsafe may be relocated to alternate work locations. The Director of Safety and Chief Fire Official, who also is the College’s Incident Command Team Safety Officer, should be consulted in order to determine the need and process to relocate which should be done in conjunction with guidance from Leadership and other Departments.

9.2 Reimbursement

If the emergency incident is declared a disaster (by US Presidential declaration), BC may be eligible for financial reimbursement for damages and expenses sustained as a result of the
disaster. Reimbursement may come through various channels and may include any combination of local, state, and/or federal grant and support programs.

Of available expenses which may be eligible for reimbursement include:
- Force Account Labor- costs for BC personnel time (payroll) used in response and recovery operations.
- Force Account Equipment- university owned equipment that was used in response and recovery operations.
- Materials and Supplies- materials and supplies used in response and recovery operations (both stock and/or purchased).
- Contract Work- eligible work performed by contractors post disaster (such as BELFOR Property Restoration).

FEMA Tracking
Each Department is responsible for tracking all costs incurred due to an emergency or disaster situation. The tracking should include detailed records of expenses, including salary and overtime, and must be kept and ultimately submitted to Risk Management to ensure that Broward College’s eligibility for federal reimbursement. Specific guidelines surrounding this process will be provided to all Units post-incident and based on current FEMA standards. For samples, see the Appendix section of the SOGs.

Risk Management is responsible for coordinating data collection from all Departments, auditing incoming documents, and completes the submission of FEMA claim forms.

Proper and accurate documentation at the Department level is extremely important. Detailed records and information must be initiated by every Department when an emergency or disaster incident preparation is underway. By implementing this emphasis, it allows for information to be collected as it occurs and creates the opportunity for faster reimbursements following the incident. It is virtually impossible to retroactively complete the form as information will be missing which could result in considerable of funding from FEMA for BC.

Specific guidelines surrounding this process will be provided to all Units post-incident and based on current FEMA standards.
## 10.0 Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td><strong>Activation</strong></td>
<td>When the Comprehensive Emergency Management Plan has been implemented whether in whole or in part. Also, applies to activating the Emergency Operations Center(s).</td>
</tr>
<tr>
<td><strong>After-Action Report (AAR)</strong></td>
<td>A method of identifying and tracking correction of important problems and carrying out best work practices in an operation or exercise after it has been completed. An AAR may be structured to contain statements of lessons learned and recommended changes in plans, training, and resources.</td>
</tr>
<tr>
<td><strong>Allocated Resources</strong></td>
<td>Resources dispatched to an incident.</td>
</tr>
<tr>
<td><strong>Applicant</strong></td>
<td>A State agency, local government, Indian Tribe, Alaskan Native tribal government, or eligible Private Nonprofit Organization who submits a request for disaster assistance under the State’s disaster declaration.</td>
</tr>
<tr>
<td><strong>Assigned Resources</strong></td>
<td>Resources checked in and assigned to a mission on an incident.</td>
</tr>
<tr>
<td><strong>Authorized Requestor (Broward College)</strong></td>
<td>An individual within Broward College authorized to request goods and services in order to save lives, protect property and support response operations.</td>
</tr>
<tr>
<td><strong>Bioterrorism</strong></td>
<td>The use or threatened use of biological agents to achieve political, religious, ideological or social goals.</td>
</tr>
<tr>
<td><strong>Casualty Collection Point (CCP)</strong></td>
<td>Temporary location established to triage the casualties, prepare and prioritize them for transportation to a definitive care facility.</td>
</tr>
<tr>
<td><strong>Catastrophic Disaster</strong></td>
<td>An event that results in large numbers of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects State, local, and private sector capabilities to begin and sustain response activities.</td>
</tr>
<tr>
<td><strong>Checklist</strong></td>
<td>Written (or computerized) enumeration of actions to be taken by an individual or department meant to aid memory rather than provide detailed instruction.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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</tr>
<tr>
<td>Chief</td>
<td>The ICS title for individuals responsible for one of the functional Sections: Operations, Planning, Logistics, or Finance/Administration.</td>
</tr>
<tr>
<td>Command</td>
<td>The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. The term may also refer to the Incident Commander.</td>
</tr>
<tr>
<td>Comprehensive Emergency Management Plan (CEMP)</td>
<td>Plan that provides an all-hazards approach to the management of disasters or emergency situations. A CEMP contains policies, authorities, concept of operations, legal constraints, responsibilities, and emergency functions to be performed. Agency and departmental response plans, responder Standard Operating Procedures (SOPs), and specific incident action plans are developed from this strategic document.</td>
</tr>
<tr>
<td>Consequence Management</td>
<td>Measures to protect public health and safety; restore essential services; and provide emergency relief to business and individuals affected by the consequences of a crisis, such as an act of terrorism.</td>
</tr>
<tr>
<td>Continuity of Operations Plan (COOP)</td>
<td>A plan that documents the internal procedures of an agency or other entity, public or private, to assure continuance of its minimum essential functions across a wide range of potential emergencies, to include localized acts of nature, accidents, technological and/or attack-related emergencies.</td>
</tr>
<tr>
<td>Credentialing [Broward County]</td>
<td>The process where an individual who is recommended to work in the Broward County Emergency Operations Center (EOC) meets the requirements in the Credentialing Policy to work in the EOC.</td>
</tr>
<tr>
<td>Crisis Management</td>
<td>Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a crisis or an act of terrorism.</td>
</tr>
<tr>
<td>Damage Assessment</td>
<td>The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a human-generated or natural disaster.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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</tr>
<tr>
<td>Debris</td>
<td>Scattered items and materials broken, destroyed, or displaced by a natural or human-generated disaster. Examples include trees and other vegetative material, construction and demolition material, and personal property.</td>
</tr>
<tr>
<td>Debris Clearance</td>
<td>Clearing the major road arteries by pushing debris to the roadside to accommodate emergency traffic.</td>
</tr>
<tr>
<td>Debris Removal</td>
<td>Picking up debris and taking it to a temporary storage site or permanent landfill.</td>
</tr>
<tr>
<td>Declaration</td>
<td>The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Relief and Emergency Assistance Act, Public Law 93-288, as amended.</td>
</tr>
<tr>
<td>Decontamination</td>
<td>A physical and/or chemical process to minimize the spread of contaminants. Such contaminants may be associated with persons, animals, equipment, land, structures or commodities.</td>
</tr>
<tr>
<td>Demobilization</td>
<td>The process of standing down essential staff from a response status and releasing and returning of resources that is no longer required for the support of the incident/event.</td>
</tr>
<tr>
<td>Demobilization Unit</td>
<td>Functional Unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.</td>
</tr>
<tr>
<td>Department of Homeland Security (DHS)</td>
<td>A Federal agency, of which FEMA is a part that is charged with ensuring the safety of the United States and its population. DHS is a cabinet level agency of the U.S. Government. The Secretary of DHS is in the top tier of the several members of the President's cabinet, along with the Secretary of State, the Secretary of the Treasury, the Secretary of Defense, and the Attorney General.</td>
</tr>
<tr>
<td>Destroyed</td>
<td>A classification for an item or building that is a total loss or is damaged to the extent that it is not usable and not economically repairable. Used by FEMA in damage assessments.</td>
</tr>
<tr>
<td>Director</td>
<td>The ICS title for individuals responsible for supervision of a Branch.</td>
</tr>
</tbody>
</table>

Disaster

Any occurrence of widespread or severe damage, injury, or loss of life or property resulting from a natural, technological, or manmade incident, including but not limited to earthquake, explosion, fire, flood, high water, hostile actions, hurricanes, landslide, mudslide, storms, tidal wave, tornado, wind-driven water, or other disasters. An event in which a community or organization undergoes severe danger and incurs, or is threatened to incur, such losses to persons and/or property that the resources available are exceeded.

Disaster Behavioral Health

Mental health services that take into consideration the unique aspects of trauma by natural or human-caused disaster. Outreach is often necessary to deliver services to those who are in need. Communities affected by presidentially declared disasters may receive immediate, short-term crisis counseling, as well as ongoing support for emotional recovery.

Documentation Unit

Functional Unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

EM Constellation

A web based application hosted by the Florida Department of Emergency Management (FDEM) which is the primary platform for implementing resource requests between the State and local jurisdictions.

Emergency

An unexpected situation or event, which places life and/or property in danger and requires an immediate response to protect life and property. Examples of an emergency may include fires; explosions; chemical, biological, environmental, and radiation incidents; bomb threats; civil disturbances; medical emergencies; natural disasters; structural failures; and accidental or human-generated disasters. Any aircraft crash, hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.
<table>
<thead>
<tr>
<th>Term</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Emergency Management</td>
<td>The preparation for and carrying out of all emergency functions, other than military functions, to minimize injury and to repair damage resulting from disasters caused by fire, flood, storm, earthquake, or other natural causes, or by technological events, or by enemy attack, sabotage, or other hostile action, and to provide support for rescue operations for persons and property in distress and for humanitarian aid. Emergency management includes mitigation against, preparedness for, response to, and recovery from disasters or emergencies.</td>
</tr>
<tr>
<td>Emergency Operations Center (EOC)</td>
<td>A pre-defined physical location from which management officials exercise direction and control in an emergency or disaster. It is equipped and staffed to provide support in coordinating and guiding emergency/disaster operations. EOCs are activated on an as-needed basis. Can be internal or external to a facility, with a secondary site defined in case the primary site is rendered unusable.</td>
</tr>
<tr>
<td>Emergency Response Team Advance Element</td>
<td>For Federal disaster response and recovery activities under the Stafford Act, the portion of the ERT that is first deployed to the field to respond to a disaster incident. The ERT-A is the nucleus of the full ERT.</td>
</tr>
<tr>
<td>Emergency Response Team (ERT)</td>
<td>An interagency team, consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO’s staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT may be expanded by the FCO to include designated representatives of other Federal departments and agencies as needed. The ERT usually consists of regional-level staff.</td>
</tr>
<tr>
<td>Emergency, State of</td>
<td>A condition during which special precautions/actions will be necessary in order to adequately safeguard property and the health and lives of people within a community or organization.</td>
</tr>
<tr>
<td>Evacuation</td>
<td>Organized, phased, and supervised dispersal or removal of people from dangerous or potentially dangerous areas, and their reception and care in safe areas.</td>
</tr>
<tr>
<td>Evacuees</td>
<td>All persons removed or moving from areas threatened or struck by a disaster.</td>
</tr>
</tbody>
</table>
**Exercise**

A simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency plan such as the CEMP.

**Facility**

Any publicly or privately owned building, works, system, or equipment, built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility.

**Federal Emergency Management Agency (FEMA)**

FEMA plays a multi-faceted central role in the national disaster program in terms of preparedness, response, recovery and mitigation by federal, state and local governments, commerce and industry, individuals and families, and non-governmental organizations. FEMA leads the effort to prepare the nation for all hazards and effectively manage federal response and recovery efforts following any national incident. FEMA also initiates proactive mitigation activities, trains first responders, and manages the Citizen Corps, the National Flood Insurance Program and the U.S. Fire Administration. FEMA is a part of the Directorate of Emergency Preparedness and Response (EPR, q.v.) which, in turn, is a major component of the Department of Homeland Security (DHS, q.v.).

**Finance/Administration Section**

The Section responsible for all incident costs, financial considerations and employee welfare. Includes the Cost Unit, Compensation/Claims Unit, Time Unit, and Employee Welfare Unit.

**Flood**

A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

**Floodplain**

A land area that is susceptible to being inundated by water from any source.

**Floodplain Management**

The operation of a program of corrective and preventative measures for reducing flood damage, including, but not limited to, emergency preparedness plans, flood control works, and floodplain management regulations.
**Full-scale Exercises**

Exercises that are very time-consuming and are multi-agency, multi-jurisdictional in which all resources are deployed. This type of exercise is designed to test collaboration among agencies, BC Alert, communication systems, and emergency equipment. An Incident Command Post is established by law enforcement or fire services, the ICS is activates, and EOC is instituted.

**General Population Shelter**

Any private or public facility that provides contingency congregate refuge to evacuees, but that day-to-day serves a non-refuge function. Examples include: schools, stadiums, community centers, and churches. Also known as a “Congregate” or “Mass Care” shelters.

**Geographic Information System (GIS)**

A computer-based system for capture, storage, retrieval, analysis and display of data that is linked to a location. GIS hardware and software provide the ability to analyze and present data in the form of maps and data reports. Specifically, GIS products support situation reporting, damage prediction, estimation and assessment, resource management, information exchange, situation analyses and operating center displays.

**Global Positioning System (GPS)**

GPS is a worldwide radio-navigation system formed from a constellation of 24 satellites and their ground stations. The satellites are reference points to calculate positions accurate to a matter of meters. By using advanced forms of GPS, measurements are better than a centimeter. In effect, each square meter on the planet has a unique address.

**Hazard**

A situation or condition that presents the potential for causing damage to life, property, and/or the environment. An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss. May be biological, chemical, or physical agents capable of causing adverse health effects or property damage given a particular environment or location.

**Hazard Mitigation**

Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.
Hazard Vulnerability Analysis (HVA)  
A structured approach to assist in evaluating potential adverse events or conditions that could disrupt an organization’s operation. Identify, evaluate, and prioritize events that could significantly affect the need for the facility’s services or its ability to provide those services. Each potential event is evaluated in each of three categories: probability (of occurrence), risk (severity/impact), and preparedness; and assigned a numerical score that rank orders events needing organization focus and resources for emergency planning.

Hazardous Material (HAZMAT)  
Material and products from institutional, commercial, recreational, industrial and agricultural sources that contain certain chemicals with one or more of the following characteristics, as defined by the Environmental Protection Agency: 1) toxic, 2) flammable, 3) corrosive; and/or 4) reactive, and requires special care in handling because of the hazards posed to public health, safety, and/or the environment.

Homeland Security  
The prevention of terrorist acts, the reduction in the consequences of those events on people and property, and the response and recovery from those terrorist events.

Homeland Security Advisory System  
HSAS is a five-level, color-coded alert warning system based on classified intelligence indicators for national use to announce the risk of terrorist attack. Local, state and federal authorities take preplanned actions, at some expense, for each threat alert condition with a major focus on critical infrastructure protection.

Hurricane  
A tropical cyclone in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt (74 mph) or more. The term “hurricane” is used for Northern Hemisphere tropical cyclones east of the International Dateline to the Greenwich Meridian. The term “typhoon” is used for Pacific tropical cyclones north of the Equator west of the International Dateline.

Hurricane Advisory  
Official information issued by tropical cyclone warning centers describing all tropical cyclone watches and warnings in effect along with details concerning tropical cyclone locations, intensity and movement, and precautions that should be taken. Advisories are also issued to describe: (a) tropical cyclones prior to issuance of watches and warnings and (b) subtropical cyclones.
**Hurricane Warning**  
Warnings where sustained winds of 64 kts (i.e., 74 mph) or higher associated with a hurricane are expected in a specified coastal area in 24 hours or less. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue, even though winds may be less than hurricane force.

**Hurricane Watch**  
An announcement for specific coastal areas that hurricane conditions are possible within 36 hours.

**Incident**  
A definite and separate occurrence. Usually a minor event or condition that is a result of a human error, technical failure, or environmental condition. An incident or event typically interrupts normal activities. Note incidents may or may not lead to accidents, events, or disasters.

**Incident Action Plan (IAP)**  
An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It should generally include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command System (ICS)**  
A standardized emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and action plan, designed to aid in the management of resources and personnel during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize incident management operations.

**Incident Commander (IC)**  
Under the Incident Command System (ICS), the person assigned to have overall charge of the response to an incident.
**Incident Objectives**

Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Initial Damage Assessment (IDA)**

A rapid survey performed immediately post-impact, usually by first-responders, in order to determine the impact and magnitude of damage caused by the disaster and the resulting initial needs of the community. The IDA is typically a mere estimate – it’s purpose is to quickly identify needed resources and mobilize them, as well as to assess the magnitude of the disaster in order to consider pursuit of a declaration. A more comprehensive assessment, the Preliminary Damage Assessment, will follow.

**Insurance**

The spread or transfer the risk of accidental loss of a single entity over a larger group of participating insured members.

**Interoperability**

The ability of systems, units, or agencies to provide services to and accept services from other systems, units or agencies and to use the services so exchanged to enable them to work effectively together.

**Inventory Control**

The inventory control function manages the inventory, which includes: tracking all receipts; apportioning supplies; processing requests from Points of Distribution and other entities; creating issue documents for transferring materiel from Logistics Staging Areas, and County Staging Areas to Points of Distribution; recording the locations to which all material, equipment and cargo containers are transferred; monitoring stock levels and working to replenish material and recover unused assets.

**Joint Information Center (JIC)**

A center established to coordinate the public information activities in support of incident response and recovery activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should co-locate at the Joint Information Center.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td><strong>Kickoff Meeting</strong></td>
<td>The initial meeting between an applicant and the Public Assistance Coordinator. At this working session, the applicant turns in a list of damages and receives comprehensive information about the Public Assistance program and detailed guidance for their specific circumstances.</td>
</tr>
<tr>
<td><strong>Kinds (of Resources)</strong></td>
<td>Describe what the resource is (e.g., medic, firefighter, Planning Section Chief, helicopters, ambulances, combustible gas indicators, bulldozers). <em>Does not describe capability.</em></td>
</tr>
<tr>
<td><strong>Leader</strong></td>
<td>The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.</td>
</tr>
<tr>
<td><strong>Liaison/Liaison Officer</strong></td>
<td>An agent or representative. Typically an agency official sent to another agency to facilitate interagency communications and coordination. Liaison and Liaison Officer are sometimes used interchangeably. Under the National Incident Management System (NIMS) the term for the person on the Command Staff is Liaison Officer. For emergency exercises and in disasters, a number of liaisons from other agencies, commerce and industry, various non-governmental organizations, jurisdictions, and other parties should be assigned to (or seated or present) and in direct communication with EOCs to meet the need for linkages for effective strategy and use of resources in an incident.</td>
</tr>
<tr>
<td><strong>Logistics</strong></td>
<td>(1) Providing resources and other services to support incident management. (2) The procurement, maintenance, distribution, and transportation of material, facilities, services and personnel.</td>
</tr>
<tr>
<td><strong>Logistics Section</strong></td>
<td>The Section responsible for providing facilities, services, and materials for the incident.</td>
</tr>
<tr>
<td><strong>Logistics Staging Area (LSA)</strong></td>
<td>A site pre-identified by the State as being capable of receiving emergency resources within 24 hours of activation. From there, commodities are further broken down and/redirected to specific County Staging Area or local Points of Distribution. There is no issue or distribution to the public at the Logistic Staging Area.</td>
</tr>
<tr>
<td><strong>Major Damage</strong></td>
<td>This term is used by the Federal Emergency Management Agency (FEMA) to categorize an item or a building that has been damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.</td>
</tr>
</tbody>
</table>
**Major Disaster**

As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Mass Care**

The actions that are taken to protect evacuees and disaster survivors from the effects of the disaster and to provide basic human services post-event. Activities include providing temporary shelter, basic medical care, clothing, mass feeding operations, facilitating bulk distribution of emergency items to sheltered and unsheltered persons typically in congregate areas, collecting and providing information on survivors to family members, temporary housing, emotional support, mental health, and other basic necessities.

**Media**

Any individual related to a public communications resource such as newspaper, radio, magazine, or television and having an official identification as such.

**Memorandum of Understanding (MOU)**

A written understanding between two or more entities obligating assistance during a disaster.

**Mission**

Any task, objective or purpose assigned to a position or group (e.g., unit) requiring some degree of action or outcome. Missions are goal-oriented and are assigned to specific units. Missions are formal “assignments” and therefore, require follow-up and tracking.

**Mission Assignment**

Work order issued by FEMA Operations to a Federal agency directing completion of a specific task, and citing funding, other managerial controls, and guidance.
| **Mitigation** | Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect. |
| **Mobilization** | The process and procedures used by all organizations (Federal, State, and local) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident. |
| **Mortality** | Relative incidence of death within a particular group categorized according to age or some other factor such as occupation. |
| **Mutual Aid** | As between two or more entities, public and/or private, the pre-arranged rendering of services in terms of human and materiel resources when essential resources of one party are not adequate to meet the needs of a disaster or other emergency. |
| **Mutual Aid Agreement (MAA)** | A written agreement between agencies and/or jurisdictions that they will assist one another on request in conjunction with a disaster, by furnishing personnel, equipment, and/or expertise in a specified manner. |
National Disaster Medical System (NDMS)  
NDMS is a cooperative asset-sharing program among federal government agencies, state and local governments, and private businesses and civilian volunteers to ensure resources are available to provide medical services following a disaster that overwhelms local health care resources. NDMS is a federally coordinated system that augments the nation's emergency medical response capability. The overall purpose of NDMS is to establish a single, integrated national medical response capability for assisting state and local authorities in dealing with the medical and health effects of major peacetime disasters and providing support to the military and Veterans Health Administration medical systems in caring for casualties evacuated back to the U.S. from overseas armed conflicts. NDMS has responsibility to manage and coordinate the federal medical response to major emergencies and federally declared disasters including: natural disasters, technological disasters, major transportation accidents, and acts of terrorism including weapons of mass destruction events. Working in partnership with the Departments of Health and Human Services (HHS), Defense (DoD), and Veterans Affairs (VA), NDMS serves as the lead federal agency for medical response under the National Response Framework (NRF). NDMS is a section within the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Response Division, and Operations Branch.

National Hurricane Center (NHC)  
The office of the National Weather Service (NWS) in Miami that is responsible for tracking and forecasting tropical cyclones.  
http://www.nhc.noaa.gov/
| National Incident Management System (NIMS) | As the operational arm of the National Response Framework (NRF), NIMS provides a consistent nationwide approach for governments at all levels, tribal nations, commerce and industry, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from, and mitigate the effects of domestic incidents regardless of cause, size, or complexity. To provide for interoperability and compatibility among governmental and private sector capabilities, NIMS includes: a core set of concepts, principles, terminology, and technologies covering the incident command system (ICS); multi-agency coordination systems (MACS); unified command; training; identification and management of resources (including systems for classifying types of resources); personnel qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources. |
| National Response Framework (NRF) | Federal plan promulgated by the Department of Homeland Security (DHS) that presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. The Framework defines the key principles, roles, and structures that organize the way the nation responds. It describes how communities, tribes, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. The National Response Framework is always in effect, and elements can be implemented at any level at any time. |
| Needs Assessment | Information gathered to evaluate the needs of both disaster victims and responders for basic necessities, such as food, water, ice, etc. Information includes items such as number of homes damaged or destroyed, number of individuals left homeless, power outages, businesses (such as grocery stores) damaged or destroyed, etc. |
### NFPA 1600

NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs. NFPA 1600 is approved as an American National Standard, and is promulgated by the National Fire Protection Association. The NFPA 1600 standard establishes a common set of criteria for disaster management, emergency management and business continuity programs in the public and private sectors. In addition, it identifies methodologies for exercising plans related to those programs and provides a listing of resource organizations within the fields of disaster recovery, emergency management and business continuity planning. It lays out the basic principles to assess, develop, implement, and maintain such programs. The adoption of this or any other NFPA standard is voluntary; however, NFPA standards are generally accepted as industry standards. All NFPA codes and standards are developed through a consensus process accredited by ANSI, a private, nonprofit organization that administers and coordinates the U.S. voluntary standardization and conformity assessment system.

### Non-Affiliated Volunteers

Volunteers who wish to volunteer or assist in the disaster area but have not pre-registered with a particular agency.

### Operational Period

The time scheduled for execution of a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

### Operations Section

The Section responsible for all tactical operational support and coordination. The section includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, and Single Resources.

### Organization Chart

A diagram representative of the hierarchy of an organization's personnel; also known as a Table of Organization (TO).

### Out-of-Service Resources

Resources assigned to an incident, but unable to respond for mechanical, rest, or personnel reasons.

### Permanent Work

That work that must be performed through repairs or replacement to restore an eligible facility on the basis of its pre-disaster design, use, and current applicable standards. (Category C-G)

### Personal Protective Equipment (PPE)

Equipment to protect a person working in a hazardous environment.
Planning Meeting
A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations, and for service and support planning. On larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section
ICS section responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The section also maintains information on the current and forecasted situation. The section includes the Situation, Documentation, Demobilization Units, as well as the Technical Services Branch and Technical Specialists.

Preliminary Damage Assessment (PDA)
A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the State as a basis for the Governor’s request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor’s request. PDAs are made by at least one State and one Federal representative. A local Tribal representative familiar with the extent and location of damage in the community often participates; other State and Federal agencies and voluntary relief organizations also may be asked to participate, as needed.

Prevention
To avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice; includes, but is not limited to mitigation measures; one of four national mission areas that must be achieved through the emergency preparedness planning initiatives.
Preparedness
Actions that involve a combination of planning, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

Procurement /Supply Unit
Functional Unit within the Resource Support Branch that is responsible for resource acquisition and vendor contracts.

Project
A logical method of performing work required as a result of the declared event. More than one damage site may be included in a project.

Project Formulation
The process of documenting the damage to the facility, identifying the eligible scope of work and estimating the costs associated with that scope of work for each of the applicant's projects. Project formulation allows applicants to administratively consolidate multiple work items into single projects in order to expedite approval and funding, and to facilitate project management.

Project Officer (PO)
An emergency management official who is knowledgeable about Public Assistance (PA) eligibility and Special Considerations, and will take the lead in working with the applicant to develop scopes of work and cost estimates for large projects. The PO is responsible for identifying the need for Specialists and working with the Public Assistance Coordinator (PAC) to ensure appropriate personnel are assigned to assist in large project development.

Project Worksheet (PW)
The form used to document the scope of work and cost estimate for a project. This form supplies FEMA with the information necessary to approve the scope of work and itemized cost estimate prior to funding. Each project must be documented on a separate Project Worksheet. The approved Project Worksheet will then be the basis for funding under the Public Assistance Program.

Protect
To shield from danger, injury, destruction, or damage; one of four national mission areas that must be achieved through the emergency preparedness planning initiatives.
**Public Assistance (PA)**

FEMA’s Public Assistance (PA) Grant Program provides assistance to State, Tribal and local governments, and certain types of Private Nonprofit organizations so that communities can quickly respond to and recover from major disasters or emergencies declared by the President.

Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for debris removal; emergency protective measures; and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The PA Program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process.

**Public Assistance Coordinator (PAC)**

A FEMA customer service representative assigned to work with an applicant from declaration to funding approval. The PAC is trained in public assistance policies and procedures and will guide the applicant through the steps necessary to receive funding. This individual is the manager of the Case Management File (CMF) that contains the applicant’s general claim information as well as records of meetings, conversations, phone messages and any special issues or concerns that may affect funding.

**Public Information Officer (PIO)**

A Federal, State, local government, or Tribal official responsible for preparing and coordinating the dissemination of emergency public information.

**Public Safety Answering Point (PSAP)**

An agency in the United States, typically county or city controlled, responsible for answering 9-1-1 calls for emergency assistance from police, fire, and ambulance services.

**Quarantine**

The separation and the restriction of movement of persons as yet not ill who have been exposed to an infectious agent and may become ill or infectious. Quarantine can occur in the home or other designated facility.
| **Radio Amateur Civil Emergency Service (RACES)** | A volunteer organization of amateur radio operators licensed by the Federal Communications Commission (FCC). Established to provide auxiliary emergency communications on behalf of local, state or federal government, under authority granted in 47 CFR, Part 97, subpart E. RACES is sponsored by the Federal Emergency Management Agency (FEMA) and is administered by state emergency management agencies. For information about RACES see FEMA Civil Preparedness Guide CPG-1-15. Also see Salvation Army Team Emergency Radio Network (SATERN) and Amateur Radio Emergency Service (ARES). |
| **Radiological Emergency Preparedness (REP)** | REP is a program of the Federal Emergency Management Agency (FEMA) for public health and safety around nuclear power plants in the event of a nuclear power plant incident, and for public information and education about radiological emergency preparedness. The REP program covers only "off-site" activities, that is State and local government emergency preparedness that takes place outside the nuclear power plant boundaries. On-site activities are the duty of the Nuclear Regulatory Commission (NRC). The Office of National Preparedness (ONP, q.v.) is FEMA's administrative entity. |
| **Recovery** | The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable. |
| **Redeploy** | The shifting of staff from one position to another to better accommodate organizational needs. |
| **Regional Domestic Security Task Force (RDSTF)** | Groups formed by the Governor of the State of Florida to strengthen domestic security prevention, preparedness, protection, response and recovery capabilities through interdisciplinary and interagency consensus and commitment to build and rely on a strong regional mutual aid response capability. There are seven RDSTFs in the state of Florida. |
| **Regional Public Safety Partnership** | A partnership to advance the practice of community policing as an effective strategy in communities’ efforts to improve public safety. |
| **Request for Public Assistance (Request)** | The official notification of intent to apply for public assistance monies following a declaration of a disaster. It is a short form that asks for general identifying information about an applicant. |
**Resource Management**
Those actions taken at the Emergency Operations Center (EOC) to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.

**Resources**
Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Resource Request Process**
The process for requesting resources - whether human or material, consumable or non-consumable – during an activation of the Broward College Emergency Operations Center(s).

**Response**
Emergency response activities are conducted during the time period that begins with the detection of the event and ends with the stabilization of the situation following impact. These efforts work to minimize the risks created in an emergency by protecting the people, the environment, and property, and also work to return the scene to normal pre-emergency conditions. Activities typically also include the reaction to an incident or emergency to assess the damage or impact and to ascertain the level of containment and control activity required. In addition to addressing matters of life safety, response also addresses the policies, procedures, and actions to be followed in the event of an emergency.

**Restoration**
Process of planning for and/or implementing procedures for the repair and/or relocation of facilities and contents, and returning to normal operations at a permanent operational location.

**Saffir-Simpson Hurricane Damage Potential Scale**
A scale that measures hurricane intensity, developed by Herbert Saffir and Robert Simpson. The Scale is a 1-5 rating based on the hurricane’s present intensity. This is used to give an estimate of the potential property damage and flooding expected along the coast from a hurricane landfall. Wind speed is the determining factor in the scale, as storm surge values are highly dependent on the slope of the continental shelf and the shape of the coastline, in the landfall region. Note that all winds are using the U.S. 1-minute average.
**Section**

The organizational level having responsibility for a major functional area of incident management, (e.g., Operations, Planning, Logistics, and Finance/Administration). The section is organizationally situated between the branch and the Incident Command.

**Shelter in Place**

(1) Making a shelter of the place you are in so as to prevent exposure, infection or limit harm. (2) Selecting an interior room or rooms within your facility, or ones with no or few windows, and taking refuge there. In many cases, local authorities will issue advice to shelter-in-place via TV or radio.

**Single Resource**

An individual, piece of equipment and its personnel complement, or a crew or team of individuals with an identified work Supervisor that can be used at an incident.

**Situation Unit**

Functional Unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. The Situation Unit reports to the Planning Section Chief.

**Small Project**

Eligible project, either emergency or permanent work, with a minimum damage dollar value (set each year by FEMA).

**Social Distancing/Isolation**

The separation or isolation of an individual(s) from other members of society. See also quarantine.

**Span of Control**

The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7).

**Special Considerations**

Factors that must be addressed before federal grant money can be obligated to repair or restore damaged facilities. These factors include, but are not limited to, general and flood insurance, historic preservation, environmental protection, and hazard mitigation.
**Special Medical Needs**

A person with special medical needs is someone with a minor to moderate [non-complicated] debilitating or chronic, yet stable health/medical condition(s), physical impairment, mental impairment, cognitive impairment, who under normal conditions can live and function relatively independently (i.e., at home with/without the assistance of a caregiver, community resources, etc.). During periods of emergency, evacuation, or disaster, however, this individual requires evacuation, mass care, or special medical sheltering assistance due to the loss of one or more required resources.

**Specialist**

An emergency management employee with demonstrated technical expertise in a defined specialty.

**Stafford Act**

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. Provides authority for response and recovery assistance under the National Response Framework, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.

**Staging Area**

A temporary site, often outside of but proximate to a disaster area, for the gathering, assembly and subsequent dispatch and movement of essential human and/or material resources to specific operational functions and arenas. In a particular disaster there may be many staging areas, each serving special needs. Preferred sites have well-functioning transportation and communication facilities as well as nearby accommodations for site staffs. Sometimes known as Logistical Staging Area (LSA).

**State**

**State Emergency Response Team (SERT)**

Pursuant to Section 252.365, Florida Statutes, the State Emergency Response Team (SERT) is established as an advisory body to coordinate with the Florida Division of Emergency Management emergency management functions to prepare for, respond to, recover from, and mitigate the impact of a variety of hazards that could impact the State of Florida. The SERT advises specifically on such issues as policies, plans, procedures, training, exercises, and public education. SERT is comprised of Emergency Coordination Officers who are selected by the agency head of the agency they represent. Each Emergency Coordination Officer serves in a primary or support role in a designated Emergency Support Function. Furthermore, as a part of the SERT, they serve as an integral part of emergency operations in other capacities, i.e., as members of the Rapid Impact Assessment Teams (RIAT), Advance Teams and as part of a Joint Field Office (JFO). Thus, the Emergency Coordination Officers, as a part of the SERT, serve in an operational and advisory capacity by developing recommendations and implementing actions for improving the State’s emergency management program.

**Statewide Mutual Aid Agreement**

A document, that when executed, provides political subdivisions of the State of Florida who become a party to the agreement are authorized under Chapter 252, Florida Statutes, to request, offer or provide assistance to any other signatory to the agreement if authorized by the State Emergency Response Commission (SERC).

**Storm Action Lead Time (SALT)**

A computer program that outputs a schedule of operational tasks and assigns them a lead-time based on the intensity of the storm and the estimated arrival of tropical storm force winds.

**Storm Surge**

The high and forceful dome of wind-driven rising tidal waters sweeping along the coastline accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide, and in South Florida, can be as much as 25 feet.
**Strategic National Stockpile (SNS)**

SNS is a medical prophylaxis for a biological incident. It is a function of the Centers for Disease Control and Prevention (CDC). CDC manages strategically located "push packages" ready for immediate deployment to ensure availability of life-saving pharmaceuticals, antidotes and other medical supplies and equipment necessary to counter the effects of nerve agents, biological pathogens and chemical agents. Additional lots of pharmaceuticals and caches of medical material are maintained by manufacturers under contract. A CDC team of technical advisors, known as a Technical Advisory Response Unit (TARU), deploys at the same time as the first shipment.

**Strategy**

The general direction selected to accomplish incident objectives set by the Incident Commander.

**Strike Team**

A specified combination of the same kind and type of resources with common communications and under a single Leader.

**Support Resources**

Non-tactical resources under the supervision of the Logistics, Planning, or Finance/Administration Sections, or the Command Staff.

**Tabletop Exercise**

Simulation of an emergency situation in an informal, stress-free environment. The participants usually consists of individuals the decision-making level. Designed to act as an environment to discuss general problems and procedures in the context of an emergency scenario. The focus is on training and familiarization with roles, procedures, or responsibilities.

**Tactics**

Deploying and directing resources on an incident to accomplish incident strategy and objectives.

**Team**

A team of individuals, equipment and its personnel complement, or a crew with an identified work Supervisor that can be used on an incident.

**Technical Specialists**

Personnel with special skills that are normally assigned to the Planning Section but can be used anywhere within the ICS organization.
**Terrorism**

The use of – or threatened use of – criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation, rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered "terrorism").

**Tornado**

A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.

**Tropical Cyclone**

A warm-core non-frontal synoptic-scale cyclone, originating over tropical or subtropical waters, with organized deep convection and a closed surface wind circulation about a well-defined center. Once formed, a tropical cyclone is maintained by the extraction of heat energy from the ocean at high temperature and heat export at the low temperatures of the upper troposphere. In this they differ from extra-tropical cyclones, which derive their energy from horizontal temperature contrasts in the atmosphere (barometric effects).

**Tropical Depression**

A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph) or less.

**Tropical Storm**

A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 kt (39 mph) to 63 kt (73 mph).

**Tropical Wave**

A trough or cyclonic curvature maximum in the trade-wind easterlies. The wave may reach maximum amplitude in the lower middle troposphere. It tends to organize low level circulation and may travel thousands of miles with little change in shape, sometimes producing significant shower and thundershower activity along its path.

**Type (of Resources)**

A classification of resources in the Incident Command System that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or, in the case of Incident Management Teams, experience and qualifications.
Unified Command

An application of the Incident Command System (ICS) used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together at a single Incident Command Post (ICP) through their designated member of the Unified Command, often a senior person from agencies and/or discipline, to establish a common set of objectives and strategies, and a single Incident Action Plan.

Urban Area Security Initiative (UASI)

UASI is a grant program administered by the Office for Domestic Preparedness (ODP) in the Department of Homeland Security (DHS). UASI funding enhances the effectiveness of first responders to emergencies and public-safety officials in eight focal areas from terrorism prevention and decision-making to infrastructure and communication. A key factor is regional cooperation through forming partnerships at the local level.

Validation

The pre-funding verification that proposed or completed work projects meet statutory and regulatory compliance.

Volunteer

For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

Vulnerability

Susceptibility to a physical injury or attack. “Vulnerability” refers to the susceptibility to hazards.

Vulnerability Analysis

A determination of possible hazards that may cause harm. Should be a systematic approach used to analyze the effectiveness of the overall (current or proposed) emergency management, security, and safety systems at a particular facility.

Weapons of Mass Destruction (WMD)

Any device, material, or substance used in a manner, in a quantity and type, or under circumstances evidencing intent to cause death or serious injury to persons or significant damage to property. Stated in Federal Emergency Management Agency (FEMA) Strategic Plan. There are five classes of WMD’s defined in the Biological Weapons and Terrorism Act: biological, nuclear, incendiary, chemical and explosive (B-NICE, q.v.).
WebEOC®

A web-enabled Crisis Information Management System (CIMS) developed by ESI Inc. which provides real-time information sharing to help managers make sound decisions quickly. The system integrates mission and resource tracking modules which are the primary applications for messaging, resource requests, and mission tracking within the Broward County EOC.