



**Atlantis University**  
**Emergency Management Plan**  
**Policies and Procedures**

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## **Section 1 – Overview and Introduction to the Atlantis University Emergency Management Plan**

### **1.1 Background**

In the event of a community emergency caused by a natural disaster or other disruptive circumstance, it is the mission of Atlantis University (AU) to maintain a plan that will provide an effective response to emergencies and disasters.

Miami-Dade County is vulnerable to damage from severe weather related to tropical storms and hurricanes on a regular seasonal basis, anytime between June and December. The most typical weather related effects during and after a major storm are from wind and water damage. The effects include the loss of:

- a. electrical power due to disrupted power lines,
- b. communication due to disrupted telephone facilities, and
- c. full emergency services due to obstructions in roadways.

The above are the chief causes of distress to the community during this type of natural disaster. It is the policy of Atlantis University to maintain a plan and process for major emergencies that threaten the safety of our students, faculty and staff and adversely impact on the university's educational program activities. The preparation of a disaster preparedness, recovery and continuity of services plan is a prudent step to mitigate damage and ensure prompt recovery and continuation of our services

### **1.2. Purpose:**

The Atlantis University Emergency Management Plan (AUEMP) is designed for use by the entire Atlantis University community. The AUEMP does the following:

- a) Establishes standard operating guidelines, based on existing policies and procedures, for the response to an emergency impacting Atlantis University.
- b) Describes the emergency management roles and responsibilities of the entire Atlantis University community, and
- c) Provides a strategy to be prepared as possible for the most likely hazards.

The AUEMP is designed to:

- a) Protect lives and property through effective use of university, local, state and federal resources.
- b) To be flexible, since an emergency may be sudden and without warning. The AUEMP is intended to be flexible in order to accommodate contingencies of various types and magnitudes.
- c) The Atlantis University Emergency Management Plan does not limit the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

### **1.3. Scope**

The Plan outlines the mitigation/prevention, preparation, response and recovery actions of AU personnel and resources for all-hazards that could negatively impact Atlantis University. The Plan incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination between responding agencies and is consistent with the Miami-Dade County CEMP, State of Florida CEMP, and National Response Framework (NRF). Atlantis University will collaborate with local, state and federal emergency response agencies in the development, implementation and maintenance of the Atlantis University Emergency Management Plan.

This plan guides AU's preparedness response, recovery and mitigation actions and may be activated during the following incidents:

Hurricanes	Extended Power Outages
Tornadoes	Civil Unrest
Floods	Terrorism & other national security incident
Fires	Hazardous materials releases
Explosions	

Atlantis University personnel and equipment will be utilized in accordance with the guidelines set forth in the AUEMP 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 AU Assets
- Priority 4: Maintenance of Critical AU Services
- Priority 5: Assessment of Damages
- Priority 6: Restoration of AU Operations

The AU Emergency Management Plan provides:

- a) a plan overview,
- b) explains how Atlantis University prepares for and mitigates against likely hazards,
- c) specifies emergency management roles and responsibilities,
- d) outlines the organizational structure of the university during an emergency, and
- e) provides standard operating response guidelines.

#### **1-4 Assumptions**

The Atlantis University Emergency Management Plan is predicated on a realistic approach to the challenges likely to be encountered during a major emergency. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency are not predictable; therefore, published response plans, such as the AU Emergency Management Plan, 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 probable.
- All emergencies begin locally. Therefore, most emergencies impacting Atlantis University will begin at the campus level.
- Major emergencies may become county or statewide. Therefore, it is necessary for AU to prepare for and carry out emergency response and short-term recovery operations in conjunction with local, state, and federal emergency response agencies.
- Assistance from local, state, and federal emergency response agencies may not be immediately available

#### **1.4. Communication Before and After an Emergency.**

The maintenance of communications before and after a major disaster of the type described above is clearly very important. Therefore, it will be necessary for key personnel of the University to keep in contact with each other to communicate steps to take related to the emergency. The AU President and/or their designee, in this case the AU Director of Operations will:

- a) maintain a list of telephone numbers (home, office, cellular, etc.) of all AU key personnel.
- b) The list must be updated semi-annually, in May and November.

Each AU department supervisor will be responsible for the creation and maintenance of a similar list of telephone numbers for their personnel, and in the event of any emergency, they will be called upon to communicate with their personnel to relay emergency information and instructions. These lists must be available at home and at the office.

Generally, Atlantis University's policy will follow local (County), State and Federal declarations and orders, e.g. local government decision to close offices; mandatory evacuation notice for the area; and all local government state of emergency announcements. Depending upon the nature of the disaster or emergency and the time allowed to take prudent action, specific instructions will be issued on a case-by-case basis; however, certain basic actions must be taken.

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## **Section 2 – Risk Mitigation, Disaster Recovery and Emergency Management Policies and Procedures**

### **2-1. Purpose**

The purpose of the plan is to ensure that the Atlantis University management, employees and students are prepared to respond and recover from natural and man-made emergencies that could shut down or disrupt the continuation of Atlantis University program activities.

### **2-2. Objective:**

This plan sets forth policies and procedures for responding to emergencies using all systems, plans and resources necessary to preserve the health, safety and welfare of students and employees within any facility occupied and/or operated by Atlantis University. The emergency management plan was designed to:

- a. Establish procedures for the safe, timely and orderly evacuation of facilities.
- b. Set forth responsibilities that are primary and supportive to save life and property.
- c. Provide education that will assure the prompt response and reporting of hazardous situations/incidents.
- d. Allow immediate initiation of correct safety procedures.
- e. Provide procedures to continue or quickly restart services to meet the needs of students.

### **2-3. Scope**

The Atlantis University Emergency Management Plan (AUEMP) is intended as a flexible framework to guide Atlantis University in managing all safety/security threats, emergencies and disasters. The Plan defines the role and responsibilities of Atlantis University employees in the event of adverse safety conditions and/or natural or man-made emergencies. It also:

- a. Describes the role of the Atlantis University Management to support employees and students.
- b. Provides appropriate planning and preparation for emergency situations.
- c. Addresses the various types of emergencies that are likely to occur, from local emergencies to minor, major or catastrophic events.
- d. Establishes a concept of operations spanning the direction and control of an emergency from initial monitoring through post emergency/disaster recovery.

### **2-4. Assumptions**

The following assumptions form the basis for emergency planning and response for Atlantis University, and are intended to be the context within which this manual is implemented.

- a. It is assumed that the magnitude of the emergency will be such that effective response and recovery will be beyond the capability of the Atlantis University campuses/locations/facilities.

This manual further assumes that with the existing and continuing possibility of the occurrence of large-scale natural and man-made emergencies, Atlantis University must be adequately prepared to deal with, reduce vulnerability to, and recover from such emergencies. Therefore, Atlantis University emergency management functions must be coordinated to the maximum extent with other State/County agencies to ensure the most effective preparation and use of manpower, resources and facilities in response to emergencies/disasters.

## **Emergency Management Roles and Responsibilities**

### **A. University Level**

#### **1. Atlantis University President**

General Emergency Management Responsibilities: The Atlantis University President is responsible for ensuring the ongoing mission of Atlantis University. All policies and procedures related to the safety and security of the Atlantis University community shall be approved by the University President or their designee. In addition, the President is responsible for the ongoing operational status of Atlantis University. The President has the authority to assign members from the Atlantis University's operational departments with emergency management roles and responsibilities in support of the Atlantis University Emergency Management Plan (AUEMP) and other emergency preparedness initiatives.

Emergency Response Role: The Atlantis University President:

- a. has the authority to declare a university state of emergency. This declaration activates the Atlantis University Emergency Management Team.
- b. during a declared university state of emergency will be responsible for the proper and expeditious handling of the emergency in accordance with the guidelines set forth in the Atlantis University Emergency Management Plan (AUEMP).
- c. has the authority to assign members from the departments that are under their direct control with emergency management roles and responsibilities in support of the Atlantis University Emergency Management Plan (AUEMP) and other emergency preparedness initiatives.

#### **2. AU Director of Operations (AU DOO)**

General Emergency Management Responsibilities: The AU Director of Operations (DOO) is responsible for ensuring the ongoing mission of the AU locations/campuses. The AU DOO has the authority to assign members of their staff with emergency management roles and responsibilities in support of the Atlantis University Plan and other emergency preparedness initiatives.

Emergency Response Role: The AU DOO has the authority to declare a university state of emergency thereby activating the AU Emergency Management Team.

1. The AU DOO assumes the role of the AU Incident Manager.
2. If the AU DOO is unavailable, a designated member at the particular campus must either assume the role of the campus Incident Manager or reassign command to a capable and qualified person.
3. All decisions concerning the ordering of immediate protective actions (Shelter-in-Place, Evacuation, or Temporary Closure) on their campus remain with the AU DOO in consultation with the Atlantis University President or their designee. If the AU DOO is unavailable, his designee is authorized to assume this role.

#### **3. AU Campus Manager**

General Emergency Management Responsibilities: The AU Campus is responsible for ensuring the ongoing mission of the AU campus. The AU Campus Manager has the authority to assign members of the applicable campus staff with emergency management roles and responsibilities in support of the Atlantis University Plan and other emergency preparedness initiatives.

Emergency Response Role: The AU Campus Manager follows the guidance provided by the AU President or designee and/ the AU DOO. In the event the AU President and or designee declares a



university state of emergency the following actions will occur:

4. The AU Campus Manager assumes the role of the Campus Incident Manager.
5. If the event the AU Campus Manager is unavailable, a designated member at the particular campus must either assume the role of the campus Incident Manager or reassign command to a capable and qualified person.
6. All decisions concerning the ordering of immediate protective actions (Shelter-in-Place, Evacuation, or Temporary Closure) on their campus remain with the AU Campus Manager in consultation with the AU President, designee and/or AU DOO. If the AU Campus Manager is unavailable, the designated member at the campus/location is authorized to assume this role.

#### **4. Information Technology**

General Emergency Management Responsibilities: The Information Technology Manager provides the vision and leadership for evaluation of short and long range goals for all instructional and administrative technology needs of Atlantis University.

The Information Technology Manager has the authority to assign members from his/her division with emergency management roles and responsibilities in support of the Atlantis University EMP and other emergency preparedness initiatives.

Emergency Response Role: During a declared university state of emergency, the Information Technology Manager can serve as the Logistics Section Manager or the Operations Section Manager on the Atlantis University Emergency Management Team.

#### **5. Faculty & Staff**

General Emergency Management Responsibilities: Faculty and staff are seen as leaders 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:

- a. applicable emergency plans, procedures, and
- b. evacuation routes for their assigned work locations.

This information is accessible through the Atlantis University website at <https://atlantisuniversity.edu/safety-and-security-reports> or can be requested from the Atlantis University Director of Operations office.

Faculty and staff are also responsible for maintaining their contact information to maximize the Atlantis University's capability to notify them of a life threatening emergency and issue appropriate protective actions.

In addition to the items listed above, faculty 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.

- How to dial 911
- Location of classroom evacuation map: i.e., next to exit door
- Information on what to do in an emergency: <https://atlantisuniversity.edu/safety-and-security-reports/>
- In event of an emergency call: the AU Director of Operations for the university emergency status
- Register with the Atlantis University staff to receive emergency notifications

Emergency Response Role: If faculty and staff are involved in or witness a life-threatening emergency, they are required to immediately call 911 and the office of Atlantis University Director of Operations (AU DOO). Faculty and staff must be prepared to assess emergency situations quickly but thoroughly, and use common sense in determining how to implement any issued protective actions. During a declared state of emergency, faculty and staff without specific crisis management responsibilities are required to take action as directed by the AU Emergency Management Team.

## 6. 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 Atlantis University website or can be requested from AU Director of Operations office. Students are responsible for maintaining their contact information for to maximize Atlantis University's capability to notify them of a life threatening emergency and issue appropriate protective actions.

Emergency Response Role: If students are involved in or witness a life-threatening emergency, they are required to immediately call 911 and the 911 and the office of Atlantis University Director of Operations (AU DOO). Students must be prepared to assess emergency situations quickly but thoroughly, and use common sense in determining how to implement any issued protective actions. Students are required to implement protective actions in an orderly manner when directed by faculty, staff, and emergency response personnel.

## 7. Atlantis University Emergency Management Team

The Atlantis University Emergency Management Team consists of university personnel that are assigned specific emergency roles and responsibilities. The Atlantis University Atlantis University Emergency Management Team is responsible for supporting all campuses or a campus with appropriate university-wide resources, as needed, during a declared university-wide or a campus state of emergency impacting a single campus.

### AU Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the President's office. The President will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary

#### Members of Atlantis University Critical Incident Response Team

- President: Omar Palacios. Contact number: 305-377-8817 Ext. 1017
- Director of Operations: Andy Palacios. Contact number: 305-377-8817 Ext. 1004
- Director of Admissions: Juan Cruz-Torres. Contact number: 305-377-8817 Ext. 1001

#### Local community emergency services

- All emergencies (Fire, Police, Sheriff, Ambulance): Call 911
- Poison Control Center: 1-800-222-1222
- Suicide Hotline: 1-800-784-2433

#### Hospitals

- Baptist Hospital: (786) 596-1960
- Jackson Memorial Hospital: (305) 585-1111

## Clinics

- Baptist Urgent Care:(786) 596-3890
- MD Now Urgent Care:(305) 752-1803

### **8. AU Campus/Location Crisis Management Teams**

Each AU Campus Manager is required to maintain a Campus Crisis Management Team consisting of university personnel who are assigned specific emergency roles and responsibilities. A Campus Management Team consists:

- a. The AU Campus/Location Manager, or assigned designee in the event the AU Campus Manager is not available,
- b. Information Technology staff, and
- c. Maintenance staff.

### **9. Campus/Location Floor Marshall**

The AU Campus Manager and/or designee will appoint a Floor Marshall, if needed. One of the responsibilities of a floor marshal is to ensure occupants have evacuated the area. In cases where the floor marshal identifies a person with a disability they should:

- a. either escort the person to a designated Location for Rescue Assistance,
- b. escort the person from the building or identify a volunteer “buddy” who can assist the person.
- c. If the person with a disability is unable to evacuate with assistance, the floor marshal should immediately provide the name and location of the individual needing evacuation assistance to the impacted Campus Director.

Floor marshals must always check designated Locations for Rescue Assistance, if safe to do so, before evacuating in order to provide complete and accurate information to impacted Campus Manager regarding the location of persons who will need evacuation assistance.

## **B. Local Level**

### **1. Miami-Dade County**

The Miami-Dade County Department of Emergency Management & Homeland Security (DEM & HS) is responsible for the following:

- a. Coordinating all countywide emergency management efforts.
- b. Preparing and implementing the County CEMP and
- c. Periodically conducts exercises to test county and municipal emergency response capabilities.

The County Mayor has the authority, under section 8B of the Miami-Dade County Code:

- a. To declare a county emergency,
- b. Activate the Emergency Operations Center (EOC) and a
- c. Allocate the resources necessary to protect lives and property.

The Miami-Dade County Emergency Operation Center (EOC) is the facility in which emergency and disaster preparations, response, and recovery activities are coordinated among participating agencies residing within the County’s jurisdiction.

All Atlantis University campuses/locations reside within the jurisdiction of Miami-Dade County. The Miami-Dade Police Department (MDPD) is the primary law enforcement agency for Flagler, and Cutler Bay. The Miami-Dade Fire Rescue Department (MDFR) is the primary fire rescue agency for the Flagler and Cutler Bay. MDPD and MDFR are the secondary emergency response agencies for the Hialeah

campus that reside within an incorporated Miami-Dade County municipality.

**2. City of Miami**

All Atlantis University campuses/locations also reside within the jurisdiction of the City of Miami. The City of Miami Fire Rescue and Police Departments are considered the primary emergency response agencies for the AU campuses/locations.

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### **Section 3      Protection of Facilities, Equipment and Personnel**

#### **3-1.      What to do in the Case of a Pending Emergency**

The AU Director of Operations shall be required to plan for and perform, with the assistance of the IT Manager, the following actions using the checklist below (see attached form) upon notice of a pending emergency to mitigate possible wind or water damage to the facility and its contents and assisting with recovery:

- a. Announcing to students, faculty and staff in advance through flyers, announcements, etc., where they can get more information concerning emergency action:
  1. <https://atlantisuniversity.edu/>
  2. AU Email notice
- b. Secure the facility by causing the windows and glass doors to be shuttered or otherwise protected, if that is possible.
- c. Remove furniture and equipment away from windows and doors wherever possible.
- d. Cover furniture and equipment with plastic, water resistant materials.
- e. Disconnect all computer and electrically powered equipment from power source.
- f. Take other prudent steps to mitigate possible damage to furniture, records and equipment.
- g. Remove all files from lower cabinet drawers and secure w/plastic, water resistant materials.
- h. Change the message on telephone system.
- i. Elevate all computers from the floor.
- j. Verify/update telephone contact list.
- k. Establish a list of essential employees (skeleton crew) to report to work after a disaster to assess damages to facility and to mitigate further damages.
- l. Ensure to have a list of current contact numbers for the Atlantis University Emergency Management Team Members as well as each Campus/Location Crisis Management Team Member

#### **3-2.      What to do after Securing Facility**

Upon securing the facility in the above manner:

- a. the facility is to be evacuated;
- b. a report of its secured status and evacuation communicated directly to the Atlantis University President's office, via telephone conference, and
- c. the checklist must be completed and faxed or e-mailed to the Atlantis University President's office.

#### **3-3.      Damage Assessment and Recovery**

After a natural disaster or other community emergency, the AU Director of Operations, in conjunction with the AU staff member assigned by the AU President, shall:

- a. Physically assess the damages of the facility as soon as safely possible after the event passes.
- b. A telephone conference will be conducted within 5 hours after the event to report damages.
- c. A completed current event notification form reporting the status must be sent to the AU President Office within 24 hours.

The Atlantis University President, will based on all information gathered by the AU Director of Operations, form an assessment of the University's or campuses ability to continue normal operations. Depending upon the results of such an assessment, the AU President will issue directions to management personnel:

- a. to return to normal operations,
- b. repair any damage and otherwise respond to specific conditions.

The objective is to quickly return to pre-disaster or pre-emergency service levels at all campuses/locations. If conditions do not permit the resumption of normal services, other steps may be taken, as appropriate; to ensure some level of continuity of service to students we serve.

The color coded key listed below can be used to assess damage from a MAJOR EMERGENCY or DISASTER no matter the cause. This color coded key can be used to assess the damage of buildings and operational resources as well as a campus as a whole.

- **BLUE** = No serious damage, Operational within 24-48 hours
- **GREEN** = Minor damage, Operational within 24-48 hours
- **YELLOW** = Major damage, Operational within one week
- **ORANGE** = Extensive damage, Operational within six to eight weeks
- **RED** = Destroyed, Cannot resume operations without being rebuilt or replaced

The AU Campus Manager is responsible to work with the AU staff member assigned by the AU President to collect all damage assessment data and provide a report to the AU President's office.

### **3-4. Financial Records Management**

After a natural disaster occurs the recovery usually involves the expenditure of resources to repair essential services so that the university can get back to its normal activity. It is essential, therefore, that preparation in advance of a potential emergency include steps to save financial information and records, and related electronic systems.

The AU DOO will be responsible for:

- a. Making sure that the appropriate steps are taken to back-up electronic files, secure hard-copy records, and secure electronic equipment necessary for the continuation of business under any circumstance post-emergency.
- b. Plans and contingencies to achieve maximum probable recovery of financial systems and information must be developed by the AU DOO and approved by the AU President.

### **3-5 Protective Actions**

There are three protective actions (Shelter-in-Place, Evacuation, and Temporary Closure) that can immediately be issued and implemented by the AU DOO or their designated representatives in response to a spontaneous Major Emergency.

The cancellation of an AU sponsored event or the closure of all AU campuses in preparation for a tropical storm/hurricane or other planned event is not covered below. Closures in preparation for a tropical storm/hurricane are covered in a later section.

- a. **Shelter-In-Place**: One of the protective actions that may be issued by the responsible Atlantis University staff is 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 Atlantis University emergency response personnel or an Atlantis University Alert message.

- b. **Evacuation**: One of the protective actions that may be issued by responsible AU staff is building or campus-wide Evacuation. An Evacuation protective action may be issued in response to a fire,

hazardous materials spill/release, or active shooter situation. An Evacuation protective action should not be issued for a bomb threat unless there is credible and specific information regarding the location and time of the threat.

This protective action is aimed to keep students, faculty, staff and visitors safe by creating distance between them and the hazard area. Evacuation means immediately leaving the area you are located for another designated safe location.

- c. **Temporary Closure:** One of the protective actions that may be issued by a responsible AU staff, i.e. the AU DOO, is Temporary Closure. A Temporary Closure protective action may be issued after an Evacuation is ordered and it is determined that a campus is unsafe until further notice. This protective action 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 ordered to leave by responsible AU staff or local emergency response agency personnel.

### **3-6. Training on Emergency Preparedness Policies and Procedures**

To ensure that disaster and emergency policies and procedures are understood within the overall university system a training workshop will be offered to all university faculty and staff. It is the responsibility of the AU Director of Operations to arrange and oversee its implementation. In addition, Emergency Procedures will be included as part of the student orientation.

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## **Section 4    Emergency and Disaster Situations**

### **4-1.    What Is an Emergency?**

An emergency is any unplanned event that can cause death or significant injuries to employees, students or the public; shuts down or disrupt operations, cause physical or environmental damage or threaten the facility's financial standing or public image.

### **4-2.    What Is a Disaster?**

A disaster is any natural, technological or civic emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by a county, the Governor or the President of the United States.

### **4-3.    How to Determine an Emergency?**

An emergency is when immediate law enforcement, fire department or paramedic assistance is necessary to protect life or property. Before you dial 911, you must first make a determination if an emergency is occurring or if it is a non-emergency situation.

*NOTE: The use of 911 is for emergency use only. If you think or feel that there is an emergency, but are not sure, assume it is an emergency and use 911.*

### **4-4.    Types of Emergencies**

Building fire; forest fire; hazardous material; flood; hurricane; tornado; earthquake; communications failure; civil disturbance; explosion; bomb threat; technological emergencies; workplace violence; terrorism and workplace injury/accident.

### **4-5.    What is Emergency Management?**

Emergency management is the process of preparing for, mitigating, responding to and recovering from an emergency. However, the success of any emergency planning is dependent on the full support of all personnel, including all management. The Atlantis University President and Atlantis University Director of Operations sets the tone by authorizing and directing the establishment and implementation of the Atlantis University Emergency Management Plan.

### **4-6.    Essential Emergency Elements**

a. **Alarms:** All Atlantis University facilities contain an audible alarm system. All employees should become familiar with the location and the type of alarm system used in their facility.

b. **Designated Assembly Area:** All Atlantis University facilities should have pre-determined designated assembly areas located a minimum of 100 feet away from the building.

Care should be taken to select areas that are far enough away from any driveway that may be utilized by emergency vehicles; away from water hook-ups or fire hydrants; and far away from all electrical boxes (they may explode).

a. **Evacuation Route:** Each building has pre-determined evacuation routes. Maps are displayed on hallway walls designating appropriate stairways to use for evacuation. It is very important that all staff be familiar with all evacuation routes that are applicable in their area.

d. **Accountability:** A staff person from each campus must be appointed that will account for each employee and student in the campus at the time of the emergency and ensure that all employees and/or students are accounted for at the assembly point.



#### **4-7. Emergency Magnitude**

The magnitude of the emergency will guide the response of Atlantis University. In the event of an emergency/disaster threat or an actual occurrence, the emergency preparedness procedures will be implemented by the AU President or their designated representative. These procedures will be followed as closely as possible, depending upon the length of the warning period. The basic emergency preparedness procedures are as follows:

- a. Prepare to respond when emergency or disaster is imminent or threatening.
  - (1) Brief key personnel.
  - (2) Activate AU Emergency Management Team, if needed.
  - (3) Ensure protection of AU employees, students, facilities, equipment and records.
  - (4) Assess the threat.
  - (5) Review and implement disaster plan.
  - (6) Alert students of the threat.
  - (7) Staff additional required positions on the AU Emergency Management Team.
  - (8) Alert emergency personnel.
  
- b. Mobilize personnel and resources to cope with disaster or emergency.
  - (1) Inform appropriate employees, students and appropriate public entities of emergency operation status.
  - (2) Begin operations.

#### **4-8. Emergency Magnitude Levels**

Emergency Magnitude Levels are indicators of the emergency's potential adverse effect and the amount of support required based on the severity of the disaster, should it occur. There are three escalating emergency magnitude levels (minor, major, and catastrophic) as indicated and defined as follows:

##### **Emergency Response Levels**

In responding to any emergency it is important for university personnel to identify and classify the severity of incident to ensure the appropriate resources are allocated and organizational structure is implemented in a timely fashion. Any given level may be bypassed if necessary to allow a response to proceed to a higher level. The responsibility of classifying emergency levels starts at the campus level and proceeds to the district as the severity of the emergency increases.

##### **Level 3 – Minor Emergency**

A Minor Emergency is defined as a localized incident with a limited threat to life/safety and no impact to normal campus/university operations. Response to a Minor Emergency is managed at the campus level with limited support from corporate resources. The Atlantis University EMP is not activated for a MINOR EMERGENCY, but certain sections can be used as standard operating guidelines to the extent necessary.

##### **Level 2 – Major Emergency**

A Major Emergency defined as an incident that threatens life/safety and/or severely impacts normal university/campus operations. Response to a Major Emergency can be managed at the university or campus level and could require significant resources internal and external to Atlantis University. The AU EMP is activated for a Major Emergency.

##### **Level 1 – Disaster**

A Disaster 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 university level and requires mutual aid from external agencies. The AU EMP is fully activated for a Disaster.

**4-9. Activation Levels:** The nature and severity of the emergency will also dictate the level of activity necessary for Atlantis University to respond and recover.

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## **Section 5    Atlantis University Hurricane Emergency Procedures**

### **5-1.    Introduction**

Miami-Dade County is located in one of the most hurricane vulnerable areas of the United States. It is important for the overall response of Miami-Dade that Atlantis University prepare and maintain effective hurricane emergency procedures. The guidelines in this AU EMP are to provide the basic foundation upon which to build hurricane emergency procedures.

This section presents the basic steps to be followed, areas to be addressed, and references required for the preparation of the hurricane emergency procedure.

### **5-2.    Responsibilities**

All Atlantis University staff are responsible for compliance with these hurricane preparedness guidelines, including:

- a. the preparation of the hurricane emergency procedures;
- b. familiarization of all personnel with their specific duties in the event of a hurricane emergency; and
- c. distribution of the hurricane procedure to all employees.

### **5-3.    Staffing Policy**

The AU President or their designated representative(s), will serve as the Atlantis University Emergency Coordination Officer (ECO) and be responsible for coordinating the implementation of the emergency procedures.

### **5-4.    Hurricane Watch/Alert Phase**

The following employees will be responsible for preparing all AU facilities in the event of a Hurricane:

- a. AU Facilities staff (Maintenance staff) under the direction of the AU Director of Operations.
- b. AU Information Technology staff.

### **5-5.    General Hurricane Information**

Hurricanes are tropical cyclones in which winds reach a constant speed of at least 74 miles per hour (mph) and may gust up to 200 mph. Their spiral clouds are heavy cloud bands from which torrential rains fall and tornadoes may be generated and may cover an area several hundred miles in diameter.

The eye of the hurricane is deceptively calm and almost free of clouds with light winds and warm temperatures. Beyond the eye, counterclockwise winds bring death and destruction to coastlines and islands in their erratic path. The SAFFIR/SIMPSON Scale is used by the National Hurricane Center to provide a continuing assessment of the potential for wind and storm surge damage.

It is important to remember that the position of the storm given by the National Hurricane Center is the “eye” of the storm. High winds and heavy rain may extend up to 200 miles or more from the eye. Hazardous conditions may arrive 6-10 hours before the eye makes landfall.

### **5-6.    Hurricane Categories**

The following is a description of the damage potential by hurricane category.

- a. **Category 1:** Winds of 74 to 95 miles per hour.
  1. damage occurs primarily to shrubbery, trees, and
  2. unanchored mobile homes and to poorly constructed signs.

3. low-lying coastal roads are inundated,
  4. minor pier damage occurs, and some small craft in exposed anchorage are torn from moorings.
- b. **Category 2:** Winds of 96 to 110 miles per hour.
1. Considerable damage to shrubbery and trees with some blown down,
  2. major damage to exposed mobile homes,
  3. extensive damage to poorly constructed signs.
  4. Some damage to roofing materials, windows and doors, but not major damage to buildings.
  5. Coastal roads and low-lying escape routes inland cut off by rising water two to four hours before arrival of hurricane center.
  6. Considerable damage to piers, marinas flooded and small craft in unprotected anchorages torn from moorings.
- c. **Category 3:** Winds of 111 to 130 miles per hour.
1. Extensive damage to large trees,
  2. poorly constructed signs are blown down.
  3. Damage to roofing materials, windows and doors, mobile homes destroyed.
  4. Serious flooding along the coast with many smaller coastal structures destroyed and large structures damaged by the battering of waves and floating debris.
  5. Low-lying escape routes further inland inundated by rising water three to five hours before hurricane center arrives.
- d. **Category 4:** Winds of 131 to 155 miles per hour.
1. Shrubs and trees blown down; all signs down.
  2. Extensive damage to roofing materials, windows and doors, complete destruction to mobile homes.
  3. Major damage to lower floors of structures near shorelines due to flooding, battering waves and floating debris.
  4. Low-lying inland escape routes cut by rising water three to five hours before hurricane center arrives. Major erosion of beaches.
- e. **Category 5:** Winds greater than 155 miles per hour.
1. Shrubs and trees blown down,
  2. considerable damage to roofs and buildings,
  3. all signs, failure of roofs on many residential and industrial buildings.
  4. Extensive shattering of glass in windows and doors.
  5. Some complete building failures.
  6. Small buildings overturned or blown away.
  7. Complete destruction of mobile homes.
  8. Low-lying escape routes inland cut by rising water three to five hours before hurricane center arrives.

**5-7. Hurricane Land falling**

Miami-Dade County is vulnerable to the following hurricane and tropical storm probability: (a) land fall, (a) paralleling the coast and (3) exiting hurricanes and tropical storms.

### **5-8. Evacuation Areas**

Miami-Dade County primarily evacuates in response to storm surge. As the intensity of the storm increases so does the storm surge and the danger it presents to life and property. Atlantis University employees should report to their supervisors in advance if their homes are in an evacuation area. If so, supervisors must identify which category storms they will be ordered to evacuate for. The Miami-Dade County evacuation map, located in Appendix B, is shaded to indicate evacuation areas by storm category.

### **Administrative Procedures**

### **5-9. Pre-Season Preparedness**

The Campus Managers with the assistance of the AU staff assigned by the AU President shall ensure that the landlord in their respective facilities addresses the following safety measures:

- a. Check security, flooding and lighting; and
- b. Identify loose items in outside areas that may be blown around by the wind.

Essential staff shall ensure that all university offices and campuses has the following:

- a. a battery-operated radio or television;
- b. a first-aid kit; and
- c. a flashlight with extra batteries.

Essential staff will also provide non-essential staff with hurricane preparedness information.

### **5-10. Hurricane Watch**

Issued by the National Hurricane Center when a hurricane threatens, the watch covers a specific area and time period. A hurricane watch indicates hurricane conditions are possible, usually within 24-36 hours, but it does not mean they will happen. The below are general suggestions to follow:

- a. Archive E-mail and Calendar: Backup of documents and archiving of e-mail and calendars must be completed no later than 2:00 p.m. on the day of disaster preparation. Server shutdown procedures will be initiated beginning at 2:00 p.m., there will be no exceptions. Server broadcast messages will remind users throughout the day of the time requirements.
- b. Boxing/Securing Paper Files: All files must be secured.
  - 1) Files in all external offices must be boxed, wrapped in plastic bags, sealed and labeled with the file owner's name.
  - 2) Labels should be placed on the box and on the outside of the plastic bag.
  - 3) These boxes should then be placed in an internal, secured area (interior closet, room).
  - 4) Any critical files located in internal offices or cubicles should also be secured as described above.
  - 5) Remove all files from lower cabinet drawers.
- c. Offices and Workstations:
  - 1) All objects must be removed from all work surfaces and secured by placing in boxes, overhead bins, or desk drawers.
  - 2) Pictures must be removed from walls, wrapped in plastic, labeled with picture owner's name or the office location, and placed in an internal, secured area.
  - 3) All external office doors, overhead bins and desk drawers must be locked if possible.
- d. Personal Computers (PC): Shutdown Windows.
  - 1) Turn off the PC and disconnect power.

- 2) Place the components into a plastic bag and seal with the user's name, and place in an internal, secured area.
- e. Calculators, Lamps and Other Electrical Equipment in Offices or Workstations: Unplug all electrical equipment and place the components into a plastic bag and seal. Label with the user's name, and place in an internal, secured area.
- f. Postage Meter, Fax Machines and Other Electrical Equipment:
- 1) Unplug all electrical equipment and place into a plastic bag,
  - 2) seal and label with the item description and office location, and place in an internal, secured area.
- g. Telephones: Telephones should be the last items that are secured before the offices are vacated. Unplug the telephone, place it in a plastic bag, seal the bag, label with the user's name, and place in an internal, secured area.
- h. Essential employees shall notify non-essential employees of "Watch" phase and;
- 1) ensure that all doors, windows and other openings are locked or otherwise secured against wind and water;
  - 2) verify that vital records are in a safe storage area;
  - 3) confirm availability of necessary computer support;
  - 4) inventory emergency supplies and restock, if necessary.

**5-11. Hurricane Warning and Landfall**

Essential staff shall complete activities begun under Hurricane Watch.

- 1) Move or cover desks, files, and equipment near un-shuttered window.
- 2) Wrap office equipment in plastic to protect against moisture.
- 3) Upon notice from AU President or AU DOO or a designated AU official, dismiss all non-essential personnel.
- 4) Turn off air conditioning, disconnect electrical equipment and turn off lights.
- 5) Essential staff is then dismissed.

**5-12. Emergency during Regular Work Hours**

In the event that an emergency develops during regular work hours, the following will occur:

- 1) Each employee is responsible for securing their own office or cubicle space by following the general office procedures.
- 2) When an individual's office or cubicle space is secured then each employee is required to assist in securing their department and the entire office before leaving the premises.
- 3) Employees may not leave the office until all areas are secured and authorization is given by essential personnel.
- 4) AU essential personnel will address personal issues or concerns on an individual basis.
- 5) If an employee is out of the office, plans must be made within the affected department to secure all files.

**5-13. Emergency Outside of Regular Work Hours**

In the event that an emergency develops during unscheduled work hours the AU Emergency Management Team should contact employees if they must be called in to assist with the Emergency Preparation Procedures.

Employees must contact their supervisors to determine if they must report to the office to assist with the emergency preparation procedures. All employees are responsible for contacting their supervisor in the event an emergency develops at the employee's home.

**5-14. Recovery**

Upon notice from the AU President, through e-mail and/or cell phone, employees with recovery assignments (essential staff) are to return to work stations and conduct the following:

- a. Assess basic damages at AU facilities, including water damage, broken windows, roof damage, etc.
- b. Submit emergency expenditure receipts and damage repair estimates to the AU President Office.
- c. Initiate clean-up activities at the AU facility or facilities.
- d. If vital records have been damaged by water, do not touch them. Contact the AU President, or their designated authorized representative, for advice and assistance.
- e. Do not turn computer equipment on if there are indications of:
  - (1) low voltage / power fluctuations
  - (2) low air conditioning output
  - (3) water and raised floor
  - (4) broken windows
  - (5) damaged equipment
- f. The AU President, or designated representative(s), will direct employees when to return to work to resume normal operations.

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## **Section 6 Other Emergency Responsibilities/Actions**

### **6-1. Primary Response Guidelines and Procedures**

- a. Treat all emergencies and threats seriously.
- b. In an emergency and/or threat, contact the appropriate AU Campus official and/or staff first. They will provide direction over the PA system/telephone, if possible.
- c. Assess the situation to determine threat.
- d. Remain calm.
- e. CALL 911 if there is a threat of danger.
- f. Ensure proper notification of all staff, faculty and students
- g. Determine need to evacuate. If evacuation is necessary, follow pre-determined evacuation routes for the location.
- h. The AU DOO, Campus Manager and/or designees will appoint a Floor Marshall, if needed.
- i. Employees, students and/or visitors needing assistance to evacuate the building due to a disability (mobility, visual, cognitive, hearing, sensory etc.) will report to the designated area of rescue, and meet with the designated Floor Marshall.
  - 1) If the elevators are operational and the location of the emergency has been isolated, the Floor Marshall will escort said individuals using the elevators up to the first fifteen (15) minutes after hearing the alarm notification.
  - 2) If the elevators are not operational, the stairwell(s) is/are to be used for evacuation purposes. Evacuation chairs will be operated by designated personnel.
- j. Under no circumstances should employees delay evacuation.
- k. Under no circumstances will an employee re-enter the building during or after an evacuation until the designated responsible AU staff has given approval to return to work.
- l. Once employees have reached the assembly area, the AU DOO, or Campus Manager and/or designees are to account for all their employees.
- m. Render first aid, if necessary.
- n. Assign staff to attend to injured employee(s)/student(s)/individual(s) with one staff member designated as "in charge".
- o. The AU DOO or Campus Manager and/or designees shall meet rescue and/or emergency personnel.
- p. The AU DOO or Campus Manager and/or designees will assign staff members direct rescue personnel to problem areas and provide access as needed by rescue personnel.
- q. The AU DOO or Campus Manager and/or designees must be prepared to assist with securing of their location offices and covering computers, if necessary.
- r. The AU DOO or Campus Manager and/or designees, in conjunction with the AU staff assigned by the AU President, will assess damage to building prior to allowing staff back.
- s. If it becomes necessary to close a facility, the AU President and/or designated representative(s) will make said decision.
- t. Be supportive of staff during crisis situation and make arrangements for counseling after the situation, if needed.
- u. The AU DOO or Campus Manager and/or designees will complete a Critical Event Notification Form.



## **6-2. Atlantis University Campus Closures**

### **A. Severe Weather Situation**

Campus closures will normally be determined by the Atlantis University President.

#### **1. Campus Manager and/or Designee Responsibility:**

- (a) Notify employees and students of any weather watches or warnings issued by the National Weather Service. Notifications can consist of: Flyers; Announcements in Classrooms; over the PA System; through text messages, social media sites, i.e. Facebook, Twitter, etc., and [www.atlantisuniversity.edu](http://www.atlantisuniversity.edu). Reference Appendix E for a Sample E-Mail Alert Notification
- (b) Maintain an updated list of employees, their home phone numbers and emergency contact numbers. Keep this list with you at all times.
- (c) Ensure the building is secure and all computers are covered in case of water damage.
- (d) Render first aid, if necessary.
- (e) Assess damage, in conjunction with the AU staff assigned by the AU President, to building prior to allowing employees and students back in or opening the campus.

#### **2. Staff Responsibility:**

- (a) Continue regular activities unless otherwise notified.
- (b) Be prepared to assist with securing your offices and covering computers.
- (c) Contact your immediate supervisor if you have questions/concerns.

### **B. Other Possible Closure Situations**

In the event that local authorities issue an evacuation order, which results in the closing of an AU Facility, the Campus Manager must:

1. Verify the order with local authorities (Emergency Manager, County Commission, Mayor's Office, etc.).
2. Record the name of the person contacted/spoken to.
3. Notify the AU President and/or AU Director of Operations.
4. When calling the AU staff, the Campus Manager must provide the following:
  - the authority/office that issued the order to evacuate.

In addition, Campus Manager and/or Designee are responsible to:

1. Notify employees and students of any issues. Notifications can consist of: Flyers; Announcements in Classrooms; over the PA System; through text messages, social media sites, i.e. Facebook, Twitter, etc., and [www.atlantisuniversity.edu](http://www.atlantisuniversity.edu).
2. Maintain an updated list of employees, their home phone numbers and emergency contact numbers. Keep this list with you at all times.
3. Ensure the building is secure and all computers are covered in case of water damage.
4. Assess damage, in conjunction with the AU assigned by the AU President, to building prior to allowing employees and students back in or opening the campus.

## **6-3. Sickness and/or Injury Report Procedures**

If a student, visitor or employee reports an injury or becomes sick and reports it to any AU staff, the Campus Manager and/or designee must complete the following steps:

- a. The affected individual is attended by the campus personnel at hand, but is not to be moved. No medication will be given. Campus personnel should help using the First Aid Kit in non-severe situations

- b. 911 is to be called immediately.
- c. The Campus Manager and/or designee shall notify the emergency contact person as indicated in the student's file as soon as possible after an accident or injury, and from then on, the family members will take responsibility.
- d. After all emergency or first aid response is rendered, complete the Critical Event Notification Form (General Liability Loss Report) and give to the AU Director of Operations.
- e. A second contact with the individual should be made, as appropriate, within three days of the accident or injury to determine status.
- f. If necessary, complete a Follow-up Report of Critical Event Form.

#### **6-4. Fire Procedures**

In case of an emergency such as a fire, the following procedures will be followed:

##### **a. Staff Responsibility:**

- (1) Notify the Campus Manager Director and/or designee immediately.
- (2) Activate the alarm manually, if the fire alarm has not sounded.
- (3) Clearly identify the location of the incident: building name, physical location on campus, room or area where fire is located.
- (4) Immediately upon the signs of a fire, the front desk receptionist will call 911 indicating the location of the fire.
- (5) Take student(s), other employees and anything that is easily accessible with you and exit the building quickly and quietly.
- (6) Employees and students need to follow the route on the floor plan map that is located by the door in each classroom.
- (7) Students must be follow directions from instructors and staff and start the evacuation to a location safely away from fire. In accordance with the posted evacuation plan, go to the designated area.
- (8) If possible, assist those who have special needs, such as children, individuals with a disability, and the elderly.
- (9) A designated person from the university and/or campus administration will check every classrooms and office to ensure that nobody is inside of the university, as well as encouraging faculty, staff and students to remain calm and not to panic.
- (10) If someone appears to be missing, notify the appropriate AU official, i.e. AU DOO, Campus Manager and/or designee. Do Not attempt to re-enter the building.
- (11) When evacuating the building all university staff, faculty and students must go to a designated assembly point that is at least a minimum 100 feet away from the impacted building.
- (12) Wait for the "all clear" signal to return to the building.

##### **b. AU Director of Operations and/or Campus Director and/or Designee:**

- (1) Once the fire alarm has sounded:
  - A. Have all students and staff exit the building.
  - B. Account for all students and staff in your area.
  - C. Establish a need for first aid.
- (2) Contact the AU President's Office.
- (3) When the "all clear" is given, use an "all clear" signal to re-enter the building.

## 6-5. Bomb Threat Procedures

A bomb threat could be written, e-mailed, communicated verbally or received by phone. The majority of bomb threats are delivered by telephone. Generally, a bomb threat call is made for one of two reasons:

1. The caller has definite knowledge about the explosive device and wants to minimize personal injury.
2. The caller wants to disrupt normal activities by creating anxiety and panic.

A. The primary goal of the bomb threat procedure is:

1. to establish procedures for handling bomb threats and actual bomb emergencies,
2. to minimize injury to people, damage to the facility, and
3. avoid disrupting normal schedules.

All bomb threats should be taken seriously and any employee receiving a telephone bomb threat should attempt to remember all details of the conversation. Employees should never take safety for granted.

B. If you observe a suspicious object or potential bomb on campus:

1. DO NOT HANDLE THE OBJECT!
2. Clear the area and
3. Immediately notify the appropriate AU staff, Campus Manager and/or their designee. Evacuate students and staff from the area.
4. Do not use portable school or public safety radio, cell phones, digital phones or any other electronic devices, since these devices may have the capacity to detonate an explosive device.
5. In addition, do not turn the lights on/off, but have them remain in their current position.

C. In the event Atlantis University personnel receive a call indicating that there is a bomb in the school, the following general procedures should be followed:

1. The individual receiving the call should remain calm, be courteous, and listen carefully for details.
  - a) If the caller remains on the line after the initial statement is made, ask questions such as "Where is the bomb?" "What does it look like?" and the name of the person calling should be asked. The exact time of the call should be noted. (see bomb threat checklist)
2. The person receiving the call should immediately notify the AU Director of Operations (DOO) and/or Campus Manager and/or designees in their absence. The person receiving the call is to talk to no one other than as instructed by the AU DOO or Campus Manager and/or designees.
3. If the location of the bomb is in the building that you are in,
  - a) alert the Campus Manager and/or designee, and
  - b) alert all persons in the threatened area to evacuate the building.
  - c) Employees are requested to make a cursory inspection of their area for suspicious objects and report the location to the police/fire department upon their arrival.
  - d) DO NOT TOUCH THE OBJECT.
4. The AU DOO or Campus Manager and/or designees should call 911 to notify the appropriate governmental jurisdiction, i.e. City of Miami Police and Fire Department and/or Miami-Dade County Police and Fire Department, of the bomb threat.
5. The AU DOO, or Campus Manager and/or designees will ensure that the AU President's Office is notified about the bomb threat.
6. The AU DOO and/or Campus Manager and/or designees must decide whether the building should be evacuated. If the caller provided a specific time when the device was to explode and

was graphic concerning other details, the building should be immediately evacuated.

7. Evacuate of the campus building to a safe location:
  - a) Take student(s), other employees and anything that is easily accessible with you and exit the building quickly and quietly. Have all students and staff exit the building to a safe location, at least 400 feet away.
  - b) Employees and students need to follow the route on the floor plan map that is located by the door in each classroom.
  - c) Students must follow directions from instructors and staff and start the evacuation to a location safely away from the building. In accordance with the posted evacuation plan, go to the designated area.
  - d) If possible, assist those who have special needs, such as children, individuals with a disability, and the elderly.
  - e) A designated person from the campus administration will check every classrooms and office to ensure that nobody is inside of the university, as well as encouraging faculty, staff and students to remain calm and not to panic.
  - f) Account for all students and staff. If someone appears to be missing, notify the AU DOO and/or Campus Manager and/or designees. Do Not attempt to re-enter the building.
  - g) Request that police and fire department personnel inspect the building for the bomb.
  - h) If after such inspection and a lapse of time it is decided that the building is safe, the students and staff may return to the building.
  - i) Wait for the "all clear" signal to return to the building
  - j) Ensure that a bomb threat report form is to be completed by the person who received the call and administrative action taken.

**6-6. Life Threatening Intruders/Trespassers:**

- a. Staff Responsibility:
  1. Notify the AU DOO and/or Campus Manager and/or designees, or your supervisor. Directions will be provided by the appropriate AU official.
  2. If you have an office with a door, remain in it with the door closed and locked. If you have no lock, block the door by placing a chair under the doorknob.
  3. Do not exit your office unless instructed to do so by a verified police officer or your supervisor, or by the Campus Director and/or designee.
  4. Keep telephone lines open for emergency use, you may need to talk with emergency personnel to notify them of where you are located.
- b. AU DOO/Campus Manager, and/or designees Responsibility:
  1. Assess the situation to determine threat.
  2. Remain calm. Try not to raise your voice. However, if it becomes necessary, do so with clarity. Your tone and demeanor will strongly influence the outcome of the crisis.
  3. Notify staff, if possible, of the need for lock down (over the PA system)
  4. Call 911 if there is a threat of danger.
  5. Be prepared to act as a resource and liaison between the campus and police.
    - a. Provide/gather as much information as possible, such as: A. Copy of the building floor plan for law enforcement.
    - b. The location and a detailed description of the intruder/trespasser as well as a description of any weapon(s).
    - c. Pertinent information about the intruder/trespasser, including the possible reason for

the threat or attack.

6. Isolate suspected intruder/trespasser as much as possible.
7. Avoid heroics look for a place to jump or dive. Keep a safe, non-intimidating distance.
8. Do not use force or touch the person or weapon if interaction with the intruder/trespasser is imminent. Avoid sudden moves or gestures.
9. Negotiate minimally until law enforcement arrives.
10. Confer with law enforcement when they arrive. They will advise you how they intend to proceed.
11. Be prepared to assist staff with counseling after the incident.

#### **6-7. Irate Student/Staff/General Public**

##### **a. Staff Responsibility:**

1. Notify supervisor.
2. When dealing with a violent individual, the following actions should be considered:
  - a. If directed at a specific individual, remove that person from the situation.
  - b. Be empathetic. Try not to be judgmental of the individual's feelings. They are real, even if not based on reality, and must be attended to.
  - c. Clarify messages. Listen to what is really being said. Ask reflective questions and use both silence and restatements appropriately.
  - d. Respect personal space. Stand at least 6 feet from the individual acting out. Encroaching on personal space tends to arouse and escalate the actions of the individual.
  - e. Be aware of body position. Standing eye-to-eye and/or toe-to-toe with the individual sends a challenge message. Standing one length away and at an angle off to the side is less likely to escalate the actions of the individual.
  - f. Permit verbal venting when possible. Allow the individual to release as much energy as possible by venting verbally. If this cannot be allowed, state directives and reasonable limits during lulls in the venting process.
  - g. Set and enforce reasonable limits. If the individual becomes belligerent, defensive or disruptive; state limits and directives clearly and concisely.
  - h. Avoid overreacting. Remain calm, rational and professional. How you respond will directly affect the individual.
  - i. Use physical techniques as a last resort. Use the least restrictive method possible.
  - j. Avoid employing physical techniques on an individual who is only acting out verbally. It may escalate the situation.
  - k. Ignore challenging questions. When the client challenges your position, training, policy, etc., redirect the individual's attention to the issue at hand. Answering these questions often fuels a power struggle.
  - l. Keep your nonverbal cues non-threatening. Be aware of your body language, movement, and tone of voice. The more an individual loses control, the less he listens to our actual words. More attention is paid to nonverbal cues.

*Source: The National Crisis Prevention Institute*

##### **b. AU DOO/Campus Manager/Designees/Supervisor responsibility:**

1. Follow same list as outlined for staff.
2. Call 911, if needed, for law enforcement or activate the front desk "panic switch," if available.
3. Be supportive to staff when needed during crisis situation.

4. Make arrangements for counseling to staff after the situation, if needed.
5. Complete the Incident Report and provide copies to the AU President's office and Human Resources.

**6-8. Gas Leaks**

- a. Staff responsibility:
  1. Notify AU DOO or Campus Manager/Designees or supervisor. They will provide direction over the PA/phone system, if available.
- b. AU DOO/Campus Manager/Designee(s)/Supervisor responsibility:
  1. If evacuation is necessary:
    - a. Assign staff member(s) to check halls, restrooms, etc., for students or other employees as they exit the building.
    - b. Upon exiting, leave outside doors open if possible to allow for fresh air ventilation.
    - c. If you are outside, move upwind from any door.
    - d. Establish a need for first aid.
    - e. Account for employees in your area.
  2. Contact the utility company.
  3. Notify AU President's office.
  4. When the "all clear" is given, use an "all clear" signal to re-enter the building.

**6-9. Work Place Safety and Security**

In keeping with Atlantis University's commitment to provide employees with secure, safe and healthy workplaces, it is the policy of Atlantis University that employees immediately report all accidents, injuries, and non-secure, unsafe and unhealthy conditions to supervisors.

If an incident occurs between 8 A.M. and 10 P.M. AU employees should contact the AU DOO and/or Campus Manager and/or designee(s) or supervisor. If an emergency occurs after 10 P.M. or before 8 A.M., employees should contact the same personnel. All employee workplace injuries must also be reported.

**6-10. Damage Assessment Procedures**

When a community has been affected by an emergency/disaster, an evaluation will be done as soon as possible of all AU facilities to determine the preliminary amount of damage. If possible, a visual review and assessment will be made as soon as safely possible by the AU Director of Operations (AU DOO) or Campus Manager and reported to the AU President. In both major and/or minor damage situations the AU Director of Operations or Campus Manager will prepare a detailed written report of damages and submit it to the AU President within five days of the event.

**6-11. Recovery Procedures**

After the event has occurred, the AU DOO or Campus Manager or Department Heads will locate and account for all staff and insure that their special needs are addressed, if possible. The AU President will simultaneously initiate recovery procedures, which will result in the resumption of services to the students in the shortest possible time.

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## **Section 7 Process/Procedures for Individuals with Disabilities**

### **7-1 Individuals with Disabilities**

Atlantis University recognizes the need to incorporate provisions within the AU Emergency Action Plan (AUEMP) to address the specific needs of people with impairments to their vision, hearing, or mobility. The AU Administration will work with the various departments to ensure that all people with disabilities will have accessibility to all information, plans, products, and services developed for emergency preparedness. The AUEMP addresses the unique issues regarding identifying people with disabilities who might need assistance during an emergency and provisions within the plan for notification and evacuation.

### **7-2 Self-Identification Provisions/Process:**

To identify emergency needs for persons with disabilities, ask the members of the AU community whether they may need assistance in case of a university emergency. The Equal Employment Opportunity Commission has issued the following guidance regarding what information employers are allowed to gather when developing an emergency plan.

- The employer must be clear that self-identification is voluntary and the purpose for the request is to provide information to assist them in case of an emergency.
- An employer may periodically ask all of its current employees if they will require assistance in an emergency.
- An employer may ask employees with known disabilities if they will require assistance in the event of an emergency.

#### **A. Disability Register:**

Atlantis University will create a voluntary Persons with Disabilities Registry to assist with the identification of individuals who might need assistance during a university emergency. AU staff will:

- a. E-mail and/or in other written format advise all students, faculty, and staff regarding the emergency preparedness resources that are available for persons with disabilities.
- b. The notification will also direct faculty, staff and students with permanent or temporary disabilities the opportunity to voluntarily identify themselves to responsible campus staff.
- c. Supervisors are directed to ask faculty and staff with known disabilities if they will require assistance in the event of an emergency and to ensure they are aware of the resources available to them.

The Registry information will:

- a. Contain the name, student/employee number, location, type of assistance requested and emergency contact information for the individuals.
- b. Information contained within the Persons with Disabilities Registry is for the sole purpose of identifying who might require additional assistance during emergency
- c. Be linked to employee records and student class schedules.
- d. The AU DOO and/or Campus Manager is authorized to pull a Persons with Disabilities Registry during a declared campus emergency.
- e. The impacted Campus Manager will be responsible for contacting only the persons with disabilities who are known to be on campus at the time of the emergency incident.
- f. All information on the Persons with Disabilities Registry will be kept confidential. However, a local emergency response agency may be informed, when appropriate, if an individual with a disability requires immediate emergency medical treatment or if the assistance requested is outside the capabilities of the AU DOO or impacted Campus Manager.

### **7-3 Evacuation Provisions:**

Each AU campus will be required to identify Locations for Rescue Assistance on all floors of each building where there is no exit at grade level.

- a. Whenever possible, these locations should be in approximately the same place on each floor, close to but not in a stairwell.
- b. These designated locations will allow for the swift evacuation of persons with disabilities by emergency personnel, as they do not have to locate a variety of offices or locations throughout the building.
- c. 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.
- d. If possible, they also should have a window so that evacuees can signal their location; however, the fire rating of the location is most important.
- e. The location must be clearly identified on emergency evacuation plans, so that faculty, staff, students, visitors and emergency personnel may easily locate them.
- f. AU staff assigned as Floor marshals during an emergency will be requested to always check these designated areas, if safe to do so, before evacuating in order to provide complete and accurate information to the AU DOO or impacted Campus Manager.
- g. Campuses should consult with the local fire department to identify possible Locations for Rescue Assistance based on the building configuration and construction.
- h. If the Individual with Disabilities has to Shelter-in-Place, they should attempt to call the AU DOO and/or Campus Manager to notify officers of their location, in addition to asking others who are evacuating to provide their location to emergency personnel immediately upon leaving the building.

#### **Floor Marshalls and Evacuation Procedures:**

One of the responsibilities of a floor marshal is to ensure occupants have evacuated the area. In cases where the floor marshal identifies a person with a disability they should:

- a. either escort the person to a designated Location for Rescue Assistance,
- b. escort the person from the building or identify a volunteer “buddy” who can assist the person.
- c. If the person with a disability is unable to evacuate with assistance, the floor marshal should immediately provide the name and location of the individual needing evacuation assistance to the impacted Campus Manager or AU DOO.
- d. Floor marshals must always check designated Locations for Rescue Assistance, if safe to do so, before evacuating in order to provide complete and accurate information to impacted Campus Manager of AU DOO regarding the location of persons who will need evacuation assistance.

In circumstances where evacuation is not possible, and a Location of Rescue Assistance has not been identified, a person with a disability:

- a. should Shelter-in-Place, and
- b. inform the floor marshal and at least two other evacuees of their location. This information is to be provided immediately to the impacted Campus Director or AU DOO.
- c. If a telephone is available to the person with a disability sheltering in place, they should call the Campus Manager or AU DOO to confirm their location and provide details regarding their current situation.

#### **Special Equipment:**

Each Campus is required to maintain equipment to assist with the emergency evacuation of persons with disabilities, especially persons with mobility impairments who cannot use the stairs.



This equipment should only be used in life threatening situations since it requires two or more trained personnel and can easily hurt someone if not used correctly.

Similarly, Individuals with mobility impairments should only be carried out of a building in case of a life threatening emergency.

This presents a risk not only for the person with a disability, but also the “Good Samaritans” or buddies who have agreed to assist the individual.

Executing both of these types of evacuation techniques require extensive training by emergency evacuation professionals.

#### **7-4 Emergency Notification Provisions:**

Students, faculty, and staff with a disability who may need assistance during an emergency will be encouraged to sign-up to the Persons with Disabilities Registry in order for the impacted Campus Manager or AU DOO to notify them and complete a welfare check.

Students, faculty, staff and visitors with disabilities who do not pre-register will be responsible to ask for assistance in case of an emergency. This should include providing floor marshals or others with their location if they are unable to evacuate.

Students, faculty, and staff with a disability are encouraged to review the methods of emergency notification that are present on their campus. Since the details of the emergency may not be immediately known to the person with a hearing impairment, a floor marshal or “buddy” should guide him or her on how to implement the appropriate protective action.

Most people with a visual impairment are familiar with their immediate surroundings and frequently-traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance during an emergency evacuation. The floor marshal or “buddy” should offer assistance and guide him or her through the evacuation route.

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## **APPENDIX**

This appendix consists of four appendices to the Atlantis University Emergency Management Plan (AUEMP). These appendices provide additional information and resources available to our employees to aid them in the proper management of campus operations during an emergency.

Appendices A through G are organized as follows:

- Appendix A: Atlantis University Locations
- Appendix B: Hurricane Evacuation Zones
- Appendix C: Storm Surge Planning Zones
- Appendix D: Atlantis University Emergency Management Plan (AUEMP) Glossary
- Appendix E: American Red Cross Evacuation Centers Located in Miami-Dade County
- Appendix F: Sample E-Mail Alert Notification
- Appendix G: Forms

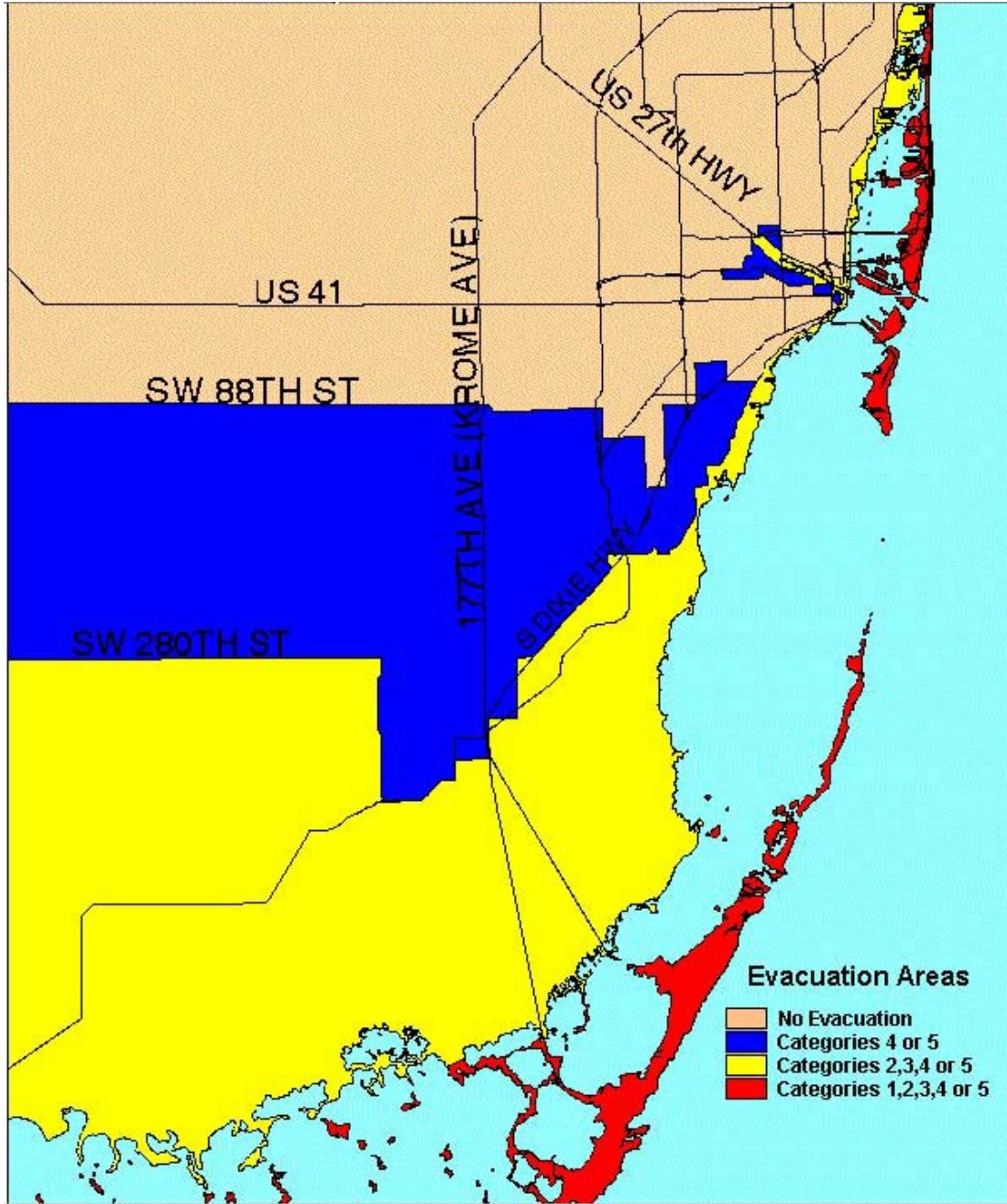
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## **APPENDIX A**

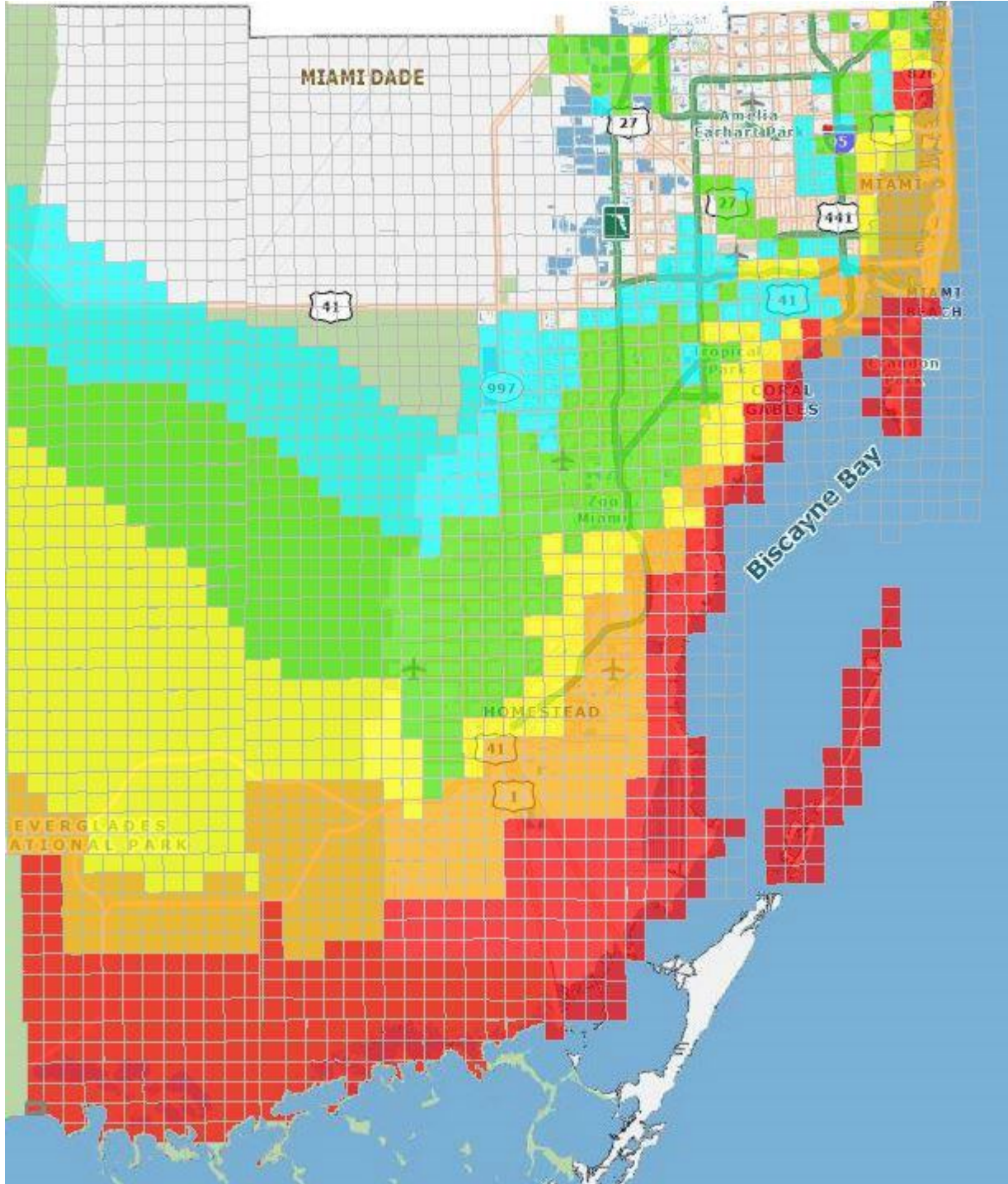
### **Atlantis University Campus Locations**

AU Locations	Location	Campus Manager	Telephone
AU University Park	1010 Sunnybrook Rd. Miami, FL 33136		305-377-8817
AU Downtown	1442 Biscayne Blvd. Miami, FL 33132		305-377-8817
Florida Palms University	1444 Biscayne Blvd. Miami, FL 33132		786-454-2471

**APPENDIX B**  
**Hurricane Evacuation Zones**



**APPENDIX C**  
**Storm Surge Planning Zones**



## **APPENDIX D**

### **Glossary of Terms**

This glossary defines terms applicable to natural disasters and emergency preparedness operations.

**Disaster Preparedness:** The systematic identification of those records which are absolutely vital to an agency's purpose and the subsequent development of a plan to protect such records.

**Eye:** The roughly circular area of comparatively light winds and fair weather at the center of a hurricane. Eyes are usually 25-30 miles in diameter. The area around the eye is called the wall cloud. (Do not go outdoors while the eye is passing; the full intensity of the storm will reoccur in minutes).

**Hurricane:** A tropical weather system characterized by pronounced rotary circulation with a constant minimum wind speed of 74 miles per hour (64 knots that is usually accompanied by rain, thunder and lightning. Hurricanes often spawn tornadoes.

**Hurricane Alert:** A hurricane alert will be issued if readiness actions are required before a hurricane watch is issued. Action normally taken during a hurricane watch should be initiated when a hurricane alert is declared.

**Hurricane Landfall:** The point and the time during which the eye of the hurricane passes over the shoreline. After passage of the calm eye, hurricane winds begin again with the same intensity as before but from the opposite direction.

**Hurricane Season:** The six-month period from June 1st through November 30th is considered to be the hurricane season.

**Hurricane Warning:** A warning is issued by the National Hurricane Center 24 hours before hurricane conditions (winds greater than 74 mph) are expected. If the hurricane path changes quickly, the warning may be issued 10 to 18 hours or less, before the storm makes landfall. A warning will also identify where dangerously high water and waves are forecast even though winds may be less than hurricane force.

**Hurricane Watch:** Issued by the National Hurricane Center when a hurricane threatens, the watch covers a specified area and time period. A hurricane watch indicates hurricane conditions are possible, usually within 24-36 hours, but it does not mean they will happen.

**Small Craft Advisory:** When a hurricane moves within a few hundred miles of the coast, small-craft owners should not venture out into the open ocean.

**Tropical Depression:** An organized system of clouds and thunderstorms with a defined circulation and maximum sustained surface winds of 38 mph or less.

**Tropical Disturbance:** An area of thunderstorms in the tropics that maintain its identity for at least 24 hours. A very common phenomenon in the tropics.

**Tropical Storm:** An area of low pressure with a definite eye and counter clockwise winds of 39-74 mph. A tropical storm may strengthen to hurricane force in a short period of time.

**Tropical Storm Warning:** Tropical storm conditions are expected in the specified area of the warning, usually within 24 hours.

**Tropical Storm Watch:** Tropical storm conditions are possible in the specified area of the watch, usually within 36 hours.

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## **APPENDIX E**

**American Red Cross Evacuation Centers Located in Miami-Dade County:** Evacuating locally to the home of a friend or family member outside of the evacuation area is highly recommended. Hurricane Evacuation Centers should be utilized when that alternative does not exist. Remember, evacuation centers are not designed for comfort and not all accept pets.

### **NOT EVERY SITE WILL OPEN FOR EVERY EVACUATION!**

Please monitor the local radio or TV station, or dial 3-1-1 (TDD (305) 468-5402) to find out which centers are open when an evacuation order is announced. People who require special assistance in evacuating or would like to register for the pet-friendly center can dial 311 to get information about specialized evacuation centers. The schools listed below are accessible for people with disabilities.

Note: The below list is reviewed and updated periodically.

### **HURRICANE EVACUATION CENTERS**

#### **Northeast Miami-Dade County**

<b>Facility Name</b>	<b>Address</b>	<b>City/Neighborhood</b>	<b>Zip Code</b>
Dr. Michael Krop Senior	1410 NE 215 <sup>th</sup> Street	North Miami Dade	33179
North Miami Senior	800 NE 137 <sup>th</sup> Street	North Miami	33161
Miami Central Senior	1781 NW 95 <sup>th</sup> Street	Miami	33161
North Miami Beach Senior	1247 NE 167 <sup>th</sup> Street	North Miami Beach	33162
Highland Oakes Middle	2375 NE 203 <sup>rd</sup> Street	North Miami Beach	33180

#### **Northwest Miami-Dade County**

<b>Facility Name</b>	<b>Address</b>	<b>City/Neighborhood</b>	<b>Zip Code</b>
Miami Carol City Senior	3301 Miami Gardens Drive	Miami Gardens	33056
Lawton Chiles Middle	8190 NW 197 <sup>th</sup> Street	Northwest Miami Dade	33015
Hialeah Gardens Senior	11700 Hialeah Gardens Blvd.	Hialeah Gardens	33018
Barbara Goleman Senior	14100 NW 89 <sup>th</sup> Avenue	Miami Lakes	33018
Country Club Middle	18305 NW 75 <sup>th</sup> Place	Northwest Miami-Dade	33015

#### **Central Miami-Dade County**

<b>Facility Name</b>	<b>Address</b>	<b>City/Neighborhood</b>	<b>Zip Code</b>
Booker T. Washington Senior	1200 NW 6 <sup>th</sup> Avenue	City of Miami	33136
Ronald Reagan Senior	8600 NW 107 <sup>th</sup> Ave.	Doral	33178
Charles Drew Middle	1801 NW 60 <sup>th</sup> Street	City of Miami	33142
Miami Coral Park Senior	8865 SW 16 <sup>th</sup> Street	Westchester	33165
W.R. Thomas Middle	13001 SW 26 <sup>th</sup> Street	West Miami-Dade	33175

#### **Southern Miami-Dade County**

<b>Facility Name</b>	<b>Address</b>	<b>City/Neighborhood</b>	<b>Zip Code</b>
Robert Morgan Senior	18180 SW 122 <sup>nd</sup> Avenue	Miami	33177
South Dade Senior	28401 SW 167 <sup>th</sup> Ave.	Homestead	33030
Terra Environmental Senior	11005 SW 84 <sup>th</sup> Street	Miami	33196
South Miami Senior	6856 SW 53 <sup>rd</sup> Street	South Miami	33155
Felix Varela Senior	15255 SW 96 <sup>th</sup> Street	West Kendall	33196

## **APPENDIX E-1**

### **Pet-Friendly Evacuation Centers**

Pet owners residing in qualified evacuation zones, unsafe structures or mobile homes can participate in the Pet-Friendly Evacuation Centers (PEC). Pet friendly evacuation centers accept more than just cats and dogs. They also accept birds, ferrets, gerbils, guinea pigs, hamsters, mice, rats and rabbits (small-sized, under 10 pounds, such as California or Dutch breeds).

Please refer to the [Miami-Dade.gov](http://Miami-Dade.gov) website for possible shelters that accept pets.

Note: Not all pet-friendly evacuation centers are open for every storm.

Requirements for admittance to Pet Friendly Evacuation Centers:

- Provide proof of residency within an evacuation zone
- Present medical and current vaccination records for each pet.
- Annual rabies vaccinations and a visible Miami-Dade County dog license are required by Miami-Dade County Code. Strict enforcement concerning these violations is essential to ensure a rabies-free community.
- Cats are also required to have annual rabies vaccinations.
- Pet owners must bring supplies for themselves and their pet(s)
- Limit four pets per household.
- At least one family member must remain in the PEC with the pet(s)

Pet owners must be prepared to care and maintain control over their pets at all time. In order to avoid injury to response personnel or the public, owners are required to:

- Maintain their pets in a crate, on a leash or otherwise controlled
- Muzzle aggressive or anxious pets

Pet owners should also be aware of the following circumstances:

- Should there be a need to monitor pets for contamination, owners must maintain control of the pet and follow the directions of the responders providing the emergency services.
- Should there be a need to wash contaminants from pets, owners shall be expected to conduct the wash down under the direction of emergency responders.
- Pets that become a threat to responders or the public will be placed under the control of an animal control officer.



**APPENDIX F**

**Sample E-Mail Alert Notification**

From:  
Sent:  
To:  
Subject: 202\_\_ Hurricane Season and Updates on Severe Weather

MEMORANDUM

TO: \_\_\_\_\_ Students, Faculty and Staff  
FROM:  
DATE:  
SUBJECT: Hurricane Season 202\_\_ and Severe Weather Updates

As you know, the 202\_\_ hurricane season officially began on June 1st and will continue through November 30th. At Atlantis University our first priority is the safety of our students, faculty and staff.

Currently, Atlantis University is monitoring Tropical Storm \_\_\_\_\_, which may produce tropical storm or heavy inclement weather by early next week. Should this tropical storm or any future hurricanes for that matter, threaten our campuses, we will provide updates to the University's operating status on the Atlantis University web site and/or via the Atlantis University E-mail system.

Atlantis University's web site and hotline will contain information on campus closings, event cancellations and re-openings. We recommend storing the hotline number in your cell phone so it is on-hand when you need it. New information is updated on the hotline and posted on the web site as frequently as warranted.

Information may also be distributed via email and/or via text messages. In addition, local television, radio may be used to reach those do not have access to a telephone or to the Internet. We also encourage you to review other resources available to you by visiting \_\_\_\_\_

For your convenience, we have included the link to the Severe Weather Emergency Procedures at: \_\_\_\_\_brochure.

We have taken this multi-channel approach to keep everyone informed before, during and after severe weather or a hurricane.

Thank you for your attention to this matter.

Atlantis University Administration

**APPENDIX G**

**FORMS**

## EMERGENCY PREPAREDNESS CHECK-OFF LIST



<b>EMERGENCY PREPAREDNESS CHECK-OFF LIST</b>		Place Checkmark Here
1	Announce to staff, faculty and students. Announce through Combination of means, such as: Posting Flyers, website, e-mail. Include the AU website _____ and emergency hotline number (_____-).	
2	Secure the facility by causing the windows & glass doors to be shuttered or otherwise protected, if that is possible	
3	Remove furniture & equipment away from windows and doors wherever possible.	
4	Cover furniture and equipment with plastic, water resistant materials.	
5	Disconnect all electrically powered equipment from outlets.	
6	Take other prudent steps to mitigate possible damage to furniture, records, and equipment	
7	Change the message on the telephone system.	
8	Elevate all computers from the floor.	
9	Verify/update telephone contact list.	
10	Remove all file records from lower cabinet drawers & secure with plastic, water resistant materials.	
11	Establish a list of essential employees (skeleton crew) to report to work after a disaster to assess damages to facility and to mitigate further damages.	

### Critical Event Notification Form

<b>Part 1. Location Information</b>			
Date of Report: / /		AU Location Name:	
Date Damage Occurred / /		AU Location Address:	
<b>Part 2. Key Damage Category</b> (Use appropriate letter(s) in the "Category" blocks below):			
<b>B.</b> Structural Damage	<b>C.</b> Structural Collapse	<b>D.</b> Power Outage	<b>E.</b> Electrical Hazard
<b>F.</b> Building Access Restricted	<b>G.</b> Debris Hazard	<b>H.</b> Broken Glass Hazard	<b>I.</b> Sewage Hazard
<b>J.</b> Flood/Water Hazard	<b>K.</b> Flood/Water Hazard	<b>L.</b> Other	<b>M.</b> Other
Has the Building Management been Notified		___Yes ___No	
Contact Person:		Telephone:	Fax Number:
<b>Part 3. Critical Event/Damage Report</b>			
A. Damage Category		Did/Will damage cause interruption of normal use of building to facility described above?	
Description and cause of damage:			
Indicate Portion of the building and/or contents damaged and the extent of damage:			
B. Damage Category		Did/Will damage cause interruption of normal use of building to facility described above?	
Description and cause of damage:			
Indicate Portion of the building and/or contents damaged and the extent of damage:			
<b>Part 4. Authorizing Signature/Distribution</b>			
Critical Event Notification Certification: I hereby certify that the above damage assessment(s) is accurate to the best of my personal knowledge.			
Name (Print)		Signature	
____/____/____		Distribution:	
Completion Date		1 Copy: AU President 1 Copy: Au DOO 1Copy: AU Executive Director	

**Individual with Disability Voluntary Emergency Action Registry Request**  
 (This form is completed on a voluntary basis)

<b>Part 1. Name of Individual</b>		
Last Name:	First Name:	Middle Initial
Student/Employee Number	AU Location:	
<b>Emergency Contact Information:</b>		
<b>Part 2. Type of Assistance Needed:</b>		
<b>Part 3. Authorizing Signature</b>		
I hereby request to participate in the Atlantis University Disability Registry and I am aware that this information will only be used in the event of a Campus emergency that may impact me.		
Name (Print)	Signature	
____/____/____ Completion Date		

## Telephone Bomb Threat Checklist/Process

1. **KEEP CALM:** Do not get excited or excite others.
2. **TIME:** Call Received: \_\_\_\_\_ am/pm      Terminated: \_\_\_\_\_ am/pm
3. **EXACT WORDS of CALLER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **DELAY: ASK CALLER TO REPEAT.**

**Questions you should ask:**

- a. Time bomb is set to explode? \_\_\_\_\_
- b. Where located? Floor: \_\_\_\_\_ Area: \_\_\_\_\_
- c. Kind of bomb? \_\_\_\_\_
- d. Description? \_\_\_\_\_
- e. Why kill or injure innocent people? \_\_\_\_\_

**Voice Description:**

_____ Male	_____ Calm	_____ Young	_____ Refined
_____ Female	_____ Nervous	_____ Middle-Aged	_____ Rough
		_____ Old	

Other Descriptors:

Accent: \_\_\_\_\_ Yes \_\_\_\_\_ No      Describe: \_\_\_\_\_

Speech Impediment: \_\_\_\_\_ Yes \_\_\_\_\_ No      Describe: \_\_\_\_\_

Unusual Phrases: \_\_\_\_\_

Recognize Voice? If so, who do you think it is? \_\_\_\_\_

**Background Noise:**

_____ Music	_____ Running Motor (Type) _____
_____ Traffic	_____ Whistles      _____ Bells
_____ Horns	_____ Aircraft      _____ Tape Recorder
_____ Machinery	_____ Other: _____

5. **Additional Information:**

- a. Did caller indicate knowledge of the facility? If so, how? In what way? \_\_\_\_\_  
\_\_\_\_\_
- b. What line did the call come in on? \_\_\_\_\_
- c. Is number listed? \_\_\_\_\_ Yes \_\_\_\_\_ No      Private Number? \_\_\_\_\_ Whose? \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Department)

\_\_\_\_\_  
(Date)



**INCIDENT REPORT**

Date:

Location of Incident:

Description of Incident:

Name, Position and Signatures of personnel involved in incident:

\_\_\_\_\_

Printed Name and Position

\_\_\_\_\_

(Signature)

\_\_\_\_\_

Printed Name and Position

\_\_\_\_\_

(Signature)

\_\_\_\_\_

Printed Name and Position

\_\_\_\_\_

(Signature)

\_\_\_\_\_

Printed Name and Position

\_\_\_\_\_

(Signature)