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## Purpose

The purpose of this procedure is to establish processes and responsibilities for issuing emergency notifications and prompt evacuation or securing of Florida State College at Jacksonville (FSCJ) facilities in emergencies in order to ensure the safety and well-being of life and the protection of property.


## Procedure

### A. Definitions:

1. Emergency Authority (EA) – The College President, Vice Presidents, Directors of Campus Operations, or designee, Director of Campus Security and Chiefs within the Department of Campus Security.
2. College Emergency Management Team (CEMT) - Teams comprised of the Director of Security, Director of Marketing and Communications, other members of the EA (as denoted above).

### B. Evacuation Procedure


1. The EA, or designee, shall appoint primary and secondary Building Coordinators as defined in the College's Emergency Management Plan (CEMP) to assist with evacuations of facilities for which they are responsible.
2. Campus specific emergency evacuation plans shall include the use of the National Incident Management System (NIMS) model. Designated Building Coordinators and other appropriate staff will be provided a copy and shall familiarize themselves with the evacuation procedures. The Director of Security, or designee, in conjunction with EA's for each campus shall ensure faculty and staff receive appropriate training regarding evacuation plans and designated staging areas related to evacuation procedures. The CEMP will be reviewed at least annually by the Director of Security and revised as needed. Evacuations may become necessary in the event of the following:
  - a. fires,
  - b. bomb threats,
  - c. natural and human-made disasters,
  - d. riots,
  - e. hostile intruder/active shooter,
  - f. substantiated terrorist threat,
  - g. or hazardous material incidents.
3. Should an emergency evacuation become necessary, employees shall be responsible for directing students to the nearest exit and for assisting disabled individuals out of a building or to a designated area of rescue assistance. In case of fire, elevators will not be used. Everyone, with the exception of security and designated Building Coordinators, will evacuate the building and proceed to the designated staging area.

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### C. Securing the College

1. In the event of a potentially dangerous incident or threat, personnel shall follow the instructions of law enforcement, campus security and the EA, or designee, through campus emergency notification systems (ENS).
2. In the event this procedure is initiated due to an armed intruder, individuals should consider all possible options available to them at the time in order to prevent injury and preserve life. Options to consider include:
  - a. Alert – An initial alert to someone that trouble exists might be the sound of gunfire or other disturbance. If in a position to do so, alerting the campus community (e.g., text messaging, use of the College’s ENS, phones or other means) may have an impact on the intruder’s actions and provide an opportunity to warn others, potentially saving lives. The goal is to empower as many individuals as possible with the ability to make an informed decision as to their best option to maximize chances of survival;
  - b. Lockdown – If evacuation is not a safe option, close, lock and barricade entry points in the office or classroom then take cover behind heavy objects if available. Prepare to evacuate or counter as defined in option (d) below, if needed;
  - c. Inform – Inform is a continuation of alert. If safe to do so, communicate real-time information on the intruder’s location. Use clear and direct language utilizing any available means of communication without placing anyone in danger (e.g., P.A. systems, texting, 911 calls or other means). This keeps the campus community and emergency responders informed and can keep the intruder off balance, allowing others to evacuate or take other appropriate action;
  - d. Counter – As a last resort, in the event a violent intruder enters your lockdown area survival decisions for action should be taken. The College does not endorse confronting an active shooter. Counter focuses on disruptive actions that create noise, movement, distance and distraction with the intent of reducing the shooter’s ability to shoot accurately. Creating a dynamic environment decreases the shooter’s chances of hitting a target and can provide time needed to evacuate. Move toward exits while making noise and throwing objects at the shooter. This can interrupt the skill set needed to shoot accurately. Adults may even consider swarming the shooter while making noise and throwing objects in order to gain control of the situation; or
  - e. Evacuate – Run from danger when it is safe to do so using non-traditional exits if necessary. If timely information has been disseminated and individuals are in an area the intruder/shooter is not, evacuating to a safe location is always an option. Staging areas should be predetermined.

**NOTE:** The options discussed above are not sequential but rather illustrate alternative courses of action to take in the event of an active shooter incident.

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#### D. Emergency Notification

1. The Director of Security shall notify the College President and ensure each campus and center is equipped with the technical means and established procedures to:
  - a. Immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency;
  - b. Publicize emergency response, secure the facilities and implement evacuation procedures in a manner designed to reach students and employees; and
  - c. Test and document emergency response and evacuation procedures on an annual basis.
2. The College's Director of Security, or designee, will test the ENS annually and document the results of the test.

#### E. Campus or Center Procedures

1. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on College property, the Campus Security Officer in Charge of the affected campus shall immediately confer with the Director of Security, Director of Campus Operations and the Director of Marketing and Communications in order to prepare the appropriate notification message. The Director of Security, or designee will, without delay, and taking into account the safety of the College community disseminate the emergency message utilizing the ENS.
2. In the event an emergency situation occurs that warrants notification of the entire College community the Director of Security or designee shall be responsible for conferring with College officials, including the Director of Marketing and Communications to prepare and disseminate the emergency notification.
3. If issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to constrain, respond to, or otherwise mitigate the emergency other appropriate actions shall be taken.
4. All technical means installed at a facility shall be incorporated into College/Campus plans and procedures and if appropriate, to create substantial redundancy and maximum coverage of immediate emergency communications. Such means may include Voice Over Internet Protocol phones (VOIP phones), the FSCJ SAFE (mobile safety app), the College's ENS, fire system speakers and displays, public announcement systems, campus television and digital displays and verbal direction by security officers. All or part of the College ENS may be used for the following emergency purposes:



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- a. Evacuations;
- b. Hostile intruder/active shooter;
- c. Terrorist attack;
- d. Substantiated terrorist threat;
- e. Riot;
- f. Sudden natural or human-made disaster; or
- g. College closing due to hurricane or other types of inclement weather.

5. The Director of Security, or designee, shall ensure an annual test is conducted on each campus for each component of the emergency communication system. The tests shall be conducted during the fall term and occur no later than October 31<sup>st</sup>. The tests may be announced or unannounced. The Director of Security, or designee, will document a description of each campus system test to include the following:

- a. The date;
- b. The time; and
- c. Whether the test was announced or unannounced.

This documentation shall be maintained by the Director of Security who will make it available upon request to the U.S. Department of Education.

6. Faculty may restrict the use of cell phones in their class; however, they shall in the event of an emergency, allow the use of cell phones or other available technology in order to ensure that a method of receiving emergency notifications is available.

### F. Responsibility and Use of ENS

1. An EA, the Director of Security, or designee, has the authority and ability to send an immediate notification as necessary using a variety of systems.
  - a. VOIP Phones - The College's primary means for emergency immediate notification on its campuses/centers is the use of VOIP phones. It is the College's intent that all campuses/centers work toward maximum possible coverage of this capability in its classrooms, offices and other areas where people congregate or meet. The Director of Security, or designee, College President or EA's shall authorize transmission of campus-wide messages using the VOIP phones. Public address and fire alarm announcement systems may be used to augment VOIP notifications where the capability exists.
  - b. ENS - The College's secondary means for emergency immediate notification is to deliver mass notification using the College's ENS for text-messages and e-mails.



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- i. The Director of Security shall be the overall system administrator.
  - ii. The Director of Security, College President, Vice Presidents, Security Chiefs, Directors of Campus Operations, Center Executive Directors or EA's shall have the authority to use this system to draft and transmit emergency mass notifications collegewide or to use the College's ENS to communicate with those who have enrolled to receive notifications for their campus or centers. EA's, or designees, may create and use "private" ENS groups for non-emergency communication with their employees, except that such use shall only be related to disaster preparation and response or security issues.
  - iii. The Director of Security, College President, Vice Presidents, Security Chiefs, Directors of Campus Operations, Center Executive Directors, EA's, or designees, shall be trained and assigned as administrators for the ENS public group established for their specific campus or center. Additionally, they shall have the capability to create and manage private ENS groups for use as described above.
  - iv. Individuals shall be given the option to receive ENS text-messages, e-mails, or both. All employees and students who have been assigned a College email address shall be automatically enrolled to receive e-mail notifications and are strongly encouraged to enroll for all forms of emergency notification messaging to include phone and text messaging. There is no provision for users having a FSCJ email account to opt-out of email emergency alert messaging. A link has been established in the College's PeopleSoft Portal to the vendor's ENS website for enrollment. Upon enrollment, a text message or e-mail shall immediately be sent to the enrollee to validate that the account is working properly. Student enrollment shall be for one (1) year (phone and text messaging only), unless an individual opts out earlier. Students shall receive an email notice thirty (30) days prior to expiration. Student e-mail accounts will remain active to receive ENS messages.
  - v. Individuals shall have the opportunity to select preferred ENS group(s) upon initial enrollment or to change their group enrollments at any time. If no specific group(s) is selected the enrollees will be placed in the collegewide notification group and will receive only collegewide notifications. Individuals are encouraged to be specific with their group selections. All enrollees shall receive collegewide notifications.
  - vi. The Director of Security, or designee, shall coordinate with the Director of Student Success to train and authorize individuals to create and maintain a special ENS group in each designated facility for visually impaired students and employees that enroll in the voice notification option available in the ENS or similar system.
  - vii. The College offers a mobile safety app (FSCJSAFE) which can be downloaded free of charge from the cell phone subscriber app store (Apple or Android/Google). The mobile safety app has, among its many features, the capability for the College to send emergency notification messages.
- c. Additional Communications - In order to disseminate emergency information to the larger community, the Director of Security or EA shall contact the Director of Marketing and Communications at 904-632-5016.



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