



# HEADQUARTERS EMERGENCY PREPAREDNESS PLAN

2359 & 2379 BEVILLE ROAD  
DAYTONA BEACH, FLORIDA 32114

## EXECUTIVE SUMMARY

This Comprehensive Emergency Preparedness Plan for Embry-Riddle Aeronautical University – Worldwide Campus Headquarters covers numerous natural, man-made and other emergency situations. Communications plans for Headquarters staff have been incorporated with organizational layouts for National Incident Management System/Incident Command System (NIMS/ICS) compliance for use in development of personnel and equipment during an emergency. In addition, university resources and mutual aid agreements, possibly useful in an emergency, have been included.

The Executive Vice President & CAO, Worldwide Campus along with the University President, will be the authorities on Worldwide Campus Headquarters closure and management issues.

This policy has been reviewed and approved by the Executive Vice President & CAO, Worldwide Campus.



John R. Watret, Ph.D.  
Executive Vice President & CAO, Worldwide Campus

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## INTRODUCTION

This Emergency Preparedness Plan for Worldwide Campus Headquarters is a supplement to the University's Comprehensive Emergency Management Plan.

Embry-Riddle Aeronautical University – Worldwide Campus Headquarters administration is responsible for promoting and maintaining a safe work environment for all employees of the headquarters buildings, and for providing quality service so that all are afforded the opportunities to achieve their professional goals as they work.

### PURPOSE

The Worldwide Campus Headquarters Comprehensive Emergency Preparedness Plan (CEPP) provides a framework through which Embry-Riddle Aeronautical University – Worldwide Campus Headquarters prepares for, responds to, recovers from, and mitigates the impacts of a wide variety of disasters and emergency events that could adversely affect the health, safety and/or general welfare of the students, faculty, staff and visitors.

The CEPP is operations-oriented and addresses coordinated pre/post disaster response and recovery. It also defines deployment of resources, communications and warning systems, and exercises to determine the ability of University, local, county and state resources to respond to emergency events. It further defines responsibilities for the University departments and outside agencies involved.

The CEPP describes the basic strategies, assumptions and mechanisms through which the University will mobilize resources and conduct activities to guide and support public safety efforts through response and recovery.

A CEPP is needed to assist in the protection of the students, faculty, staff and public from the effects of these hazards. This plan guides preparedness, response, recovery and mitigation actions and may be activated at the discretion of authorized personnel for any isolated, local, regional or national emergency. In addition the CEPP:

- Establishes fundamental policies, program strategies and assumptions governing the Embry-Riddle Aeronautical University emergency preparedness program.
- Defines a concept of operations spanning the direction and control of an emergency from initial monitoring thorough post-disaster response and recovery.
- Defines the emergency roles and functions of University departments and outside agencies, private industries, and volunteer and civic organizations.
- Identifies actions to be taken by designated departments for effective coordination with local and state counterparts.

This plan is based on guidance from the following sources:

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*FEDERAL LAW*

Federal Civil Defense Act, as amended (50 USC 2251 et seq.), 1950

Disaster Relief Act, PL 93-228, as amended (42 USC 5121 et seq.), 1974

Defense Authority Act 1977 (PL 94-361)

Superfund Amendment and Reauthorization Act (also known as the Emergency Planning and Community Right to Know Act), PL 99-499, 1986

Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, as amended (42 USC 5131 et seq.), 1988

Disaster Mitigation Act, PL 106-390, 2000

United States Code, Title 42, Public Health and Welfare

Chapter 68, Disaster Relief

Chapter 116, Emergency Planning and Community Right-To-Know (EPCRA)

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*STATE LAW*

Florida Emergency Management Act

***NATIONAL INCIDENT MANAGEMENT SYSTEMS/INCIDENT COMMAND SYSTEM  
(NIMS/ICS)***

ERAU may use the NIMS when coordinating with emergency services. NIMS standardizes the command structure and language to ensure coordination. ERAU will customize the NIMS structure to allow for internal coordination strategies.

## ADDRESSED HAZARDS

These hazards can be categorized into three main sub groups – natural, man-made, and non-emergencies.

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### NATURAL HAZARDS ADDRESSED

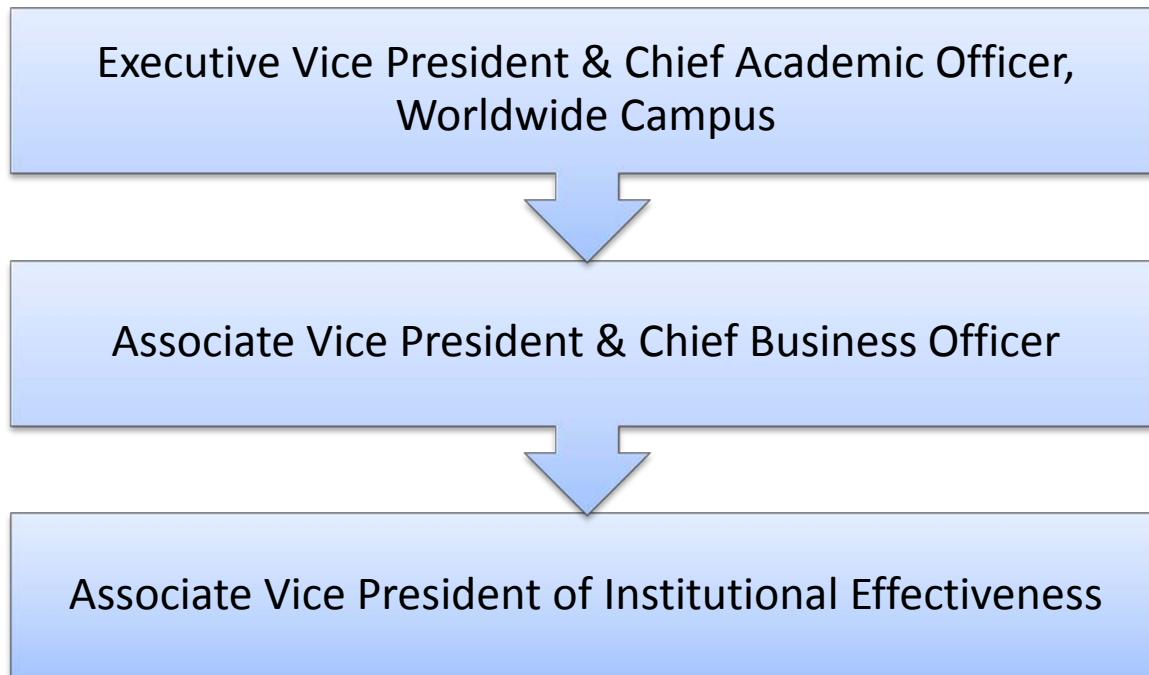
- Tornado
- Severe Weather
- Hurricane
- Flood
- Fire

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### MAN MADE HAZARDS ADDRESSED

- Power Outage
- Major Accident
- Medical Emergency
- Assault, Civil Disturbance, Relationship Violence, Stalking
- Active Shooter
- Terrorism / Release of Chemical - Biological - Radiological - Nuclear
- Suspicious Package
- Bomb Threat

## WORLDWIDE SUCCESSION PLAN



## COMMUNICATION

Communication is essential when responding to emergencies. ERAU Daytona Beach Campus Safety & Security, Communications Department (Public Information Officer) will take instructions from the University President for all outside communications.

### INSTRUCTIONS FOR HEADQUARTERS STAFF

1. For all emergencies immediately call 911.
2. Call Daytona Beach Campus Safety & Security immediately after dialing 911, or instruct another individual to call Daytona Beach Campus Safety & Security at 386-226-7233(SAFE).
3. When talking to the dispatcher, stay on the line and give as much information as you can.
4. It is important to stay as calm as possible.

Be prepared to receive warnings/notifications from Daytona Beach Campus Safety & Security via:

- CodeRED
- Siren
- Email



- University website

In the event of an emergency Daytona Beach Campus Safety & Security will dispatch all available officers to verbally transmit the warning/notification.

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#### *CODERED*

CodeRED is a reverse 911 system that will deliver a prerecorded voice message pertaining to any incident at the Worldwide Campus Headquarters and on the Daytona Beach Campus. To enroll, access ERNIE, scroll down to CodeRED link, follow links instructions.

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#### *MEDIA INQUIRIES*

The University Public Information Officer will be the authorized person to handle official media relations. Refer all media requests to the University Communications Department. If asked for information, communicate only information that has been authorized by the Media spokesperson.

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#### *NOTIFYING ADMINISTRATION*

Once the Incident Commander deems that the Emergency Operations Team needs to be activated, he/she immediately will call and notify the University President. Worldwide Campus Headquarters administration should assess the need for the closing of the Worldwide Campus Headquarters and obtain permission from the Executive Vice President & CAO, Worldwide Campus.

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#### *WARNINGS/NOTIFICATIONS*

Daytona Beach Campus Safety & Security will notify the Worldwide Campus Headquarters in case of an emergency or severe weather event. They receive their warnings through the following means:

- University weather department
- National Oceanic and Atmospheric Administration/National Weather Service
- Federal Emergency Management Agency (FEMA)
- State
- County
- City
- Government Authorities
- Emergency Broadcast System

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### *UNIVERSITY EMERGENCY MANAGEMENT COMMITTEE*

The Emergency Management Committee is a compilation of University/Campus Administrators. This committee will meet twice a year to review emergency situations that relate to the University. They will discuss evaluations and amendments to the emergency preparedness plan, education, training and any needs or concerns from the University community or emergency operation team members.

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### *UNIVERSITY EMERGENCY MANAGEMENT COMMITTEE MEMBERS*

- University President
- Campus Executive Vice Presidents
- University Associate Vice President for Safety (chairman)
- Campus Safety & Security Directors
- Campus Environmental Health & Safety Directors
- University Risk Manager
- Student Government Association Liaisons
- Facilities Directors

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### *UNIVERSITY EMERGENCY OPERATIONS TEAM (EOT)*

The University EOT is a team that is composed of the University President, the Associate Vice President for Safety, and other senior leaders as dictated by the situation. This team will be prepared for major incidents that affect the University at the Daytona Beach, Prescott, and/or Worldwide campuses. A major element of the EOT is disseminating information to Board of Trustees members.

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### *UNIVERSITY COMMAND STAFF*

**University President** - Has overall authority for all campuses and ERAU operations.

**Incident Commander (IC)** - Oversees all operations of the EOT. During an incident, the IC is in charge of setting objectives and priorities, rescue operations, and personnel/resources.

1. The primary IC is the Daytona Beach Campus Safety & Security Director.
2. The secondary IC is the Environmental Health & Safety Director.

**Public Information Officer (PIO)** – Responsible for disseminating information and liaison to the press/media. The PIO should be an appointee from the Communications and Marketing Department.

**Liaison** - The point of contact for the IC to other organizations such as the Red Cross. The liaison should be the communications officer, and at times may be combined with the PIO, if the situation warrants.

**Safety Officer** - Responsible for health and safety of all emergency personnel. Holds authority to stop any operation immediately if deems unsafe.

1. The primary Safety Officer is the Associate Vice President of Safety
2. The secondary Safety Officer will be the Environmental Health & Safety Director.
3. The tertiary Safety Officer will be anyone designated specifically by the EH&S Director or the AVP of Safety.

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#### *UNIVERSITY OPERATIONS STAFF*

**Community Emergency Response Team (CERT)** - The Community Emergency Response Team, or CERT, will be ERAU's first responders to any incident on campus. They are primarily the Daytona Beach Campus Safety & Security officers. Team leaders will be trained in emergency response. When the Emergency Operations Center is activated, the CERT will immediately report to the command post and await orders.

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#### *DAYTONA BEACH CAMPUS SAFETY & SECURITY*

- Securing the Scene
- Coordination with Emergency Services
- Communications
- Providing access to buildings/areas
- Providing escort services
- Light Search and Rescue
- Providing information about campus and infrastructure
- Traffic control

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#### *BUILDING LIAISONS*

- Known experts of their building
- Liaison between code red and building occupants
- Assist in evacuation
- Assist shelter in place

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### *DEPARTMENT PARTICIPATION*

Every Worldwide Campus Headquarters department will have an opportunity to address the Emergency Management Committee to voice their specific department concerns.

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### *EMERGENCY ACTIVATION*

The following have the authority to activate the EOT (with President's approval):

- President
- Campus Executive Vice Presidents
- Associate Vice President for Safety & Security
- Director of Daytona Beach Campus Safety & Security

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### *LEVELS OF EMERGENCY*

Level One: Full. A catastrophic incident that has done great damage and harm to the campus community and infrastructure. A full activation of the Emergency Operations Team is required immediately. Local emergency services will be contacted by Daytona Beach Campus Safety & Security dispatch. Campus closure will be determined by the Incident Commander.

Level Two: Partial. A severe incident that disrupts daily business. The Emergency Operations Team may be activated.

Level Three: Monitoring. A small incident that does not interrupt daily business and can be handled by Daytona Beach Campus Safety & Security. If the situation escalates, the Emergency Operations Team will be activated.

### *CLOSING WORLDWIDE CAMPUS HEADQUARTERS*

The Executive Vice President & CAO, Worldwide Campus has the authority to stop operations, close the Worldwide Campus Headquarters, and order an immediate evacuation if such an incident warrants. When the Incident Commander declares a level one emergency, the situation may require campus to be evacuated or a stay in place order will be communicated.

### *MUTUAL AID*

The IC can request local, county or state assistance if approved by the University President. All emergency services may participate with ERAU when conducting emergency training and exercises.

## *EMERGENCY OPERATIONS CENTER*

The ERAU Emergency Operations Center (EOC) is the primary site for direction and control. The EOC will be determined by the Incident Commander.

## *STAGING AREA/COMMAND POST*

When the Emergency Operations Team is activated, all team members will be notified via Code Red, or an email, or voice mail. Members will report to the location specified in the message.

## *EMERGENCY MANAGEMENT CYCLE*

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### *MITIGATION*

Mitigation is long term preventative measures that minimize risks or hazards identified in the risk analysis report. This is handled by the planning group in the Community Emergency Response Team.

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### *PREPAREDNESS*

A combination of training and exercises will enable ERAU to be more prepared. In addition, the Emergency Management Committee will review all physical resources available in case of an emergency. The Emergency Management Committee will make recommendations for any other physical assets that may be useful in preventing or responding to an emergency.

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### *RESPONSE*

The response phase begins as soon as an incident is reported or detected. Whether the incident deems a level-one response or not, the same steps occur. As soon as the call taker determines the size and magnitude of the incident, responders are immediately dispatched. The response phase ends when the Incident Commander determines that all rescue efforts or objectives set forth in the Incident Action Plan are completed. Contact local power and gas companies if needed.

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### *RECOVERY*

When the response phase ends, the proper recovery steps must be taken to ensure a speedy recovery to achieve normal day to day operations. Facilities will be responsible for clean up at the Worldwide Campus Headquarters. All utilities are handled the city, or local power and gas companies. All contact information is listed in Appendix A.

## *EDUCATION & TRAINING*

Training is an important element in the emergency response phase. It is important for all Worldwide Campus Headquarters staff to know their role in an emergency.

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### *SUGGESTED FEMA COURSES*

FEMA has specific courses to address the need for advanced knowledge about Emergency Management. Most of the courses are for advanced knowledge and unnecessary for Faculty and Staff; however, they may be very pertinent for Emergency Responders.

The following link may be used to access the FEMA courses listed:

<http://www.fema.gov/emergency/nims/NIMSTrainingCourses.shtm#item1>

<b>Group</b>	<b>Training</b>
CERT / University Safety Committee	<b>Recommended:</b> <b>ICS-100: Introduction to ICS</b> <b>IS-100.SCa ICS-100 An Introduction to ICS for Schools</b> <b>ICS-200: Basic ICS</b> <b>FEMA IS-700: NIMS, an Introduction</b>

### *PROMOTION*

Emergency management promotion may consist of various types of information distributed to Worldwide Campus Headquarters through e-mails, presentations, and other correspondents.

### *ESSENTIAL EMPLOYEE STATUS*

Employees who are regularly scheduled to work but are not required to report when the University is closed will receive their regular base salary for up to one month. At the end of one month, the Executive Vice President & CAO, Worldwide Campus in consultation with Associate Vice Presidents, should determine any further continuance of pay and benefits.

The Executive Vice President & CAO, Worldwide Campus is responsible for designating essential employees who are to report for work when the campus is closed for an emergency. Employees designated as essential are required to work when the University is closed for an emergency. These employees will be paid for the time they work.

### *TRAUMA ASSISTANCE*

Staff: The Human Resources Department will contact the Employee Assistance Program provider. The EAP will provide psychological assistance to employees and families traumatized during a disaster. The Human Resources Department and EAP provider will form a crisis team to assess the situation and respond with group and/or individual intervention assistance, as necessary and appropriate.

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## *FUNCTIONAL ANNEXES*

**Annex 1: Evacuation, Shelter In-Place Plan**

**Annex 2: Emergency Alert Procedures**

**Annex 3: General Responsibilities**

**Annex 4: Building Liaison Program**

## *HAZARD SPECIFIC ANNEXES*

**Annex 5: Natural Disaster/Inclement Weather: Tornados/Severe Weather Response Plan**

**Annex 6: Natural Disaster/Inclement Weather: Hurricane Response Plan**

**Annex 7: Flood Response Plan**

**Annex 8: Fire Response Plan**

**Annex 9: Power Outage Response Plan**

**Annex 10: Major Accident Response Plan**

**Annex 11: Medical Emergency Response Plan**

**Annex 12: Assault, Civil Disturbance, Relationship Violence, Stalking Response Plan**

**Annex 13: Active Shooter Response Plan**

**Annex 14: Terrorism, Suspicious Package & Weapons of Mass Destruction Plan**

**Annex 15: Bomb Threat Response Plan**



## *FUNCTIONAL ANNEXES*

# ANNEX 1:

## EMERGENCY COMMUNICATIONS PLAN

Effective and continuous communication is essential in every emergency situation. This Emergency Communications Plan should be used for emergencies that are non-weather and non-power outage related, such as: fire, medical, assault/workplace violence, active shooter, suspicious package, and/or bomb threat. In order to realize this goal the Worldwide Campus Headquarters should abide by the following hierarchy of communication:

- \* When talking to the dispatcher, stay on the line and give as much information as you can.
- \*\*It is important to stay as calm as possible.



<END OF ANNEX 1>

## ANNEX 2:

# EVACUATION, SHELTER IN-PLACE PLAN

### ADVANCE PREPARATION FOR EMERGENCIES

- **In advance of an emergency, determine** the nearest exit to your location and the best route to follow. Prepare, and prominently post, an evacuation route map and instructions.
- Ensure that the posted evacuation route contains information regarding appropriate route for evacuation, central meeting location for your group, names of designated building or safety liaisons, designated staging areas, and other information relevant to proper evacuation procedures.

### GENERAL EVACUATION INFORMATION

- If time permits during evacuation, secure your workplace and take personal items.
- In most emergencies, complete evacuation is not necessary. However, if there is a major hazardous materials release, flood, or other MAJOR incident, it may be necessary to relocate all Worldwide Campus Headquarters personnel to a safer location.

### EVACUATION FROM A BUILDING

- Walk, do not run.
- Do not use elevators.
- If safe to do so, assist people with special needs as indicated by that person, or direct to the nearest stairwell.
- Gather outside at the designated evacuation meeting area where designated liaisons will account for all personnel.
- Wait for instructions from emergency personnel before returning back to any buildings.
- Do not leave your evacuation meeting area unless directed to do so, or if remaining in the evacuation area would threaten your safety.

## *SHELTER IN-PLACE*

If a situation requires a shelter in-place, take the following action:

1. Proceed to an emergency shelter area (i.e. nearest stairwell or interior safe location) until Building Liaisons direct that it is safe to leave.
2. Close all windows and exterior doors.
3. Attempt to seal outside doors, windows and elevator shafts with tape if available.
4. Turn off outside ventilation systems (i.e., air conditioning, heat, attic fans, etc.)
5. Do not use elevators.

# ANNEX 3:

## EMERGENCY ALERT PROCEDURES

### CONCEPT OF OPERATIONS

Public information is normally disseminated through one of the Public Information Officers representing the University and its departments. Public information, including emergency advisories, is routinely produced in the form of a Press Release or television/radio appearance.

During an emergency or crisis situation, the normal avenue to disseminate critical information may not accommodate the urgency of the given situation or reach the intended audience in a timely manner.

When advance warning of a critical situation is available, information may be disseminated using these standard methods, taking into consideration the time required for the information to be broadcast or published, and if that form of media will reach the intended audience.

With a portion of the population, these forms of dissemination may not be available. To ensure critical information reaches all intended recipients, including university employees, a direct message may be sent using electronic mail via the city network, or activation of the CodeRED high-speed telephone notification service.

The CodeRED service provides the ability to deliver a brief recorded message to a specific geographic area (including citywide) within minutes and without the need to manually dial the telephone or speak to each intended recipient.

For each form of dissemination, a follow-up message should be issued to the same audience to advise them on terminating the original action or advisory, such as informing evacuated residents when it is safe to re-enter the university, or the emergency has passed.

### CRITICAL NOTIFICATIONS

A situation requiring an emergency notification is generally defined as any situation with an immediate threat to life, property, or the environment. For definition purposes, this criterion is further defined as a request for the public (or any portion thereof) to take immediate action, and this request would not reach the intended audience in a timely manner through normal media outlets.

The following list contains examples of criteria which would warrant activation of the CodeRED system for an emergency notification. Nothing on this list precludes any situation where an emergency notification is necessary:

- Flooding/Water Damage
- Tornado
- Hurricane
- Fire
- Earthquake
- Active Shooter
- Bomb Threat/Bombing
- Explosion
- Chemical Spill
- Workplace Violence
- Power Outage
- Structure Fire
- Any Life Threatening Situation

In addition to the activation of the CodeRED system, any marked emergency vehicle equipped with a public address system may be used to traverse through the designated area to provide audible instructions to residents. This procedure shall only be done if conditions allow for the safe operation of the vehicle through the area, and vehicle occupants are not required to don any personal protective equipment that would otherwise hamper or inhibit the safe operation of the vehicle, or expose the occupants or the vehicle to unacceptable (unsafe) risks/hazards.

Public alerts, warnings and advisories may also be issued through normal media channels supporting the activation of the CodeRED system, including more detailed instruction.

For specific information on activating the CodeRED system, see ATTACHMENT I – CodeRED ACTIVATION.

### **EMERGENCY ALERT SYSTEMS**

The Emergency Alert System is another form of dissemination that may be utilized by emergency management during a crisis. The EAS is activated by contacting the Volusia County Warning Point at 254-1500 or 248-4088, 24-hours per day. If the Volusia County Emergency Operations Center is activated, they may be called directly to activate the Emergency Alert System, using the same contact phone numbers.

Emergency Alert System messages are text-based messages that are broadcast via local cable-television providers and appear as “crawler messages” along television screens. Depending on the nature of the emergency, Emergency Alert System activation may also include voice broadcasts on local commercial radio stations and National Oceanic and Atmospheric Administration Weather Alert stations.

WIKD Eagles FM, 99.1 LP-FM is a receiver and sender of these messages on the Daytona Beach campus.

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#### *EMERGENCY ALERT SYSTEM PROVIDERS*

The following is a list of EAS providers in Volusia County:

- WIKD – F.M. 99.1 (The Daytona Beach Campus Radio Station)
- Bright House Networks - Cable TV
- WNDB – A.M. 1150
- WCEU (DSC) – Public Television, Ch. 15
- National Oceanic and Atmospheric Administration/National Weather Service (Melbourne Office)
- F.M. 90.7 – Motorist information during evacuations
- Florid Department of Transportation – Highway Messaging System

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#### *NON-CRITICAL NOTIFICATIONS*

In general, a non-critical notification can be defined as utilizing “normal” methods of disseminating information to the public through established media contact procedures, such as advisories on non-life-threatening situations.

These methods primarily include and rely on authorized media press releases and personal television/radio appearances. Press releases and media appearances are only authorized under the direction and control of the designated Public Information Officers (Marketing Department) and must follow established policies governing the release of information to the public.

Prior to the release of alert, warning, or advisory information to the public, the PIO responsible for the release shall confirm the accuracy of the information with the Director of Daytona Beach Campus Safety & Security (or Designee). Additionally, as a participating agency in the Volusia/Flagler Public Information Network of Public Information Officers (VCPIN), contact shall be made with the PIN to ensure information does not conflict with previously issued messages, or to avoid duplication of messages.

The following list contains example criteria for non-critical notifications. Nothing on this list precludes any situation where a public advisory message should be issued:

- Evacuations
- Boil Water Alerts
- Significant Road Closures
- Field Exercises / Training
- Severe Weather (heat wave, etc.)

- General Incident Information
- Wildfires (non life-threatening)
- Pandemic/Epidemic situation

A non-critical notification may also include activation of the CodeRED system, as necessary.

#### *JOINT INFORMATION CENTER*

To adequately provide and disseminate information in an organized and rapid manner, a Joint Information Center may be established for any size of incident, at the discretion of the lead Public Information Officer. The Joint Information Center must be located in a safe location while providing reasonable access to all media personnel. Media personnel may be provided printed materials or photo/video opportunities of the incident scene as approved by the Incident Commander and as conditions warrant, to supplement the information provided by Public Information Officer representatives.

All on-scene responders are required to cooperate with media personnel, directing all inquiries (including requests for personal interviews) to the JIC, if established, or the designated Public Information Officer.

#### *CANCELLATION OF WARNINGS, ALERTS, MESSAGES*

At the earliest possible time, regardless of which method is used to disseminate messages to the public or university employees, a cancellation message should be issued. The cancellation message shall advise the intended audience that the situation has been resolved and they may return to normal activities.

#### *ADDITIONAL CONTACT INFORMATION*

For each message delivered to the public or to university employees, a specific contact person, phone number, and/or email address shall be included in the message, as well as the operational hours of the contact person.

Many recipients, especially from a CodeRED message, will require additional information, clarification, or assistance. It is therefore imperative specific contact information is provided for those who need additional information. Under no circumstances will the direct numbers to the University EOC be included in any public announcement.

#### *RESPONSIBILITIES*

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##### *GENERAL RESPONSIBILITIES*

Although the function of providing accurate and timely information to the public is the responsibility of Public Information Officer (Community Information), it is necessary to provide the ERAU community with accurate information as quickly as possible. An Emergency Notification should not be delayed for any reason, including the activation of the CodeRED system.



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*EMERGENCY MANAGEMENT COORDINATOR*

The University Emergency Incident Commander, or designee, is responsible to ensure the timely and accurate release of information is accomplished by whatever means necessary and appropriate for the given situation.

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*EMERGENCY OPERATIONS CENTER MANAGER*

In support of the Incident Commander, the Communications Officer shall ensure the similar steps and procedures are followed and executed in a timely manner.

If requested, the Incident Commander or Communications Officer will activate the CodeRED system that will include selecting the appropriate area to be notified, recording the outbound message, and launching the call following the procedures outlined in the CodeRED training documentation.

At the conclusion of any incident where the CodeRED system was used, a report shall be forwarded to the Director of Daytona Beach Campus Safety & Security with all call statistics and a written copy of the recorded message(s), including the amount of time that was used and amount of time remaining.

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*DEPARTMENT DIRECTORS*

- Ensure any alert, warning or advisory message received from the Emergency Operations Center is disseminated to appropriate personnel as quickly as possible.
- Ensure any protective actions or instructions are followed immediately by all personnel.
- Establish specific criteria, specific to each Department's functions, that would require an Emergency or Non-Critical alert message for the public.
- Establish regular contact with the Emergency Operations Center to provide information to employees concerning office closures or other special situations, for inclusion on the University Employee Emergency Management Information Line, including contact information.

## ANNEX 4:

# GENERAL RESPONSIBILITIES

### *ALL EMPLOYEES AND STUDENT ASSISTANTS*

All Worldwide Campus Headquarters employees and student assistants have the responsibility to:

1. Be familiar with and follow the procedures found in the Emergency Management Plan.
2. Participate in official University emergency training and drills.
3. Identify and report hazards and suspicious occurrences.

### *ASSOCIATE VICE PRESIDENTS AND DIRECTORS*

Every associate vice president and director has the following general responsibilities prior to, and during, an emergency:

1. Assure employees receive necessary emergency management training during both employee orientation and applicable emergency training and drills.
2. Annually review the plan and take appropriate actions within their unit.
3. Allocate resources necessary to implement divisional or unit emergency management activities and procedures.
4. Take steps to assure operational integrity of the unit, such as assessing vulnerability, backing up and archiving of critical data, and developing recovery plans.
5. All areas have the responsibility to develop internal written emergency plans and train their staff appropriately. These plans are to be written to meet the unique emergency needs of the department that are not addressed in this Emergency Management Plan. The department must review these plans on an annual basis and amend as needed. Department emergency plans shall include, but are not limited to:
  - a. Emergency procedures to comply with this Emergency Action Plan and unique emergencies that are anticipated within the individual department.
  - b. Assignment of duties and responsibilities to departmental employees.
  - c. Guidelines for specific response such as: use of emergency equipment, evacuation routes, response procedures, meeting locations, call list, record keeping, etc.
  - d. A defined line of succession.
  - e. Departmental training procedures.

### *EVENT HOSTS*

Worldwide Campus Headquarters personnel that host, sponsor, or are responsible for events that bring non-university attendees to the buildings are responsible for:

1. Assessing the emergency planning and response needs of the hosted group and ensuring that necessary steps are taken to prepare for effective emergency response.
2. Being familiar with and following the procedures found in the Plan. In addition, event hosts are expected to ensure that event staff.
3. Communicating necessary information to their host group to ensure effective emergency response.

#### *DAYTONA BEACH CAMPUS SAFETY & SECURITY*

Daytona Beach Campus Safety & Security serves as the campus police and security department. The Protective Services Department operates 24 hours a day, 7 days a week. The primary goal is the protection of the university community, students, employees and visitors. They are responsible for responding to emergencies and taking immediate action to ensure safety of the campus community. They are to initiate and execute relevant emergency response plans, provide alerts, provide incident command, and contact appropriate personnel.

#### *OUTSIDE RESPONDERS*

ERAU relies on various outside agencies for emergency response including police, sheriff, fire/rescue, FBI, FEMA, Volusia County, State of Florida, National Guard, Red Cross, etc. Each of these agencies has specific plans in place for response and ERAU will work closely with applicable agencies on appropriate response. Outside agency assistance may be requested directly by ERAU Emergency Response Team or via Volusia County Emergency Government or other agency.

#### *EMERGENCY RESPONSE TEAM*

The Emergency Response Team is comprised of Daytona Beach Campus Safety & Security Officers, volunteer emergency medical technicians, and volunteer students/staff/faculty.

See Emergency Response Team section for complete details on Emergency Response Teams.

# ANNEX 5:

## BUILDING LIAISON PROGRAM

### *POLICY STATEMENT*

Embry-Riddle Aeronautical University is committed to supporting the welfare of its students, faculty, staff and visitors. Preparing an emergency response plan and allocating resources to respond to possible emergencies/disasters is one way in which the Worldwide Campus Headquarters offers this support. The plan is fashioned in accordance with appropriate laws, regulations and policies that govern emergency/disaster preparedness and reflects the best and most current thinking in this area.

### *ROLE OF LIASION*

Building liaisons have a defined role in emergency/disaster preparedness: they assist in preparing building and department response plans and coordinate planning in this area for all building occupants. Building liaison duties should incorporate appropriate existing practices within the Worldwide Campus Headquarters buildings.

### *STRUCTURE*

The Worldwide Campus Headquarters buildings will have one or more Building liaisons to communicate between Worldwide Campus Headquarters leadership and the occupants on issues of emergency preparedness, crime prevention and general safety & security. The Daytona Beach Campus Safety & Security Department Crime Prevention Coordinator is the assigned coordinator for this program, which includes both Worldwide Campus Headquarters and Daytona Beach campus liaisons.

### *DUTIES & RESPONSIBILITIES*

#### **A. Emergency Disaster/Preparedness**

1. The following duties are assigned to the building liaison in the role of building emergency preparedness coordinator:
  - Coordinates the development of, and submits annually, a building emergency response plan.
  - Acts as coordinator for building occupants in implementing a building emergency response plan, coordinates "self-help" preparations and activities including at least one emergency drill each year.

- Works as building liaison to other University departments and units (e.g. Environment, Health, and Safety; Physical Plant; Daytona Beach Campus Safety & Security; Human Resources; Office of Emergency Preparedness; etc.) that provide support, assistance and input to emergency preparedness planning.
  - Trains an alternate to assume duties when the building liaison is on vacation, absent, or not available.
  - Attends all training workshops /activities specifically organized for building liaisons.
2. If emergencies or disasters occur during designated work hours, the building liaison has the following assignments:
- Becomes building contact between occupants, essential service providers and the Emergency Operations Center
  - Coordinates use of any building emergency supplies

## **B. Communications**

Building liaisons are primarily appointed to serve as a well trained corps of individuals to facilitate emergency responses and to assist in emergency/ disaster preparedness. In addition, the following is a list of duties assigned to the building liaison:

- Notifies occupants of impending access interruption to public areas / utilities in the building.
- Posts notices of “Safety, Alerts & Advisories”, and construction work in the building that could affect occupants.
- Coordinates occupants' response and serves as building interface regarding the appropriate use and maintenance of public areas within buildings, e.g., security safety modifications to public areas, signage/posting of notices and procedures for facility use and operation.

## **TRAINING**

Building liaisons are expected to keep current with the changing safety/security situation at Worldwide Campus Headquarters. To assist them, Daytona Beach Campus Safety & Security and the University Safety Office will hold training sessions as needed. Liaisons will be placed on a special email list in order to receive regular advisories and alerts from the University Safety & Security Department.

**DESIGNATED BUILDING LIAISONS**

<b>Name</b>	<b>Building #/Office #</b>	<b>E-mail</b>	<b>Phone</b>
Dustin Heil (Lead Building Liaison)	WWHQ 1/121 H	<a href="mailto:heild84@erau.edu">heild84@erau.edu</a>	386-226-4936
Sheryl Supino (Head Building 2 Liaison)	WWHQ 2/222	<a href="mailto:supinos@erau.edu">supinos@erau.edu</a>	386-226-6816
Anna Marie Garcia	WWHQ 2/311-B	<a href="mailto:garcia14@erau.edu">garcia14@erau.edu</a>	386-323-8095
Sam Granata	WWHQ 2/240 L	<a href="mailto:granatas@erau.edu">granatas@erau.edu</a>	386-226-6925
Katy Hendry	WWHQ 2/210	<a href="mailto:hendryk@erau.edu">hendryk@erau.edu</a>	386-226-4808
Bridget Strzelecki	WWHQ 1/121 J	<a href="mailto:strzeleb@erau.edu">strzeleb@erau.edu</a>	386-323-8666
Leona Wilson	WWHQ 2/204 AA	<a href="mailto:lwilson@erau.edu">lwilson@erau.edu</a>	386-226-4977

\*Note: The preceding list is subject to updates.

*HAZARD SPECIFIC ANNEXES*

# ANNEX 6:

## NATURAL DISASTER/INCLEMENT WEATHER TORNADOS/SEVERE WEATHER RESPONSE PLAN

### GENERAL INFORMATION

- **A TORNADO WATCH** means that conditions are favorable for tornados and severe thunderstorms in and close to the watch area.
- **A TORNADO WARNING** is an URGENT announcement that a tornado has been reported and warns you to take immediate action to protect life and property.
- **A MICROBURST** (also referred to as a downburst) is a localized, intense downdraft that produces damaging, divergent winds at the ground surface. A microburst is capable of producing winds of more than 100 mph lasting 5 to 15 minutes.

Basic safety processes will be the same for all three of these situations.

### DURING A TORNADO WARNING

1. If you are indoors and if time allows, move to the lowest floor possible. Move into an inside wall away from windows. Everyone must remain inside the building for maximum protection. If time allows, close all doors to rooms. Assume a fetal position to protect your head and eyes.
2. If you are outside and hear a tornado warning or see a tornado, try to reach a building immediately. If you cannot reach a building, then you should lie flat in the nearest depression such as a ditch, curb, ravine, or retention pond away from power lines, buildings and trees.
3. If you are driving, do not remain in your vehicle. Get out of your vehicle and follow the instructions above. Do not attempt to outrun a tornado.

### AFTER A TORNADO PASSES

1. Check for injuries. Do not move a seriously injured person unless they are in immediate danger of further injuries. If you need emergency assistance, call 911, and then call Daytona Beach Campus Safety & Security Dispatch.
2. Be aware of any structural damage around you, and if necessary and safe to do so, carefully leave the building per Annex 1 (Evacuation, Shelter In-Place Response Plan) and Appendix A (Evacuation Routes).



3. Always check for these hazards.
  - a. Fire or fire hazards
  - b. Damaged electrical wiring
  - c. Downed or damaged utility lines. Stay away from downed lines, even if power appears to be off.
  - d. Fallen objects in closets and cabinets. Displaced objects may fall when you open the door.
4. If you are instructed to evacuate the Worldwide Campus Headquarters, follow the “Headquarters Evacuation” plan.

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#### *SPECIFIC NOTIFICATION ACTIONS*

If a tornado situation occurs, the following specific actions will be taken to insure the safety of Worldwide Campus Headquarters employees.

#### *GENERAL SEVERE WEATHER RESPONSE*

1. Stay away from windows and exterior doors during all severe weather and head to the most central area of the building.
2. Notification of an approaching dangerous storm will be made by:
  - a. Daytona Beach Campus Safety & Security using the procedures outlined in the “Communications” section of this annex.
  - b. The National Weather Service and Emergency Alert System via the broadcast media, weather radios, and email alerts (if equipped). Monitor, prepare, and remain aware if conditions are present for possible severe weather information.
3. Recipients of warnings must quickly relay warning information throughout their areas.
4. Daytona Beach Campus Safety & Security reserves the right to cancel or postpone any outdoor activity or event in the event of severe weather.

#### *SEVERE THUNDERSTORM WARNINGS*

1. Severe thunderstorm warning notifications will be made by Daytona Beach Campus Safety & Security using the procedures outlined in the “Communications” section of this annex.
2. Notify affected individuals and discontinue exterior work that may place persons in danger of the immediate storm.
3. Seek interior shelter away from windows and exterior doors.
4. If conditions worsen, individuals may be advised to relocate to the designated storm shelters.

## HAIL

1. Seek protective shelter immediately
2. Remain indoors or under protective shelter until hail has stopped, usually 5 to 10 minutes

## LIGHTNING

1. Seek protective shelter immediately
2. If outdoors, do not stand beneath tall isolated objects.
3. Avoid projecting above the surrounding landscape.
4. Seek shelter in a low area under a thick growth of small trees.
5. In open areas, seek low areas such as a ravine or valley.
6. Get off of or away from open water as well as metal equipment or small metal vehicles such as motorcycles, golf carts, etc.
7. Stay away from wire fences, clotheslines, metal pipes, and rails.
8. If you are in a group in the open, spread out, keeping people several yards apart.
9. REMEMBER – lightning may strike some miles from the parent cloud. If you feel your hair stand on end, lightning may be about to strike you. DROP TO YOUR KNEES and BEND FORWARD, putting your hands on your knees. Do not lie flat on the ground.

## COMMUNICATIONS

Immediate communications will be made through CodeRED and the siren.

Communications between ERAU and the Volusia County Emergency Operations Center will be conducted via commercial telephone Service.

ERAU will communicate with the campus community by the following means:

- CodeRED
- Siren
- Emails
- Campus website
- Verbal instructions

When the area is given the “all clear” signal from the Volusia County Emergency Operations Center and confirmed by Daytona Beach Campus Safety & Security, this information will then be disseminated via the listed means throughout the ERAU campus community.

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*NOTIFICATION*

If a Tornado or Severe Weather Warning occurs in the area, the initial alert notification will come from the government by activation of the weather radio located in the Daytona Beach Campus Safety & Security Office. Daytona Beach Campus Safety & Security will activate the outdoor siren system and CodeRED. This siren system is tested audibly once every quarter throughout the year.

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*DAYTONA BEACH CAMPUS SAFETY & SECURITY NOTIFICATION ACTIONS*

When notification of imminent danger is received from either the County Office of Emergency Management or the outdoor warning siren system, the University President or designee will be notified by Daytona Beach Campus Safety & Security. The Director of Daytona Beach Campus Safety & Security or designee will verify the status of the emergency with the County Office of Emergency Management, when practicable. The University President or designee may contact the County Office of Emergency Management at anytime to obtain current conditions and situation reports and to help in the decision affecting Embry-Riddle Aeronautical University.

## *ANNEX 7:*

# *NATURAL DISASTER/INCLEMENT WEATHER HURRICANE RESPONSE PLAN*

Given that Worldwide Campus Headquarters is located in a hurricane-prone area, pay special attention to the following information regarding hurricane preparedness and emergency procedures.

### *HURRICANE PREPAREDNESS*

1. Remove all items that are located near glass windows.
2. Bring inside and secure any objects that might become airborne and cause damage in strong winds.
3. Move valuable property off floor.
4. Move all property/merchandise that cannot be stored away from glass and cover it with tarps or heavy plastic.
5. Store all goods above water level and place sandbags where water could enter.
6. Listen to weather forecasts and plan a safe evacuation route that will take you at least 20 to 50 miles inland.

### *GENERAL INFORMATION*

The National Weather Service or National Storm Prediction Center will issue a warning or a Watch according to the conditions. Embry-Riddle Aeronautical University will take the following into consideration:

- **Hurricane Watch:** Hurricane conditions are possible in the Daytona Beach area, usually within 36 hours. Tune into a weather radio, commercial radio, or television for information.
- **Hurricane Warning:** Hurricane conditions are expected in the Daytona Beach area, usually within 24 hours.

Scale Number (Category)	Sustained Winds (MPH)	Damage	Storm Surge
1	74-95	Minimal: Unanchored mobile homes, vegetation and signs.	4-5 feet
2	96-110	Moderate: All mobile homes, roofs, small crafts, and flooding.	6-8 feet
3	111-130	Extensive: Small buildings, low-lying roads cut off.	9-12 feet
4	131-155	Extreme: Roofs destroyed, trees down, roads cut off, mobile homes destroyed. Beach homes flooded.	13-18 feet
5	More than 155	Catastrophic: Most buildings destroyed. Vegetation destroyed. Major roads cut off. Homes flooded.	Greater than 18 feet

#### **HURRICANE WATCH OR WARNING RESPONSE**

1. Notification of an approaching dangerous storm will be made by:
  - a. Daytona Beach Campus Safety & Security using the procedures outlined in the "Communications" section of this appendix.
  - b. The National Weather Service and Emergency Alert System via the broadcast media, weather radios, and email alerts (if equipped). Monitor, prepare, and remain aware if conditions are present for possible severe weather information.
2. Recipients of warnings must quickly relay warning information throughout their areas.
3. The University president has the authority to suspend operations at any ERAU location in the Daytona Beach area, including Worldwide Campus Headquarters, in the event of a hurricane watch or warning

4. The Executive Vice President & CAO, Worldwide Campus has the authority to suspend operations at the Worldwide Campus Headquarters in the event of a hurricane watch or warning.
5. If Worldwide Campus Headquarters suspends operations due to a hurricane, all employees should locate to a secure location and follow the instructions of city or county authorities.

<END OF ANNEX 7>

## ANNEX 8:

# FLOOD RESPONSE PLAN

Worldwide Campus Headquarters is located in the 100-year flood plain per the City of Daytona Beach Emergency Management Plan and the FEMA.

### GENERAL INFORMATION

- **Flood Watch:** Flooding is possible. Tune into a weather radio, commercial radio, or television for information.
- **Flash Flood Watch:** Flash flooding is possible. Be prepared to move to higher ground, listen to a weather radio, commercial radio, or television for information.
- **Flood Warning:** Flooding is occurring or will occur soon; if advised to evacuate, do so immediately.
- **Flash Flood Warning:** A flash flood is occurring; seek higher ground on foot immediately.

### FLOOD OR FLASH FLOOD WARNING RESPONSE

1. Listen to instructions from building liaisons and Worldwide Campus Headquarters management and administration.
2. In the event of a flash flood warning, Worldwide Campus Headquarters Building 1 personnel should immediately proceed to the second floor and wait for further instruction.
3. The University president has the authority to suspend operations at any ERAU location in the Daytona Beach area, including Worldwide Campus Headquarters, in the event of a flash flood watch or warning.
4. The Executive Vice President & CAO, Worldwide Campus has the authority to suspend operations at the Worldwide Campus Headquarters in the event of a flash flood watch or warning.

<END OF ANNEX 8>

## ANNEX 9:

# FIRE RESPONSE PLAN

### *IF YOU DISCOVER A FIRE OR SEE SMOKE*

1. If there is not a building alarm sounding, manually **activate the closest fire alarm** pull station located near an exit.
2. **Immediately exit** the building.
3. **Call 911** from the nearest safe phone.

### *IF BUILDING FIRE ALARM IS ACTIVATED OR SOMEONE INFORMS YOU OF A FIRE*

1. Walk to the nearest exit - **DO NOT USE THE ELEVATORS.**
2. If able, assist people with special needs.
3. Notify emergency personnel if you know or suspect someone is trapped or still inside the building.
4. Gather outside at designated areas away from the building and access roads, and do not attempt to re-enter the building until authorized to do so by emergency responders.

### *IF CAUGHT IN SMOKE*

1. Drop to hands and knees and crawl towards the nearest exit.
2. Stay low as smoke will rise to ceiling level.
3. Hold your breath as much as possible; breathe through your nose and use a filter such as a shirt or towel.

### *IF TRAPPED IN A ROOM*

1. Close as many doors as possible between you and the fire.
2. Wet and place a cloth material around or under the door to help prevent smoke from entering the room.
3. If room has an outside window, be prepared to signal someone outside.



## CLOTHING ON FIRE

1. **Stop, Drop, and Roll** on floor to smother flame.
2. Only drench with water if safety shower is immediately available.
3. **Call 911** to obtain medical attention.
4. Notify University safety and risk management offices as soon as possible following the incident. Reports may be made by accessing the form at:

ERNIE >> Safety/RiskManagement >> Report an Accident

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### QUICK REFERENCE FOR RESPONDING TO A FIRE

**Report** the fire immediately to 911 and Daytona Beach Campus Safety & Security

**Activate** the building evacuation (Fire) alarm.

**Contain** by closing all doors to confine the fire and reduce oxygen.

**Extinguish** by knowing the location of fire extinguishers and how to use them.

## USING A FIRE EXTINGUISHER

Only use a fire extinguisher if the fire is very small and you have been trained to do it safely. If you are not able to put out the fire, leave immediately and make sure the building alarm is activated and emergency personnel are notified. **DO NOT PUT YOURSELF IN DANGER TO FIGHT A FIRE UNLESS IT IS NECESSARY TO CLEAR AN ESCAPE ROUTE.**

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### FIRE EXTINGUISHER QUICK TRAINING FOR EMERGENCIES

**Pull** safety pin from handle

**Aim** at base of fire

**Squeeze** the trigger handle

**Sweep** from side to side at base of fire

# *ANNEX 10:*

## *POWER OUTAGE RESPONSE PLAN*

### *PLANNING AHEAD FOR POWER OUTAGES*

1. Maintain backup flashlights or alternative LED lighting for use in the event of a power outage.
2. Ensure that all faculty, staff and students are aware of the location of these items.
3. Prominently post evacuation routes in the event an evacuation is required.
4. Contact local power company as appropriate.

**Florida Power & Light (FPL) (800) 375-2434**

### *IN THE EVENT OF A LOCAL POWER OUTAGE*

1. Initiate alternative lighting if generator lighting is not available.
2. Report power outage to Florida Power & Light.
3. Unplug all electrical equipment (including computers) and turn off light switches.
4. Evacuate if necessary, using appropriate evacuation route.

### *IF PEOPLE ARE TRAPPED IN ELEVATOR (WORLDWIDE CAMPUS HEADQUARTERS BUILDING 2 ONLY)*

1. Ask passengers to remain calm.
2. Instruct passengers to use the emergency phone in the elevator so they can provide direct information to emergency responders.
3. If elevator does not have phone capability (the phone is not working), attempt to reach emergency responders via cell phone or other means on behalf of passengers.
4. Call 911 if no other options are available.
5. Stay near passengers until emergency responders arrive, provided it is safe to stay in the building.

<END OF ANNEX 10>

# ANNEX 11:

## MAJOR ACCIDENT RESPONSE PLAN

### AIRCRAFT ACCIDENT

1. **Call 911 to report accident, location and other details to authorities.**
2. If the accident is near the Worldwide Campus Headquarters, initiate appropriate evacuation procedures.
3. **DO NOT** approach a downed aircraft. Emergency responders will have equipment and personnel trained to respond to such incidents.
4. Smoke from a burning aircraft is very toxic and should be avoided.

**NOTE:** When a private or commercial aircraft is involved in an accident, the National Transportation Safety Board is the agency of jurisdiction. No one will be permitted within a five hundred (500) foot radius of the aircraft.

### MOTOR VEHICLE ACCIDENT

1. **Call 911** to report the accident and details to authorities.
2. Remain on the scene until released by paramedics or local authorities.
3. Look for hazards that could affect you, other Worldwide Campus Headquarters personnel or student assistants, or responding emergency personnel (fuel, chemicals, etc.) and report this information to emergency response operators.
4. **DO NOT** attempt to move injured persons unless it is more dangerous to leave them where they are.
5. **DO NOT** pull yourself into extreme danger of injury.
6. Attempt to keep victims calm and reassure them that assistance is on the way.
7. Notify arriving emergency response personnel of number of injured, locations, etc.

<END OF ANNEX 11>

# ANNEX 12:

## MEDICAL EMERGENCY RESPONSE PLAN

### EMERGENCY AND TRAINING PLANS

If you see someone in medical distress, or for any medical emergency call **911** immediately. Below are additional response guidelines:

#### RESPONSE

1. **DIAL 911** (or designate someone). State your name, the location, nature and severity of the medical/emotional emergency. If available, have someone remain with the victim while the call is made. **STAY ON THE LINE**: The **911** emergency operator may give you some first aid instructions to perform on the patient prior to the arrival of emergency personnel.
2. **CALL SAFETY** - If possible, have someone else call Daytona Beach Campus Safety & Security – **386-226-7233(SAFE)**.
3. **LOOK, Listen, Feel** – Quickly determine if victim is breathing and has a pulse.
4. **Keep area clear**. In general, victims should not be moved unless other hazards pose an immediate threat to life. If possible, have someone stay with the victim.
5. **Have someone waiting** at the entrance to direct emergency personnel to the victim(s).
6. **Offer first aid**, including CPR/AED if trained, willing to do so, and aid is needed and consented to.
7. Follow any further instructions received from emergency personnel.
8. Use protective equipment if possible. If you may have been exposed to blood or other infectious materials through the provision of first aid or through a needle stick, contact the Risk Management and the Environmental Health & Safety departments immediately.
9. Do not drive a medical emergency victim to the hospital or allow them to drive.

## FIRST AID KIT PREPARATION AND MAINTENANCE

Each Worldwide location should maintain a fully stocked first aid kit for use in handling minor illnesses and injuries. In addition, all locations should possess a back up light source, such as a flashlight or LED lighting.

The American Red Cross provides guidelines for stocking a first aid kit: The following is an excerpt from its web pages:

“Check kit regularly. Make sure flashlight batteries work. Check expiration dates and replace any used or out-of-date contents. The Red Cross recommends that all first aid kits [for a family of approximately four] include the following:

- 2 absorbent compress dressings (5 x 9 inches)
- 25 adhesive bandages (assorted sizes)
- 1 adhesive cloth tape (10 yards x 1 inch)
- 5 antibiotic ointment packets (approximately 1 gram)
- 5 antiseptic wipe packets
- 2 packets of aspirin (81 mg each)
- 1 blanket (space blanket)
- 1 breathing barrier (with one-way valve)
- 1 instant cold compress
- 2 pair of nonlatex gloves (size: large)
- 2 hydrocortisone ointment packets (approximately 1 gram each)
- Scissors
- 1 roller bandage (3 inches wide)
- 1 roller bandage (4 inches wide)
- 5 sterile gauze pads (3 x 3 inches)
- 5 sterile gauze pads (4 x 4 inches)
- Oral thermometer (non-mercury/non-glass)
- 2 triangular bandages
- Tweezers
- First aid instruction booklet“

Recommended quantities should be adjusted based on the average number of individuals at each location, keeping in mind that you are stocking the first aid kit to deal with day-to-day minor injuries in the classroom or office as opposed to preparing for treatment of mass injuries in the event of a large scale disaster.

## ANNEX 13:

# *ASSAULT, CIVIL DISTURBANCE, RELATIONSHIP VIOLENCE, STALKING*

### *ASSAULT RESPONSE*

1. **Call 911 as soon as possible.**
2. Remain with victim until emergency assistance arrives, provided it is safe to do so.

### *CIVIL DISTURBANCE RESPONSE*

Civil disturbances include riots, demonstrations, threatening individuals, crimes in progress, or assemblies that have become significantly disruptive.

1. **Call 911 as soon as possible.**
2. **Avoid provoking** or obstructing demonstrators.
3. **Secure your area** by locking doors, safes, files, vital records, and protecting expensive equipment.
4. **Avoid the area of disturbance.**
5. Continue with normal routine as much as possible.
6. If the disturbance is outside, stay inside and away from doors and/or windows.
7. Prepare for the possibility of evacuation or relocation.

### *RELATIONSHIP VIOLENCE RESPONSE*

1. **Call 911 as soon as possible if there is a medical emergency or immediate threat.**
2. Consider seeking or recommending counseling or assistance from:
  - Local counseling services
  - Embry-Riddle Aeronautical University Employee Assistance Program:  
(800)272-7252
  - Embry-Riddle Aeronautical University Human Resources:  
(386)226-3710

**STALKING RESPONSE**

- 1. Call 911 as soon as possible and seek the safety of others.**
2. Do not confront an alleged stalker.
3. Take note of physical characteristics and other identifiers that can be provided to authorities.

# ANNEX 14:

## ACTIVE SHOOTER

**Be aware that there could be more than one shooter involved in the situation.**

### GENERAL INFORMATION (REGARDLES OF CIRCUMSTANCES)

1. **Call 911** (and Daytona Beach Campus Safety & Security) **as soon as possible** to alert authorities to the situation.
2. **Quickly provide** authorities as much **information** as possible **regarding location** and **number of individuals sheltering**.
3. **If unable to speak, leave line open** so dispatcher can hear what is taking place.
4. **If you decide to flee, make sure you have an escape route and a plan in mind.**
5. **Do not** attempt to carry anything while fleeing. Move quickly, silently, and cautiously.
6. **Do not** attempt to remove wounded/injured people.
7. **Do not** try to drive away from the scene.
8. If **exiting the building, place your hands on your head** so authorities will recognize that you are not a threat and follow emergency responders' instructions.

### IF AN ACTIVE SHOOTER IS OUTSIDE YOUR BUILDING

1. **Call 911** and advise the dispatcher of the events **as soon as possible**. Inform him/her of your location.
2. Seek sanctuary by proceeding to a room that can be locked. Close and lock all **windows and doors. Turn off all lights.**
3. If possible, get down on the floor and ensure that no one is visible from outside the room.
4. **Remain in place until** the police, or a Worldwide Campus administrator known to you, gives the **"all clear"**.

### IF AN ACTIVE SHOOTER IS IN THE SAME BUILDING

1. Seek sanctuary by proceeding to a room that can be locked. **Close and lock all windows and doors. Turn off all lights.**
2. OR, if you can do so safely and have an escape route and plan in mind, exit the building.



### IF AN ACTIVE SHOOTER ENTERS YOUR OFFICE OR CONFERENCE ROOM

1. If possible, **hide or escape before the shooter enters the room.**
2. Try to remain calm and **dial 9-1-1**, if possible, and alert police to the shooter's location.
3. If you can't speak, **leave the line open** so the dispatcher can listen to what is taking place. Normally, the location of a 9-1-1 call can be determined without speaking.
4. If it is not possible to hide or escape, negotiating *may* be an option. *Attempting to overpower the shooter with force should be considered a last resort.*
5. If the shooter leaves, **proceed immediately to a safer place.**
6. **Do not touch anything** that was near the shooter.

### WHAT TO EXPECT FROM THE RESPONSE FORCE

1. Police officers will proceed immediately to the area in which shots were last heard or reported.
2. Their purpose is to stop the shooting as quickly as possible.
3. They will not be stopping to assist the injured.
4. If you know where the shooter is, tell them as quickly as possible.
5. Rescue teams and emergency medical personnel will follow to provide aid.

# *ANNEX 15:*

## *TERRORISM, SUSPICIOUS PACKAGE & WEAPONS OF MASS DESTRUCTION RESPONSE PLAN*

A terrorist attack will likely come without any warning. The following specific actions will be taken to ensure the safety of Embry-Riddle Aeronautical University – Worldwide Campus HQ staff.

### *PREPARATION*

1. Be alert and aware of your surroundings. Report anything suspicious.
2. Be familiar with the Emergency Response Plans.
3. Know the emergency exits of the buildings.
4. Do not open mail which looks suspicious.

### *DURING THE INCIDENT*

1. Never rush into a suspected terrorist event. You probably will not know what agent has been released. Do not become a victim!
2. Decrease your time, increase distance and shielding from the suspected incident.
3. If you are exposed to an agent, do not flee the scene, you may expose others.
4. If an emergency responder directs you to do something, do it immediately.

### *AFTER THE INCIDENT*

1. If you are a victim of a terrorist incident, expect to undergo decontamination on scene. This will probably involve the fire department using water to wash you down.
2. Do not try to enter the scene from a safe location to help affected individuals. You may become a victim yourself. Report any suspicious activity to law enforcement.
3. Remember, some of the victims may actually be suspects.
4. It may be necessary to “Shelter In-Place” if a weapon of mass destruction incident occurs. Please follow the Shelter In-Place plan.

## *INFORMATION AND DESCRIPTION OF TERRORISTS THREATS*

### *CHEMICAL THREATS*

1. A Chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.
2. Quickly try to define the area which was affected and seek “clean air.”
3. Stay upwind, uphill, and upstream from any suspected contaminated areas.
4. Signs and symptoms of individuals who have been affected by chemical agents include convulsions, difficulty breathing, and loss of consciousness, nausea, vomiting, and severe coughing.
5. Certain chemical agents like mustard gas will redden the skin and cause severe skin and eye irritation.
6. Remove all clothing and other items in contact with the body. Cut off contaminated clothing to avoid contact with eyes, nose, and mouth.
7. Decontaminate exposed skin with soap and water.
8. Flush eyes with lots of water.
9. Seek immediate medical assistance.

### *BIOLOGICAL THREATS*

1. Biological attacks are the deliberate release of germs or other biological substances that can make you sick.
2. Biological agents are dangerous because they can be spread by natural convection or air currents. Ventilation systems in buildings or transportation facilities may actually become part of the dissemination system.
3. Signs and symptoms of individuals who have been exposed to biological agents vary depending on the organism. Most signs and symptoms include flu-like symptoms (i.e. nausea, vomiting, diarrhea, severe fever).
4. These signs will probably be reported by health care officials at local hospitals.
5. If you suspect your skin or clothing has come into contact with a potentially infectious substance, remove and bag your clothing. Wash yourself with soapy water immediately. Put on clean clothes and seek medical assistance.

### *RADIOLOGICAL THREATS*

1. Radiological attacks, commonly referred to as “dirty bombs” are the use of conventional explosives to spread radioactive materials over a targeted area.
2. While the explosion will be obvious, the presence of radiation will not.
3. If you hear an explosion and/or you are warned of a radiation release, cover your nose and mouth and go inside to place of shelter that has not been damaged.
4. Close windows and doors; turn off air conditioners, heaters, or other ventilation systems.

5. If you think you have been exposed to radiation, take off your clothes and wash your body as soon as possible.
6. Stay where you are and check official news as it becomes available.

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#### *NUCLEAR THREATS*

1. A nuclear blast is an explosion which creates intense heat, a pressure wave and widespread radioactive material which can poison the air, water, and ground surfaces.
2. Take cover immediately to limit the amount of radioactivity absorbed.
3. If you take shelter, go as far underground as possible.
4. Decrease your time of exposure; increase your distance and shielding to reduce your risks.
5. Use available information to assess the threat of radioactive exposure. If you think you have been exposed to radiation, health care authorities may advise you to take potassium iodide. Potassium iodide is the same stuff added to your table salt to make it iodized and it protects your thyroid gland which is particularly vulnerable to radioactive poisoning.

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#### *EXPLOSIVE THREATS*

1. If there is an explosion, take shelter against anything sturdy.
2. If the explosion is in the building you are in, exit immediately without using the elevators.
3. If you see smoke, crawl on the floor.
4. Use a wet cloth or anything available to cover your mouth and nose.
5. Never go back into a burning building.
6. If you are trapped in debris from a collapsed building, avoid unnecessary movement so you don't kick up dust. Breathing in dust can be dangerous.
7. If possible use a flashlight or whistle to signal rescuers.
8. Always assume that an explosion is releasing some dangerous material.
9. Decrease your time of exposure; increase your distance and shielding to avoid any potential contamination.

## *CHARACTERISTICS OF SUSPICIOUS PACKAGES AND ENVELOPES*

1. Inappropriate or unusual labeling
  - a. Excessive postage
  - b. Handwritten or poorly typed addresses
  - c. Misspellings of common words
  - d. Strange return addresses or no return addresses
  - e. Incorrect titles or title without a name
  - f. Not addressed to a specific person
  - g. Marked with restrictions, such as Personal, Confidential, or Do Not X-ray
  - h. Marked with any threatening language
  - i. Postmarked from a city or state that does not match the return address
2. Appearance
  - a. Powdery substance felt through or appearing on the package or envelope
  - b. Oily stains, discoloration, or odor
  - c. Lopsided or uneven envelope
  - d. Excessive packaging material such as masking tape, string, etc.
3. Other suspicious signs
  - a. Excessive weight
  - b. Ticking sound
  - c. Protruding wires or aluminum foil

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## *HANDLING OF SUSPICIOUS PACKAGES AND ENVELOPES*

1. If the package or envelope appears suspicious, do not touch it. Leave it alone.
2. Do not sniff, touch, taste, or look closely at it or any contents which may have spilled.
3. Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
4. Wash hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
5. If at work, call Daytona Beach Campus Safety & Security. If at home, contact the Police Department.
6. If possible, create a list of persons who where in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the health authorities and law enforcement officials.

# ANNEX 16:

## BOMB THREAT

### *IF YOU RECEIVE A TELEPHONE THREAT*

1. Remain calm.
2. Listen carefully. Try to keep the caller talking so that you can gather more information.
3. Use the Explosive Device Data Record information to question the caller in a polite and non-interrogative manner. Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about a device, the validity of the threat, or the identity of the caller.
4. Upon completion of the call, immediately call 911 and complete the Explosive Device Data Record as soon as possible while the incident is fresh in your memory.
5. If a threat has been received by another individual and he/she is relaying this information to you, use the Explosive Device Data Record to get as much information from them as possible.

### *IF YOU RECEIVE A WRITTEN THREAT OR A SUSPICIOUS PARCEL, OR IF YOU FIND A SUSPICIOUS OBJECT ANYWHERE ON THE PREMISES*

1. Keep anyone from handling it or going near it.
2. Do not use portable radio equipment, or cell phones, within 100 feet of the suspicious item.
3. **Call 911 IMMEDIATELY.**
4. Promptly write down everything you can remember about receiving the letter or parcel or finding the object. The information will be needed by police.
5. Remain calm.
6. Be guided by police instructions.
7. Planning includes being familiar with the appearance of suspicious packages.

**EXPLOSIVE DEVICE DATA RECORD**

**QUESTIONS TO ASK:**

1. When is explosive device set to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of explosive device is it?
5. What will cause it to explode?
6. Did you place the explosive device?
7. Why?
8. What is your address?
9. What is your name?

**EXACT WORDING OF THE THREAT:**

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Sex of caller: \_\_\_\_\_ Race/Nationality: \_\_\_\_\_

Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Number at which call is received:

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Time: \_\_\_\_\_ Date: \_\_\_\_\_

**IMMEDIATELY CALL DAYTONA BEACH CAMPUS SAFETY & SECURITY AT 226-SAFE or 911**

Give responding officers this completed sheet.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Position: \_\_\_\_\_

**CALLER'S VOICE:**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal           |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Stutter         |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp            |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Raspy           |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing  |
| <input type="checkbox"/> Crying   | <input type="checkbox"/> Cracking voice  |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Slurred  | <input type="checkbox"/> Familiar        |

If voice is familiar, who did it sound like? \_\_\_\_\_

**BACKGROUND SOUNDS:**

- |  |  |
|--|--|
| <input type="checkbox"/> Street noises     | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> House noises      | <input type="checkbox"/> Voices        |
| <input type="checkbox"/> PA system         | <input type="checkbox"/> Static        |
| <input type="checkbox"/> Music             | <input type="checkbox"/> Clear         |
| <input type="checkbox"/> Office machinery  | <input type="checkbox"/> Phone booth   |
| <input type="checkbox"/> Factory machinery | Other _____                            |

**THREAT LANGUAGE:**

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Well spoken | <input type="checkbox"/> Incoherent      |
| <input type="checkbox"/> (educated)  | <input type="checkbox"/> Taped           |
| <input type="checkbox"/> Foul        | <input type="checkbox"/> Message read by |
| <input type="checkbox"/> Irrational  | <input type="checkbox"/> threat maker    |

REMARKS: \_\_\_\_\_

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*APPENDICES*



## APPENDIX A: IMPORTANT CONTACT INFORMATION

### UNIVERSITY EMERGENCY OPERATIONS BOARD (ICS STAFF)

<i>Office</i>	<i>Phone Numbers</i>
<b>University President</b>	386-226-6202
<b>Chief Financial Officer</b>	386-226-7207
<b>Daytona Director of Campus Safety &amp; Security</b>	386-226-7233
<b>Prescott Director of Campus Safety &amp; Security</b>	928-777-3738
<b>Daytona Environmental Health and Safety Officer</b>	386-226-6385
<b>Prescott Environmental Health and Safety Officer</b>	928-777-4306
<b>Associate Vice President for Safety</b>	386-226-4926
<b>Daytona Executive Vice President &amp; CAO</b>	386-226-7777
<b>Prescott Executive Vice President &amp; CAO</b>	928-777-3800
<b>Worldwide Executive Vice President &amp; CAO</b>	386-226-6970
<b>University Risk Manager</b>	386-226-6152

### UNIVERSITY EMERGENCY MANAGEMENT RESOURCES

<i>Office</i>	<i>Phone Numbers</i>
<b>FOR ALL EMERGENCIES</b>	<b>CALL 911</b>
<b>Daytona Safety Department</b>	<b>386-226-7233(SAFE)</b>
<b>American Red Cross</b>	386-226-1400
<b>Brown &amp; Brown Insurance</b>	386-252-9601
<b>Centers for Disease Control</b>	800-232-4636
<b>Daytona Beach Emergency Management Office</b>	386-671-4000
<b>Daytona Beach Fire Department</b>	386-671-4000
<b>Daytona Beach Police Department</b>	386-671-5100
<b>EVAC- Ambulance/Transport</b>	386-252-4900
<b>FEMA</b>	800-621-3362
<b>Halifax Hospital- Daytona Beach</b>	386-254-4000
<b>State of Florida Emergency Management Office</b>	800-226-4329
<b>TECO GAS</b>	800-832-6747
<b>Volusia County Emergency Management Office</b>	386-258-4088
<b>Volusia County EMS</b>	386-248-8149
<b>Volusia County Fire Services/HAZMAT</b>	386-254-4657

<b>Volusia County Health Department</b>	386-274-0500
<b>Volusia County Risk Management Office</b>	386-423-3300 ext. 2884
<b>Volusia County School Transport</b>	386-258-4677 ext. 50514
<b>Volusia County Sheriff's Office</b>	386-254-4689
<b>VOTRAN</b>	386-761-7700
<b>Zurich American Group Insurance</b>	800-987-3373

#### UNIVERSITY ADMINISTRATIVE DEPARTMENTS

<i>Office</i>	<i>Phone Numbers</i>	<i>E-Mail Addresses/Fax</i>
<b>Accounting/Budget</b>	386-226-7777	Fax:386-226-6220
<b>Communications and Marketing</b>	386-226-6182	Fax:386-226-6158
<b>Facilities Management</b>	386-226-6500	dbfacsvc@erau.edu
<b>Human Resources</b>	386-226-6145	morgac62@erau.edu
<b>Information Technology</b>	386-226-6990	Fax:386-226-7000 itsupport@erau.edu
<b>President's Office</b>	386-226-6202	Fax: 386-226-7017 ingrid.weeks@erau.edu
<b>Risk Management</b>	386-226-6152	wiskirct@erau.edu
<b>Safety</b>	<b>386-226-7233(SAFE)</b>	
<b>University Construction and Planning</b>	386-226-6355	

#### UTILITIES

<i>Office</i>	<i>Phone Numbers</i>
<b>Florida Power and Electric</b>	800-375-2434
<b>Daytona Beach Utilities</b>	386-671-8815
<b>Solid Waste Management</b>	386-671-8670
<b>TECO GAS</b>	800-832-6747
<b>Waste Pro USA</b>	386-788-8890
<b>Volusia County Water Resources and Utilities</b>	386-257-6000
<b>Volusia County Public Works</b>	386-257-6017

## *APPENDIX B: EVACUATION ROUTES*

*APPENDIX C: FIRE EXTINGUISHER/ALARM  
LOCATIONS*

## APPENDIX D: DEFINITIONS

**Annex** – Supplementary information for a document, in this situation as it refers to different functions, and information is presented here that wouldn't be in the normal EMP.

**CodeRED** – CodeRED is a service that provides emergency notification to subscribers by telephone. It allows a short message to be pre-recorded and then the message is automatically dispatched to selected users without having to dial individual numbers.

**EOC** – The Emergency Operations Center (EOC) is the headquarters for IC, and command staff.

**Evaluator** – An expert who observes an exercise to determine quality and progress of its participants.

**ICS** – Incident Command System - Is the command structure incorporated in all emergencies. These include five functions, command, logistics, operations, planning and finance.

**NIMS** – National Incident Management System - A framework that provides guidelines and framework to incident responders in an effort to achieve a single nationwide system for managing incidents.

**EOT** – The Emergency Operations Team consists of ERAU Staff who have a need to be involved in the emergency. The Incident Commander can dismiss any member who may not have a contributing role in the emergency.