



# SCF DEPARTMENT OF PUBLIC SAFETY & SECURITY

## Quick Reference Guide

### Hurricane/Natural Disaster Incident

#### Making the Call on Emergency Closings

- The College President, or the designated next-in-command Vice President, is the only person authorized to cancel classes or declare a collegewide state of emergency.
- The safety of students and employees is the primary consideration in deciding to cancel classes. The second consideration is the security and protection of College property.

#### Critical Incident Management Team (CIMT)

The Critical Incident Management Team assesses and recommends actions in emergency situations. Core members are Dr. Carol Probstfeld, vice president, business and administrative services; Paul Porter, chief of College security; Robert Masucci, sergeant; and Katherine Walker, director of public affairs & marketing. The CIMT is expanded as needed.

#### Communications before, during and after a weather emergency

- As a storm or hurricane approaches, the CIMT remains in constant communication with local and state agencies to monitor the storm's track and ensure the most current and reliable information is provided to the College community.
- All official bulletins regarding College operations, closings and reopenings will be issued by the CIMT or public affairs & marketing through:
  - The SCF website: Your major pipeline to updates posted on the home page.
  - College email: During an emergency, the use of SCF-All is reserved for CIMT advisories and official related bulletins about essential College operations.
  - Local major media outlets - radio, TV, Web, print: While every attempt is made to convey accurate information through these outlets, realize that busy newsrooms get confused and communication lines are unreliable during a storm. Try to confirm media bulletins via the College website.
  - The College's main phone lines - 941-752-5000; 941-408-1300; 941-363-7000 - During a storm's approach, refrain from calling unless necessary because phone lines become swamped. It should be easier to access recorded updates post-closure and post-storm.
- Avail yourself of all official, operable avenues of communications. Do not listen to rumors or non-College official sources. Stay in touch with your supervisor.
- After a storm: The expected return date usually will be included in an emergency closing announcement. Plan accordingly. If, in the aftermath of a severe storm, the storm's impact prevents you from returning to work and/or contacting the College, check in at the nearest emergency operations or public safety center. We will monitor them when conditions allow. As soon as you can locate a working phone, call your supervisor.

#### Campus Lock-Down

- A presidential order for all College employees to vacate the campuses is a serious matter and is strictly enforced for the safety of students and personnel.
- No traffic or on-campus activity is permitted when a total lock-down of the properties is in effect.
- Only essential emergency personnel (authorized by the CIMT as being essential to emergency operations and required to report to work) are allowed on College property while a lock-down order is in effect.

#### Emergency Closure Pay

College personnel required to take time off due to an emergency closing will be compensated in accordance with Procedure 2.10.01, "Emergency College Closure Pay."

#### Preparing for a Hurricane Closing

- Before the start of hurricane season, make sure that human resources and your supervisor have your current contact information.
- When the hurricane closing order is issued, you will be asked to prepare your work area within reason and without incurring physical injury.
- Back up computer hard drives. Turn OFF your computer and other office equipment.
- Unplug your computer from the electrical source if you can do so without moving furniture.
- Clear desktops, tables and other exposed surfaces.
- Protect books, valuable papers and equipment.
- Secure chemicals and lab equipment and place them in safe storage.
- Discard perishable items from refrigerators.
- Secure all windows, drop all blinds and close all shades.
- If flooding is a concern, remove contents from bottom drawers of desks and cabinets.
- Take personal, irreplaceable items with you.
- Change your voice greeting on your individual desk phone. Activate your "out-of-office assistant" tool on your computer to inform callers and email contacts about the closing and when regular hours are expected to resume (if known).

#### Important Contact Information

Go first to: [www.scf.edu](http://www.scf.edu)  
National Hurricane Center: [www.nhc.noaa.gov](http://www.nhc.noaa.gov)  
Sarasota Emergency Operations Center: <http://stormcenter.scgov.net/>

Call: 941-752-5000; 941-408-1300; 941-363-7000

Manatee County Emergency Management: [www.mymanatee.org](http://www.mymanatee.org)  
American Red Cross: [www.redcross.org](http://www.redcross.org)