


PROCEDURE

Subject	Emergency Shelters	Number: 1.15.01
Source	Vice President, Finance and Administrative Services	Reference (Rule #) 6HX14-1.15
President's Approval/Date:	 1/22/2018	

POLICY:

The buildings that qualify for status as “Emergency Shelters” on the College campuses are Buildings #9 & # 18 on the Bradenton Campus and the CIT building at the Lakewood Ranch Campus. None of the buildings at the Venice campus are designated as “Emergency Shelters.” Building #18 and the CIT building currently meet the requirements as a Category 2 Hurricane Structure on the Saffir Simpson Hurricane Scale.

Buildings #9 & #18 and the CIT building are NOT automatically available to outside organizations to be utilized in time of emergency. The Critical Incident Management Team, will determine the needs of the College first and will consider utilizing the structures as command centers of operation for the College. The College’s first consideration shall be the immediate needs of our students, faculty and staff.

PROCEDURE:

1. Process to Designate structure as “Emergency Shelter”:

- Facilities Management will determine the possible eligibility of “Emergency Shelter” status during the planning of existing campus building restoration or new construction.
- This determination will be made in conjunction with the Critical Incident Management Team to ensure that College needs are being fulfilled.
- Following guidelines set forth in Chapter 1013, Florida Statutes and Section 423 of the Florida Building Code, the Facilities Management Department will work with architects and contractors to ensure that applicable minimum criteria are met.
- Upon completion of the building renovations or new construction, Facilities Management will file ALL necessary forms with the State of Florida for certification.
- Upon receipt of such certification, the Director, Facilities Management will notify the Board of Trustees, the President, Department of Business Services and the Manager of Public Safety acting in his/her capacity as head of the Critical Incident Management Team so that all appropriate department manuals and the State College of Florida, Manatee – Sarasota Emergency Procedures Manual are updated.

2. Operational Considerations:

The President, working in conjunction with the Critical Incident Management Team and local/State officials, will determine when and if an “Emergency” either is about to occur or that one has occurred. Decisions will be made at that time as to the expected or actual nature of the Emergency, its duration, potential or actual College students/faculty/staff/visitors involved, and the actions needed to maximize the protection of all College resources and personnel.

The Critical Incident Management Team will recommend to the President how Emergency Shelters will be utilized and configured. Under NO circumstances will any other buildings on the Campuses be designated as “Emergency Shelters,” nor will any structures be utilized for any disaster-related function without the prior approval of the President and the Manager of Public Safety.

The President or his/her designee may negotiate with local government organizations for space utilization within these buildings to be used during time of widespread emergency or natural disaster on a “Mutual Benefit” basis. Arrangements must benefit the College as well as the organization making the request.