



Barry University

**COMPREHENSIVE
EMERGENCY
MANAGEMENT PLAN**

**Section I
Basic Plan**

Current Publication: April 2013

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Comprehensive Emergency Management Plan

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AMENDMENTS AND UPDATES TO THE CEMP

The Barry University Comprehensive Emergency Management Plan is intended to be a “living” document that may be amended and updated as warranted. It is important that those referring to the CEMP have the most current information available. The process for formal plan review and revision is addressed under **Planning in Section C: Preparedness & Mitigation/Prevention Actions**, below. It is understood that minor revisions to the CEMP may be necessary outside of the formal review process, and those minor revisions should be noted here.

1. Record the change number. If several changes are being made at the same time, record them all under the same number.
2. Provide a simple description of the change that is being made.
3. Indicate the page number on which the change appears.
4. Provide the name of the person making the change.
5. Provide the date the change was made.

Changes to the CEMP should only be made by the Incident Commander, or a designee.

Record of Changes

No.	Description of Change Made	Pg. #	Posted By:	Date
1	Grammatical/verbiage adjustments that do not modify the meaning or intent of any policies/procedures	Vary	Jean Hock	09/01/11
2	Addition of Scope of Level 3 Minor Emergency Situation Not Requiring CEMP Activation	21,22	Jean Hock	09/19/2011
3	Update EPG	6	Jean Hock	09/19/2011
4	EOC Locations Table	30	Jean Hock	09/27/2011
5	TOC Updated	3,3	G. Melchiorre	10/19/2011
6	Finalized Edits to Level 3 Emergency – Scope and Procedures	22, 23	Jean Hock	11/2011
7	Edits on multiple pages	Vary	G. Melchiorre	04/2013
8	Edits on multiple pages	Vary	C. Knudson	7/2013
9	Edits on multiple pages	Vary	C. Knudson	10/2013

Comprehensive Emergency Management Plan

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

The University personnel and equipment will be utilized in accordance with the guidelines set forth in the CEMP to accomplish the following priorities in order of importance:

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety and Basic Care Services
- Priority 3: Protection of Barry University Assets
- Priority 4: Maintenance of Critical Barry University Services
- Priority 5: Assessment of Damages
- Priority 6: Restoration of Barry University Operations

The University CEMP is comprised of four sections. The first section, contained within this document, is the BASIC PLAN which: 1. provides a plan overview, 2. specifies emergency management roles and responsibilities, 3. explains how the University prepares for and mitigates against likely hazards, 4. outlines the organizational structure of the University during an emergency, and 5. provides standard operating response guidelines. The second section consists of HAZARD SPECIFIC PLANS, which are maintained by and within related departments, units (e.g. Chemistry Department, Facilities Management), cover special circumstances, and processes that are only relevant to a specific hazard. The third section contains UNIT SPECIFIC EMERGENCY OPERATIONS PLANS which outline implementation of guidelines set forth in the BASIC PLAN, specific to the unique characteristics of Barry University operational units (e.g. Facilities Management, School of Human Performance and Leisure Sciences.)

Assumptions

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

- An emergency may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency is not predictable. Therefore, published response plans such as the University CEMP, should serve only as a guide and may require modifications in order to meet the requirements of a specific emergency.
- An emergency may be declared if information indicates that such conditions are developing or probable.
- All emergencies begin locally. Therefore, most emergencies impacting the University will begin at the campus level.
- Major emergencies may become county or statewide. Therefore, it is necessary for the University to prepare for and carry out emergency response and short-term recovery operations in conjunction with local, state, and federal emergency response agencies.
- Assistance from local, state, and federal emergency response agencies may not be immediately available.

Authority

The authorization from the University Board of Trustees to the University President to prepare, maintain, and implement the CEMP can be found in the Bylaws of the University Article II, Section 1; Specific Powers.

Miami-Dade County emergency management authority and support are governed by Chapter 8B of the Miami-Dade County Code. The State of Florida emergency management authority and support are governed by Florida Statute, Chapter 252. The federal government is authorized to support both the county and state governments in accordance with the Robert T. Stafford Act and Title 44 of the Code of Federal Regulation.

B: EMERGENCY MANAGEMENT ROLES & RESPONSIBILITIES

The University will maintain a University Crisis Management Team that consists of University personnel who are assigned specific emergency roles and responsibilities. Each position on the University Crisis Management Team should identify a primary and an alternate person for the position.

The section below describes the primary roles and responsibilities within the University's CEMP. An example organizational chart can be found on p. 21 of this document. Note, however, that there may be situations where either the individuals noted on the chart are not available or where the scope of an incident is minor enough to be handled by other capable and qualified individuals on site. The National Incident Management System provides this level of flexibility. Thus the organizational chart should be considered a guideline rather than an indication of the only individuals who can fill specific roles in an incident response.

UNIVERSITY LEVEL

Emergency Policy Group

The Emergency Policy Group consists of the Executive Committee of the Administration, which is led by the President of Barry University, inclusive of the Provost, the Vice President for Student Affairs, the Vice President for Business and Finance, the Vice President for Institutional Advancement & External Affairs, the Vice President for Mission and Institutional Effectiveness, and Chief Information Officer

Incident Commander

General Emergency Management Responsibilities

The Incident Commander is designated by the University President to perform duties necessary for the enhancement and management of the University, and provide leadership and management to all divisions. The Barry University CEMP is promulgated under the University President's authority. All policies and procedures related to the safety and security of the University community shall be approved by the University President or designee.

Emergency Response Role

The University official who assumes the role of Incident Commander is responsible for the proper and expeditious handling of the emergency in accordance with the guidelines set forth in the Barry University CEMP. The Incident Commander's responsibilities include:

- In collaboration with The Emergency Policy Group, provide overall leadership for University-wide response, and set overall University-wide priorities,
- Allocate critical resources based on University-wide priorities,
- Ensure incidents are properly managed and delegate authority to others,
- Ensure that incidents' objectives are met and do not conflict with each other or with University policy,
- Approve incident press releases,
- Approve University-wide Incident Action Plans

If the Incident Commander is unavailable, the role is assumed, by a equally capable and qualified person. All decisions concerning the cessation of University-wide functions, operations and the ordering of immediate protective actions (evacuation, or temporary closure) remain with the University President.

Public Information Officer

General Emergency Management Responsibilities

The Public Information Officer is a member of the University's Department of Marketing and Communications and is responsible for the University's activities relating to external and internal communications. The Public Information Officer is the University's point of contact with all media agencies, and is responsible for informing the University community about the University CEMP and other emergency preparedness initiatives.

Emergency Response Role

The Public Information Office is the primary University official that is responsible for activating the

University's emergency notification resources, and alerting the general University community of a major emergency. A University communications coordinator serves as backup for the emergency notification responsibility. If a campus State of Emergency is declared, the Public Information Officer on the University's Crisis Management Team will:

- Obtain a briefing from the Incident Commander
- Collaborate with the Joint Information System, and ensure representation in the Joint Information Center
- Maintain information security controls
- Distribute emergency information to students, faculty and staff via the University's notification resources,
- Advise Incident Commander on information dissemination and media relations,
- Obtain information from and provide information to the Planning Section,
- Obtain information from and provide information to community and media
- Maintain a Unit Log (ICS Form 214)

Finance Chief (Finance Section)

General Emergency Management Responsibilities

The Finance Chief is responsible for the ongoing operational status of Barry University, the overall administrative and fiduciary responsibility for general institutional services, and for the management of business and financial activities. The Finance Chief has the authority to assign members from his/her division with Emergency Management roles and responsibilities in support of the Barry University CEMP and other emergency preparedness initiatives.

Emergency Response Role

- Obtain a briefing from the Incident Commander
- Ensure the continuation of all payroll and purchasing functions
- Conduct financial and cost analyses as necessary
- Oversee contract negotiations
- Track personnel and equipment time
- Process claims for accidents and injuries
- Work with Logistics to ensure resources are procured
- Ensure records are consolidated and transmitted as required by local, State and/or Federal authorities to provide financial accountability
- Maintain mail and receiving services
- Maintain the Unit Log (ICS Form 214)

If the Finance Chief is unavailable, the role is assumed by a designated member of the Division of Business and Finance, who is an capable and qualified person.

Public Safety Chief (Public Safety Section)

General Emergency Management Responsibilities

The Public Safety Chief is a member of the University's Public Safety Department and is responsible for the overall management of the University's emergency preparedness functions, which include the development, implementation and maintenance of the Barry University CEMP. The Public Safety Chief is the University's representative who collaborates with all local, state and federal emergency response agencies that serve and protect The University.

Emergency Response Role

The Public Safety Chief and or Incident Commander is responsible for notifying the appropriate University personnel of a major campus emergency in accordance with Barry University's Emergency Notification System activation protocol contained in the section "Alert and Notification". The Public Safety Chief and or Incident Commander is authorized to activate the University's emergency notification resources and to alert the general University community of a major emergency. The Public Safety Officer will:

- Obtain a briefing from the Incident Commander
- Activate and maintain the University Emergency Operations Center
- Provide a point of contact for Assisting and Cooperating Agencies,
- Identify representatives from each involved agency, including a communications link and his or her location.
- Provide brief on the incident status for supporting agencies.
- Direct evacuation efforts
- Maintain traffic and crowd control
- Control access to incident scene
- Respond to requests from incident personnel for inter-organizational contacts.
- Monitor incident operations to identify current or potential inter-organizational contacts.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Maintain the unit log (ICS Form 214).

If the Public Safety Chief is unavailable, the role is assumed by a designated member of the Public Safety Department, who is a capable and qualified person.

Operations Chief (Operations Section)

General Emergency Management Responsibilities

The Operations Chief provides leadership and management to administrative units that direct student life, housing, student health services, counseling services and disability services. The Operations Chief has the authority to assign members from his/her division with emergency management roles and responsibilities in support of the CEMP and other emergency preparedness initiatives.

Emergency Response Role

If a campus State of Emergency is declared, the Operations Chief will:

- Obtain a briefing from the Incident Commander
- Develop and implement strategies and tactics to carry out the incident objectives,
- Organize and coordinate the campus response resources.
- Account for students and notify parents of students involved in or impacted by a campus emergency
- Identify alternate locations for campus non-academic functions (e.g., programs, events,

etc.)

- Organize student crisis counseling services
- Maintain a Unit Log (ICS Form 214)

If the Operations Chief is unavailable, the role is assumed by a designated member, who is a capable and qualified person.

Logistics Chief (Logistics Section)

General Emergency Management Responsibilities

The Logistics Chief provides management of University facilities, grounds, physical plant operations, maintenance, compliance, and risk management. The Logistics Chief has the authority to assign members from his/her unit with emergency management roles and responsibilities in support of the University CEMP and other emergency preparedness initiatives.

Emergency Response Role

During a declared University State of Emergency, the Logistics Chief will:

- Obtain a briefing from the Incident Commander
- Assist in determining the type and amount of Facilities Management resources needed to support the incident(s)
- Provide Facilities Management resources and services required to support incident(s),
- Order, receive, store and distribute Facilities Management resources
- Maintain inventory of supplies, equipment and vehicles
- Set up and maintain facilities
- Provide utility assessment and shut down services
- Conduct preliminary damage assessments
- Organize incident clean-up resources
- Organize the clearance and removal of debris
- Evaluate building safety.
- Maintain a Unit Log (ICS Form 214)

If the Logistics Chief is unavailable, the role is assumed by a designated member who is an capable and qualified person.

Planning Chief (Planning Section)

General Emergency Management Responsibilities

The officially designated Planning Chief is responsible for assisting the Incident Commander with the management of all Schools and academic units. The Planning Officer has the authority to assign members from his/her division with emergency management roles and responsibilities in support of the Barry University CEMP and other emergency preparedness initiatives.

Emergency Response Role

During a declared University State of Emergency, the Planning Chief will:

- Obtain a briefing from the Incident Commander
- Gather, analyze, and disseminate information and intelligence,
- Manage the ICS planning process
- Maintain accountability for University personnel and account for personnel involved in or

affected by a campus emergency

- Identify alternate locations for academic functions
- Organize faculty crisis counseling services
- Develop an Incident Action Plan utilizing ICS format
- Maintain a Unit Log (ICS Form 214)

If the Planning Chief is unavailable, the role is assumed by member, who is a capable and qualified person.

Faculty & Staff

General Emergency Management Responsibilities

Faculty and staff are seen as campus leaders and must be prepared to direct students, visitors, and colleagues to safe locations in the event of an emergency. Faculty and staff are responsible for being familiar with applicable emergency plans, procedures and evacuation routes for their assigned work locations. This information is accessible on the University website at www.barry.edu/prepare or can be requested at the Public Safety office located on campus.

Barry University utilizes **Blackboard Connect**, a communication service that enables key administrators and security personnel to reach students and employees quickly with personalized voice, e-mail and text messages to provide valuable information to maximize the University's capability to notify them of a life-threatening emergency and issue appropriate protective actions. Faculty and staff are responsible for maintaining their own contact information on Blackboard Connect via WebAdvisor.

In addition to the items listed above, faculty members are encouraged to include the following public safety and emergency preparedness information in their course syllabus, and review this information with their students at the beginning of each term:

- Phone Number of Campus Public Safety Department:
 - Dispatch 305-899-3333
- How to dial 911 from a Campus Phone: 9-911
- Information on what to do in an emergency: www.barry.edu/prepare

Emergency Response Role

If faculty and staff are involved in or witness a life-threatening emergency, they are required to immediately call 911 and the Office of Public Safety on campus at (305) 899-3333. Faculty and staff must be prepared to assess emergency situations quickly but thoroughly, and use common sense in implementing protective actions. During a declared State of Emergency, faculty and staff who are not assigned a specific crisis management responsibility are required to take action as directed by the Crisis Management Team.

Students

General Emergency Management Responsibilities

Students are responsible for familiarizing themselves with emergency preparedness resources, campus emergency procedures, and evacuation routes in the buildings that they use frequently. This information is accessible on the Barry University website at www.barry.edu/prepare. Additionally, students are responsible for maintaining their own contact information for Blackboard Connect via WebAdvisor.

Emergency Response Role

If students are involved in or witness a life-threatening emergency, they are required to immediately call 911 and the Office of Public Safety on campus. Students must be prepared to assess emergency situations quickly but thoroughly, and use common sense in implementing protective actions. Students are required to implement protective actions in an orderly manner when directed by faculty, staff, emergency response personnel or the Barry Emergency Notification System.

LOCAL LEVEL

Miami-Dade County

The Miami-Dade County Department of Emergency Management is a Multi-Agency Coordination System that is responsible for coordinating all countywide emergency management efforts, and the response to a declared county emergency. DEM prepares and implements the County CEMP as well as conduct exercises to test county and municipal emergency response capabilities. The County Mayor has the authority, under section 8B of the Miami-Dade County Code, to declare a county emergency, activate the Emergency Operations Center) and allocate the resources necessary to protect lives and property. The Miami-Dade County Emergency Operations Center is the facility in which the County's participating agencies coordinate all emergency and disaster preparations, response, and recovery activities as a Multi-Agency Coordination Entity.

The Emergency Operations Center is located separately from the on-scene Incident Command Post and supports the on-scene response by providing external coordination and securing of additional resources. A Multiagency Coordination) Group does not have any direct incident command involvement. Emergency Operations Center /Multiagency Coordination Groups do not command the on-scene level of the incident, but rather supports the Incident Command Post's command and management efforts.

Some portions of campus property are located within unincorporated Miami-Dade County. Miami-Dade Police Department would respond if an incident occurred in that area.

Village of Miami Shores, City of North Miami, Miami-Dade Fire Rescue

The majority of the University main campus is located within the jurisdiction of the Village of Miami Shores. The Miami Shores Police Department is the primary law enforcement agency for the campus and would respond to incidents on campus.

Other campus property is located within the jurisdiction of the City of North Miami and the North Miami Police Department would respond to incidents occurring in those areas. Miami Dade Police will respond to campus property located within MIAMI Dade County.

The Miami-Dade Fire Rescue Department is the primary fire rescue agency for all portions of campus.

REGIONAL LEVEL

Regional Domestic Security Task Force

The State of Florida has taken a regional approach in the fight against terrorism and preparation for catastrophic disasters. The State is divided into seven Regional Domestic Security Task Forces. Each task force is made up of local, state, and federal emergency response agencies that serve and protect the communities within the defined region. The Southeast Regional Domestic Security Task Forces (Region 7) encompasses Miami-Dade, Broward, Monroe and Palm Beach counties. The task force is broken down into functional workgroups that meet regularly and discuss ways to update/sustain equipment, train personnel, increase public awareness and establish protocols for response to a terrorist incident under a unified command. The Director of Public Safety and the Assistant Director are the University representatives on the Campus Security workgroup. Barry's ongoing participation in the Regional Domestic Security Task Forces is instrumental in applying for homeland security grants, planning of regional exercises, and ensuring the consistency of the Barry University CEMP with other local and state response plans.

Barry University has established partnerships with St. Thomas and Florida Memorial Universities, also located in Regional Domestic Security Task Forces Region 7. Administrators, Staff & Faculty at the universities have together conducted incident response training using the National Incident Management System guidelines Incident Command System.

STATE LEVEL

Florida Division of Emergency Management

The Florida Division of Emergency Management is responsible for the coordination of all statewide emergency management efforts. The Florida Division of Emergency Management prepares and implements the State of Florida CEMP and conducts exercises to test state and county emergency response capabilities. The Governor has the authority to issue an Executive Order declaring a Florida State of Emergency and activating the State's emergency response resources. During a declared Florida emergency, The Florida Division of Emergency Management is authorized to support the local response efforts through the activation of the State CEMP and Emergency Operation Center. If the Governor is not able to issue an Executive Order due to time constraints, the Director of The Florida Division of Emergency Management is authorized to activate the State CEMP and immediately initiate emergency response actions. The Region 7 Florida Division of Emergency Management Coordinator is responsible for coordinating The Florida Division of Emergency Management initiatives with the Barry University Director of Public Safety.

Florida Department of Law Enforcement

The Florida Department of Law Enforcement was created to promote public safety and strengthen domestic security by providing services in partnership with local, state, and federal criminal justice agencies to prevent, investigate, and solve crimes, while protecting Florida's citizens and visitors. Through its seven Regional Operations Centers, fourteen field offices, and seven crime laboratories, The Florida Department of Law Enforcement delivers investigative, forensic, and information system services to Florida's criminal justice community. The Florida Department of Law Enforcement is responsible for coordinating the seven Regional Domestic Security Task Forces and the State of Florida Domestic Security Oversight Committee. The Region 7 The Florida Department of Law Enforcement Special Agent Supervisor is responsible for coordinating The Florida Department of Law Enforcement and Domestic Security Oversight Committee homeland security and emergency management initiatives with the University Director of Public Safety.

Florida Department of Education

The Florida Department of Education governs public education for the State of Florida. The Director of Independent Colleges and Universities of Florida is responsible to assist The Florida Division of Emergency Management and The Florida Department of Law Enforcement with all statewide emergency management efforts that impact Independent Colleges and Universities of Florida members. The Director of Independent Colleges and Universities of Florida is also responsible for coordinating The Florida Department of Education emergency management initiatives with the Barry University Director of Public Safety.

C: PREPAREDNESS & MITIGATION/PREVENTION ACTIONS

Collaboration

Collaboration with off-campus emergency response agencies is a need that is particularly critical at The University. The University is committed to enhancing collaboration and communication with these agencies to avoid duplication of effort. This ensures that all emergency policies, plans, and procedures are consistent with local, state and federal plans are as prepared as possible for a major campus emergency of any type. External relationships are established to assist Barry University with the continuous improvement and sustainability of its comprehensive all-hazards emergency management efforts. These external relationships include: the Village of Miami Shores Police Department, North Miami Police department and Public Works, Miami-Dade Police Department, Miami-Dade Fire Rescue, Miami-Dade police Department, Florida Department of Law Enforcement, Florida Department of Emergency Management, Southeast Regional Domestic Security Task Forces, Miami-Dade County Health Department, U.S. Department of Homeland Security and Florida Power and Light. Appropriate University personnel meet with external partners as needed; external partners assist with all preparedness and mitigation/prevention initiatives listed within the University CEMP.

Planning

Appropriate University personnel were designated to assist in the consolidation and enhancement of previous University emergency plans into one CEMP. The University CEMP is reviewed, updated, and enhanced on a continual basis in accordance with newly implemented laws or regulations, and the lessons learned after emergency preparedness exercises or real-life emergency incidents. The University Director of Public Safety collaborates with designees from the: Executive Committee of the Administration, Finance, Facilities Management, Information Technology, Administrative Information Systems, Legal Affairs, Marketing and Communications, Student Affairs, Housing & Residence Life, Student Health Center, Counseling & Psychological Services, Disability Services and Food Service, to review and revise the CEMP as needed. The Director of Public Safety consults with other members of the Barry University community as may be appropriate for additional input.

Emergency preparedness and the planning process are the responsibility of the entire University community. Students, Faculty, Staff and Visitors can access the latest version of the CEMP's BASIC PLAN on the Public Safety Department pages of the University website at www.barry.edu/includes/docs/public-safety/bu-comprehemsive-emergency-plan.pdf Other CEMP sections are password protected and can only be accessed online by the appropriate University personnel. The Director of Public Safety is responsible for distributing a copy of the entire CEMP to all supporting emergency response agencies on an as-needed basis, and or annually.

Hazard Analysis

The University is a private institution of higher education and its *main* campus is located on the southeast coast of the Florida peninsula in Miami Shores, Florida in Miami-Dade County on approximately 120 acres, and is surrounded by a few businesses and primarily residential neighborhoods. Miami-Dade County's low and flat topography coupled with its coastal geography makes the University extremely vulnerable to hurricanes and other natural hazards. Miami-Dade County is also home to approximately 396 critical infrastructure and key resource facilities. Barry's main campus' close proximity to these facilities leaves the University vulnerable to numerous accidental technological hazards. All institutions of higher education are vulnerable to intentional human-generated hazards. Approximately 4,100 full-time students are enrolled on the Miami Shores (main) campus, and 2,000 full and part-time employees work on-campus weekly. The main campus has 39 facilities totaling approximately one million square feet. The northern boundary of the campus is NW/NE 115th Street and has an entrance into the University. The eastern boundary is NE 2nd Ave and the University's main entrance. The western boundary is I-95. The southern boundary is NE/NW 111th Street and has a monitored entrance to the University. Additionally, the University owns 23 properties in the immediate vicinity of the main campus comprised of both residential and commercial spaces.

Due to the vulnerability to a wide range of hazards, the CEMP was developed using a risk based hazard analysis. The BASIC PLAN is all-hazard in scope while later sections of the CEMP provide specific guidance to some of the University's most likely hazards. The University's vulnerabilities are listed below by hazard category.

Natural Hazards:

- Hurricanes
- Fires
- Floods
- Tornadoes
- Pandemics
- Utility/Telecommunication Failures

Accidental Technological Hazards:

- Radiological Release – Transportation and Turkey Point Power Plant
- Hazardous Material Spills/Releases
- Major Vehicle Accidents

Intentional Human-Generated Hazards:

- Active Shooters
- Civil Disturbances/Demonstrations/Riots
- Bombings
- Other Terrorism Incidents

Training

National Incident Management System Incident Command System training is a critical component of The University’s preparedness actions. The Department of Public Safety is responsible for identifying University personnel in need of training based on their roles and responsibilities in the overall preparedness for, management of, and response to a University emergency. The Department of Public Safety will initiate the following procedures, upon deeming National Incident Management System / Incident Command System training as essential for a faculty or staff member:

- Contact the staff member directly if director level or higher
- Contact staff member’s immediate supervisor if below director level
- Contact faculty member directly if Chair level or above
- Contact faculty member’s immediate supervisor if below Chair level

The University created three levels for University personnel, each with its own minimum mandatory level of training. The three levels of University personnel are:

1. General Personnel- personnel with any role in University emergency preparedness, incident management, or response.
2. Critical Personnel- personnel with a critical role (i.e., needed to perform essential functions of the University) in the response to a University emergency
3. Leadership Personnel- personnel with a leadership role in the response to a University emergency. Note that for the Emergency Policy Group, while all trainings noted are recommended, they are not mandatory as they are for other personnel within the “Leadership Personnel” Category.

General Personnel	Critical Personnel	Leadership Personnel
<ul style="list-style-type: none"> • Health Services • Food Service • Counseling Svcs. • Disability Svcs. • Student Union • Resident Assistants 	<ul style="list-style-type: none"> • Public Safety • Housing/ResLife • Information Technology • Legal Affairs/Risk Mgr. • Facilities Management • Human Resources Mgt. 	<ul style="list-style-type: none"> • Emergency Policy Group • Incident Commander • Finance Chief • Public Information Officer • Public Safety Chief • Operations Chief • Planning Chief • Logistics Chief

Course #	Course Title	General	Critical	Leadership
100.he	An Introduction to ICS	X	X	X
200.b	ICS for Single Resources and Initial Action Incidents	X	X	X
300	Intermediate ICS for Expanding Incidents		X	X
400	Advanced Incident Command		X	X
700.a	An Introduction to NIMS	X	X	X
800.b	An Introduction to the National Response Framework (NFR)	X	X	X

The University Public Safety Department is required to maintain a database of all mandatory trainings (National Incident Management System, Incident Command System, other) taken by University personnel and ensure that the University training program is compliant with current state and federal regulations. The Department of Public Safety is responsible for collaborating with all local and state emergency response agencies to identify additional training opportunities that can benefit The University personnel.

Exercising

The Department of Public Safety is responsible for the development, implementation and maintenance of a yearly exercise schedule to test and evaluate the CEMP. The Director of Public Safety will review the academic calendar to determine the best times to conduct the specified exercises and work with appropriate University designees to finalize the schedule with each functional area to ensure the least impact to normal University operations and the adequate involvement of faculty, staff and students. The Department of Public Safety will attempt to hold exercises in conjunction with the local, state and federal emergency response agencies that serve and protect the University to avoid duplication of efforts and enhance collaboration. All exercises are required to be conducted in accordance with the Homeland Security Exercise and Evaluation Program. Lessons learned from completed exercises will be documented and an improvement plan will be created to identify areas for improvement.

D: EMERGENCY ORGANIZATION STRUCTURE

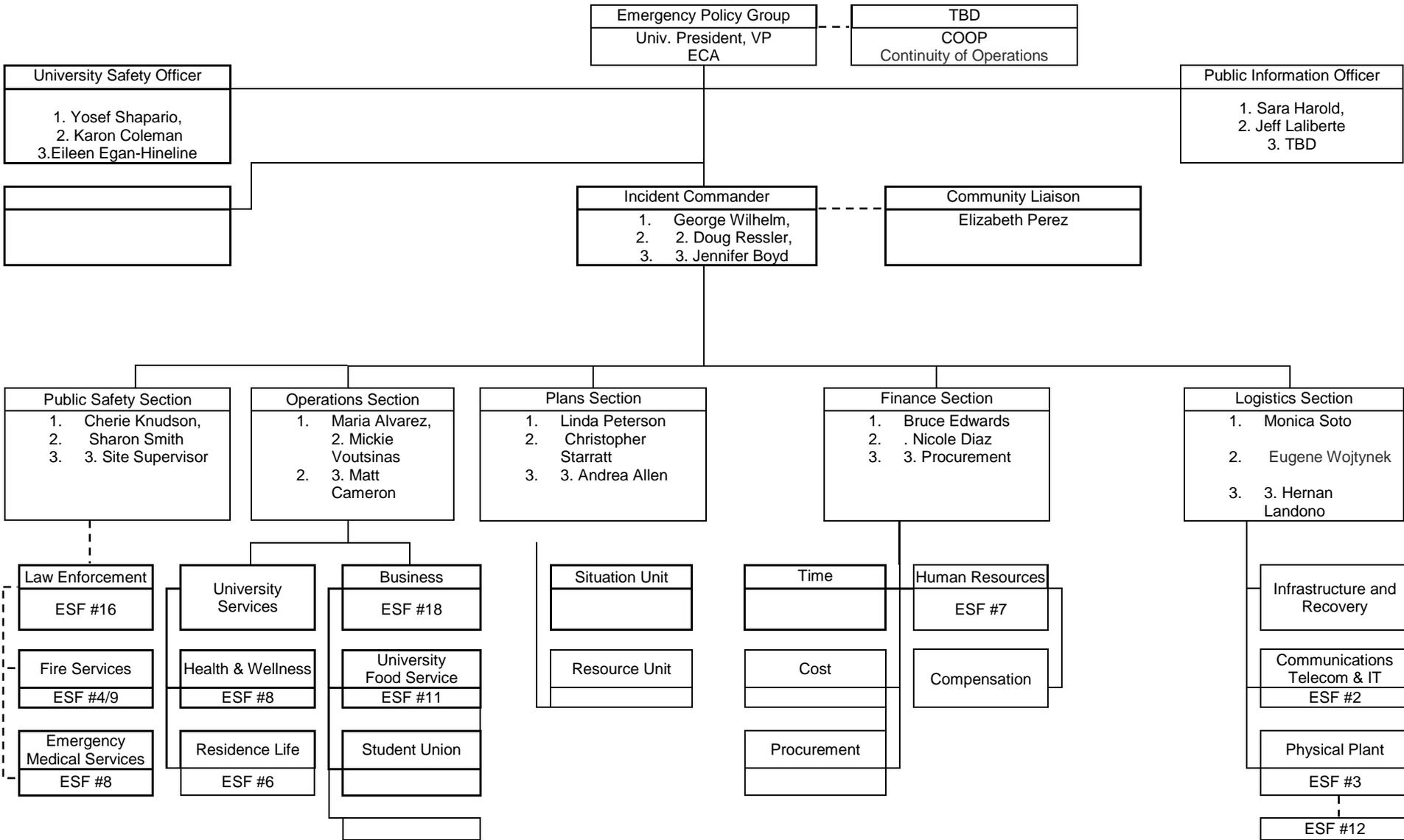
Implementation of the Multi-Agency Coordinating System of the Incident Command System

The University will operate under the Multi-Agency Coordinating System of the Incident Command System included in the National Incident Management System in response to a declared University or campus State of Emergency. A basic premise of National Incident Management System is that incidents typically are managed at the local level first. The University CEMP assumes that all emergencies affecting the University will be managed at the campus level.

BARRY UNIVERSITY

Organization Chart

Incident Name:	Date Prepared:	Time Prepared:	Operational Period Date: From: To:	Operational Period Time: From: To:
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Comprehensive Emergency Management Plan

Prepared By:	ICS Position:	Approved By:	ICS Position:
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E: RESPONSE & RECOVERY OPERATIONS

Incident Identification & Threat Assessment

The most critical steps in the emergency response process are incident identification and threat assessment. The University CEMP assumes that most emergency incidents on campus are going to be identified by students, faculty, staff, or visitors. If students, faculty, staff, or visitors are involved in or witness a life-threatening emergency, it is essential for them to immediately call 911 and the Public Safety Department (x3333 from campus phone, or (305) 899-3333 from cell). This notification is the first step in the activation of the University CEMP and emergency response. The local 911 emergency response agencies and Campus Public Safety will dispatch the appropriate resources to the incident scene. The first responding campus Public Safety Officers are responsible for safely assessing the scene for threats, reporting known threats to other responding officers and confirming the emergency severity and type to the dispatcher. The campus dispatcher is then responsible for initiating the major emergency notification process as outlined in the section "Alert and Notification," below.

A non-life threatening emergency should be immediately reported to the Public Safety Department. When doubt exists or if a non-life threatening emergency has potential to become more dangerous, always take action consistent with the above guidelines.

Once the appropriate University personnel are notified of an incident, the threat assessment process begins. University Personnel must assess the emergency incident and any known threats to determine the appropriate level of response. The following sources of information should be used to assist in the threat assessment process:

1. Type of incident
2. Location of incident
3. Time of incident
4. Information received from local law enforcement, fire rescue and emergency management agencies
5. Information received from Barry University Public Safety personnel on scene
6. Information received from local, regional, state, and federal intelligence report

Emergency Response Levels

There are three levels of emergency response. The lower the level of emergency the larger the scale of the incident and the more resources and coordination required to manage it. Any given level may be bypassed if necessary to allow a response to proceed to a higher level. The responsibility of classifying emergency levels starts at the campus level and proceeds to local law enforcement and fire rescue agencies as the severity of the emergency increases.

Level 3 -Minor Emergency

A Minor Emergency is defined as a localized incident with a limited threat to life or safety and limited impact on normal University operations. Response to a Minor Emergency is managed at the campus level with limited support from external resources. The University CEMP is not activated for a Minor Emergency. However, certain sections of the CEMP can be used as standard operating guidelines to the extent necessary.

Scope of Level 3 Minor Emergency Situations Not Requiring CEMP Activation

The following descriptions and notification procedures address campus emergency situations that DO NOT REQUIRE activation of The University's Comprehensive Emergency Response Plan.

Level 3.1

Definition

An unplanned event that is not likely to adversely impact or threaten life, health, or property. Control of the incident is within the capabilities of The University employees, equipment and technical skills, and the duration of the incident is determined to be short term.

Criteria

1. Incident resolved by University employees with the assistance from Operations, Public Safety Department, Facilities Management, Etc.
2. An outside agency may be involved as a precaution as part of existing standard operating procedures (i.e., 50 State Security, local Law Enforcement Organizations)
3. Written reports relative to the incident are filed with the Public Safety Department or appropriate entity at the University (i.e., Facilities Management, Housing and ResLife)
4. No outside medical assistance is required.
5. Establishment of a Command post and or operational group is optional.
6. After incident report or review of response is optional at the discretion of Incident Commander or other ECA member.

Examples

Automatic fire alarm, sprinkler activation, small chemical spill, localized power outage, localized water pipe break affecting portion of building, localized unidentifiable odor, student demonstration, criminal activity, etc...

Level 3.2

Definition

An unplanned event that may adversely impact or threaten life, health or university property within a singular / controlled area on campus. Control of the incident may involve outside agency assistance.

Criteria

1. Resolution of the incident involves both University staff and resources and outside agency personnel.
2. Evacuation, if necessary, is short term and affects immediate localized area.
3. Duration of the incident may be within eight – ten hours.
4. Public Safety Department takes internal measures to protect life and property.

5. The Student Health Center for medical response to include recommendation for outside assistance.
6. Command Post established remote from incident location.
7. Written report submitted as directed with damage estimate, injury report and agencies involved.
8. Incident after action debriefing meeting held as directed by Incident Commander or other ECA member.

Examples

Fire on-campus, a chemical spill requiring a disruption of services and a hazard material team response, a suicide, a water main break involving a significant part of a building disrupting normal services, an odor, heat, power outage or criminal activity that effects college operation for a significant period of time.

Procedures for Notification of Essential University Personnel in Level 3 Minor Emergency Situations 3.1 and 3.2

If a Minor Emergency Level 3.1 or 3.2 exists that necessitates a University response, notification of such will be made as follows:

1. First Person on Scene notifies Director of Public Safety or designee
 2. Director of Public Safety or designee notifies *Campus Emergency Response Group** via University e-mail accounts and BlackBoard Connect
 3. Members of *Campus Emergency Response Group* notify appropriate personnel in their respective areas
 4. Director of Public Safety or designee consults with Public Information Officer or designee to direct notifications to campus community as necessary and/or appropriate
- *Campus Emergency Response Group*
 - Public Safety
 - Facilities Management
 - Housing and Residence Life
 - Business Development and Operations

Marketing and Communications

Level 2 -Major Emergency

A Major Emergency is defined as an incident that threatens life or safety and or severely impacts normal University operations. Response to a Major Emergency can be managed at the campus level and could require significant resources that are both internal and external to The University. The University CEMP is activated for a Major Emergency. The Miami-Dade County Department of Emergency Services Duty Officer (305-468-5800) will be notified immediately when a Major Emergency is occurring on campus.

Level 1 –Disaster

A disaster is defined as an incident that results in the catastrophic loss of life and or closure of the campus for an extended period of time. Response to a disaster is managed at the University level and requires mutual aid from external agencies. The University CEMP is fully activated for a disaster The Miami-Dade County Department of Emergency Services Duty Officer (**305-468-5800**) will be notified immediately when a disaster is occurring on campus.

Notification

Barry University Emergency Notification System

To aid in the awareness of students, faculty, staff, and visitors, The University has interfacing emergency notification systems: Blackboard ConnectEd is utilized for mass electronic notifications, and the University has a sight/sound mass notification system in place on its Miami Shores campus.

Emergency Communication Methods

The University emergency notification systems consist of activation, delivery speed, and audience reach. The University recognizes that emergency information will travel via word-of-mouth. However, this method is unreliable and cannot be controlled, so it is not considered an official communication method.

Primary (immediate):

- SMS Text Message (ConnectEd)
- Bulk Email (ConnectEd)
- Public Address (sight/sound)
- Barry University Website
- Voicemail Message (ConnectEd)
- Media Release / Press Conference Secondary (15 minutes and beyond)
- University Hotline

Decision Criteria

Five criteria must be considered to determine if activation of a The University Emergency Notification System is warranted, which communications delivery methods will be utilized, and who authorizes activation of a system:

1. Hazard Type;

- What is the hazard? (Room fire, tornado, or hurricane)
- What is the impact to Barry University? (Minor, major, or disaster)
- What is the potential for the situation to worsen?
- Is the situation under control?

2. Life Safety / Property Protection;

- What is the potential for death?
- What is the potential for serious injury?
- What is the potential for minor injury?
- What is the potential for damage?
- What is the potential for disruption to normal course of business?

3. Urgency;

- How soon does the message need to go out? (Seconds, hours, or days)
- Is there time for approval?

4. Audience;

- Who needs to be alerted? (Administration, faculty, staff, students, or visitors)
- How many people need to be alerted? (dozens, hundreds, or thousands)

5. Capabilities / Limitations;

- What are the limitations of the system? (audience, delivery time, or mass panic)
- Which system should be used? (Press conference, bulk text message, or public address system)
- How quickly can the messages be sent? (Immediately, minutes, or hours)

Activation Approval

Activation of a The University Emergency Notification System must be approved by the appropriate University officials. The University CEMP was developed under the assumption that there is a need to streamline the activation process for an emergency notification system to ensure timely notification and warning. Seconds count, therefore a cumbersome activation and or approval procedure may result in injury or loss of life. Consequently, this process serves to establish a flexible, but controlled activation approval hierarchy.

Activation Approval for Campus Public Address System (sight/sound) Delivery Methods

Several individuals are trained and authorized to activate the campus public address system delivery method, during a life threatening major emergency. As is practical and without jeopardizing life safety, the Director of Public Safety is the primary person responsible for activating the campus public address system delivery method during a major emergency. If the Director of Public Safety is not available or incapable of activating the system then the following hierarchical list of persons would assume the role:

1. Public Safety Dispatch Officer On-Duty
2. Public Safety Supervisor On-Duty
3. Incident Commander
4. Public Information Officer

As is practical and without jeopardizing life safety, the following individuals shall be consulted prior to the University emergency notification message dissemination:

1. Emergency Policy Group
2. Incident Commander
3. Public Information Officer

Authorized users are permitted to send only *Prepared Messages* without prior consultation with one of the individuals listed above. Situations or messages that do not fall within the prescribed parameters of a Prepared Message must be approved individually by at least one of the individuals above prior to dissemination.

Activation Approval for All Other Barry University Emergency Notification System Delivery Methods (ConnectEd, Media Release, Hotline)

The following individuals are trained and authorized to activate all other The University Emergency Notification System delivery methods during a life threatening major emergency.

As practical and without jeopardizing life safety, the Director of Public Safety is the primary person responsible for activating all other The University Emergency Notification System methods during a major emergency. If the Director of Public Safety is unavailable or is not capable of activating the system, proceed down the list to the next available individual:

1. Public Safety Dispatch Officer
2. Public Safety Supervisor On-Duty
3. Incident Commander
4. Public Information Officer

As practical and without jeopardizing life safety, a particular individual should be consulted prior to The University Emergency Notification System message dissemination. The following list, outlined in hierarchical order, contains individuals to contact if the preceding individual is unavailable:

1. President
2. Incident Commander
3. Emergency Policy Group
4. Public Information Officer

Authorized users are permitted to send only Prepared Messages without prior consultation with one of the individuals listed above. Situations or messages that do not fall within the prescribed parameters of a prepared message must be approved individually by at least one of the individuals mentioned above, prior to dissemination.

Prepared Messages

The following emergency scenarios and associated prepared The University messages are sample messages that were approved by the appropriate University officials. These prepared messages are eligible for immediate activation by an authorized user only if a University emergency falls within the prescribed parameters listed below.

DANGEROUS SITUATION

Definition: Any intentional human-generated hazard, generally of a criminal nature, occurring or imminent, that poses an immediate threat to the health and safety of individuals on campus and requires response from local law enforcement.

Examples: active shooter, suicide bomber, hostage situation, civil unrest, terrorist attack, credible bomb or terrorist threat.

Origin: Public Safety Department or Municipal Police Department.

Urgency: Immediate (seconds)

Threat: Potentially fatal or serious injuries to individuals on campus.

Sample Dangerous Situation Prepared Message for Public Address Delivery Methods:

“Attention! Attention Please!
A Dangerous Situation has been confirmed on campus.
Appropriate personnel are responding.
Seek shelter immediately in a secure location and await further instruction.”

Sample Dangerous Situation Prepared Message for SMS Text Message & Bulk Email Delivery Methods:

BARRY UNIVERSITY! DANGEROUS SITUATION! If on campus, seek secure location and await further instruction. If off campus, avoid area. Go to www.barry.edu for details.

HAZARDOUS CONDITION

Definition: Any technological situation, generally as the result of an unintentional accident or natural occurrence, occurring or imminent, that poses a threat to the health and safety of individuals on campus.

Examples: gas leak, chemical spill, biological hazard, radiological hazard, or large fire.

Origin: Campus Public Safety, Municipal Police Department, or Miami-Dade County Health Department.

Urgency: Immediate (seconds)

Threat: Potentially fatal or serious injuries to individuals exposed to the hazard.

Sample Hazardous Condition Prepared Message for Public Address Delivery Methods:

“Attention! Attention Please! A Hazardous Condition has been confirmed on campus. The appropriate personnel are responding. Seek shelter immediately in a safe location in the nearest building away from doors and windows and await further instruction.”

Sample Hazardous Condition Prepared Message for SMS Text Message & Bulk Email Delivery Methods:

BARRY UNIVERSITY! HAZARDOUS CONDITION! If on campus, seek shelter indoors in the nearest building away from doors and windows and await further instruction. If off campus, avoid area. Details can be found at www.barry.edu.

WEATHER EMERGENCY

Definition: Any natural weather hazard that immediately threatens life safety.

Examples: Tornado Spotted, Flood Warning, Severe Lightning (During Outdoor Events)

Origin: National Weather Service -Miami, NOAA Weather Radios, Emergency Alert System, or local media.

Urgency: Immediate (seconds -5 minutes)

Threat: Potentially fatal or serious injuries to individuals located outdoors on campus.

Sample Weather Emergency Prepared Message for Public Address Delivery Methods:

“Attention! Attention Please! A Weather Emergency has been reported in the area. Seek shelter immediately in the nearest building away from windows and doors and await further information before going outdoors.”

Sample Weather Emergency Prepared Message for SMS Text Message & Bulk Email Delivery Methods:

BARRY UNIVERSITY! WEATHER EMERGENCY! Seek shelter immediately in the nearest building away from windows and doors and await further instruction. Go to www.barry.edu/prepare for detailed information.

EMERGENCY DECLARATION

Declaring a University State of Emergency

The University’s President has the authority to declare a University State of Emergency. This declaration activates the University Crisis Management Team with the authority to implement actions for the protection of life and property warranted by the scope, location, and or magnitude of the emergency. If the University President is unavailable, the Provost may declare a University State of Emergency and activate the University Crisis Management Team.

Once the University’s President and/or Provost and or Incident Commander have been notified of a major emergency incident, they should assess the situation to determine if a University State of Emergency should be declared. The following questions should be asked to assist in assessing the situation:

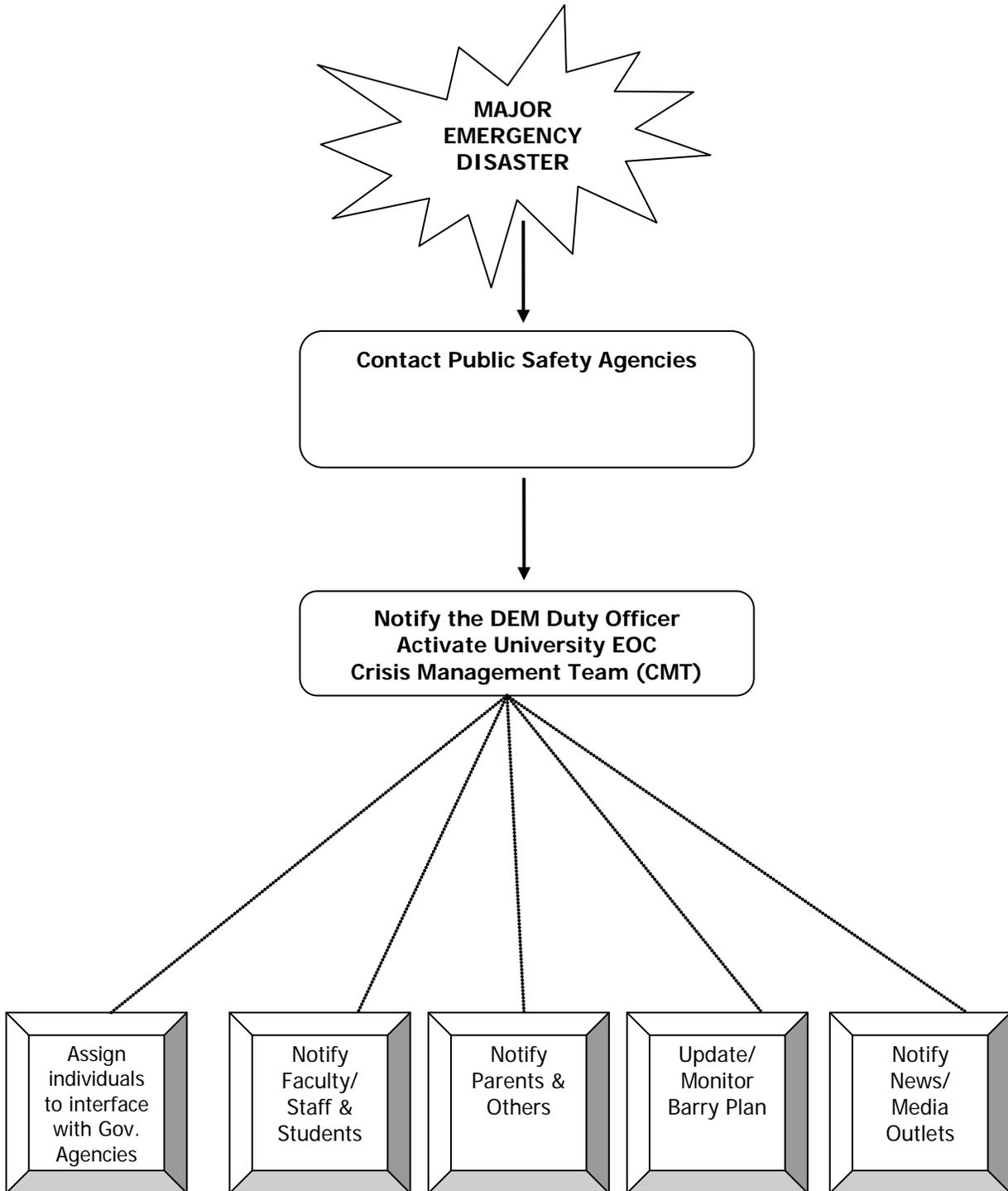
1. Are lives threatened?
2. Is there significant property damage?
3. Are standard University operations departments able to manage the incident?

Comprehensive Emergency Management Plan

4. Are specialized emergency services needed? (i.e., Bomb Squad, Urban Search and Rescue, SWAT, or HazMat)
5. Are significant outside mutual aid services needed from the City, County or State?
6. Are University operations and or events severely impacted?

When a University State of Emergency is declared, the University's Crisis Management Team is activated and the Miami-Dade County Emergency Management Duty Officer (305-468-4500) is notified of the Emergency. The Incident Commander is responsible for the proper and expeditious handling of major University emergencies, according to the guidelines set forth in the University CEMP. Incident Commander will provide the overall leadership for a University-wide response and set University-wide priorities. All personnel assigned to the University's Crisis Management Team will come under the authority of the Incident Commander. University personnel not assigned a specific crisis management responsibility are required to take action as directed by the University's Crisis Management Team.

Comprehensive Emergency Management Plan



University Emergency Operations Center

During a declared University emergency, the Incident Commander will identify a specific location for the University’s Crisis Management Team to meet, as well as begin directing response actions and assigning emergency responsibilities. The location where the University Crisis Management Team meets will be designated as the “Emergency Operations Center” The Emergency Operations Center will be positioned outside the present and potentially hazardous zone, but close enough to the incident to maintain command.

The Director of Public Safety should identify a primary and secondary location on campus that could serve as an Emergency Operations Center during an emergency. These locations will be capable of supporting the needed communication resources to respond to an emergency. Additionally, a third location that is off-campus will also be identified in case the primary and secondary designated locations are unsafe or inaccessible during the emergency.

Barry University EOC Status	Location
Primary	Garner 247
Secondary	Landon Student Events Room (110)
Tertiary	Library, Room 301
Off-Campus	TBD

Campus Emergency Response Kits

The University’s Director of Public Safety is responsible for collaborating with the local emergency response agencies that serve and protect the University. Even though collaboration and communication are the priorities of The University and its partners, every effort is taken to familiarize local emergency response personnel with the campus. The CEMP was developed under the assumption that some responders will be dispatched to a University emergency with limited knowledge about the campus layout. Therefore, Public Safety maintains an emergency response kit to be distributed to the local emergency response agencies during a declared emergency. The kits includes the following items:

- One set of keys to campus buildings,
- One paper copy of campus floor plans,
- twenty paper copies of the campus map, and
- Appropriate ICS Forms

Protective Actions

There are three protective actions which are shelter-in-place, evacuation, and temporary closure. These protective actions can immediately be issued, and implemented by University public safety personnel or the University’s Crisis Management Team in response to a spontaneous major emergency.

The cancellation of a The University sponsored event or the closure of the University in preparation for a tropical storm, hurricane or other planned event is not covered below. Closures in preparation for a tropical storm or hurricane are covered in the Hazard Specific section of the CEMP.

Shelter-In-Place

One of the protective actions that may be issued by authorized personnel, Public Safety or the University's Crisis Management Team is "shelter-in-place." A shelter-in-place protective action may be issued in response to a hazardous material which has been spilled or released, an active shooter situation, or weather emergency. This protective action is aimed at keeping students, faculty, staff and visitors safe while remaining indoors. Shelter-in-place allows for a secure, interior room if possible, with no or few windows, and to be used to take refuge. Students, faculty, staff and visitors are required to immediately activate the shelter-in-place protective action in an orderly manner, when directed by emergency response personnel or a the University Emergency Notification System message.

Evacuation

One of the protective actions that may be issued by the Public Safety Department or a University Crisis Management Team personnel is a building, or campus-wide evacuation protective action. An evacuative protective action may be issued in response to a fire, hazardous materials spill or release, or an active shooter situation. An evacuative protective action should not be issued for a bomb threat unless there is credible and specific information regarding the location and time of the threat. This protective action is aimed at keeping students, faculty, staff and visitors safe, by creating distance between them and the hazard area. Evacuation means immediately leaving the area in which you are located for another designated safe location. If a campus-wide evacuation is issued, everyone on a campus is required to immediately leave on foot in an orderly manner, and should not try to leave by car. Specific information regarding how to properly evacuate can be accessed on The University's website at www.barry.edu/prepare, or can be requested at the Public Safety offices located on campus

Temporary Closure

One of the protective actions that may be issued by the Public Safety Department or University Crisis Management Team personnel is "temporary closure." A temporary closure protective action may be issued after an evacuation has been ordered, and it is determined that a building or the campus is unsafe until further notice. This protective action is aimed to keep students, faculty, staff and visitors safe by keeping them out of the hazard area, and away from emergency response operations. Additionally, temporary closure means all campus classes and functions are canceled until further notice. Only essential personnel should remain on campus, unless they are ordered to leave by the Public Safety Department, University Crisis Management Team, or local emergency response agency personnel. Current information regarding the status of all The University campuses during an emergency can be accessed at. www.barry.edu/prepare

People with Disabilities

The University recognizes the need to incorporate provisions within all sections of the CEMP to address the specific needs of people with temporary or permanent impairments to their vision, hearing, or mobility. This CEMP addresses the unique issues regarding identifying people with disabilities who might need assistance during an emergency, and make provisions for notification and evacuation. The University's Crisis Management team ensures that the requirements of students and employees with disabilities will be maintained in all sections of the University CEMP. The University's Director of Public Safety will work with the Office of Disability Services and Human Resources to ensure that all people with a disability will have access to all information, plans, products, and services developed for emergency preparedness.

Evacuation of Persons with Disabilities

The University has fire stair wells as “Primary Areas of Refuge” on all floors of each building, where there are no exits at ground level. Whenever possible, these locations will be in approximately the same place on each floor, and close to a stairwell. These designated locations allow for the swift evacuation of persons with disabilities by emergency personnel, as they do not have to locate a variety of offices or locations throughout the building. These locations should have a closing door, a phone for communication, and supplies that enable the person(s) to block smoke from entering under the door. If possible, they also should have a window so that evacuees can signal their location; however, the fire rating of the location is most important. This location must be clearly indicated on emergency evacuation plans, to ensure that faculty, staff, students, visitors and emergency personnel may easily locate them. The Director of Public Safety shall consult with the local fire department and University Facilities Management to identify possible primary areas of refuge based on building configuration and construction.

In circumstances where evacuation is not possible, and a primary area of refuge has not been identified, a person with a disability should remain where he or she is and inform at least two other evacuees of their location. This information is to be provided immediately to the Public Safety Department. If a telephone is available to the person with a disability, he or she should call the Public Safety Department to confirm his or her location, and provide details regarding his/her current situation and identify his or her request for accommodation.

The Public Safety Department is required to maintain necessary equipment that may assist with the emergency evacuation of persons with disabilities, especially persons with mobility impairments who cannot use the stairs. This equipment should only be used in life threatening situations since it requires two or more trained personnel, and can easily hurt someone if used incorrectly. Similarly, individuals with mobility impairments should only be carried out of a building in case of a life threatening emergency. This presents a risk not only for the person with a disability, but also the "good Samaritans" or “buddies” who have agreed to assist the individual. Both of types of evacuation require extensive training by emergency evacuation professionals.

Students, faculty, and staff with a disability are encouraged to review the methods of emergency notification that are present on campus. This information is posted on the University Public Safety’s webpage at www.barry.edu/public-safety/ The University has installed an Emergency Notification System equipped with sight and sound notification methods that are integrated into the fire alarm system across the Miami Shores campus. The system includes public address, strobe light and marquee alerts so that all persons, including those with hearing and or sight impairments will have access to emergency notification.

Public Information

Public Information is a priority response action. The increased demand for public information after a major emergency can quickly overwhelm the capabilities of response personnel if it is not addressed appropriately. In response to a Major Emergency, Barry University makes provisions for a Joint Information System. A Joint Information System will integrate incident information and public affairs into a cohesive organization designed to provide timely, consistent, and coordinated information during emergency operations. The mission of the Joint Information System is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could

undermine public confidence in the emergency response effort. The University's Public Information Officer is responsible for integrating the University's public information resources into the Joint Information System, and coordinating all official information regarding The University via the Joint Information System process. In order to support the Joint Information System process, The University has adopted the following principles:

Joint Information Centers

A Joint Information Center is a designated location established to coordinate all incident related public information activities with the Joint Information System process. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the Joint Information Center. The Public Safety Chief will work with the Logistics Chief to identify a location that could serve as a Joint Information Center during an emergency.

Official Spokespersons

The Public Information Officer (or his/her official designee) and the University's President are the only official spokespersons for The University who are authorized to complete interviews with the media during a declared University emergency. The Public Information Officer and the University's President are authorized to designate other official spokespersons for The University as necessary and or appropriate.

Designated Areas for Media

The University CEMP was developed under the assumption that there will be increased media presence during a campus major emergency. Without coordination and a secure perimeter, the media can interfere with response operations. Therefore, The University has designated assembly area(s) for media near the campus, to prevent interference with response operations. A media assembly area will be positioned outside the present and potential hazard zone and the secure perimeter of response operations, but close enough to accurately report the incident. The Director of Public Safety will work with the Public Information Officer and Facilities Management personnel to identify a location on campus that could serve as a designated location to assemble the media during a declared emergency. As the scope of the emergency increases, so will the media presence. Therefore, The University will identify locations that are capable of holding a large press conference after the emergency. A designated press conference location should be positioned as close to the Joint Information Center as possible. The Director of Public Safety will work with the Public Information Officer and the Facilities Management to identify a location that could hold large press conferences after an emergency.

Rumor Control

The University CEMP was developed under the assumption that rumors and unofficial information will be spread during a declared major emergency. The implementation of a Joint Information System and the activation of a Joint Information Center will help The University control rumors.

Welfare Status Information

The welfare of students, faculty and staff and family reunification are of primary concern during and after a major life threatening emergency. Requests for information regarding the welfare of students and employees could quickly overwhelm the University's internal communication resources, and negatively impact The University's response capabilities. Increased demand on

external communication infrastructure, such as cell phones, will also hinder the family reunification process. Therefore, The University's Crisis Management Team personnel will immediately evaluate the need to implement an external accountability system for the University community, to report their welfare status. Once the need for student and employee accountability has been determined, The University will request assistance from the Greater Miami chapter of the American Red Cross. A member of Institutional Advancement & External Affairs is responsible for collaborating with the Greater Miami chapter of the American Red Cross on a regular basis.

The American Red Cross has the resources to assist The University with welfare status information and family reunification, and provides a "Safe and Well Website" for people who have been impacted by a disaster or major emergency. The University will request that the American Red Cross allow the University to direct students and employees to the "Safe and Well Website." The University Public Information Officer will then distribute a press release to all media outlets, directing students and employees to immediately report their welfare status online at <https://disastersafe.redcross.org>. The press release will also include instructions for how to access the "Safe and Well Website" to obtain the welfare status of their individuals of interest.

Maintenance of Critical Services

A major emergency may cause the University to cease certain operations. However, in order for The University to effectively respond to a major emergency, continue to protect life and property, and to eventually restore critical operations, certain services must be maintained. The following services must be maintained throughout the incident:

- Public Safety
- Facility Operations
- Facility Safety & Security Systems
- Plant Maintenance
- Computer & Network Services (DoIT)
- Telecommunications (DoIT)
- Purchasing
- Payroll

Essential Personnel

The University has determined the positions and functions within the University that are critical for responding to and recovering from an emergency. If a position or function was determined to be critical, the employee responsible for that position or function was designated as essential personnel. Essential personnel are required to remain available for assignment during a declared emergency as a condition of their employment. Employees are advised annually if they are essential in the case of a declared emergency. Essential personnel are required to carry their University issued identification card in order for scene security to be maintained.

The University reserves the right to designate additional functions as essential according to circumstances and the needs of the University. The designation of essential functions is authorized under this Comprehensive Emergency Management Plan.

Damage Assessment

The University's Physical Plant has adopted the Post Hurricane Building Assessment (sample pictures page 36) and Recovery Process used by Miami-Dade County Division of Emergency

Comprehensive Emergency Management Plan

Management, to determine the extent of damages after a hurricane and the length of time needed to resume normal on-campus operations. The key in the table below will be used to assess damage from a major emergency or disaster regardless of the cause. This key can be used to assess the damage of buildings and operational resources, as well as the campus as a whole. The damage assessment key includes:

LEVEL	NAME	DESCRIPTION
1	Minor Damage	the building is habitable with the need for minor repairs and or cleaning
2	Major Damage Habitable	the building has significant damage, but is still habitable
3	Major Damage, Uninhabitable	the building has significant damage and is Uninhabitable
6	Destroyed	the building is destroyed (“pancaked”) and will be demolished
5	Flood Level 5	the property around the building is flooded, but no water intrusion to the building
6	Flood Level 6	the building has water intrusion

Critical Operations Restoration

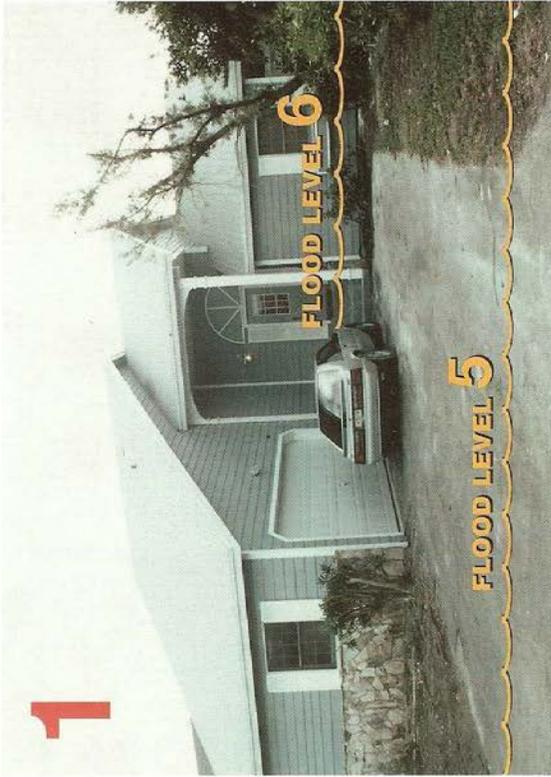
As the immediate threat to life, property, and the environment subsides; the restoration of critical University operations becomes the priority. A major emergency or disaster may cause the entire University to cease critical operations. The restoration of critical operations is the first step of transitioning from emergency response to recovery, once it has been determined that the campus is safe and secure for all personnel. The Planning Chief will be responsible for thinking ahead and strategizing about the recovery process, while emergency response actions are still being implemented. The specific processes and responsibilities regarding the restoration of critical The University operations are not covered in the University CEMP Basic Plan

TABLE OF ACRONYMS

Acronym	Meaning
BU	Barry University
CEMP	Comprehensive Emergency Management Plan
DHS	U.S. Department of Homeland Security
DSOC	Domestic Security Oversight Committee
EM	Emergency Management
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPG	Emergency Policy Group
FDLE	Florida Department of Law Enforcement
FDEM	Florida Division of Emergency Management
FEMA	Federal Emergency Management Agency
FOUO	For Official Use Only
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
IAP	Incident Action Plan
JIC	Joint Information Center
JIS	Joint Information System
MAC	Multi-Agency Coordination
MDCDEM	Miami-Dade County Department of Emergency Management
NIMS	National Incident Management System
NRF	National Frame Work
NRP	National Response Plan
PIO	Public Information Officer
POC	Point of Contact
RDSTF	Regional Domestic Security Task Force
SOP	Standard Operating Procedure

SAMPLE DAMAGE PICTURES

1



FLOOD LEVEL 6

FLOOD LEVEL 5

MINOR DAMAGE HABITABLE

2



MAJOR DAMAGE HABITABLE

3



MAJOR DAMAGE UNINHABITABLE

4



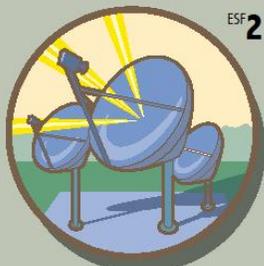
DESTROYED

EMERGENCY SUPPORT FUNCTIONS

F L O R I D A
Emergency Support
 FUNCTIONS



ESF 1



ESF 2



ESF 3



ESF 4



ESF 5



ESF 6



ESF 7



ESF 8



ESF 9



ESF 10



ESF 11



ESF 12



ESF 13



ESF 14



ESF 15



ESF 16



ESF 17



ESF 18

- 1 TRANSPORTATION**
Department of Transportation
- 2 COMMUNICATIONS**
Department of Management Services
- 3 PUBLIC WORKS AND ENGINEERING**
Department of Transportation
- 4 FIREFIGHTING**
Department of Insurance
- 5 INFORMATION AND PLANNING**
Department of Community Affairs
- 6 MASS CARE**
Department of Business and Professional Regulation
- 7 RESOURCE SUPPORT**
Department of Management Services
- 8 HEALTH AND MEDICAL SERVICES**
Department of Health
- 9 SEARCH AND RESCUE**
Department of Insurance
- 10 ENVIRONMENTAL PROTECTION**
Department of Environmental Protection
- 11 FOOD AND WATER**
Department of Agriculture and Consumer Services
- 12 ENERGY**
Department of Community Affairs,
Public Service Commission
- 13 MILITARY SUPPORT**
Department of Military Affairs
- 14 PUBLIC INFORMATION**
Department of Community Affairs
- 15 VOLUNTEERS AND DONATIONS**
Florida Commission on Community Service
- 16 LAW ENFORCEMENT AND SECURITY**
Department of Law Enforcement
- 17 ANIMAL PROTECTION AND AGRICULTURE**
Department of Agriculture and Consumer Services
- 18 LONG TERM RECOVERY, MITIGATION AND ECONOMIC STABILIZATION**
Enterprise Florida

