



**2019-2020**

**EWC CAMPUS SAFETY**

**&**

**EMERGENCY  
MANAGEMENT ACTION**

**&**

**RECOVERY PLAN**



**MISSION:** To manage emergency crisis situations as effectively as possible to ensure the health and welfare of students, faculty and staff.

**PURPOSE:**

The Emergency Action and Recovery Plans (EARP) are designed to address emergency responses as it applies to the campus buildings whether occupied or unoccupied to reduce the damaging effects that emergency situations can cause. In addition, the plan also ensures that Edward Waters College is in compliance with all applicable local, state, and federal standards, codes and regulations. Inclusive in this plan is general information regarding campus safety and departmental action and evacuation plans as it relates to minor emergencies localized to their specific areas that cause little or no hindrance to the College's operation.

The Emergency Action and Recovery Plans outline organized procedures that employees are to follow in the event of emergencies resulting from fire, on campus loss of lives / deaths, bomb threats, severe weather and campus shootings.

**The plan is designed to achieve the following:**

- Reduce casualties and save lives
- Protect property and inventory
- Maintain / quickly restore business continuity
- Ensure the most practical organized emergency response possible

**SCOPE:**

This plan covers the entire campus and is to be utilized in the event of such emergencies as fires, severe flooding / weather, major utility failure, hazardous chemical spills / exposures, terrorist attacks, violent crimes and on campus deaths, which are designated into three (3) categories of classified seriousness. The plan also covers the reporting of emergencies as it relates to the communication of these emergencies whether it is to the media, the Executive Management



Team, Campus Security or the college body. The plan is inclusive of each department's action plan for their specific areas. Equally, the plan covers the roles and responsibilities of each staff member in the event of an emergency. Lastly, the plan covers restoring the College back to its business operational activities.

### **CATEGORIES:**

#### **Category 1 Event:**

These are events that have minor impact to a specific area of the campus and have very limited impact to the College's operation.

#### **Category 2 Event:**

These events are serious situations that significantly disrupt the College's operation.

#### **Category 3 Event:**

These events are very serious situations that impact and impair the College's operation.

## **EMERGENCY RESPONSE TEAM – COMPONENTS**

Declaration of an emergency:

The President will declare an official state of emergency for the campus. After the declaration is made this officially closes off the campus and shuts down all campus facilities to control access to and from the state of emergency.

### **EXECUTIVE MANAGEMENT TEAM**

In the event of an emergency, the chain of authority for administrative decision making as it relates to campus closings, type of communication to be conveyed regarding emergency and declaration of the campus state of emergency is as follows:

1. President/CEO
2. Senior Vice President/Provost
3. Vice President for Finance Administration and Business Innovation
4. Vice President for Student Success & Engagement
5. Vice President for Institutional Advancement
6. Chief of Staff
7. Director of Human Resources
8. Director of Athletics

### **EMERGENCY ACTION TEAM MEMBERS**

In preparation of responding to unexpected emergencies that the campus may experience, this group of members have drafted this emergency management plan after thorough review, discussion, recommendation and advisement to the Executive Management Team for approval of this document. This Action Team Members are made up of the following individuals who are responsible for critical areas of operation:



1. Director of Campus Security
2. Director of Sodexo
3. Director of Information Technology
4. Director of Communications
5. Director of Human Resources
6. Director of Residence Life & Housing
7. Director of Counseling & Disability Services
8. Appointed Chair / Academics
9. Appointed Chair / Academics

**EMERGENCY NON-ESSENTIAL PERSONNEL:**

In the event of an emergency these following non-essential staff members are required:

1. Maintenance / Custodial Staff
2. Computer Service Staff
3. Residence Life Housing Staff

**EMERGENCY CONTACT NUMBERS**

In the event of emergencies contact numbers are provided below for communication purposes.

**OUTSIDE EMERGENCY AGENCIES:**

- |   |                                |
|---|--------------------------------|
| 1. UF Health Shand's Hospital / Trauma Center | 904-244-2000                   |
| 2. Jacksonville Sherriff Office Non-Emergency | 904-630-0500                   |
| 3. Jacksonville Sherriff Office – Emergency   | 911                            |
| 4. Jacksonville Fire Department –             | 904-630-0529 - Emergency - 911 |
| 5. Federal Bureau of Investigations -         | 904-721-1211                   |
| 6. Poison Control –                           | 1-800-222-1222                 |
| 7. Center for Disease Control –               | 1-888-232-6348                 |
| 8. Suicide Prevention –                       | 800-273-Talk (8255)            |
| 9. Veterans Suicide Helpline –                | 1-800-273-8255                 |

**PRESIDENT'S CABINET TEAM**

- |   |          |
|---|----------|
| President   | 470-8012 |
| Senior Vice President/Provost   | 470-8004 |
| Vice President for Finance Administration and Business Innovation       | 470-8014 |
| Vice President for Institutional Advancement, Marketing & Communication | 470-8251 |
| Vice President for Student Success & Engagement                         | 470-8210 |
| Chief of Staff & Assistant to the President for Strategic Initiatives   | 470-8152 |
| Director of Human Resources   | 470-8230 |
| Director of Intercollegiate Athletics                                   | 470-8277 |



### **EMERGENCY ACTION TEAM**

|  |          |
|--|----------|
| Director of Sodexo                           | 470-8161 |
| Director of Campus Security                  | 470-8888 |
| Director of Information Technology           | 470-8176 |
| Director of Human Resources                  | 470-8230 |
| Director of Residence Life & Housing         | 470-8212 |
| Director of Counseling & Disability Services | 470-8990 |
| Health Services                              | 470-8128 |

### **CAMPUSWIDE COORDINATED EMERGENCY MANAGEMENT ACTION PLAN**

Outlined below are the various types of emergencies that the College cannot control that could potentially cause even more devastating effects if response management is not handled in a coordinated fashion to reduce fatalities or damage. The Response Teams responsible for decision making will determine when notification will go out declaring a state of emergency based on information received from a category two (2) or three (3). All category one (1) emergencies are generally handled within its specific locations by trained staff.



### Emergency Identification Classifications

| <b>Category 1</b>   | <b>Category 2</b>             | <b>Category 3</b>                           |
|---------------------|-------------------------------|---|
| Minor power outages | Bomb threats                  | Fires                                       |
| Civil Disputes      | Severe Weather threats        | Shootings                                   |
| Disorderly Conduct  | Shooting threats              | Campus Deaths                               |
|                     | Terrorist threats             | Multiple Violent Crimes                     |
|                     | Fire threats                  | Direct Terrorism                            |
|                     | Possible Gas Leaks            | Major Hazardous Chemical Spill / Inhalation |
|                     | Surrounding Community threats | Severe Storms                               |
|                     | Suicide Attempts              | Bomb, shooting, multiple stabbings          |
|                     | Possible kidnapping           | Campus evacuation                           |



Because we do not have an opportunity to prepare for unforeseen emergencies other than some advance weather warnings; most of categories (2) and (3) will be crisis management.

- I. **Emergency Information (Communication) Dissemination** - In the event of an emergency the first line of communication that a category (3) has occurred will be a horn siren that blasts throughout the entire campus alerting individuals of a status (3) category threat. Updates regarding the status of a category (3) emergency can be viewed through your local news and radio stations. A category (2) emergency first line of communication will be through emails, telephonic – cell phone and landline phones as well as verbal communications from department heads. All information communicated will be generated from the command post by a designee of the emergency operations team. \*All communication will remain consistent with the conveyed information received from the command post as it is filtered down to support areas and other individuals who might not have directly received the information. Each departmental action plan outlines the dissemination of this information through other necessary means such as postings, etc. to ensure all effective communication has taken place to ensure that everyone is fully informed.
  
- II. **Panic and Crowd Control** – An emergency situation such as one that would occur in a category (3) would cause individuals to panic warranting the emergency response teams to manage control of crowds or even after the President has declared the College in a state of emergency, which at that time the College would be closed to traffic in and out of the emergency area and will be managed by Campus Security and City personnel, such as the Jacksonville Sheriff’s Office. Individuals will be routed away from the emergency site area and taken to a designated area of the campus that is deemed to be safe grounds. An official headcount will be taken in a category (3) event to determine the number of individuals at the site and weighed against any official documents that would offer a definitive count of individuals possibly involved in the situation, whether it be students, visitors or staff once you have reached an area of safety. Once a human count is made and the emergency site is secured by campus security and the Jacksonville Sheriff’s Office no one is allowed back into the controlled area for safety purposes. In the event the College is preparing for a category (2) or (3) as it relates to weather, the essential areas such as classrooms or housing, will follow their action plans as it pertains to the preparation of severe weather and possible evacuation of students indicating their where-a-bouts and a site headcount. Every effort of preparation must be made in a category (1) or (2) stage for severe weather warnings. Campus Security will utilize this information to determine if any other victims are at the affected areas of concern. All other department’s action plans as it pertains to emergency responses are activated to ensure the overall safety of their buildings and occupants.
  
- III. **Kidnapping / Hostage Crisis** – In the event of a hostage situation, standard operating procedures require the state and local officials to be notified immediately. A command post will be designated to these officials based on the location of the situation. State and local officials have jurisdiction over College officials to safely recover hostage individual(s), for which they are qualified to do and to prevent further



- IV. causalities/possible endangerment of other civilians. Departments are to follow their individual action plans to further ensure the safety of those individuals in their



- immediate areas that are not involved in the situation but are responsible for ensuring that contamination of the situation does not occur at their sites. All areas are to wait for instructions/ updates regarding the status of the incident.
- V. **State and Local Officials Presence** – This type of interaction would most likely be utilized in a category (3) emergency either, before, during or after devastation. State and local officials will be directed to the specific area of the emergency. These officials will determine the best area for set-up after their assessment of the emergency. Once a location has been established by these officials, Campus Security and the Jacksonville Sheriff's Office will ensure if possible, that all civilians and motor vehicles are re-routed to another location to free that space. The assigned facilitators for these agencies that need briefing regarding the incident will be escorted to the College Command Post. All emergency response team members will be identified through a special badge for control purposes. Any one of these members can assist state and local officials regarding emergency procedures as it pertains to the effected site during this emergency.
- VI. **Transportation** – In the event of a category (1 - 3) emergency where transportation becomes necessary, local officials, i.e. paramedics will be called out after a 911 call has been placed by someone who has observed the incident or by a local emergency official called to the scene by one of the injured victims. In the event of a category (2 & 3) where there are threats of severe weather and a mandated evacuation is ordered, College approved transportation will be utilized to transport those residents without commuting means to local designated shelters for safety. The designated pickup site in the event of such emergency is the Student Union Building. An approved CDL Driver will be responsible for transporting those individuals to safety.
- VII. **Roles and Responsibilities** – The role of the President is to declare the College in a state of emergency and to activate the Emergency Management Action Plan. The role of the Executive Management Team is to apprise and make recommendations to the President regarding the emergency at hand based on the facts. The role of the Emergency Action Team is gather facts regarding the emergency, clearly outlining who, what, when, where and to what degree of urgency. The role of the support staff is to ensure that the remaining existing conditions are managed and communicated to the department heads to be further assessed and evaluated in the event of a category (2 & 3), such as commencing headcounts, emergency supply count, etc. One administrator will be assigned as the facilitator for that site in the event of an emergency that will communicate all directives coming down from the Emergency Management Team.
- VIII. **Emergency Assessment Meeting** – The President will select a venue where he and his Cabinet will meet to discuss the emergency at hand. For continuity and best coordination efforts, the meeting will consist of all Emergency Management Team Members to discuss all relevant information regarding the emergency.



IX. **Media Releases** – The President and his Cabinet will determine what information is released to the public.

The news media is not permitted to enter the college building during a crisis problem or emergency. Members of the news media are not allowed into the building in order to photograph the situation or ask questions of staff members and students. The news media will be assigned to a specific location outside of the College's emergency area



in a nearby parking lot. A media statement will be provided to them by an assigned College official/Director of Public Relations, which will determine when, how much and what type of information is to be released. Normally during severe weather seasons where the College may close as a result of City advisement; this information may come by way of media or departmental announcements.

- X. **Relocation Areas** – Relocation areas that will be assigned to deal with injured victims, flooding or other emergencies that require these individuals to be relocated will be determined and communicated before, during or after an assessment of the emergency at hand.

### **Recovery Plan**

#### **Mission:**

To ensure post devastation is as orderly as possible to lessen further trauma to the College and its surrounding community.

#### **Purpose:**

The purpose of the Recovery Plan is to ensure that the College restores its business continuity to its original state of operation.

#### **Objectives of the Plan**

- Ensure all recovery team members are coordinated with their assigned tasks during the College's restoration period.
- Ensure the safety of all EWC constituents throughout the recovery process.
- Coordinate all recovery activities to expedite normal operational activities.
- Ensure functional recoverability of all EWC buildings and documents

#### **Assumptions of the Plan**

- Recovery equipment and supplies are available.
- Availability of transportation for all effected students from shelter sites if applicable.
- Recovery plans are in place to execute in case of disaster.
- Availability of communication for contact with all pre-defined teams.

### **Recovery Action Plan**

Post devastation as it pertains to the campus buildings and an orderly restoration will be the responsibility of the Facility Maintenance Department and Campus Security. Their main objective is to assess the state of the campus to determine if the conditions are safe for return and to secure the College's inventory.

Business continuity as it pertains to the day-to-day functions of student and staff management will be the responsibility of each department head. Any universal campus changes as a result of any state of emergency experienced by the College will be outlined and communicated through a



standing document furnished by the governing board of the President. All other necessary safety



procedural changes for departmental effectiveness can be implemented by the department or division head.

Public Relations will notify and or modify Edward Waters College status with the appropriate information. The Safety Committee Chair or someone designated by him will contact the senior staff as to the set-up of a command center.

**Activate the emergency recovery command center**

- Establish a check-in point for incoming students, faculty and staff
- Assign specific duties for persons to work
- Assign a specific area to communicate with persons on campus.

**\* Assign runners to deliver communications if standard communication vehicles are not available.**

**After evaluation is received from Facilities Management, determine current disaster status:**  
If the campus is reasonably intact then start moving students back into their dormitories, and determine time frames.

**If extensive damage is determined:**

- If possible determine number of days required to recover site.
- Determine if equipment and supplies will need to be replenished.

**Identify other temporary campus locations where work and education can be conducted**

- Review established time frames and work schedules with the Safety Committee team.
- Review progress reports from the various Divisions.
- Notify Public Relations of recovery status.

**A Cost Analysis Recovery Report:**

Costs incurred to support recovery effort.

Impact on the Divisions recovered.

**Action Plan for Communicable Outbreaks - Quarantine Specifications**

**Overview**

It is known that a large student body with variable immunization status make a college campus fertile ground for the spread of communicable diseases. Living in close quarters on college campuses means that any communicable disease can spread rapidly. When you put a large group of people together sharing sleeping, bathroom, and classroom spaces, it's a recipe for easy transmission. This is why it is important for our residence halls to secure a viable plan to contain such spread of communicable diseases.



**Purpose**

The purpose of this action plan is to prevent the spread of communicable disease throughout the residence halls and to work in conjunction with the College Task Force Team.

**Reason**

To take all precautions to help reduce the health risk of epidemiology exposure to the general population and the College at large.

**Scope**

This plan is applicable to all students who reside in any of the facilities on campus.

**Action Plan**

**Action Plan Definitions –Standard Use of Language**

|                                    |  |
|------------------------------------|--|
| <b>Epidemic</b>                    | A disease that occurs suddenly with several cases being associated to one common source.   |
| <b>Incubation Period</b>           | The time associated between exposure to an illness and the on-set of the symptoms.   |
| <b>Quarantine</b>                  | The restriction of individual’s movement who are known to have been exposed to a communicable disease but do not show any signs.             |
| <b>Isolation</b>                   | The restriction of an individual’s movement who are infected with a communicable disease to reduce the chance of the disease from spreading. |
| <b>Location</b>                    | A designated area to isolate and contain those who are infected  |
| <b>Communication</b>               | An arranged way of communicating to those who have been placed in isolation to prevent staff from face to face exposure of the infection.    |
| <b>Public Health Communication</b> | College Risk Management Team/Director of Communications  |



## **Steps to Prevent / Response to an Outbreak**

### **Responsibility**

**In case of an outbreak in the residence halls that places community living at risk, the following individuals are involved in responding to the health emergency:**

1. Area Coordinator
2. Director of Residence Life
3. Vice President for Student Success & Engagement
4. Director of Sodexo
5. Risk Management Team
6. Director of Communications

### **Emergency Management Responses**

- Supervisors are to document and report immediately any possible epidemic involving one common source to the Coordinator for further examination.
- Continue to refer students who do not feel well to the Schell-Sweet Center for guidance on how to use their health insurance when seeking medical attention.
- The Coordinator will recommend and urge those residents to seek medical attention and immediately forward findings of infectious/communicable diseases to the Director of Residence Life. The Coordinator must begin the quarantine process for those individuals who may potentially be exposed or symptomatic. (Isolation of confirmed cases are contained upon medical attention at the servicing medical facility who follows specific CDC guidelines)
- The Director must immediately brief the Vice President of Student Success & Engagement, Director of Facilities, Risk Management Director and Director of Communications of findings.
- The Vice President will communicate findings outside the meeting to Senior Staff.
- The Risk Management Team with public health officials to provide and ensure everyone's safety.
- The Director of Communications will communicate with media regarding the state of the College's findings.

### **Initial Steps of Prevention for Residence Halls Staff**

1. Monitor any resident who complains of flu-like symptoms.
2. Pay close attention to the other residents who are experiencing similar symptoms of any kind. Investigate by speaking with the resident and documenting symptoms.
3. Note which resident was the very first resident to report symptoms so as to later determine the possible source if diagnosis is confirmed as infectious.
4. Recommend any resident to seek medical attention for flu-like symptoms or any symptoms associated with communicable diseases.
5. Encourage all residents to wash their hands, cover their coughs, do not share drinks,



- and eating utensils as these are not a good rule of thumb for community living.
6. Sanitize all areas / rooms for any resident who has signs of the common flu, etc. to reduce it spreading to the general population of the residence hall.



7. If more than a few residents come down with symptoms that mimics a possible confirmed case of communicable disease, prepare those residents immediately for quarantine.

**Note: Staff must ensure that all guidelines are followed at all times. Ask questions when situations present unfamiliar health conditions, etc.**

### **Residence Life Departmental Coordinated Response Plans to the College's EMT Plan**

#### **MISSION:**

To ensure that every resident and staff member is safe and well informed of expected procedures to be followed in a crisis / non-crisis situation.

#### **PURPOSE:**

This action plan is designed to work in conjunction with the overall Emergency Management Plan of the College. The relevancy is to address all category (1) minor emergencies within the department's capacity inclusive of what steps to take if possible elevation of the situation escalates to a cat (2) or (3) level requiring the Emergency Action Team involvement.

Residents and staff are provided with a student handbook and housing contract that includes information on general safety, enforcement, security, fire and safety regulations, health inspections, key control and identification badges as it pertains to the College's policies as well as State and Federal codes and regulations.

On-campus facilities are currently housed by a live-in professional staff member from the residence life department to ensure the environment remains safe. They are further secured by licensed and armed Edward Waters College Security Officers who are posted on duty at each facility to handle any emergency beyond the control of regular housing personnel.

Categories:

- I. Minor Incidents are generally expected to be handled by departmental staff
- II. Minor Power outages and flooding, severe sustained weather conditions, confirmed terrorist threat, confirmed bomb threat, unknown assailant, multiple random acts of violence under the advisement of the EMT.
- III. Structural fires, severe storms, campus shootings, campus deaths, bomb explosion, terrorist attacks under the advisement of EMT.

#### **Student and Staff Prevention Action:**

As a preventive measure to reduce possible tragedies and unwarranted situations, the following is prohibited within the residence halls: burning incense, non-cooperative behavior, playing loud music, tampering with fire alarms, horse playing, misuse of fire extinguishers, personal electrical appliances, i.e. hot plates, toaster ovens, drugs, guns, alcohol, fighting, and solicitation.



### **I. Minor Incidents – Category One Response:**

These types of incidents are prone to occur at some time during the course of group living amongst the residents. They generally involved issues such as theft, roommate disputes, noise disputes, cleaning disputes and territorial friendship. In the event of such incidents, staff is to follow the guidelines outlined below:

- Contain the situation by removing the individuals involved to a more localized area.
- Ascertain the nature of the dispute by allowing both individuals to be heard
- Agree to a resolution
- Document the Incident by providing a clear description of individuals involved. Indicate who, when, where and why if known
- Forward all Zero Tolerance Incidents immediately to the Office of Student Affairs
- Counsel zero tolerance violators while case is pending
- Take daily prevention measure on a regular basis

### **II. Hurricane / Tornado Touchdown - Category Two and Three Responses – Adhere to all College directives while following the plan below:**

- In preparing for a storm, each staff person is aware that they are responsible for their areas before, during and following a storm or a tornado touchdown, while adhering to all instructions received from the Emergency Management Team. All staff vacation leave is cancelled in such an event. Staff then take an account of student's location and provide a list to the Director of Residence Life as an official documentation of headcount. A restocking of all first aid kits are inventoried to ensure each area is equipped to handle minor emergencies. Instructional handouts are readily available to each resident. Students are directed to prepare necessary items to take with them in case of a possible mandatory evacuation order, i.e. important documents, prescriptions, necessary personal items and valuables. Each student prior to hurricane season is advised to purchase flashlights in advance. As hurricane season approaches each student is advised to keep a gallon of bottled water on hand as it may become impossible for them to leave the site. Staff and students are directed to secure all loose objects, close all doors and windows to prevent harm from flying debris.
- In addition, support staff and students are directed to keep all telephone lines free for instruction and only emergency calls are handled during a storm. Coordinator of Residence Life must be in constant contact with the Director of Residential Life for updates from the Emergency Response Team.
- Residents are to follow the instructions of the residence life staff member or other designated college officials. They are further advised to listen for storm update reports from staff or radio. Each student is to remain in the hallway area inside of the residence halls quietly throughout the entire hurricane until further advised. Elevators are not used during a storm / hurricane. In addition, to conserve battery life students are encouraged not to play with their flashlights as well as limiting their cell phone use.



**Mandated Evacuation or Tornado Touchdowns: Category Two and Three responses – Adhere to all College Directives, while following the plan below:**

- In the event of a mandatory evacuation, students are informed to follow instructions immediately and keep safety first. The initial evacuation order encourages all students to go to their homes. Any departing students are instructed to list their destination and provide a telephone number to that destination prior to their departure. All remaining students, primarily the International Students who may not have a local residence to evacuate to, must follow the evacuation plan outlined and any instructions for temporary housing such as shelters. Transportation will be arranged for all remaining students that need to evacuate. A head count should be completed prior to departure, again once students are settled in at the shelter and post departure if time permits. Students are to take only those items that have already been prepared.
- For tornadoes residents should take shelter in the residence hallways and close all doors. In order to ensure residents safety during a storm they are briefed during hall meetings about procedures and evacuation plans prior to encountering such situations. Further, students are informed during the storm months to already have an overnight bag containing their necessary items in the event of a possible evacuation. In addition, students are advised to read their e-mails to stay abreast of weather updates from the Emergency Management Team.

**III. Fire severe storms, campus shootings, kidnapping, campus deaths, bomb explosion, terrorist attacks– A Category Two and Three – Adhere to all College Directives, while following the plan below:**

- Procedures are reviewed with students regularly in hall meetings. In the event of a fire an immediate call to 911 must be placed. Student / staff must activate the fire alarm to signal an emergency for residents to exit the building. A fire drill is held every semester at each facility to ensure all students are aware of the evacuation plan. A call is then placed to campus security that will then coordinate with Fire and Rescue. Students are not to return to the building until they have received a clearance from a residence life staff member who receives a clearance order from Security. Each room is equipped with a battery operated smoke detector and are updated regularly.
- In the event of a death, medical emergency or incarceration where a resident is incapacitated staff is to immediately secure the resident's room by completing the following actions: (1) Notify Security to secure the room, (2) inventory all items in the resident's room utilizing Campus Security as an observer for the process, (3) contact Maintenance to begin the lock change process, (4) photograph all suspicious items, and (5) sign and date the completed inventory process.
- Forward a copy of all information covering the incident to the Vice President of Student Affairs.



**Emergency Procedures / Evacuation Destinations for Student Management:**

- In the event of a fire or bomb threat all students and staff are to evacuate approximately 75 feet from the area in question. This evacuation will be facilitated by housing staff, under the direction of our Emergency Management Team.
- In the event of a shooting all students and staff are to take cover, find a safe location, ensure that their cell phones are on vibrate, or if faced with the shooter utilize any weapon to defend yourself to disarm the shooter.
- All staff and students are familiar with emergency exits, the location and layout of floor plans in each building.
- In the event of a hurricane all students are to migrate to locations specified by the College Officials.
- Up-to-date rosters are maintained in each facility
- A destination sign-in and out sheet is maintained in each facility indicating a resident's overnight absence
- An emergency preparedness plan is made available to each resident indicating preparation, general information, what to do and not do in the event of an emergency, and fire safety awareness tips.

**General Safety Awareness to Be Reported Immediately:**

- Lost keys
- Propped Doors
- Leaking water / water near electrical outlets
- Unidentified Residence hall visitors
- Jammed Burglar Bar Doors
- Illegal Drugs or contraband
- Campus Crime
- Broken smoke detectors / fire extinguishers
- Open windows
- Loitering
- All Zero Tolerance Violations

**Emergency Contact Numbers**

| <b>Staff Name</b> | <b>Office</b> |
|-------------------|---------------|
| Campus Security   | 904-470-8888  |
| On-Call Staff     | 904-627-6032  |