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INTRODUCTION

In accordance with Policy 8.09, Daytona State College has established a Comprehensive Emergency Management Plan (CEMP), and a Continuity of Operations Plan (COOP) to deal with the various crises which might threaten the resources of the college, the physical safety of its employees, students and other clientele, and the general public.

In accordance with Florida Statute #252.363, William Tillard, Director, Campus Safety has been designated as the Emergency Coordinating Officer (ECO) for Daytona State College.

The geographical locations of the Daytona State campuses present the college with the threat of a crisis arising from a hurricane or tropical storm. This document serves as a quick reference guide for college personnel to plan for and react to such a crisis according guidelines and directives dictated in the Comprehensive Emergency Management Plan or the Continuity of Operations Plan, whichever is applicable. The goal of these guidelines and directives is to ensure that the college’s response will be effective and efficient in protecting human life and preserving the college’s property and resources.

This Hurricane Guide also provides useful information concerning personal safety in the event of a hurricane or tropical storm. The guide includes information on hurricane terminology, developing a personal preparation plan, safety during a storm, emergency broadcast announcements, and safety in the aftermath of storm.

The Daytona State Comprehensive Emergency Management Plan is available to Daytona State employees in its entirety at the MyDaytonaState Resource Center under Campus Safety – Plans.

Additional inquiries about hurricane preparedness and safety information can be directed to Daytona State Campus Safety at (386) 506-4444.
2015 Atlantic Storm Names

Ana    Henri    Odette
Bill   Ida      Peter
Claudette  Joaquin    Rose
Danny   Kate     Sam
Erika   Larry    Teresa
Fred    Mindy    Victor
Grace   Nicholas Wanda

Daytona Campus – N29.12, W81.02
Experts predict above-average storm activity for the 2015 season. (Forecasts aren’t definitive.) In any case, one storm can cause disaster.

Here’s what you can do to prepare for such an emergency

Know what a hurricane WATCH and WARNING means

- **WATCH:** Hurricane conditions are possible in the specified area, usually within 36 hours.
- **WARNING:** Hurricane conditions are expected in the specified area of the warning, usually within 24 hours.

Prepare a Personal Evacuation Plan

- **WATCH:** Hurricane conditions are possible in the specified area, usually within 36 hours.
- Identify ahead of time where you could go if you are told to evacuate.
- Choose several places—a friend’s home in another town, a motel, or a shelter.
- Keep handy the telephone numbers of these places as well as a road map of your locality. You may need to take alternative or unfamiliar routes if major roads are closed or clogged.
- Listen to NOAA Weather Radio or local radio or TV stations for evacuation instructions. If advised to evacuate, do so immediately.

Assemble a Disaster Supplies Kit containing—

- First aid kit and essential meds
- Canned food and can opener
- At least 3 gallons of water per person
- Protective clothing, rainwear
- Bedding or sleeping bags
- Battery-powered radio, flashlight, and extra batteries
- Special items for infant, elderly, or disabled family members
- Written instructions on how to turn off electricity, gas, and water if authorities advise you to do so

Prepare for high winds

- Install hurricane shutters or purchase precut 1/2” outdoor plywood boards for each window of your home. Install anchors for the plywood and predrill holes in the plywood so that you can put it up quickly.
- Make trees more wind resistant by removing diseased and damaged limbs, then strategically removing branches so that wind can blow through.

Know what to do when a hurricane WATCH is issued

- Listen to NOAA Weather Radio or local radio or TV stations for up-to-date storm information.
- Prepare to bring inside any lawn furniture, outdoor decorations & ornaments, trash cans, hanging plants, and anything else that can be picked up by the wind.
- Prepare to cover all windows of your home. If shutters have not been installed, use precut plywood as described above. *Note:* Tape does not prevent windows from breaking, so taping windows is not recommended.
- Fill your car’s gas tank. Recheck manufactured home tie-downs.
- Check batteries and stock up on canned food, first aid supplies, drinking water and medications.

Identify what to do when a hurricane WARNING is issued

- Listen to the advice of local officials and leave if they tell you to do so.
- Complete preparation activities. If you are not advised to evacuate, stay indoors, away from windows.
- Be aware that the calm “eye” is deceptive; the storm is not over.
- The worst part of the storm will happen once the eye passes over and the winds blow from the opposite direction. Trees, shrubs, buildings and other objects damaged by the first winds can be broken or destroyed by the second winds.
- Be alert for tornadoes. Tornadoes can happen during a hurricane and after it passes over. Remain indoors, in the center of your home, in a closet or bathroom without windows.

Daytona State - Emergency Broadcast Announcements

In the event of a tropical storm or other emergency that causes the President to close one or all of the college campuses, emergency announcements will be broadcast via the Daytona State College Rave Alert system, the College website, and the Daytona State College Facebook and Twitter pages. Students and Employees can get updates on the status of the College during emergencies by calling (386) 506-HELP (4357)

Rave Alert

The Daytona State College Rave Alert system uses text, phone calls, email, social media and desktop alerts to notify employees and students of emergencies and disaster related announcements. The message is recorded and will

- advise employees of a decision to close the College
- request certain employees or volunteers to report to work or
- announce that the College has reopened.

Take time now to review the Comprehensive Emergency Management Plan (CEMP) on the MyDaytonaState Portal under Campus Safety - Plans.

If you haven’t begun storm preparations at home, NOW is the time.

The success of our response to a major storm depends on your readiness.
Saffir-Simpson Scale

<table>
<thead>
<tr>
<th>Category</th>
<th>Winds (mph)</th>
<th>Storm Surge</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>&gt;155</td>
<td>&gt;18'</td>
</tr>
<tr>
<td>4</td>
<td>131-155</td>
<td>13’-18’</td>
</tr>
<tr>
<td>3</td>
<td>111-130</td>
<td>9’-12’</td>
</tr>
<tr>
<td>2</td>
<td>96-110</td>
<td>6’-8’</td>
</tr>
<tr>
<td>1</td>
<td>74-95</td>
<td>4’-5’</td>
</tr>
</tbody>
</table>

General Guide of Activities for Hurricanes

**STEP I** Monitoring - Storm tracking by Campus Safety

**STEP II** Hurricane Watch - Alert Status - Senior Executive Staff (SXS) and Critical Incident Management Team (CIMT) notified.

**STEP III** Hurricane Warning - President may issue statement of action. EOC may declare shelter open.

**STEP IV** During Hurricane - Continue to monitor

**STEP V** After a Hurricane - Monitor local broadcasts, Senior Executive Staff and CIMT convened – May convene entire Cabinet.
Hurricane Preparedness and Response

Hurricane season: June 1st - November 30th

STEP I:  *Monitoring - Storm Tracking*

- When a storm with hurricane potential is in the Caribbean region the Director of Campus Safety or his designee will begin constant tracking and disseminating weather information. Employees will stay informed.
- The Volusia County Emergency Operations Center (EOC) will report storm updates via fax or email. It will give details about the storm and recommend any actions that need to be implemented.
- Campus Safety will receive and review the EOC communication.

STEP II:  *Hurricane Watch - Alert Status  (24-36 hours)*

- Employees should initiate plans for their family and property.
- The President or his/her designee may convene appropriate members of the Senior Executive Staff and/or the Critical Incident Management Team to review options and determine a course of action.
- Facilities Services will prepare emergency supplies and generators.
- All Daytona State vehicles will be fueled. Contact Campus Safety for designated storage location and key drop box.
- All loose objects – trash cans, rubber mats, lawn furniture, etc., are brought inside or secured. Facilities Services will secure all items on their checklist.
- Whisper Oaks student residents notified - standby alert status. Voluntary evacuation strongly encouraged.

STEP III:  *Hurricane Warning  (24 hours or less)*

- The President or his/her designee may convene appropriate members of the Senior Executive Staff and/or the Critical Incident Management Team to review options and determine a course of action.
- All personnel will continue to report to work at their regular times. Employees not directly involved in the disaster response may be sent home at the President’s discretion, but are subject to recall.
- Mandatory evacuation may be ordered for Whisper Oaks student housing: evacuation plan would be initiated.
When directed by the President or his/her designee:

- All programs will close.
- Records, cash, and equipment will be moved to a safe location.
- Facilities Services will turn off non-essential utilities.

If a request is made by the Daytona State President’s Executive Staff for emergency staff to report to work, staff should respond, safety permitting. Employees caught at home by disaster conditions should attempt to notify their supervisor.

The Senior Executive Staff may designate a temporary shelter for emergency personnel and their immediate family members. No pets or alcohol will be permitted in the temporary shelter.

When the college has been officially closed by the President or his/her designee NO ONE should be reporting to work unless specifically requested by the President e.g. the Senior Executive Staff. If you need to be here, you must have the permission of a Vice President and notify Campus Safety.

Do not re-enter a building without notifying Campus Safety.

**STEP IV: During a Hurricane**

- Remain calm and stay indoors (away from windows).
- If the center (eye) passes through your area, continue to stay indoors. Wind and rain may stop for a few minutes or up to more than half an hour. **Beware:** the wind will suddenly pick up again from the opposite direction and possibly with greater force than before.
- Monitor television and/or radio (WDSC 15 and all major TV & radio stations).

**STEP V: After a Hurricane**

- Remain indoors until the official "all clear" is given.
- If communication with the College Senior Executive Staff or Cabinet is unavailable, pay strict attention to instructions from official sources such as the Emergency Management Office, the American Red Cross or law enforcement agencies.
- Stay away from downed power lines.
- Do not re-enter buildings until authorized by Facilities Services or the Administrator in charge.
- Whisper Oaks residences inspected by Facilities Services and Campus Safety.
- Watch for snakes and other small animals that have sought shelter or higher ground.
- Do not turn on appliances or computers unless authorized due to low voltage power fluctuations.
Emergency Operations Center (EOC) Locations

In the event of an approaching storm, Daytona State College may use one of the following locations as its Emergency Operations Center (EOC).

1. Conference Center (Bldg. 640)
2. IT Conference Room (Bldg. 300, Room 113)
3. WDSC (Bldg. 400)
4. Campus Safety – Bailey Hall (Bldg. 540)
5. President’s Suite (Bldg. 100, Room 402)

Conditions will dictate who will occupy the Emergency Operations Center before, during, and after the storm and which Emergency Operations Center location will be used. If conditions are determined severe enough, an Emergency Operations Center will not be established at one of the above locations; emergency operations will be managed from a safe location off campus.
Senior Executive Staff

Dr. Tom LoBasso, Interim President

Mr. Brian Babb          Executive Vice President and General Counsel  
Mr. Roberto Lombardo    Senior VP of Information Technology & Center for Interactive Media  
Dr. Richard Pastor     Interim Vice President of Student Development  
Dr. Amy Locklear       Vice President of Academic Affairs  
Ms. Isalene Montgomery Vice President of Finance

Lynn Mercer               Coordinator IV, Office of the President
DISASTER/MASS CARE SHELTERS

Designated Shelters

Daytona Campus - Building 110, first floor only, DeLand Campus - Building 8, and the Deltona Center’s west wing are shelters when designated available by the Volusia County EOC. For information on local shelters, visit http://www.volusia.org/services/public-protection/emergency-management.

See more information on shelters, including special needs and pet friendly shelters, on p.12.

Shelter Opening

The local Emergency Management Agency alerts the Red Cross and other county agencies about the imminent need to open emergency shelters. Emergency Management works with the Red Cross to decide which shelters to open, and when they will open. During an emergency, not all shelters will open at once. To find out which shelters are available, tune to the local news media or call the toll-free Citizen’s Information Hotline at: (866) 345-0345 (Only during a disaster) Telecommunications Device for the Deaf: (386) 248-1792

Transportation

The Volusia County School Board and Votran will provide free rides to general public shelters. Pick up will be made at all regular Votran bus stops.

Evacuees

Shelter residents are asked to bring their own bedding, flashlights, prescription medicines, and other personal care items.

Pet Shelter

Pets are only permitted at designated shelters. People and their pets are housed in the same location at the Volusia County Fairgrounds. Bring bedding and snack foods that do not require refrigeration. Cots are not provided. All companion animals must have a current license, vaccinations, identification and rabies tags. They must be confined in pet carriers or crates and must be under control at the facility all times. Transportation to the shelter is provided at regular Votran bus stops as long as animals are crated.

Shelter Closing

After a disaster, Red Cross volunteers take responsibility for closing the shelter locations. This includes cleaning up debris, packing up Red Cross supplies, and transporting supplies back to their headquarters.

Date

Responsibility

- Notify the President when the county Emergency Operation Center designates a shelter to be opened

Campus Safety

- Prepare/setup designated building

Facilities Services

- Coordinate with the Emergency Operation Center to receive evacuees

Campus Safety
BEFORE THE DISASTER
SHOULD YOU EVACUATE?

Yes, if you:
- Live in a hurricane evacuation zone.
- Live in a low-lying or flood-prone area.
- Live in a mobile or manufactured home or recreational vehicle.
- Require a respirator or other electricity-dependent medical equipment.

No, if you:
- Live in a sound structure and the categories under "yes" do not apply.

Staying home
If you are not required to evacuate, please:
- Protect your home and property.
- Check your disaster supply kit.
- Stay in your designated safe room during the height of the storm.
- Stay away from windows and glass doors.
- Turn off the electricity at the main fuse or breaker box if flooding threatens.
- Run your generator outside the house and connect your appliances directly to the generator.
- Do not connect the generator directly to the fuse box or incoming power line. Back-feeding generators have killed power company line workers.

If you live in a mobile home:
- Seek shelter elsewhere when threatened by a major storm.
- Regularly maintain your tie-down straps and anchors (check straps for rust or corrosion).
- Protect your windows and doors.

Evacuating
- Know where you are going: family, friends, hotel/motel, public shelter.
- Take a map showing two routes.
- Notify family, friends, caregivers of your location.
- Secure your home and property.
- Take emergency supplies.
- Listen to news reports to find out when it's safe to return home.

Items to take to a shelter
- Special dietary food, snacks or comfort food.
- Bedding, pillow, blanket, etc.
- Prescription medications and medical supplies.
- Oxygen supplies or arrange with your oxygen company to deliver to the designated SNS shelter.
- Toiletries, toothbrushes, extra clothing.
- Diapers, infant and elderly/disabled necessities.
- Time occupiers such as books, magazines, games, and cards.
- Important papers, credit cards, cash and identification.

Using Deltona's shelters
Evacuees using shelters in the Deltona area first should travel to the shelter information points (SIPs) at Deltona High School or Pine Ridge High School to receive detailed directions to the nearest open shelter.
- Easy access to the shelter information points is available from Maytown Road, S.R. 44, L and C.R. 415. These locations are marked clearly on the map.
- Before a storm threatens, practice driving or map two routes to the Deltona SIPs.

Shelter locations key
SIP: Shelter Information Point - A central location to direct evacuees to shelters in Deltona.
SNS: Special Needs Shelter - Assists evacuees who are elderly, physically, mentally or memory disabled, visually or hearing impaired, or require oxygen. It also is a Pet Friendly shelter for people with special needs.
PFS: Pet Friendly - People and pets are housed in separate locations of the shelter.
PPS: People and Pet Shelter - People and pets are housed in the same location. Volusia County Fairgrounds only.

Shelter locations

<table>
<thead>
<tr>
<th>Shelter name</th>
<th>Address</th>
<th>City</th>
<th>Shelter name</th>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pine Trail Elementary</td>
<td>300 Airport Road</td>
<td>Ormond Beach</td>
<td>18. Friendship Elementary</td>
<td>2746 Fuller St.</td>
<td>Deltona</td>
</tr>
<tr>
<td>2. Pathways Elementary</td>
<td>2100 Airport Road</td>
<td>Ormond Beach</td>
<td>19. Deltona High (SIP)</td>
<td>100 Wolf Pack Rd.</td>
<td>Deltona</td>
</tr>
<tr>
<td>3. Hinson Middle (PF)</td>
<td>1886 N. Clyde Morris Blvd.</td>
<td>Daytona Beach</td>
<td>20. Galaxy Middle (SNS &amp; PF)</td>
<td>2400 Eustace Ave.</td>
<td>Deltona</td>
</tr>
<tr>
<td>5. Campbell Middle</td>
<td>625 S. Keach St.</td>
<td>Daytona Beach</td>
<td>22. Deltona Lakes Elementary</td>
<td>2022 Adela Ave.</td>
<td>Deltona</td>
</tr>
<tr>
<td>7. Atlantic High (SNS &amp; PF)</td>
<td>1250 Reed Canal Road</td>
<td>Port Orange</td>
<td>24. Discovery Elementary</td>
<td>975 Abigail Dr.</td>
<td>Deltona</td>
</tr>
<tr>
<td>8. Horizon Elementary</td>
<td>4751 Hidden Lakes Dr.</td>
<td>Port Orange</td>
<td>25. Forest Lake Elementary</td>
<td>1600 Doyle Rd.</td>
<td>Deltona</td>
</tr>
<tr>
<td>10. Countryside Middle (SNS &amp; PF)</td>
<td>6801 Airport Rd.</td>
<td>Port Orange</td>
<td>27. Heritage Middle (SNS &amp; PF)</td>
<td>1001 Parrish Rd.</td>
<td>Deltona</td>
</tr>
<tr>
<td>12. New Smyrna Beach High</td>
<td>1015 10th St.</td>
<td>New Smyrna Beach</td>
<td>29. Pride Elementary</td>
<td>1100 Learning Lane</td>
<td>Deltona</td>
</tr>
<tr>
<td>15. Deland Middle</td>
<td>1400 Aegean Ave.</td>
<td>DeLand</td>
<td>32. River Springs Middle</td>
<td>900 W. Ohio Ave.</td>
<td>Orange City</td>
</tr>
<tr>
<td>16. Freedom Elementary (SNS &amp; PF)</td>
<td>1395 S. Blue Lake</td>
<td>Deland</td>
<td>33. Ocean Elementary</td>
<td>500 Doyle Rd.</td>
<td>Ocean City</td>
</tr>
<tr>
<td>17. Volusia Pines Elementary</td>
<td>500 E. Kicklighter Rd.</td>
<td>Lake Helen</td>
<td>34. Volusia County Fairgrounds (PPS)</td>
<td>(1/4 mile east of I-4 on S.R. 44)</td>
<td>Deltona</td>
</tr>
</tbody>
</table>

Preparedness begins with you!

www.volusia.org/energy
Recommended Items to Include in a Basic Emergency Supply Kit:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Local maps

For more information on emergency / disaster preparedness, visit

www.ready.gov
For more local information on storm preparation, including planning, supply kits, evacuation information and local shelters, please call or visit the following:

**Phone Numbers / Websites**

**Citizens’ Information Center – 866-345-0345  TTY 386-248-1792**

**DISASTER ASSISTANCE PROGRAMS**

- FEMA (Federal Emergency Management Agency) *(800) 621-3362*
  - registration TDD: *(800) 462-7585*
  - [www.disasterassistance.gov](http://www.disasterassistance.gov)
- National Flood Insurance Program *(800) 427-9662*
- American Red Cross (local) *(386) 226-1400*
- Salvation Army (local) *(386) 236-2020*

**AMERICAN RED CROSS**

- Dan Roll, Director of Emergency Services *(386) 226-1400 ext.5210*
- Ray Parkhurst, Emergency Services Officer *(407) 894-4141 ext. 5220*

**SHELTER TRANSPORTATION: VOTRAN**

- *(386) 322-5100*
- *(386) 943-7050*
- *(386) 424-6820*

**VOLUSIA COUNTY SHELTER INFORMATION**

- *(386) 943-7626*
- *(386) 734-7190*
- *(866) 345-0345*

**FLAGLER COUNTY SHELTER INFORMATION**

- *(386) 586-5111*

**ADJACENT COUNTY SHELTER INFO.**

- Brevard County *(321) 637-6670*
- Marion County *(352) 622-3205*
- Putnam County *(386) 329-0379*
- Lake County *(352) 343-9732*
- Seminole County *(407) 665-5102*

**VOLUSIA COUNTY EMERGENCY MANAGEMENT**

- *(386) 258-4088* Daytona Beach  *(386) 736-5980* DeLand  *(386) 423-3395* New Smyrna Beach
Incident Occurs

Person who discovers incident calls

Bill Tillard  Ext. 4433
Alternate
Paul Barnett  Ext. 3637
Alternate
Russ Gibbons  Ext. 3273

Sends message to the following:

Senior Executive Staff
Public Information Officer

Critical Incident Management Team

Appropriate Departments / Persons in order of priority
Emergency Mass Notification Systems

A crucial element of the Daytona State College Campus Safety mission is the ability to quickly and effectively notify students, faculty, staff, and visitors of danger and to provide clear, intelligible information and instructions during an emergency.

The Daytona State College Rave Mobile emergency calling and texting system is used to provide Daytona State College employees with information before and after hurricanes and tropical storms.

Sudden severe weather emergencies, such as tornadoes, pose the challenge of quickly warning employees, students, and visitors who are on campus during the crisis.

Daytona State College has responded to this challenge with the implementation of a multi-tiered, multi-layered emergency mass notification system including the following components:

- **“Giant Voice” Wireless Mass Notification System.** Daytona State College outdoor emergency loudspeaker/ siren system and LED display screens
- **Cisco IP Phone “Voice Over IP” (VOIP) Notification System.** A system which utilizes the Cisco IP phones throughout the entire College as an intercom voice warning system
- **Rave Mobile Emergency Alert System** Emergency text, email, and voice message system available to all Daytona State College employees and students
- **Volunteer Emergency Response Teams (VolERTs)** Daytona State College employees who have volunteered to assist during an emergency with duties such as notification and evacuation
- **Portable loudspeakers (Bullhorns)** Bullhorns for use by trained Campus Safety officers to be deployed to appropriate areas during an emergency
- **Fire Alarm Voice Evacuation System (Bldg. 500)** A system providing the capability to broadcast voice instructions from a central location over speakers throughout bldg. 500
THE FOLLOWING PAGES ARE EXCERPTS FROM THE DAYTONA STATE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

THE ENTIRE PLAN CAN BE FOUND ON THE MYDAYTONASTATE RESOURCE CENTER UNDER CAMPUS SAFETY - PLANS
Evacuations may be conducted under **non-emergency** and **emergency** conditions.

**Non-emergency evacuations** will be required when the threat of a potentially dangerous situation or condition exists. The evacuation is conducted as a precautionary measure and the speed of the evacuation is not critical.

Staff, students and faculty will be advised by Campus Safety to evacuate a building or an area in a calm, clear tone of voice. Buildings will be evacuated from the bottom to the top floors. Staff and faculty will be advised of the nearest available exit doors and stairwells. Elevators will be for the exclusive use of disabled persons. Staff and faculty will remain with their class or group as it exits the building. Evacuees will be directed away from buildings (at least 300 hundred feet) to one of the parking lots, clear of any emergency vehicles, where they will await instructions from the Command Center.

When the building or area has been evacuated, the Control Center will be advised. Campus Safety will monitor the building or area to prevent re-entry into the area.

**An emergency evacuation** is required when an imminent threat of danger exists. Speedy evacuation is required to remove the occupants from a dangerous situation. Occupants will be alerted by the sounding of the fire alarms. Staff and faculty will be responsible for an orderly evacuation. As occupants leave the buildings, they will receive directions from staff members.

During an emergency evacuation, the elevators may be operational. If so, they will be used exclusively for faculty and staff to provide special assistance for disabled persons. If elevators are not operational, faculty members have the initial responsibility for disabled persons in their charge. Hearing impaired students should be made aware of the situation and remain with the group as it exits the building.

**Sight impaired** students, faculty and staff should be escorted out of the building by staff, faculty or student volunteers. If operational, they should be escorted down by elevator. The escorted person should exit by the nearest available stairwell, keeping to the right. The escort should be in front of the person with the person having one hand on the handrail and one hand on the escort’s shoulder. The escort should give instructions as needed in a calm, clear voice and remain with the person after exiting the building.

**Hearing impaired persons.** Persons with impaired hearing may not perceive emergency alarms and an alternative warning technique such as turning the light switch on and off may be necessary. Indicate through gestures or writing what is happening and what to do.
Wheelchair bound students, faculty and staff should be assisted by personnel. If operational, they should be escorted down by elevator. Otherwise, they should be moved to a safe area, such as a balcony, patio or stairwell landing. Members of the group exiting the building should note and report the location of the wheelchair person/persons to College personnel. A staff member with a two-way radio should be sent to the area as soon as possible.

The Control Center should be advised via radio where the wheelchair person/persons are located. Wheelchairs may have parts not intended for lifting. Batteries or life support equipment may be connected. Lifting the person could be harmful. Ask the person how you can help. Ask what type of assistance he/she will need after evacuation. Moving a person up or down stairs should only be attempted for life safety. Trained emergency rescue personnel should be directed to the area as soon as possible.

Persons using crutches, canes or walkers. Ask if the person needs assistance to evacuate. Offer to guide him/her to the emergency exit. Move person up or down stairs only if necessary for life safety.

If you are disabled. Be aware of persons in your area who could assist you. If you cannot speak loudly, carry a whistle or other device to help you attract attention. Give clear instructions as to your needs and preferences.

Current evacuation floor plans with defined exits per building should be posted in all facility classrooms, offices, lounges, laboratories, lecture halls, auditoriums, etc. These plans should be mounted in frames adjacent to exit doors for easy identification and recall.

EVAC Chair – Eight Model 300-H Mark II Emergency Wheelchairs are available for evacuating disabled persons from multi-storied buildings via the stairwell. The chairs are designed to evacuate persons that weigh less than 300 lbs. Campus Safety officers are trained to use the EVAC Chairs. To avoid serious injury, do not use the EVAC Chair unless you have received training. The chairs are stationed in the following locations:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytona Beach Campus</td>
<td>Building 150, Room 400 hallway</td>
</tr>
<tr>
<td></td>
<td>Building 200, Room 429 hallway</td>
</tr>
<tr>
<td></td>
<td>Building 320, Room 503 hallway</td>
</tr>
<tr>
<td></td>
<td>Building 500, 3rd Floor by east stairwell</td>
</tr>
<tr>
<td></td>
<td>Campus Safety Vehicle</td>
</tr>
<tr>
<td>ATC</td>
<td>213 Top of Atrium stairwell</td>
</tr>
<tr>
<td>DeLand Campus</td>
<td>Room 118 hallway</td>
</tr>
<tr>
<td>Deltona Center</td>
<td>Room 204 hallway</td>
</tr>
<tr>
<td>News Journal Center</td>
<td>Stairwell 200F, next to elevator 200G</td>
</tr>
</tbody>
</table>
From Whisper Oaks Hurricane Response Plan

Whisper Oaks Evacuation

STEP II: *Hurricane Watch – Hurricane Conditions Possible* (24-36 hours)

Whisper Oaks Students notified/standby alert status. Voluntary evacuation encouraged.

During this stage, Campus Safety will ensure that all students living at the Whisper Oaks student housing are informed of the hurricane status. All students will be contacted by Campus Safety and the School of Health and Wellness and encouraged to evacuate voluntarily (according to their personal evacuation plans). During orientations, students will be instructed to develop a personal evacuation plan, which includes:

- Assembling a basic supply kit
- Having a place to go outside the evacuation area – family, friends
- Coordinating plans with friends or family – e.g. where you will go, how you will contact them
- Bringing important documents
- Medical needs (medications, documentation of conditions, etc.)
- Knowing evacuation routes and transportation considerations.
- Informing the College (i.e. Campus Safety and the School of Health and Wellness Department) of any special needs
- Removing all perishable food from the refrigerator

It is recommended students review more information on developing a personal disaster/evacuation plan at [www.volusia.org/emergency](http://www.volusia.org/emergency) and [www.floridadisaster.org](http://www.floridadisaster.org).

Students will be instructed to contact the Campus Safety Coordinator residing at Whisper Oaks if any assistance is needed.
STEP III: *Hurricane Warning - Hurricane Conditions Expected*. (24 hours or less)

**Whisper Oaks student housing evacuation mandatory: evacuation plan initiated**

When a hurricane warning has been issued, the College may order a mandatory evacuation of the Whisper Oaks student housing. In the event of a mandatory evacuation, Campus Safety will contact all students and inform them of the order to evacuate via the Daytona State College Rave Alert system and door to door personal visits. The students will be instructed to return to their homes or another safe place until further notified. Students will be instructed to evacuate using proper evacuation routes specified by Volusia County Emergency management, (available at [http://www.volusia.org/core/fileparse.php/4640/urlt/evacmap09.pdf](http://www.volusia.org/core/fileparse.php/4640/urlt/evacmap09.pdf)).

In the event of a mandatory evacuation, students who cannot evacuate to their home or another safe place outside the evacuation area will be instructed to evacuate to the Lemerand Center (where they will be eventually transferred to the Bergengren Building) on the Daytona Beach Campus, and will be provided transportation by the College if needed.

The Campus Safety Coordinator residing at Whisper Oaks will be responsible for ensuring that all students have evacuated the residences by inspecting each residence and will ensure that all residences are locked. Campus Safety will check the exterior areas for unsecured and potentially dangerous objects and secure them if possible. Facilities Services will secure all other objects and make necessary storm preparations to the residences.

STEP V: *After a Hurricane*

**Whisper Oaks residences inspected by Facilities Services and Campus Safety**

After the storm has passed, Campus Safety and Facilities Services will conduct an inspection of the Whisper Oaks student residences and grounds to determine if they are safe for the students to return. If the condition of any of the residences is determined unsafe, the School of Health and Wellness Director will be notified of the situation.

Affected students will be contacted by the Director of Athletics or his designee and will not be permitted to return until safe conditions have been restored or new housing arrangements made.

Students, upon return to their residences, will be instructed to inspect their residences for damage and conduct an inventory of their valuables and personal belongings. Students will be instructed to report any problems to the Campus Safety Coordinator residing at Whisper Oaks.
SHELTER-IN-PLACE PROCEDURES

The term, Shelter-In-Place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. It is always preferred to evacuate. Shelter-In-Place should only be used when an evacuation is not safe. In place sheltering usually lasts no more than a few minutes to a few hours and preparations, made in advance, can ensure that the event is as comfortable as possible. Each department should determine its sheltering location prior to an incident occurring.

The preferred Shelter-In-Place location would be an interior room or hallway, with limited or no windows. The location would have access to restroom facilities as well as drinking water.

SHELTER-IN-PLACE (WEATHER) RECOMMENDATIONS

There may be situations when it’s best to stay where you are to avoid any uncertainty outside. There are other circumstances, such as during a tornado or a chemical incident when specifically how and where you take shelter is a matter of survival.

Determine where you will take shelter if instructed to do so.

1. Go into an interior room or hallway on the lowest floor possible.

2. In a high-rise building, go to an interior stairwell, small interior room, or hallway on the lowest floor possible.

3. Stay away from windows, doors and outside walls. Go to the center of the room. Stay away from corners because they attract debris.

4. Stay in the shelter location until the danger has passed.
Tornado Safety – D.U.C.K.

D own to the lowest level
to an interior part of the building. Interior hallways and stairwells are good. Get as many walls between your group and the outside of the building as possible. **After you have done this, be prepared to account for everyone!**

U nder something sturdy
whenever possible. Designated Shelter In Place rooms (explained below), or under interiorly located concrete stairwells is recommended for individuals and small groups. As a group, focus mainly on getting to an interior location on the lowest level.

C over your head
Many people are injured by falling debris. Use whatever is available, blankets, pads, etc., or cup your hands over your head.

K eep in shelter
**Until you are advised that the storm has passed**
Tornadoes are often preceded by a very severe thunderstorm, and then a period of calm before the tornado strikes. (People tend to want to leave shelter during this calm period.) Wait until you are advised that the danger has passed.
In each building at Daytona State College, Campus Safety has selected the safest rooms in which to shelter in place should the need arise during an emergency. These rooms can be identified by the SH.I.P. sign located outside the door. Should an emergency, such as a tornado, require you to shelter in place, these rooms should be your first choices. You can prepare for such an emergency by identifying the SH.I.P rooms in your building and letting others know where they are located.
APPENDIX 7 - CRITICAL INCIDENT PROCEDURES

PURPOSE
To control and/or manage any critical incident by recognizing a potential or actual threat and rapidly identifying actions and resources that will resolve the incident/crisis or result in a recommendation to the President and his/her Executive Staff for resolution of the incident.

PROCEDURE
This Operating Procedure consists of two parts: Threat Assessment and Critical Incident Direct Response and Management.

THREAT ASSESSMENT
Definition: The recognition, evaluation and determination of events that may pose a threat to the health, safety and/or welfare of the College and/or its public.

A Threat Assessment Team:

Campus Safety will, upon recognition of a potential or actual threat, assemble a Threat Assessment Team from any segment of the College, based on the expertise warranted by particular events. This may include any individual from senior administration to front line staff.

A Threat Assessment Team, under the guidance of the Director of Campus Safety or his designee, will evaluate the conditions of the (potential) threat and the level of risk to the College or its public and resolve or recommend to the President actions to address the (potential) threat. Depending on the event, or anticipated event and its impact the process will move to Critical Incident Response and Management.

CRITICAL INCIDENT RESPONSE AND MANAGEMENT

Definition: A critical incident is a crisis which is an unexpected interruption from previously normal state of functioning producing significant reactions such as turmoil, instability and upheaval in the system an occurrence, caused either by human or natural phenomena. It is further defined as an incident where students, faculty, staff and visitors are in danger and there is a need for immediate action to prevent the loss of life, injuries or damage to property.

Critical Incident Direct Response Team (CI/DRT): Once a threat has been identified by the Threat Assessment Team and determined to pose a risk to the health, safety and/or welfare of the College or its public, the Critical Incident DRT will respond. The Incident Commander will ensure that an information communication is directed to the Critical Incident Management Team.

The CI/DRT and CIMT must be prepared to provide to the best of its ability for the safety of the college community. Team(s) training is prioritized and further addressed in this appendix.
**Incident Command Post (ICP):** The location at which the primary command functions are executed, away from the immediate incident location but readily accessible for directing operations. Unless otherwise instructed, the communications center will be located within the ICP. For each identified critical incident, an Incident Command Post will be established by the Director of Campus Safety or his designee. The ICP should be identifiable to all involved in the incident and include essential tools to manage the situation. This is the base of operations to which CI/DRT members will report as soon as notified. The CIMT will respond to the President’s Office or, if not possible, to an announced safe location dictated by the event dynamics and location.

**Identify the Danger Zone:** The actual physical area where the danger exists. The type of situation occurring will dictate how large or small the area will be.

**Communication:** The Incident Commander or designee will launch an *emergency action message* as soon as possible to the appropriate population. Additional action messages and follow up *information messages* will be launched under the guidance of the CIMT at the appropriate time.

**Establish an Inner Perimeter:** Not letting any one into the area until Public Safety Officials arrive or the danger is no longer present. This can be accomplished by blocking of hallways, posting personnel at or locking entrances/exits, etc.

**Establish an Outer Perimeter:** Secure an area to limit casual access to the area by non-essential personnel. This may mean blocking off entrances to parking lots from public streets, stopping pedestrian traffic onto and across campus grounds or limiting access to a portion of a building.

**CI/DRT** will establish an outer perimeter location for media personnel. The P10 - Director of Marketing & Communications is the authorized College spokesperson.

**Establish Staging Areas:** Temporary locations for resources (personnel, equipment, supplies, etc.) should be identified and those resources directed to the designated staging area. This keeps the scene as uncongested as possible until the resource is needed, and it provides a great deal of flexibility for the use of the resource.
CI/DRT Command Staff and their primary responsibilities are:

**Incident Commander (Director of Campus Safety):** has overall control over the incident. Priorities include life safety of the public and emergency responders, incident stability, while minimizing the effects of the incident and minimizing damage to property while achieving department objectives, and communicating to the CIMT.

**Safety Officer** Responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety.

**Liaison Officer (Representative of Campus Safety):** The on-scene contact responsible for coordinating with assisting agencies and works directly with appropriate college, law enforcement and other emergency response agencies.

**Information Officer (PIO/Director of Marketing & Communications):** Responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. The College posture towards the news media shall be open and accessible providing that the rights of victims and suspects are protected; a reasonable right to privacy for all individuals is provided; and that information that would jeopardize ongoing law enforcement investigations is not released.

**CI/DRT Graph:**

![CI/DRT Graph](attachment:image.png)
As an incident becomes more involved, the Incident Commander may activate additional sections shown above.

**Facilities Planning** : Facilitate building and grounds expertise.
**Facilities Services** : Utilize College equipment to accomplish objectives.
**Receiving** : Provides services, materials and equipment
**Fleet** : Utilize equipment/services.

**Critical Incident Management Team (CIMT):** The CIMT is a wide representation of college staff that will convene to consider options, recommend direction, and take appropriate action as quickly as possible when an incident occurs or is anticipated. This Team may convene several days prior with information such as a Hurricane Watch or on very short notice like a chemical spill or active shooter. This is an “All Hazards” plan. The CIMT will receive information directly and as quickly as possible from the CI/DRT. The CI/DRT will serve on the CIMT.

The CIMT will consist of - but not be limited to;

Senior Executive Staff  
Director of Campus Safety  
Director of Equity and Inclusion  
PIO/Director of Marketing and Communications  
Representative from Regional Campuses  
CI/DRT  

Each member of the CIMT will designate two alternates to serve in their absence and support role.

The CI/DRT and CIMT will meet at least 3-4 times annually to review emergency procedures, make recommendations and changes, and attend training and perform any other actions to ensure that the highest level of readiness is achieved. Both teams will meet as soon as possible after any event to review and provide after action recommendations.

The efforts of both the CI/DRT and the CIMT will focus on preserving and restoring safety, threat elimination, incident stabilization, communication, restoration of routine daily operations.
Enhanced Fujita (EF) Tornado Damage Scale

*Implemented Feb. 1, 2007 as an update to the original Fujita (F) Scale*

<table>
<thead>
<tr>
<th>SCALE</th>
<th>WIND SPEED (mph)</th>
<th>TYPICAL DAMAGE</th>
</tr>
</thead>
</table>
| EF0   | 65-85           | **Minor Damage**
|       |                 | Peels surface off some roofs; some damage to gutters or siding; branches broken off trees; shallow-rooted trees pushed over. Confirmed tornadoes with no reported damage (i.e., those that remain in open fields) are always rated EF0. |
| EF1   | 86-110          | **Moderate damage**
|       |                 | Roofs severely stripped; mobile homes overturned or badly damaged; loss of exterior doors; windows and other glass broken. Moving automobiles pushed off of road. |
| EF2   | 111-135         | **Considerable damage**
|       |                 | Roofs torn off frame houses; mobile homes demolished; boxcars overturned; large trees snapped or uprooted; light-object missiles generated; cars lifted off ground. |
| EF3   | 136-165         | **Severe damage**
|       |                 | Entire stories of well-constructed houses destroyed; severe damage to large buildings such as shopping malls; trains overturned; trees debarked; heavy cars lifted off the ground and thrown; structures with weak foundations blown away some distance. |
| EF4   | 166-200         | **Devastating damage**
|       |                 | Well-constructed houses leveled; structures with weak foundations blown away some distance; cars thrown and large missiles generated. |
| EF5   | >200            | **Incredible damage**
<p>|       |                 | Strong frame houses leveled off foundations and swept away; automobile-sized missiles fly through the air in excess of 100 meters (109 yds.); trees debarked; incredible phenomena will occur. |</p>
<table>
<thead>
<tr>
<th>Forecast Parameter</th>
<th>1981-2010 Median</th>
<th>2015 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Named Storms (NS)</td>
<td>12.0</td>
<td>7</td>
</tr>
<tr>
<td>Named Storm Days (NSD)</td>
<td>60.1</td>
<td>30</td>
</tr>
<tr>
<td>Hurricanes (H)</td>
<td>6.5</td>
<td>3</td>
</tr>
<tr>
<td>Hurricane Days (HD)</td>
<td>21.3</td>
<td>10</td>
</tr>
<tr>
<td>Major Hurricanes (MH)</td>
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</tr>
<tr>
<td>Major Hurricane Days (MHD)</td>
<td>3.9</td>
<td>0.5</td>
</tr>
<tr>
<td>Accumulated Cyclone Energy (ACE)</td>
<td>92</td>
<td>40</td>
</tr>
<tr>
<td>Net Tropical Cyclone Activity (NTC)</td>
<td>103%</td>
<td>45</td>
</tr>
</tbody>
</table>

Issued April 9th, 2015

Department of Atmospheric Science
Colorado State University
Dr. William M Gray
Dr. Phillip Klotzbach

http://hurricane.atmos.colostate.edu/Forecasts/
HELPFUL WEBSITES

American Red Cross Mobile Apps
http://www.redcross.org/prepare/mobile-apps

Volusia County Emergency Management
http://volusia.org/emergency/

WESH Hurricane Page

Weather.com Hurricane Central
http://www.weather.com/newscenter/hurricanecentral/

National Weather Service National Hurricane Center
http://www.nhc.noaa.gov/

Flagler County Emergency Management Information
http://www.flagleremergency.com/