

College Operating Procedures (COP)



Procedure Title: Emergency Response Manual
Procedure Number: 08-0810
Originating Department: Public Safety

Specific Authority:

Board Policy 6Hx6:1.01; 6Hx6:1.02; 6Hx6:7.03
Florida Statute 1001.64; 1001.65; 1013.11
Florida Administrative Code n/a

Procedure Actions: 01/01/04; 07/01/09

Purpose Statement: The Emergency Response Team shall notify campus employees of specific actions to be taken before, during and after emergencies. Emergency events include, but are not limited to, bomb threats, hurricanes, and injury or illness.

Guidelines:

The Public Safety Department shall provide copies of the Emergency Response Manual to the Emergency Management Team and other key personnel. The Emergency Response Team shall notify campus employees of specific actions to be taken before, during and after emergencies. Emergency events include, but are not limited to, bomb threats, hurricanes, and injury or illness.

Procedures:

The Emergency Response Manual is in effect and is updated annually or as circumstances require. When any changes are made, the updated pages are sent to each Emergency Manual holder. Documentation is filed in the Public Safety Office.