


# PROCEDURE

<b>Subject</b>	<b>Emergency Shelters</b>	<b>Number:</b> 1.15.01
<b>Source</b>	Vice President, Business and Administrative Services Page 1 of 2	<b>Reference (Rule #)</b> 6HX14-1.15
<b>President's Approval/Date:</b> 7-1-09		

**Policy:** The two buildings that qualify for status as “Emergency Shelters” on the College campuses include Building # 18 on the Bradenton Campus and the CIT building at the Lakewood Ranch Campus. None of the buildings at the Venice campus are designated as “Emergency Shelters”.

Building #18 and the CIT building are NOT automatically available to outside organizations to be utilized in time of emergency. The Chief of Security for College acting as the head of the Critical Incident Management Team will determine the needs of College first and will consider utilizing the structures as command centers of operation for College.

## **Process to Designate structure as “Emergency Shelter”:**

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

## **Operational Considerations:**

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

The CIMT will have decision-making authority in conjunction with the President on just how Emergency Shelters will be utilized and configured. Under NO circumstances will any other building on Campuses be designated as “Emergency Shelters” nor will any structures be utilized for any disaster related function without the full approval of the President and the Chief of Security.

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