



# STATE COLLEGE OF FLORIDA<sup>SM</sup>

## MANATEE - SARASOTA

### Hurricane/Natural Disaster Incident

#### Making the Call on Emergency Closings

- The College President, or the designated Vice President, is the only person authorized to cancel classes or declare a college-wide state of emergency.
- The safety of students and employees is the primary consideration in deciding to cancel classes. The second consideration is the security and protection of College property.

#### Critical Incident Management Team (CIMT)

The Critical Incident Management Team assesses and recommends actions in emergency situations. Core members are appointed by the College President. The CIMT is expanded as needed.

#### Communications before, during and after a weather emergency

- As a severe storm or hurricane approaches, the CIMT remains in constant communication with local and state agencies to monitor the storm's track and ensure that current and reliable information is provided to the College community.
- Avail yourself of all official, operable avenues of communications. Do not listen to rumors or non-College official sources.
- All official bulletins regarding College operations, closings and re-openings will be issued by the CIMT and/or designated College emergency communications personnel through:
  - The College's secure mass notification system using individual contact information of students and employees in SCFconnect. Instructions and information are available at [scf.edu/Emergency](http://scf.edu/Emergency).
  - The SCF website where updates are posted on the home page.
  - The College's social media outlets, including but not limited to Facebook.
  - College email: During an emergency, the use of SCF-All is reserved for CIMT advisories and related official bulletins about essential College operations.
  - Local major media outlets - radio, TV, Web, print: Note that accurately conveyed information can get confused in a busy newsroom during a storm. If discrepancies exist, College-issued advisories will prevail.
- After a storm: The expected return date, when known, will be included in an emergency closing announcement and/or provided in post-event updates. If the impact or aftermath of a severe storm prevents you from returning to work or class and/or from quickly contacting the College, check in at the nearest emergency operations or public safety center. We will monitor them when conditions allow. Refer to College communications channels and media outlets for instructions that will be issued as needed for steps to follow in reporting your status to SCF.

#### Campus Lockdown

- A presidential order for all College employees to vacate the campuses is a serious matter and is strictly enforced for the safety of students and personnel.
- No traffic or on-campus activity is permitted when a total lockdown of the properties is in effect.
- Only essential emergency personnel (authorized by the CIMT as being essential to emergency operations and required to report to work) are allowed on College property while a lockdown order is in effect.

#### Preparing for a Hurricane Closing - Employees

- Before the start of hurricane season, make sure that human resources and your supervisor have your current contact information.
- When the hurricane closing order is issued, you may be asked to prepare and secure your work area within reason and without incurring physical injury including backing up computer drives, turning off your computer and other office equipment, discarding perishable items from refrigerators, and taking personal items with you.
- Change your voice greeting on your individual desk phone and activate your "out-of-office assistant" tool.

#### Important Contact Information

SCFconnect: Update individual info to receive emergency notifications via phone, text, email.

Go to: [www.scf.edu](http://www.scf.edu)  
and [www.facebook.com/statecollegeofflorida](http://www.facebook.com/statecollegeofflorida).

Call: 941-752-5000; or 941-408-1300; or 941-363-7000.

National Hurricane Center:  
[www.nhc.noaa.gov](http://www.nhc.noaa.gov)

Manatee County Emergency Management:  
[www.mymanatee.org/PublicSafety](http://www.mymanatee.org/PublicSafety)

Sarasota County Emergency Operations Center:  
[www.scgov.net/StormCenter](http://www.scgov.net/StormCenter)

American Red Cross:  
[www.redcross.org](http://www.redcross.org)