

# VALENCIA COLLEGE

<b>Section:</b> VSP 2 Valencia Security Policy	<b>Page Number:</b> 1 of 9	<b>SEVERE WEATHER POLICY</b> Security Department Valencia College
<b>Title:</b> Severe Weather Policy		
<b>Date:</b> May 24, 2016		

REVIEWED BY:

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Paul Rooney  
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Valencia College

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Summary of Revisions

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## 1. PURPOSE

To provide guidelines which are to be followed in the instance of severe weather at any given campus.

## 2. POLICY

In order to carry out the mission of the Valencia College Security Department, which is to protect the public and provide for the safety, security and welfare of staff, student population and visitors, it is essential severe weather procedures be established for the college.

It is the policy of the Valencia Security Department to maintain a safe, effective environment for faculty, students, and staff. Department personnel shall be properly trained, equipped, and proficient in understanding and recognizing severe weather conditions in addition to carrying out the necessary steps to ensure the safety of the college community.

## 3. APPLICABILITY

This policy outlines the characteristics of severe weather patterns and the departmental procedures for response to various weather conditions.

This severe weather policy is applicable to all Security Department Personnel. This plan will be updated annually by campus Assistant Directors of Security and approved by the Assistant Vice President of Operations.

## 4. NOMENCLATURE

The following are definitions of various weather conditions:

- a. Severe Thunderstorm  
A thunderstorm that produces 1" hail or larger in diameter and/or winds equal to or in excess of 58 mph. Severe Thunderstorms may produce tornadoes.
- b. Severe Thunderstorm Watch  
Issued when conditions are favorable for the development of severe thunderstorms in, and close to, the watch area.
- c. Severe Thunderstorm Warning  
Issued when conditions of a severe thunderstorm are imminent in, or close to, a given area.

- d. Tornado Watch  
Issued when conditions are favorable for the development of tornadoes in, and close to, the watch area.
- e. Tornado Warning  
Issued when a tornado is indicated by radar or sighted by spotters.
- f. Tropical Storm Watch  
Issued when a tropical storm poses, or tropical storm conditions pose, a threat to coastal areas generally within 48 hours.
- g. Tropical Storm Warning  
Issued when sustained surface winds, associated with a tropical cyclone, within the range of 39 to 73 mph, is expected within 36 hours.
- h. Hurricane Watch  
Issued when specific areas to which a hurricane or an incipient hurricane condition poses a possible threat and is generally within 48 hours.
- i. Hurricane Warning  
Issued when sustained winds of 74 mph or higher associated with a hurricane are expected in 36 hours or less. May also be in effect for dangerously high water and wave levels regardless of wind speed.

## 5. PROCEDURES

The following sections outline the notification requirements and procedures for various severe weather conditions:

- a. Severe Thunderstorms
  - i. Severe Thunderstorm Watch  
Notify all officers on duty and continue to monitor weather conditions, via news media, as they develop.
  - ii. Severe Thunderstorm Warning  
Notify all officers to move indoors, monitor campus for storm damage, and continue to monitor weather conditions, via news media, as they develop.
- b. Tornadoes
  - i. Tornado Watch  
Notify all officers and send out a Valencia Alert that states, **“Attention: CAMPUS NAME is currently under a tornado watch,**

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**monitor weather conditions and restrict any unnecessary outside activity.”** Continue to monitor weather conditions, via news media, as they develop.

- ii. Tornado Warning  
Immediately notify all officers and have them move to designated tornado safe rooms. Officers will direct anyone they encounter while heading to the safe rooms to go to safe rooms as well. Mass notification is to be made via Valencia Alerts, Alertus, and the Big Voice System stating, **“Attention: CAMPUS NAME. A TORNADO WARNING has been issued for this location. Seek shelter immediately – Do not delay – Seek shelter Now.”** and Big Voice using the pre-scripted message to direct everyone on campus to tornado safe rooms.
  
- c. Tropical Storms
  - i. Tropical Storm Watch  
Security operations will continue as normal and weather conditions will be monitored for any changes.
  
  - ii. Tropical Storm Warning  
Security operations will continue as normal and weather conditions will be monitored for any changes. The decision on whether the campus closes will rest with the President’s Office. Notification of campus closure will be made via Valencia Alert stating, **“Attention: CAMPUS NAME. A Tropical Storm Warning has been issued for this area [follow with specific detailed instructions].”**
  
- d. Hurricanes
  - i. Hurricane Watch  
Security operations will continue as normal. Initial storm preparations will begin to include verification of the storm teams and checking the hurricane supplies to ensure they are ready and available for deployment should an event occur. The department will continue to monitor weather conditions as they develop.
  
  - ii. Hurricane Warning  
The decision on when the campus closes will rest with the President’s Office. Notification of campus closure will be made via Valencia Alert stating, **“Attention: CAMPUS NAME. A Hurricane Warning has been issued for this area [follow with specific detailed instructions].”** Officers on the storm team will ensure they have necessary personal supplies (medication, change of clothes, etc.) and will report to work in the Class B uniform.

Once a time for the storm to make landfall has been established, the

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following timeline is in effect:

1. -12 Hours

Security Personnel will continue normal patrol operations until 12 hours prior to storm landfall or a wind speed in excess of 60mph. Storm Team emplaces on campus and ensures all necessary supplies are ready and available for use during the storm; to include fueling all security vehicles and extra fuel dispensers to maximum levels. Prior to Zero Hour, the team will inspect the campus to ensure it is secure and storm protection measures are in place.

2. Zero Hour

Security personnel assigned to Storm Team (see Section 9) will “ride out the storm” and continue to monitor weather reports and provide updates to college administration as necessary. They will cooperate and communicate with other law enforcement agencies on storm status and community readiness. Storm Team will follow the ‘During an Incident’ instructions until new guidance is received.

## 6. DURING AN INCIDENT

Regardless of the nature of the severe weather condition, Officers working during these incidents need to take precautions to ensure their personal safety at all times. At a minimum, officers should:

- a. Take cover in a designated ‘storm safe’ room within a building
- b. Render aid as appropriate
- c. Remain calm
- d. Continually monitor news media for weather updates
- e. Should an emergency occur in the immediate area, notification is to be made to first line supervisor, chain of command, or designated Incident Commander.

These guidelines are to be followed until an all-clear has been established by the local authorities. Upon all-clear notification, the Storm Team will begin to patrol the campus making note of any life safety conditions until the Post-Incident Team arrives.

## 7. POST-INCIDENT

a. Severe Storm/Tornado Watch and Warning

Once the condition has cleared, send a Valencia Alert stating, “**Attention: CAMPUS NAME is no longer under a tornado watch/warning, all clear.**” Identify any individuals in need of personal or medical assistance and offer aid. Inspect the campus for any damage from storm conditions and document it accordingly. On-site officers will make notification to the

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campus Assistant Director of Security regarding the situation and any conditions present as a result of the weather event.

b. Hurricanes

At the direction of the AVP of Operations, or designee, or higher, once the storm has passed, the Security Department will move to the Post-Incident response plan. The Post-Incident Teams will deploy to the campuses to relieve the Storm Teams. These teams will begin the process of conducting a post-damage assessment and documentation. At the Assistant Directors' of Security discretion, normal campus Security operations and shifts will commence.

## 8. LOGISTICAL REQUIREMENTS

At the start of each storm season, each campus will ensure that they, at a minimum, have the following on hand should a storm event occur:

a. Basic supplies (not all-inclusive):

1. Food (MREs, 3 per person per day minimum)
2. Water (1 gallon per person per day minimum)
3. Complete First-Aid Kits
4. Battery powered weather radio
5. Cots (2 minimum)
6. Battery powered lantern/light
7. Batteries
8. Wet Weather Gear/Clothing
9. Blankets
10. Fans
11. Potable Water/Cups
12. Extension Cords
13. Rope
14. Plastic Bags/Sheeting

While it is not as important where the supplies are stored, prior to a storm event, primarily hurricanes, the supplies need to be relocated to where the Security Officers will be sheltering for the storm event. Each location will have a five (5) day supply for assigned personnel. To be audited and updated by the respective Assistant Director of Security by June 1<sup>st</sup> of each year.

## 9. COMMAND AND SIGNAL

The following delineates the procedure whereby communications can be maintained in the event of a hurricane.

a. STAFFING ASSIGNMENT

When a hurricane alert is established, West Campus Security will serve as the Tactical Operations Center (TOC). Staffed with Managing Director of

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Safety and Security, Master Security Officer (or above) and Clerk/Dispatcher (outside of campus operational needs) to provide for additional staffing required for communications, notifications, and dispatch services. Prior to implementation of hurricane operations all Security and Facilities personnel shall be put on standby status to respond to emergencies.

## Optimal Staffing List:

- West Campus (TOC)
- Assistant Director
  - Field Supervisor or MSO
  - Clerk
  - Officer (2)

### TOC

- Director
  - Field Supervisor or MSO
  - Clerk
- East Campus
- Assistant Director
  - Field Supervisor or MSO
  - Clerk
  - Officer (2)
- Osceola Campus
- Assistant Director
  - Field Supervisor or MSO
  - Clerk
  - Officer (2)
- Lake Nona
- Field Supervisor or MSO
  - Officer (2)
- Winter Park
- Field Supervisor or MSO
  - Officer (2)
- School of Public Safety
- Field Supervisor or MSO
  - Officer (2)

## b. PRIMARY RADIO COMMUNICATIONS

Inter-Campus Radio Communications will be maintained as outlined in the current issue of Department Policy Manual. In the event of a hurricane, a Mutualink Incident will be created and designated as the communications portal between the on campus security teams, standby personnel, chain of command personnel, and college leadership/executive staff.

## c. ALTERNATE METHODS OF COMMUNICATIONS

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If the radio system fails, alternate means of communication include: Landline, VOIP, and/or Cellular Phones, and Email.

## d. DOWN COMMUNICATIONS

Each campus location will conduct an hourly communications check with the TOC established at West Campus. In the event of a missed communications check via the primary or alternate means exceeding 2 hours, the TOC will assume there is a complete system failure, no communication is possible via the radio the TOC shall:

1. Notify the immediate supervisor.
2. Contact the respective 911 center to request a wellbeing check for staff and personnel assigned to the location with lost communications.

## e. Local Emergency Management Contacts

West Campus/District Office	City of Orlando Emergency Operations Center POC: Manuel Soto – City of Orlando Emergency Manager 321-235-5348(w) 321-436-3985(m) <a href="mailto:Manuel.soto@cityoforlando.net">Manuel.soto@cityoforlando.net</a>
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East Campus/SPS	Orange County Office of Emergency Management POC: Ronald Plummer 407-836-9140 (w) 407-836-9026 <a href="mailto:Ron.Plummer@ocfl.net">Ron.Plummer@ocfl.net</a> <a href="mailto:ocoem@ocfl.net">ocoem@ocfl.net</a>
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Osceola Campus/AMTF	City of Kissimmee Emergency Management POC: David Kilbury 407-518-2200 (w) 407-408-6300 (m) <a href="mailto:dkilbury@kissimmee.org">dkilbury@kissimmee.org</a>
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	Osceola County Office of Emergency Management POC: Richard Halquist 407-742-9010 (w) 407-908-9565 <a href="mailto:Richard.halquist@osceola.org">Richard.halquist@osceola.org</a>
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Lake Nona Campus  
City of Orlando Emergency Operations Center  
POC: Manuel Soto – City of Orlando Emergency Manager  
321-235-5348(w)  
321-436-3985(m)  
[Manuel.soto@cityoforlando.net](mailto:Manuel.soto@cityoforlando.net)

Winter Park  
City of Winter of Park Office of Emergency Management  
POC: Jimm Walsh  
407-599-3651 (w)  
321-231-3903 (m)  
[jwalsh@cityofwinterpark.org](mailto:jwalsh@cityofwinterpark.org)

Poinciana  
Osceola County Office of Emergency Management  
POC: Richard Halquist  
407-742-9010 (w)  
407-908-9565  
[Richard.halquist@osceola.org](mailto:Richard.halquist@osceola.org)

## f. SOCIAL MEDIA

Social Media issues will be referred to the Director of Public Relations to provide the most up to date information via social media sites.

## 10. Training

- a. The security department, at the direction of the Managing Director, will conduct annual training in the form of drills and table top exercises.
- b. At a minimum all security personnel will complete the following FEMA Independent Study Courses:
  - i. IS-271.A: Anticipating Hazardous Weather & Community Risk
  - ii. IS-319: Tornado Mitigation Basics for Mitigation Staff
  - iii. IS-322: Flood Mitigation Basics for Mitigation Staff
  - iv. IS-324.A: Community Hurricane Preparedness
- c. Review Valencia College Emergency Plan
  - i. Section 1-1.2
  - ii. Section D
  - iii. Section E
  - iv. Section F
  - v. Section H
  - vi. Section J
  - vii. Section K
  - viii. Section L

