

Crisis Action Guide

What
the FAU
community
needs to
know



FLORIDA ATLANTIC UNIVERSITY™

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INTRODUCTION

This Crisis Action Guide was developed by the Florida Atlantic University Safety Committee in an attempt to provide pertinent information for the University Community to respond to an emergency or crisis. Since no document can include every possible event, if a crisis occurs and you need assistance, please call either 561-297-3500 or 911 for assistance and/or response.

AUTHORITY AND RESPONSIBILITIES

The President or designee (normally the Provost, then the Senior VP of Finance and Chief Operating Officer) is ultimately responsible for the health and safety of University students, faculty, staff and visitors, as well as the protection of University property. Additionally, Presidential Memorandum #85 further states, that all of us share in the responsibility for safety at Florida Atlantic University.

The President or designee has the authority to declare an emergency and close, or partially close one or more campuses of Florida Atlantic University. The President or designee also has the authority to end the state of emergency and reopen part or all of the University sites and campuses.

Presidential Memorandum #56 directs each member of the Senior Staff to develop specific emergency procedures outlining responsibilities during an emergency. In the event of a major emergency the Vice President of the Division of Facilities and University Architect or designee (normally the Director of Environmental Health & Safety) becomes the Director of Emergency Operations Center.

NOTIFICATION AND ALERT

Potential disaster warnings such as; hurricanes, tornados, other severe weather, terrorism, toxic clouds, and civil disturbances are received from local and state emergency management agencies, and/or local media. Once in receipt of the information, the President or designee with consultation and technical advice from applicable sources will decide on the applicable response. **Campus emergencies such as; bomb threats, explosions, utility failures, violent crimes, fires, medical emergencies, terrorism,** are normally reported directly to the University Police, Environmental Health and Safety, and/or Physical Plant who relay the information to the appropriate member of the President's Senior Staff or designee, who then reports to the President, or designee, for a decision on the proper response.

Depending on the nature of the emergency, some or all of the individuals on the notification tree will be alerted. The administrative notification tree consists of all individuals listed on the University organizational chart plus the University Police and EH&S. Each University Division/Department should prepare and then follow their specific notification tree directives. If the emergency requires extensive, decision making, or command and control that cannot be accomplished by routine measures, the Emergency Operations Center is activated. The Director of Emergency Operations classifies the emergency and the appropriate contact personnel are notified.

Florida Atlantic University also disseminates information to the university community through FAU Alert. FAU Alert is system that uses the internet, tone and voice warning systems, telephone call out, text messaging, media, hotline, mass e-mail and building safety personnel and others as tools for information dissemination.

UNIVERSITY POLICE

What should I know about University Police?

Florida Atlantic University Police Department provides a full range of public safety services 24-hours a day, seven days a week on the Boca Raton, MacArthur, and Treasure Coast campuses. Broward campuses safety services are provided by contracted security personnel and the assistance of Davie and Fort Lauderdale Police Department and the Broward Sheriff's Office.

What should I know about reporting a crime?

If you are a victim of a crime or witness a crime taking place, report the incident and/or any suspicious person **immediately** to the University or local police (911). Provide as much information as possible, including:

- Nature of the incident.
- Whether the incident is **in progress**
- Location of the incident
- Description of suspect(s) involved
- Is the suspect armed?
- Description of any vehicle involved
- Follow the dispatcher's instructions and stay on the line until an officer arrives and, if possible, protect the crime scene.

Contact University Police, Security or Local Police 911

Boca Raton Campus	(561) 297-3500	Jupiter Campus	(561) 799-8700
HBOI	(772) 216-1124	Treasure Coast Campus	(772) 873-3401
Davie Campus	(954) 236-1140	Davie Campus After hours:	(954) 474-8786
Tower Campus	(954) 762-5120	SeaTech Campus	(954) 924-7000

What services are provided by University Police?

- vehicle patrol
- bicycle patrol
- criminal investigation
- victim/witness services (297-0500)
- crime prevention programs.

More information can be found at <http://www.fau.edu/police/>

What is the Silent Witness Program?

The Silent Witness Program was established by University Police to encourage members of the university community to report crime information. This program, accessible through the University's web site, assures **anonymity** to those providing information about crime on campus.

The Silent Witness web site is: http://www.fau.edu/police/silent_witness.php

What is Victims Services?

The Victim's Services Office was created to provide professional, caring service to crime victims in the community. Victim advocates **are trained to intervene** for the victim and to provide services, which include:

- Crisis Intervention
- Emotional Support
- Information and Referral
- Liaison with police departments
- Explanation of Victim's Rights
- Assistance in filing Crimes Compensation forms

*The filing of a police report by a victim is **strongly** encouraged, but is not mandatory to receive Victim's services. You may speak with an advocate without first making a police report. The Victim's Services Office is located on the breezeway between Starbuck's and the bookstore on the Boca Raton campus. An advocate may be contacted at (561) 297 0500.*

More information can be found at <http://www.fau.edu/police/victimservices/>

What should I know about crime prevention?

The University Police Department encourages all members of the campus community to become involved in crime prevention. Information on safety and security precautions is provided to students, faculty, and staff members through **seminars, bulletins, brochures and campus newspapers**. University police personnel conduct training and provide crime prevention information each semester on these and other topics

- **Date/Acquaintance rape programs for women and men**
- **Reduce your risk of becoming a victim**
- **Drugs & Alcohol**
- **Bicycle Registration Personal Safety**
- **Burglary/Theft Prevention**
- **Operation ID – Property Engraving**

University Police Officers are available to provide any additional crime prevention programming that may be needed to address an ongoing problem or special situation.

Rape Aggression Defense (R.A.D.)

The Rape Aggression Defense System is a program of realistic self-defense tactics and techniques for women. R.A.D. is not a Martial Arts program. It is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. The class offers a dynamic simulation that allows the participant to test her abilities at 100% in simulated circumstances against an instructor. The courses are taught by nationally certified R.A.D. Instructors and provide each participant with a workbook/reference manual. This manual outlines the entire Physical Defense Program for reference and continuous personal growth, and is the key to our free lifetime return and practice policy for R.A.D. graduates

Bicycle Programs

Lock It or Lose It

Many bicycles that are stolen from campus are not even locked! Do your part in keeping your wheels by locking bicycles in a bike rack. Do not lock them on stairwells or access ramps. Bicycles locked on stairwells or access ramps will be removed and impounded.

Bicycle Registration

You may register your bicycle with the University Police to reduce the probability of theft and to increase the chances of recovery in the event that it is lost or stolen. The make, model, and serial number of the bicycle are needed to register for this free service.

Operation ID

The program is designed to reduce the loss of personal property by theft and to provide positive identification in the event of theft. The department has engraving tools available to mark your valuables with your social security number for positive identification. These tools will be loaned out for a 24 hour period.

What safety tips are good to know?

- * Walk to your vehicle in pairs or in a group.*
- * Vary your routine; use a different route, different times.*
- * Follow a well-lit pathway or roadway.*
- * Be aware of your surroundings. Watch for suspicious people or activities.*
- * Be aware of the locations of all telephones on campus and in parking lots. Use them if you are concerned or feel your safety is in jeopardy.*
- * When you enter your vehicle, lock all the doors and turn on your headlights. This will allow you to see anyone outside in the dark.*
- * If you are unfamiliar with the parking lot, drive through it and check it first. If you don't feel safe, go elsewhere and wait for someone else to arrive.*
- * Have your keys in your hand so that you don't have to search for them when you reach your vehicle.*
- * When you know you will be returning to your vehicle late at night, try to park in a well-lit area.*
- * Before getting into your vehicle, visually inspect the interior for anything suspicious.*
- * Report any safety concerns to the University Police Department or the local police department.*
- * Do not offer rides to strangers.*
- * If you suspect that someone is following you, drive to the nearest open public place, to the University Police or the local police department.*

ENVIRONMENTAL HEALTH AND SAFETY

What should I know about EH&S?

Florida Atlantic University's Environmental Health and Safety Department serves the university community by addressing all aspects of the natural and built environment and potential hazards generated by University activities that can affect the health and safety of students, staff, faculty and visitors. It does so through an educational process of training, a course of oversight through inspections, and a strategy of policy creation and reform through analysis and promotion of environmental health and safety principles.

What are environmental health and safety hazards?

Any actual or potential hazard or threat to the natural and built environment, involving **fires, severe weather, hazardous materials including; chemical, biological and radiological**, or activities generated by University activities that can affect the health and safety of students, staff, faculty and visitors involving **occupational health and safety , emergency management, public health issues, laboratory safety, and food safety.**

What should I know about reporting an environmental health or safety hazard?

If you see or are aware of the propagation of an environmental health or safety issue report the incident **immediately** to EH&S or University Police. Provide as much information as possible, including:

- Nature of the issue.
- Whether the issue is **in progress**
- Location of the issue
- Individual(s) who may be involved
- Follow the instructions given

Contact EH&S

Boca Raton	(561) 297-3129
Broward Campus	(954) 236-1082
Jupiter Campus	(561) 297-3129
Treasure Coast Campus & HBOI	(772) 242-2357, 2358

What services are provided by EH&S?

- Training
- Workplace inspections
- Hazardous materials shipping, receiving and disposal
- Accident, incident and injury reporting
- Material Safety Data Sheets

What training programs are offered by EH&S?

Asbestos Awareness	Biological Safety	Biological Waste
Bloodborne Pathogens	Confined Space entry	Emergency Planning
CPR/AED	Ergonomics	Emergency Evacuation
Fire Prevention	Fire Safety	Fire Extinguisher
First Aid	Food Safety	Forklift
Golf Cart/Service Vehicle	Hazard Communications	Hazardous Materials
Hearing Conservation	Lab Safety	Lock out/Tag out
Radiation Safety	Respiratory Protection	Suspicious Package

More information can be found at <http://www.fau.edu/ehs/>

EMERGENCY EVACUATION

What conditions may warrant evacuation of a building?

A Fire, Bomb Threat, Hazardous Material Spill, Hostile Intruder, Utility Failure, etc.

What should I know about the building evacuation plan?

- KNOW the evacuation plan of the building and where to find it. (Consult Building Safety Personnel)
- KNOW the location of all exits for the building.
- KNOW the locations of emergency equipment (i.e., fire extinguishers, pull stations, emergency telephones, etc.).
- KNOW the location of the assembly area outside the building.
- ASSIST and participate in fire drills.

What should I do if the fire alarm **has not** been already activated due to smoke, heat or fire, or there is **no** evidence of fire or explosion threat in the building, but I discover an event or condition that **may** warrant building evacuation?

- NOTIFY University Police before activating the fire alarm.
- INFORM Building Safety Personnel of the event or conditions if possible.

What should I do when I hear a fire alarm, or get an order to evacuate without an activated alarm?

1. TURN OFF ALL HAZARDOUS EXPERIMENTS or procedures before evacuating. If possible, take or secure all valuables, wallets, purses, keys, etc.
2. EVACUATE the building using the nearest exit or stairway. **DO NOT USE ELEVATORS.**
3. CALL 911 from a safe area and provide name, location, and nature of emergency.
4. PROCEED to pre-determined assembly area of building and **remain there** until you are told to re-enter by the **emergency personnel** in charge.
5. DO NOT IMPEDE access of emergency personnel to the area.
6. INFORM Building Safety Personnel or Emergency Personnel of the event, conditions and location of individuals who require assistance and have not been evacuated.

What should I do to initiate a fire alarm to evacuate a building?

- **ACTIVATE FIRE ALARM SYSTEM LOCATED ALONG EXIT ROUTES.**

Individuals Requiring Assistance

What should I know as an individual requiring assistance?

It is recommended individuals requiring assistance prepare for emergencies by:

- LEARNING the locations of exit corridors and exit stairways.
- PLANNING an escape route.
- TELLING a co-worker or instructor how to assist you in case of emergency.

What should I do, as an individual requiring assistance, during a building evacuation?

- WAIT near the closest stairway **and** ask for assistance from others.
DO NOT USE ELEVATORS

What should I know/or do to help individuals requiring assistance?

- KNOW the needs and capabilities of people requiring assistance who are routinely in your work area.
- ASK how you can help anyone requiring assistance before giving it.
- GENERAL GUIDELINES:

INDIVIDUALS WHO ARE BLIND OR VISUALLY IMPAIRED BUT MOBILE:

- MOVE them out of the rush of traffic FIRST, and then promptly assist to the nearest exit.
- DO NOT GRAB THEIR HANDS AND PULL THEM ALONG. Instead, offer your elbow to them. It is easier to hold on to a sighted person's elbow during an evacuation. If possible, someone should follow behind to protect the individual from being pushed down in the event of crowding.

INDIVIDUALS WHO ARE DEAF OR HARD OF HEARING BUT MOBILE may be unaware of the need to evacuate, as they may not be able to distinguish audible warning alarms or respond to voice communications. Get their attention and convey information by:

- Turning room lights on and off or using hand gestures or sign language and writing what is happening and where to go. They should be calmly advised and guided to the nearest available exit.
- Escort individuals to the nearest exit as they may not be able to follow oral commands

INDIVIDUALS WHO ARE IMMOBILIZED OR HAVE A MOBILITY DISABILITY:

- These include individuals wearing casts and/or using canes or crutches, or those who are wheelchair bound, and those sustaining injuries during the emergency that render them immobile.
- They should be given assistance based solely upon their ability to maneuver through doorways and up/down stairs to **REDUCE THE RISK OF PERSONAL INJURY. They should not be evacuated by untrained personnel unless the situation is life-threatening (Fire Rescue/Police personnel are trained personnel).**

If located on an upper floor, individuals may be assisted to a stairwell landing to await evacuation or further instructions from Fire/Rescue or Police. If individuals can walk with assistance, a "buddy" should assist and accompany the individual when descending the stairs

What should I do to assist individuals who cannot maneuver up/down stairs?

MOVE THE INDIVIDUAL quickly to reasonable safety, preferably to a low-traffic area near a stairwell for quick rescue or an enclosed room or space that smoke or flames or the unfolding event cannot easily affect.

- ACCOMPANY ANY ACTION by a verbal explanation so that the person being assisted understands what is happening and why these actions are being taken.
- CONTACT UNIVERSITY POLICE immediately if a telephone is available, and provide the following:
 - The individual's name and location within the building
 - The phone number from which the call is being made.*If left alone, the individual may wish to remain on the phone with University Police.*
- IF AVAILABLE, A COMPANION, OR OTHER RESPONSIBLE PERSON may remain with and assist the individual.
- INFORM the Building Safety Supervisor or emergency personnel of the exact location of the individual(s) with the disability(ies).

If it becomes necessary for removal from the building, trained, equipped, emergency personnel will then carry out the removal.

SHELTER IN PLACE

What conditions may warrant sheltering in place?

A hazardous material release, a dangerous person/hostile intruder in the area, severe weather that makes travel or being outdoors dangerous, when there is not enough time to safely evacuate.

What should I know about sheltering in place?

- The basic concept behind sheltering-in-place is to **put barriers** between yourself and the danger, while still maintaining safety and communications.
- The best room in a building to use for sheltering-in place is an **interior room** with as few windows and doors as possible, preferably with a TV, phone, and an adjacent bathroom.

What should I do to safely shelter in place?

- **In general:**
 - GO inside as quickly as possible (and if there are visitors in the area, provide for their safety by asking them to stay) **or**
 - PROCEED to interior room, if already indoors.
 - CLOSE all doors and windows.
 - LOCK all windows and close blinds and shades *if there is time*.
 - LOCK doors if advised to do so.
 - DO NOT use gas stoves, candles, or other fire sources due to the dangers of carbon monoxide and creating a fire hazard.
 - USE the phone only for emergencies.

If you have symptoms of exposure, call 911 and follow their instructions. Stay in the room until told by authorities it is safe to leave.

- **If the emergency is a hazardous material spill or gas release outside of the building:**
 - BRING an emergency/first aid kit into this room.
 - TURN OFF air conditioners, furnaces, and fans, *if possible*.
 - SEAL all windows, doors and air vents with plastic sheeting and duct tape, if possible **or**
 - IMPROVISE and use what you have on hand to **seal gaps** so that you create a barrier between yourself and any contamination.
 - TURN ON a TV or radio so you can hear emergency messages.
- **If the emergency is a dangerous person or hostile intruder:**
See the Campus Violence section.
*** DO NOT SEEK SHELTER IN RESTROOMS IN THIS CIRCUMSTANCE. ***
- **If the emergency is severe weather:**
See Severe Weather section or Hurricanes and Tornadoes section.

Appropriate Sheltering in Place rooms are dependent on the emergency. See below for guidance.

Individuals Requiring Assistance

What should I know as an individual requiring assistance?

It is recommended individuals requiring assistance prepare for emergencies by:

- LEARNING the locations of interior rooms.
- PLANNING a shelter in place strategy.
- TELLING a co-worker or instructor how to assist you in case of emergency.

What should I do, as an individual requiring assistance, during a shelter in place event?

- WAIT in the closest interior room, or stay where you are, depending on the nature of the emergency **and** ask for assistance from others.
- Establish a “Buddy” system to help those in need.

What should I know in order to help individuals requiring assistance?

- KNOW the needs and capabilities of the people requiring assistance who are routinely in your work area.
- ASK how you can help anyone requiring assistance before giving it.
- GENERAL GUIDELINES:

INDIVIDUALS WHO ARE BLIND OR VISUALLY IMPAIRED BUT MOBILE:

- MOVE them out of the rush of traffic FIRST, and then promptly assist to the nearest shelter in place area.
- DO NOT GRAB THEIR HANDS AND PULL THEM ALONG. Instead, offer your elbow to them. It is easier to hold on to a sighted person’s elbow while moving. If possible, someone should follow behind to protect the individual from being pushed down in the event of crowding.

INDIVIDUALS WHO ARE DEAF OR HARD OF HEARING BUT MOBILE may be unaware of the need to shelter in place, as they may not be able to distinguish audible warning alarms or respond to voice communications. Get their attention and convey information by:

- Turning room lights on and off or using hand gestures or sign language and writing what is happening and where to go. They should be calmly advised and guided to the nearest available shelter in place area.
- Escort individuals to the nearest shelter in place area as they may not be able to follow oral commands.

INDIVIDUALS WHO MAY NOT BE ABLE TO RESPOND TO AN EMERGENCY SHOULD BE CALMLY ADVISED AND GUIDED TO THE PLACE OF SHELTER.

INDIVIDUALS WHO ARE IMMOBILIZED OR HAVE A MOBILITY DISABILITY:

- These include individuals wearing casts and/or using canes or crutches, or those who are wheelchair bound, and those sustaining injuries during the emergency that render them immobile.
- They should be given assistance based solely upon their ability to maneuver through doorways and up/down stairs to **REDUCE THE RISK OF PERSONAL INJURY. They should not be moved by untrained personnel unless the situation is life-threatening (Fire Rescue/Police personnel are trained personnel).**
- If individuals can walk with assistance, a “buddy” should assist and accompany the individual when moving to an appropriate shelter in place area.

What should I do to assist individuals who cannot maneuver up/down stairs?

MOVE THE INDIVIDUAL quickly to reasonable safety, preferably to a low-traffic area near a stairwell for quick rescue or an enclosed room or space that smoke or flames or the unfolding event cannot easily affect.

- ACCOMPANY ANY ACTION by a verbal explanation so that the person being assisted understands what is happening and why these actions are being taken.
- INFORM the Building Safety Supervisor or emergency personnel of the exact location of the individual(s) with the disability(ies).

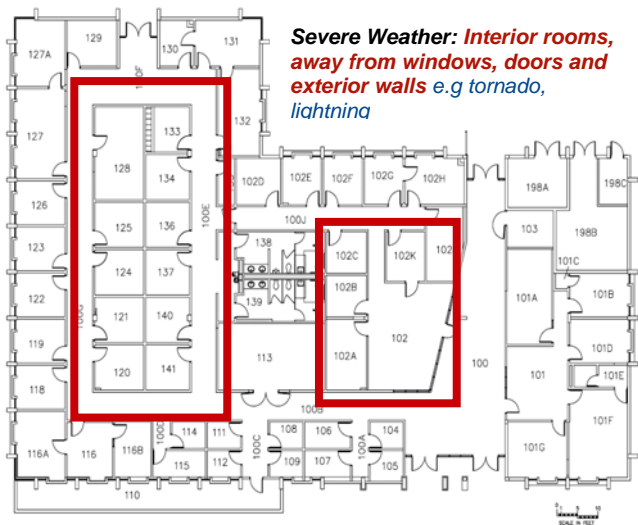
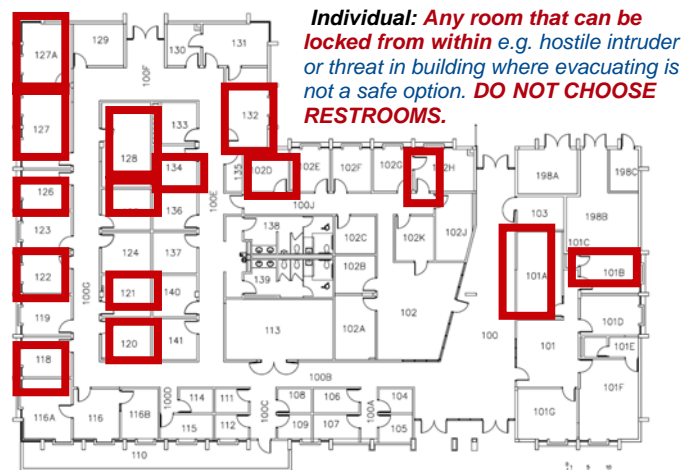
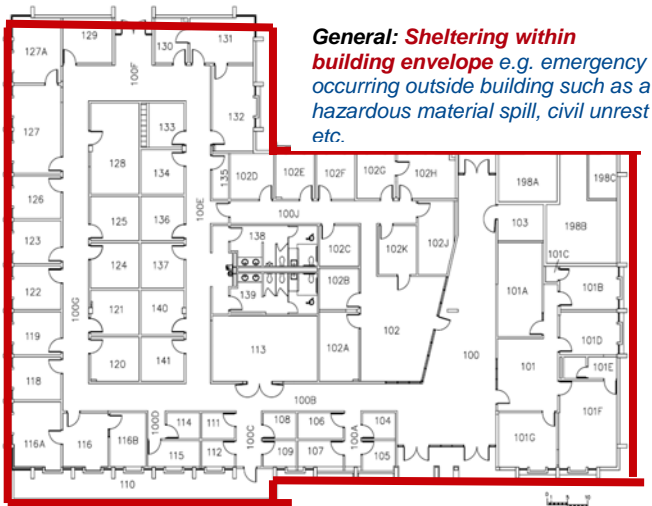
- CONTACT UNIVERSITY POLICE immediately if a telephone is available, and provide the following:
 - The individual's name and location within the building
 - The phone number from which the call is being made.

If left alone, the individual may wish to remain on the phone with University Police.

- IF AVAILABLE, A COMPANION, OR OTHER RESPONSIBLE PERSON may remain with and assist the individual.
- INFORM the Building Safety Supervisor or emergency personnel of the exact location of the individual(s) with the disability(ies).

If a building evacuation becomes necessary, have trained emergency personnel assist. See Emergency Evacuation section.

SHELTER IN PLACE GUIDE



FIRES AND FIRE SAFETY

What should I do if I discover a fire?

- ACTIVATE THE FIRE ALARM SYSTEM by pulling one of the **pull stations** that are located along the exit routes, **IF** the alarm is not already sounding.
- FOLLOW YOUR EVACUATION ROUTE and evacuate the building through the nearest exit **If the alarm is sounding. DO NOT USE ELEVATORS.**
- PROCEED to the pre-determined **outdoor assembly area** for the building.
- CALL 911 to **report** the fire.
- REMAIN OUTSIDE in the assembly area until you have been told to re-enter the building by the **emergency personnel** in charge.

What do I need to know about portable fire extinguishers?

- Portable fire extinguishers are installed throughout FAU buildings.
- Familiarize yourself with the locations of the fire extinguishers and receive hands-on training.
- Fire extinguishers can only be used for small fires that can be easily contained.
- ABC fire extinguishers are used to fight Class "A", "B" and "C" fires:

Class "A": Fires caused by ordinary combustibles, such as wood, paper or textiles.

Class "B": Fires caused by flammable and combustible liquids, such as cooking oil, gasoline, and other solvents.

Class "C": Fires caused by electrically-energized equipment or appliances, etc.

When should I use a portable fire extinguisher?

Attempt to use fire extinguishers **ONLY** if the following apply:

- The building is **being evacuated**
- The **fire department** is being called.
- The fire is **small, contained, and not spreading** beyond its starting point.
- The exit is **cleared** and there is no imminent peril.
- The **proper extinguisher** is readily available.
- You are **trained** on how to use the fire extinguisher.

How do I use a fire extinguisher?

To operate your extinguisher, remember the word **PASS**.

- **P - Pull the pin**
- **A - Aim low**
- **S - Squeeze**
- **S - Sweep**

Contact EH&S to immediately replace the used fire extinguisher at (561)297-3129.

How do I prevent fires from occurring?

Check for the following fire hazards at all times and report to EH&S:

- Improper disposal of smoking materials.
- Exits not clearly marked.
- Means of egress blocked by storage.
- Trash and other combustibles have not been disposed of regularly.
- Improper storage of flammable and combustible liquids.
- Electrical hazards, such as overloaded outlets, unapproved types of extension cords, exposed wires and power cords that are in poor condition.
- Use of open flames / candles.

HURRICANES AND TORNADOES

What should I know about hurricanes?

- Hurricane season starts June 1, and ends November 30th.
- When a hurricane warning is issued by the National Weather Service, The President or designee may authorize the University to close.
- Official closings will be announced by the University to local newspapers, radio and television stations, the FAU Webmaster and the hurricane hotline that serves all campuses.

HOTLINES

General Line (all campuses): 888.8FAUOWL (888-832-8695)

What are important storm terms to know?

Tropical depression – an organized system of thunderstorms with a defined circulation and top sustained winds of less than 39 mph.

Tropical storm – an organized system with a defined circulation and top sustained winds between 39-74 mph.

Tropical storm watch –conditions are possible in the specified area of the watch within 48 hours.

Tropical storm warning –conditions are expected in the affected area within 36 hours.

Hurricane – An intense tropical weather system with a well-defined circulation and sustained wind speed of 74 mph or higher.

Hurricane watch –conditions are possible within the specified area within 48 hours.

Hurricane warning –conditions are expected in the specified area within 36 hours.

What do I do to prepare for a hurricane (general)?

- REVIEW FAU and private residence hurricane plans to minimize potential damage in case of a strike.
- MONITOR news and weather reports.

What do I do to prepare for a hurricane (students)?

- MONITOR the hotline telephone numbers and the “Hurricane Information” website.

What do I do to prepare for a hurricane (residential students)?

- HAVE emergency supplies and complete supply kit, including shelter kit if necessary.
- EVACUATE University Housing, if there is an order for campus/University closing.

Transportation to Red Cross shelters will be provided for residents and those requiring special transportation arrangements due to a physical disability. Specific pick-up locations will be announced on posters and flyers throughout the University Housing facilities. Locations of shelters can be found at the FAU Web Site and the EH&S Web Site at www.fau.edu/ehs.

What do I do to prepare for a hurricane (employees including essential personnel)?

- FAMILIARIZE yourself with your departmental plan.
- HAVE your emergency supply kit ready.

Each department is responsible for developing a written plan and providing a copy of the plan to staff. Copies of plans can also be obtained by calling EH&S (561) 297-3129.

- MONITOR NOAA Weather radios.

EH&S also distributes NOAA Weather Radios to all buildings and building/area safety supervisors in order to provide current weather information to staff. All departments should have one as well.

Once a campus has been closed, only those designated as essential personnel are allowed to enter. Please visit <http://www.fau.edu/financial/ep.php> for more information.

What should I know about tornadoes?

- The most active months for tornadoes are June through August during the afternoon's buildup of heat in the lower atmosphere.
- However no season or time of day is exempt from this powerful and deadly weather phenomenon.
- Land falling tropical storms and hurricanes also generate tornadoes.
- Tornadoes can last from a few seconds to more than an hour.
- The path can be from a few dozen yards to a few hundred yards.
- Using the actual damage to determine the tornado's wind speed is the basis of the Fujita Scale (**F-scale**):

What are important F-Scale terms to know?

F0 GALE	(40-72 mph)	Tree branches broken off. Shallow rooted trees uprooted
F1 MODERATE	(73-112 mph)	Peels surface off roofs. Mobile homes overturned.
F2 SIGNIFICANT	(113-157 mph)	Roofs torn off frame houses. Large trees snapped or uprooted.
F3 SEVERE	(158-206 mph)	Roofs/ walls torn off. Trains overturned. Cars thrown.
F4 DEVASTATING	(207-260 mph)	Well-built homes leveled.
F5 INCREDIBLE	(261-318 mph)	Homes lifted off foundations and thrown. Cars thrown as far as 100 meters.

What is a tornado watch?

- This is issued by the National Weather Service when conditions, which may produce tornadoes or severe thunderstorms, are present or developing.

What should I do during a tornado watch?

- CONTINUE normal activities, but have a safety plan in mind, and be ready to implement it, if the warning is issued.

What is a tornado warning?

- This is issued when a tornado or severe thunderstorm has been detected or sighted.
- The warning will tell you the location and movement of the severe weather.

What should I do during a tornado warning?

- IMPLEMENT your safety plan immediately if you are in the path of the storm.
- TAKE SHELTER if you see or hear a tornado or threatening weather approaching. There may not be time for an official warning.

What is a good tornado safety plan?

- DESIGNATE a tornado safe area in your building. It should be an interior room without windows.
- PUT AS MANY WALLS AS POSSIBLE between you and the outside.
- GET UNDER heavy furniture.
- COVER HEAD with arms and hands.
- If outdoors, CROUCH in a low spot. COVER HEAD with arms and hands. DO NOT get under an overpass or bridge. DO NOT seek shelter under a tree.
 - GET OUT of a car immediately and seek shelter. NEVER try to outrun a tornado, they can change directions quickly.

If the emergency is other severe weather:

See Severe Weather section.

For more information on shelter in place or emergency evacuation:

See Shelter-In-Place section or Emergency Evacuation section.

OTHER SEVERE WEATHER CONDITIONS

THUNDERSTORMS, LIGHTNING, FLOODING.

What should I know about thunderstorms?

- Thunderstorms along the coastal region of Florida average 80 to 90 days per year.
- Florida thunderstorm can produce four or more inches of rain in less than an hour in one location
- Lightning, tornadoes, downbursts, hail and flooding are all dangerous by-products of thunderstorms.

It is necessary to monitor the NOAA weather radio stations during the warm thunderstorm season and plan work and activities around any threatening weather conditions.

What should I do during a thunderstorm?

- GO TO A SMALL INTERIOR ROOM on the lowest floor of the building In a severe thunderstorm. Put as many walls as possible between you and the outside.
- AVOID windows.
- AVOID driving into severe thunderstorms. Pull off the road.

What should I know about lightning?

- Florida is the most lightning prone area in the United States.
- Lightning kills more people annually than all other weather hazards combined.
- Lightning strikes usually occur close to the rain area and are negatively charged.
- The most dangerous lightning is the positively charged ground strike that can occur many miles from the rain area where people are not aware of the lightning danger.

What should I do when I see lightning?

- SEEK SHELTER in a fully enclosed building or car.
- STAY AWAY from doors, windows and electrical appliances.
- STAY OFF the phone.
- AVOID water, high ground, open spaces, metal objects and contact with other people, if outdoors.

OBSERVE THE 30-30 Rule

30 SECONDS Count the seconds between seeing the lightning and hearing the thunder. If the time is 30 seconds or less then the lightning is close enough to be a threat. **Seek shelter immediately!**

30 MINUTES After seeing the last lightning flash wait 30 minutes before leaving the shelter. Fifty percent of the lightning deaths occur after the storm has passed.

What should I know about outdoor flooding?

- Urban flash floods often occur in less than one hour.
- Due to the relatively flat terrain across Florida, it is much more difficult to drain accumulated water.
- In flood areas, it is difficult to judge water depth.
- Water only inches deep can be next to water that is several feet deep.
- As little as one foot of water can move most cars off the road. Just six inches of fast-moving water can sweep a person off his or her feet.

What should I do if I encounter flooding?

- BE AWARE of streams, drainage canals and areas known to flood.
- DO NOT drive through the water if you cannot see the road or its line markings.
- DO NOT allow children to play in flooded areas.
- STAY AWAY from downed power lines.

Contact EH&S at 561-297-3129 or e-mail at ehs@fau.edu with any comments or concerns about hurricanes, tornadoes or other severe weather conditions or assistance in developing your specific plan.

UTILITIES PROBLEMS AND FAILURES

ELECTRICAL OR PLUMBING FAILURE/FLOODING/WATER LEAK NATURAL GAS OR PROPANE LEAK

BOCA RATON CAMPUS (24 hrs/7 days)

Call Work Control 7-2240 (561) 297-2240

JUPITER CAMPUS

Call Work Control 7-2240 (561) 297-2240

TREASURE COAST CAMPUS

Call IRSC maintenance (772) 879-4199

BROWARD CAMPUSES

Call Physical Plant Hotline 6-5040 (954) 762-5040

HBOI

Call Physical Plant (772) 242-2245

What should I do if the utility failure causes or has the potential to cause serious danger to personnel or property?

- NOTIFY the University Police.
- FOLLOW evacuation procedures.
- NOTIFY Building Safety personnel if possible.

What should I do if the building does not have emergency lighting or a generator?

- NOTIFY the University Police.
- FOLLOW evacuation procedures.
- NOTIFY Building Safety personnel if possible.

What should I do if flooding occurs?

- STOP using electrical equipment until repairs are accomplished and the area is dry.
- AVOID standing water due to the potential for electrical shock.
- NOTIFY University Police.
- NOTIFY Building Safety personnel when possible.

What should I do if I smell natural or propane gas?

- LEAVE the area immediately
- KEEP others out of area
- NOTIFY University Police.
- FOLLOW evacuation procedures.
- NOTIFY Building Safety personnel if possible.

If the utility failure is wide spread, the University Police, EH&S or appropriate University administrator may order the building or area evacuated until the problem has been corrected.

TELEPHONES

What should I do if my FAU landline telephone stops working?

For all campuses; **during normal business** hours (M-F: 8 am to 5 pm);:

- CALL the Telecom Help Line at (561) 297-6235 OR Trouble/Repairs (561) 297-6333 or
- Put a ticket in to www.fau.edu/helpdesk

For all campuses, **after hours**:

- LEAVE a message on the Trouble/Repair line, 7-6333, or
- CALL the Campus University Police or Security at (561) 297-3500 or 911 if the situation involves a life safety emergency. They will contact a technician (to open a ticket).

COMPUTERS -IRM- (AUTOMATED HOTLINE 7-2121)

What should I do if I'm experiencing problems with my FAU computer?

BOCA RATON CAMPUS and HBOI
Help Desk 7-3999 (avail. 24 hrs/7days)
Also: www.fau.edu/helpdesk

JUPITER CAMPUS
Help Desk 7-3999
Also: www.fau.edu/helpdesk

TREASURE COAST CAMPUS
Help Desk 7-3999
Also: www.fau.edu/helpdesk

BROWARD CAMPUSES
Help Desk 7-3999
Also: bchelp@fau.edu

HAZARDOUS MATERIALS INCIDENTS

What are hazardous materials?

Hazardous materials are chemicals, products, and agents that can cause harm to humans or the environment when handled improperly.

What should I do if there is a small spill in the area **and** personnel trained in Hazardous Material clean up **and** an appropriate spill kit is available?

- EVACUATE the immediate area, or the entire building if necessary. (To evacuate the building pull the fire alarm.)
- KEEP others out of the area.
- ASSIST others to safety.
- ADVISE Building Safety Personnel of events and conditions.
- CONTAIN AND LABEL waste from the spill for disposal by EH&S. (To be performed by personnel trained in clean up, using appropriate spill kit.)
- CALL EH&S at 7-3129 for pick-up.

What should I do if there is a large spill in the area, **or** there is a small spill where personnel trained in Hazardous Material clean up **or** an appropriate spill kit is not available?

Call 561-297-3500 for **all** spills or exposures **including after hours and on weekends/holidays.**

Call 911 for all spills or exposures, which result in **injuries that require urgent medical attention**, *i.e.* rescue personnel needs to be dispatched to the scene.

Call 7-3129 for all spills or exposures **without injuries or with injuries that do not require urgent medical attention** and **during hours of normal operation.**

- EVACUATE the immediate area, or the entire building if necessary. (See **Emergency Evacuation Procedures.**)
- KEEP others out of the area.
- ASSIST others to safety.
- NOTIFY Building Safety Personnel of events and conditions.

What information do I need to have readily available when reporting a spill?

- Your name and incident location.
- Details of the incident including:
 - Type of incident, liquid spill, gas leak, biohazardous material, etc.
 - Type and quantity of hazardous material involved, if known.
 - Type of exposure to personnel, skin or eye contact, inhalation, etc.
 - Extent of injuries or damage, if any.

What should I do if I work with work with, ship, or receive hazardous materials?

You must comply with strict local, state, and federal regulations. These regulations contain requirements for hazardous material inventories, training, and proper waste disposal. Regulations also define hazardous material groups to include, but are not limited to the following:

<i>Poison/Toxic</i>	<i>Explosive</i>	<i>Biohazardous</i>	<i>Corrosive</i>
<i>Flammable/Combustible</i>	<i>Reactive</i>	<i>Radioactive</i>	

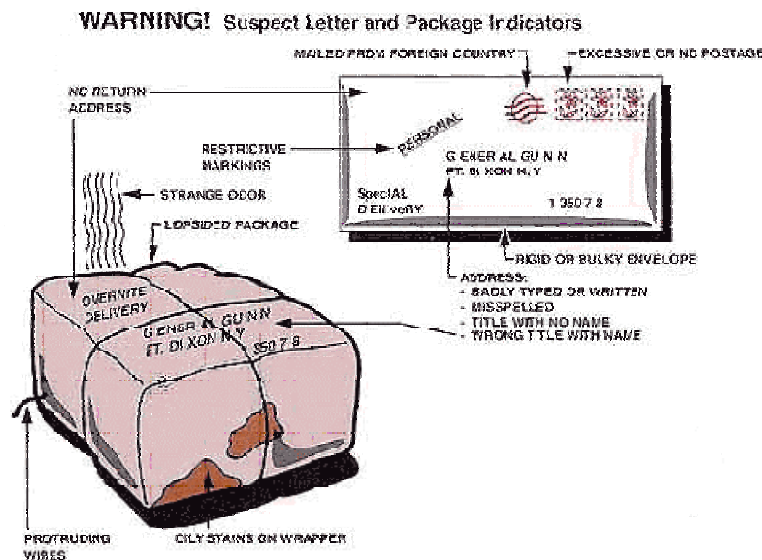
For more information visit the EH&S web page at www.fau.edu/ehs or contact EH&S at 7-3129.

SUSPICIOUS PACKAGES

What is a suspicious package?

Any item that is out of place and not easily identified. Suspicious packages can range from unopened letters to unattended backpacks. Reasons for concern include:

- Is the item leaking a fluid or powder?
- Is the item wrapped in duct tape or plastic wrap?
- Is there an unusual odor?
- Is there a reason to suspect targeting the items location?



What should I do if I discover a suspicious package?

- **DO NOT** open, shake, sniff, touch, taste, or look closely at the contents.
- **NOTIFY** University Police (561)297-3500
- **SECURE** the area: ***This avoids possible spread of contaminants.***
 - **INFORM** occupants in immediate vicinity to vacate, **however**, **ADVISE** that they stay within the general area so that they can be interviewed by University Police, **EH&S** personnel and other responders to determine whether they should undergo decontamination measures, be transported to a medical facility or require medical surveillance.
- **MAKE** a list of all the people who were in the vicinity of the suspicious package.
- **NOTIFY** Building Safety Supervisor.

What should I do if I believe I've been contaminated?

- **WASH** your hands and any exposed skin with soap and water.
- Immediately **NOTIFY** University Police (561) 297-3500.

What will happen next?

- A police officer will respond and assess the situation and activate an emergency response team should concern remain in reference to the package.
- An evacuation determination will also be made. This determination is made based on safety of all building occupants and input from Building Safety Supervisors, Department Heads, EH&S personnel and consultation with the Fire Department.
- Depending on the nature of the package and circumstances involved a criminal investigation will commence.

SEE BOMB THREAT SECTION as well.

BOMB THREATS

What should I know about bomb threats?

Goals of a Bomb Threat: Motivation and goals for making a bomb threat usually comes from one of two goals:

- **The Hoax Caller:** The most frequent goal is to create an atmosphere of panic and anxiety, which are hoped to **disrupt normal activities or operations** at the location where the explosive device is **alleged** to be placed.
- **The Credible Caller:** The caller has a definite knowledge or believes that an explosive device has been or will be placed, and he or she wants to warn of the threat to **minimize personal injuries or property damage**. The caller may be the person placing the bomb or someone who has become aware of information they believe to be credible.

What are types of bomb threats?

Bomb threats usually occur by telephone, however, these types of threats may also be communicated by regular mail or e-mail. Bomb threats may also be implied, by the discovery of a suspicious package, envelope or other article that, on its face, may look or sound like a bomb.

- **The Phone Threat:** Telephone Bomb Threats are the most common. A person receiving a bomb threat by phone SHOULD NOT disconnect the caller. If possible, the call should be transferred to University Police Dispatch, where it can be handled most effectively. If that is not possible, the receiver should remain calm and try to obtain as much information as possible before the caller hangs up. In this case, the receiver should immediately contact campus police and provide the information obtained.
 - Information You Should Obtain (if possible):
 - **When** will it (they) explode?
 - **Where** is it (they) located?
 - **What** does it (they) look like?
 - **What** kind of a bomb(s) is it?
 - **Who** is (are) the target(s)?
 - **Who** is the caller and how can he or she be reached?
 - **Why** was it (they) placed?
- **The Letter Threat:** A bomb threat received by letter or in other form of writing should be retained, along with the envelope itself. Once the person opening the letter realizes what it is, **University Police Dispatch should be contacted immediately**. The person opening the letter should handle the document as little as possible, to protect it as a possible evidence exhibit.
- **The E-Mail Threat:** E-mail is becoming a more and more frequent source of harassing communication. Although e-mail is not very private, experienced persons can create e-mail accounts under fictitious names and use public computers to send it. So while anonymity is not the rule, it is possible. So the medium does have the potential for use in a bomb threat scenario. A person receiving a bomb threat via e-mail should **immediately contact University Police Dispatch**. Again, the message should not be deleted.
- **The Suspicious Package, Letter or Other Item:** In recent years, with increases in technology, *bombs can be quite inconspicuous*, like the Unabomber's letter bombs. Bombs can be quite large and crude, however, such as vehicles packed with fertilizer and a combustible. **Any unusual object or even a strange vehicle should be immediately reported to University Police Dispatch**. DO NOT try to handle it or open it.
 - **See Suspicious Package section for more information**
- **Official Bomb and Incendiary Device Expert:** The Palm Beach County Sheriff's Office Bomb Disposal Unit is the official police authority certified in handling and disposing of possible bomb devices. While our University Police Office may be called on to search for, locate, or isolate a

possible bomb, **NO** employee of the University is authorized to handle or otherwise try to open or dispose of the device.

What happens?

As is true in every emergency, the protection of persons and property from harm or further harm is of paramount importance. By using established procedures, a bomb threat can be managed effectively with the least amount of panic and risk.

- Initial Receiver of the Call: A calm, collected demeanor is necessary. Expeditiously transferring the call to University Police Dispatch or obtaining as much information from the caller as possible (and then calling University Police Dispatch) is crucial.
- University Police Dispatcher:
 1. **Initial Response**: Upon receiving a bomb threat or notice of a bomb threat, the dispatcher must immediately notify the University Police Shift Supervisor.
 2. **Chief's Notification**: The Chief of University Police should also be notified by the Dispatcher as soon as circumstances allow.
 3. **University Police Investigator's Notification**: The on-call University Police Investigator should also be contacted and directed to respond to the scene.
 4. **University Environmental Health and Safety Officer Notification**: The University EHS Officer should also be contacted and directed to respond to the scene.
 5. **FBI Bomb Threat Form**: The Dispatcher must then complete the FBI Bomb Threat Form. The form has two parts. One is to be completed if the threat is received by someone other than the University Police Office directly. The other part is to be completed if the threat is communicated directly to University Police.
- University Police Shift Supervisor:
 1. **Initial Response**: The Shift Supervisor must immediately respond to the scene or location identified by call information, which is passed on by the University Police Dispatcher.
 2. **Police Radio Communications**: The Shift Supervisor must issue instructions for all radios to be turned off. Officers carrying other personal electric equipment such as cell phones or pagers, for example, should also be instructed to turn them off. The Office of University Police places restrictions on electronics or electrical equipment that may have the potential to activate bomb devices.
 3. **On-Scene Assessment**: Once on the scene, the Shift Supervisor must assess the situation and determine if the building or a larger area should be evacuated and effect that process. If the University Police Investigator has arrived, the Shift Supervisor and the Investigator should collaborate on the on-scene assessment. If the Chief of University Police is on the scene at that time, the chief should make the decision as to whether or not to evacuate employees and/or students. If the Chief is not on scene, the Shift Supervisor should then contact the Chief or other most senior police officer available to provide a verbal assessment of the situation.
 - a. Factors in Determining Whether or Not to Evacuate a Building or Area of Campus:
 - 1) the credibility of the source of the information;
 - 2) specific information provided by the caller;

3) type, size, location and human occupancy of the building or area;

4) the on-scene assessment of the device (if found);

5) Time: In the event that the alleged time of detonation of the device is known and presuming that evacuation is possible, the evacuation should be implemented in a manner that provides maximum time for evacuation prior to the possible detonation.

- University Police Chief (or other senior-most police command officer)

1. **Emergency Management Coordinator's Role:** The University Police Chief must follow the President's Emergency Response Plan's general emergency notification procedures relating to notification of the University's senior administrators, as necessary.

2. **Request for Outside Assistance:** The Chief should determine which, if any, outside law enforcement or emergency personnel should be requested to respond to the scene including, but not limited to, Fire Departments and the Palm Beach County Sheriff's Bomb Disposal Unit.

- Search of Premises:

1. **Site Security:** Once the building has been evacuated, all exterior entrances to the building must be secured and monitored to prevent re-entry by unauthorized (non-police, fire and rescue) personnel. If the device happens to be located outside a building, an adequate and protected security perimeter must be established and monitored. Barricades should be considered. Opening of windows and/or interior doors might also be considered under some circumstances.

2. **Direction of the Search:** If a bomb threat identifies a particular building or location of an alleged bomb, the senior police line officer on the scene must direct the search.

3. **Searchers:** Only campus police officers or other emergency police, fire or rescue personnel responding to the scene may participate in the search.

- a. Employees: If there is sufficient time and effective means of communication is possible, employees may be requested to quickly look at their own work area to determine if anything suspicious is obvious. This may possibly expedite the location of the suspected device. The intent is not, however, to create any increased potential for risk of harm to employees.

- b. Students or Visitors: Under no circumstances should students or visitors be permitted to participate in a building or location search for a suspected bomb.

- Location of the Possible Explosive Device: Once the alleged device has been located the site will be secured until the Palm Beach County Sheriff's Office Bomb Disposal Unit arrives and disposes of the device.

1. **Command Transfer:** At the time the Bomb Disposal Unit arrives, command of the scene will shift to the Palm Beach County Sheriff's Office.

- Explosive Detonation: If a device detonated before it can be safely removed, provision of the Emergency Response Plan must be referred to for specific emergency management protocols. Increasing the scope of evacuation should also be considered.

What should I know about secondary explosions?

*Secondary explosions may be possible due to a number of circumstances, such as **incomplete initial detonation, the presence of flammable or hazardous chemicals or fuel in the building, or***

additional bombs. *Caution should be taken to ensure that the event(s) is concluded before assuming it is.*

When should I re-enter the building?

- **No Suspected Bomb Device Found:** If a thorough search of the building or location fails to produce a suspicious device, the senior command police officer with jurisdiction at the scene will determine when it is safe to re-enter the building.
- **Suspected Device Removed:** Once the suspected device(s) have been safely removed, the senior police command officer on the scene may determine the building or location safe for re-occupancy.

What are state and federal regulations regarding bomb threats?

If the bombing is a suspected terrorist bombing, the FBI must be notified. Each FBI Field Office has a Post-Blast Emergency Response Team consisting of one supervisor, one bomb technician, and one crime scene evidence technician.

What are other resources I can refer to?

- **The State of Florida's Terrorist Incident Response Plan,** Annex B contains additional detail on treatment of terrorist bombings.
- **The Palm Beach County Sheriff's Office** have a large array of equipment that could be employed to assist in dealing with suspected bomb emergency incidents, to compliment their bomb disposal team. They have armored vehicles, robots, aircraft, a bomb disposal truck, crime scene vans, radiological monitoring equipment, x-ray equipment, and a mobile command post with radio communications.

What should I use to collect information should I receive a bomb threat?

XI, C: FBI Bomb Threat Form FD 730 (Revised 6-20-97)

FBI BOMB DATA CENTER
Place this card near your telephone

QUESTIONS TO ASK		CALLER'S VOICE	
1. When is bomb going to explode?		<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal
		<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter
		<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp
2. Where is it right now?		<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy
		<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep
		<input type="checkbox"/> Soft	<input type="checkbox"/> Ragged
3. What does it look like?		<input type="checkbox"/> Loud	<input type="checkbox"/> Clearing Throat
		<input type="checkbox"/> Laughter	<input type="checkbox"/> Deep Breathing
		<input type="checkbox"/> Crying	<input type="checkbox"/> Cracking voice
4. What kind of bomb is it?		<input type="checkbox"/> Normal	<input type="checkbox"/> Disguised
		<input type="checkbox"/> Distinct	<input type="checkbox"/> Accent
		<input type="checkbox"/> Slurred	<input type="checkbox"/> Familiar
5. What will cause it to explode?		<input type="checkbox"/> Whispered	
6. Did you place the bomb?		THREAT LANGUAGE	
		<input type="checkbox"/> Well Spoken(educated)	
7. Why?		<input type="checkbox"/> Incoherent	<input type="checkbox"/> Irrational
		<input type="checkbox"/> Foul	<input type="checkbox"/> Taped
8. What is your address?		<input type="checkbox"/> Message read by threat maker	
9. What is your name?		If voice is familiar, Who did it sound like? _____	
Write the Exact Wording of the Threat:		BACKGROUND SOUNDS	
		<input type="checkbox"/> Street noises	<input type="checkbox"/> Animal noises
		<input type="checkbox"/> Factory machinery	<input type="checkbox"/> Clear
		<input type="checkbox"/> Crockery	<input type="checkbox"/> Static
		<input type="checkbox"/> Voices	<input type="checkbox"/> Local
		<input type="checkbox"/> PA System	<input type="checkbox"/> Motor
		<input type="checkbox"/> Music	<input type="checkbox"/> Long distance
		<input type="checkbox"/> House noises	<input type="checkbox"/> Office machinery
		<input type="checkbox"/> Other	
		Report call immediately to:	
		Police Department	
		Phone number: 911	
Sex of Caller: _____	Race: _____		
Age: _____	Length of call: _____	Name: _____	
Number at which call is received: _____		Position: _____	
Time: _____	Date: __/__/__	Phone Number: _____	

General Bomb Threat Checklist

BOMB THREAT CHECKLIST

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of bomb threat: _____ -

Sex of caller _____ Race _____ Age _____ Length of call _____

Telephone number at which call is received: _____

Time call received _____ Date call was received ____ / ____ / ____

Caller's voice was:

_____ calm	_____ nasal	_____ soft
_____ angry	_____ stutter	_____ loud
_____ excited	_____ lisp	_____ laughter
_____ slow	_____ rasp	_____ crying
_____ rapid	_____ deep	_____ normal

CATASTROPHIC EVENTS

What is a catastrophic or large-scale event?

It is any natural or manmade incident, including terrorism, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale and/or government functions.

What events are included in this?

- Large explosions in or close to a building.
- Plane crash at a local nearby airport or directly on the campus.

*In the event of a plane crash on a campus, the affected area should be evacuated, while being cautious to avoid areas of falling debris. A crash at a nearby airport could cause the release of a toxic plume and the possible **sheltering** of all people downwind of the release.*

- Transportation accident on or near the campus involving hazardous materials.
- Release of a hazardous chemical from a nearby industrial plant or nuclear power reactor.

Evacuation of the immediate area and sheltering people downwind is the most common emergency response for rail and truck accidents involving toxic substances and also from releases from industrial or nuclear power reactors.

What do I do in the case of a catastrophic or large scale event?

- EVACUATE or
- SHELTER IN PLACE.

Your response will be guided by Building Safety Personnel, University Police, and/or other emergency personnel or first responders depending on the nature of the event.

Be familiar with Evacuation and Shelter in Place procedures.

See dedicated sections.

What do I do if I witness a catastrophic or large-scale event?

- EVACUATE the area in a safe direction, assisting others if possible.
- STAY upwind, uphill, and or upstream from any material released by the event.
- CALL 911 from a safe location and report the event.

What information do I need to have readily available when reporting?

- Your name and location
- What happened and where
- Extent of injuries, if known
- Type of material released, if known

Even though the possibility of such an occurrence is miniscule, certain incidents are addressed in the Crisis Action Guide since the event would threaten a large number of people.

CRIMINAL OR VIOLENT BEHAVIOR

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

What do I do if I observe or am a victim of a criminal act or violent behavior? Or if I observe suspicious activity or person/s?

If you observe a criminal act or are a victim, immediately notify the University Police via phone or blue emergency telephone at:

- Campus phone 911 or ext. 7-3500
- Public phone: 297-3500
- Blue Light Emergency Phones

The University Police headquarters is located at the Campus Operations Building (CO-69) and provides 24-hour help and protection. This service is provided seven days a week on a year-round basis.

What information do I need to have readily available when reporting?

- Nature of incident
- Location of incident
- Description of person(s) involved
- Description of property involved

What do I need to do after reporting the suspicious activity, criminal act or violent behavior?

- ASSIST the officers when they arrive by supplying them with all additional information and asking others to cooperate.

What do I need to do if there is gunfire or explosives discharged on campus grounds?

- TAKE COVER immediately using all available concealment.
- SEEK emergency first aid if necessary, after the disturbance,
- NOTIFY University Police.

HOSTAGE SITUATIONS

What should I do if I'm taken hostage?

- Be **patient**. Time is on your side. **Avoid** drastic action.
- The **initial 45 minutes** are the most dangerous. Follow instructions, be alert and be cooperative. Do not make mistakes which could endanger your well-being.
- If you are caught by the intruder and you are not going to fight back, **do not** look the intruder in the eyes, and **obey** all commands. Don't speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile.
- Remain **calm**. Avoid speculating. Comply with instructions best as you can. Avoid arguments. Expect the unexpected.
- Be **observant**. You may be released or escape. The personal safety of others may depend on your memory.
- Be **prepared** to answer the Police on the phone. Be patient and wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm the persons held by them. Such direct action further implicates the captor in additional offenses.

What should I do if there is a hostile intruder on the college grounds?

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on the campus, we recommend the following procedures be implemented:

- RUN away from the threat if you can, as fast as you can.
- CONTACT University Police at 911 or 7-3500 if possible or dial 297-3500 on a cell phone.
- DO NOT run in a straight line.
- KEEP vehicles, bushes, trees, and anything that could possibly block your view from the hostile person(s) while you are running.
- GET AWAY from the immediate area of danger, if you can, then summon help and warn others.
- IF YOU DECIDE TO HIDE, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- TURN your cell phone on vibrate.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to PLAY DEAD if other victims are around you.
- The last option you have if caught in an open area outside may be to FIGHT BACK. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and you are NOT GOING TO FIGHT BACK, do not look the intruder in the eyes, and obey all commands. Do not appear to pose a challenge—be submissive.
- Once the police arrive, OBEY all commands. This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

This training guide cannot cover every possible situation that might occur but it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

What should I do if there is a hostile intruder(s) in a Non-Residence Building?

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, we recommend the following procedures be implemented.

- Faculty should immediately LOCK the students and themselves in the classroom if possible. COVER any windows or openings that have a direct line of sight into the hallway.
- If communication is available, CALL 911 or 7-3500.
- DO NOT sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- LOCK the windows and close blinds or curtains.
- STAY AWAY from the windows.
- TURN OFF lights and all audio equipment.
- TRY TO REMAIN as calm as possible.
- KEEP everyone together.
- KEEP classrooms and office space secure until police arrive and give you directions.
- If you are not in a classroom, TRY TO get to a classroom or an office.
- STAY OUT of open areas and BE as quiet as possible.
- TURN your cell phones on vibrate.
- If for some reason you are caught in an open area such as a hallway or lounge, you MUST DECIDE what you are going to do. This is a very crucial time and it can possibly mean life or death.
 1. You can try to **hide**, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
 2. If you think you can **safely make it out** of the building by running, do so. If you decide to **run**, do not run in a straight line. Attempt to keep objects such as, desks, cabinets, fixtures, etc. between you and the hostile person(s). Once outside, do not run in a

straight line. Use trees, vehicles, and other objects to block you from the view of intruders.

3. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to **play dead** if other victims are around you.
4. Your last option if you are caught in an open area in a building may be to **fight back**. This is dangerous, but depending on your situation, this could be your last option.
5. If you are caught by the intruder and are not going to fight back, **obey** all commands and **do not** look the intruder in the eyes.
6. Once the police arrive, **obey** all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

What should I do if there is a hostile intruder(s) in a Residence Building?

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within the residence hall, we recommend the following procedures be implemented:

- LOCK yourself in your room.
 - If communication is available, CALL 911 or 7-3500.
 - If away from your room, JOIN others in a room that can be locked.
 - DO NOT stay in the open hall or other open areas.
 - DO NOT sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
 - BARRICADE yourself in your room with desks, beds, or anything you can push against the door.
 - LOCK your window and close blinds or curtains.
 - STAY AWAY from the window.
 - TURN all lights and audio equipment off, turn your cell phone on vibrate.
 - Try to STAY CALM and be as quiet as possible.
 - If you are caught in the open such as hallways and lounge areas, you MUST DECIDE what you are going to do. This is a very crucial time and can possibly mean life or death depending on your actions.
1. You can try to **hide**, but make sure it is a well-hidden space or you may be found as the intruder moves through the dorm looking for more victims.
 2. If you think you can **safely make it out** of the building by running, do so. If you decide to **run**, do not run in a straight line. Keep any objects you can between you and the hostile person (s) while in the building. Once outside, do not run in a straight line.
 3. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to **play dead** if other victims are around you.
 4. The last option you have if caught in an open area in the dorm maybe to **fight back**. This is dangerous, but depending on your situation, this could be your last option.
 5. If you are caught by the intruder and are not going to fight back, **obey** all commands and **do not** look the intruder in the eyes.
 6. Once the police arrive, **obey** all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

SEE SHELTER IN PLACE AND EMERGENCY EVACUATION SECTIONS AS WELL

MEDICAL EMERGENCIES

What is a medical emergency?

Serious injury or illness.

What do I do if there is a medical emergency occurring or one has occurred?

- NOTIFY 911 or University Police. Paramedics and ambulance service will be notified immediately.
- STAY, or have someone else stay, with the patient until help arrives.
- DO NOT move the patient; keep the patient still and comfortable.
- STAY out of the way unless assistance is requested once help arrives.

This should be done regardless of whether the individual is an employee, student or visitor.

What information do I need to have readily available when reporting a medical emergency?

- Building or location where aid is needed .
- Specific location within the building.
- Type of problem, individual's condition.
- Medical history, if known.
- Sequence of events.

STUDENTS

What should I do as a student, or if I see a student, with a minor illness or injury?

- GO or REFER the student to the Florida Atlantic University Student Health Services available on or near the following campuses: (*Proof of enrollment and a valid photo ID are required*)
- REPORT the injury to University Police (7-3500).

BOCA RATON CAMPUS

Health Services Building – 2nd floor - Room 240 (561) 297-3512 Mon - Fri 8a – 5p
Above Starbucks

University Police (561) 297-3500 (7-3500)

After hours notify 911

BROWARD CAMPUSES

DAVIE

Student Union (SD) – Room 206 (954) 236-1556

Mon & Thurs 8:30a – 7p
Tues & Wed 8:30a – 5p
Fri 8:30a – 12:30p

After hours notify 911 **University Police (954) 236-1556**

JUPITER CAMPUS

Student Resources Bldg. (SR) – Room 106 (561) 799-8678

Mon – Fri 8:30a – 4p
Hrs may vary, please call

After hours notify 911 University Police (561) 799-8700 (6-8700) / (561) 339-0015

TREASURE COAST CAMPUS

Dr, Linda Delo
Delo Medical Associates
514 S.E. Port St. Lucie Blvd.
Port St. Lucie, FL 34984

(772) 871-5900

Mon – Fri 9a – 5p

After hours notify 911 (772) 873-3400 (6-3400) or (772) 370-6854

Additional information may be obtained at the Student Health Services website:
www.shs.fau.edu

EMPLOYEES

What should I know about injury and illness reporting?

- The Department of Human Resources, Benefits and Retirement, (561) 297-3077 administers Worker's Compensation for Florida Atlantic University.
- The Environmental Health and Safety department investigates and tracks accidents, injuries and illnesses. Please call (561)297-3129.

What should I do as an employee or if I see an employee with a minor illness or injury?

- NOTIFY the employee's supervisor immediately.
- TRANSPORT, if **emergency treatment is required**, the employee to the nearest medical facility or CALL 911 for emergency assistance
- CALL OptaComp at **877-518-2583** to report the injury/illness, if **non-emergency treatment is required**, and receive the necessary information for medical treatment. This can be done by either the supervisor or the employee.
- CALL Human Resources (561) 297-3077 to report the injury if **no medical treatment** is required.
- REPORT the injury to University Police (7-3500).
- ALWAYS, **within 24 hours** of an accident, injury or illness (or as soon as practicable following serious injury or illness), complete the **appropriate reporting form** and forward to Environmental Health and Safety. See below for more information..

Who qualifies for coverage by the University's Worker's Compensation Program?

- Any employee or qualified volunteer of FAU, who sustains a work related injury/illness.

This coverage is effective beginning the first day of employment or volunteering. Employees are covered by the Family and Medical Leave Act of 1993 while on Workers' Compensation.

Who administers Worker's Compensation coverage for State of Florida workers?

OptaComp at 877-518-2583, the State of Florida Workers' Compensation Agency

What services does OptaComp offer?

- completes the First Report of Injury form.
- assists the employee in selecting the appropriate medical provider.
- arranges the appointment.

This service is provided 24 hours a day/7 days a week. 1-877-518-2583.

For further information on the Workers' Compensation Program go to

http://wise.fau.edu/hr/Benefits/workerscomp_new.php under **Benefits & Retirement**.

Why do I need to do to report an accident, injury or illness to Environmental Health and Safety?

- To be in compliance with OSHA regulations.

A report must be sent by the employee or supervisor to EH&S.

What do I need to do to report an accident, injury or illness to Environmental Health and Safety?

- LOCATE reports at www.fau.edu/ehs under Accident, Injury and Illness Reporting or call (561)297-3129.

Which report do I use?

Employee's Work Injury and Illness Report: This report is completed for

- injuries/illness requiring emergency medical treatment.
- Injuries/illness requiring non-emergency medical treatment.

Supervisor's Injury/Illness Analysis and Prevention Report. Supervisors are required:

- ❑ to investigate all reported accidents, injuries or illnesses reported.
- ❑ to take action to prevent their recurrence.

Employee/Supervisor Non-Medical Injury Short Form Report. This form is completed when

- ❑ the accident and/or injury was minor in nature.
- ❑ no medical attention (except simple first aid) was required.
- ❑ no medical costs were or are expected to be incurred.
- ❑ employee returned to job immediately with no absences expected.
- ❑ supervisor agrees with employee's account of the incident.

For more information on completing these forms, refer to the above EH&S web site.

PSYCHOLOGICAL CRISES/SUBSTANCE ABUSE

What is a psychological crisis?

This occurs when an individual is threatening harm to themselves or others, or is out of touch with reality.

What are signs of a psychological crisis?

The crisis may be manifested as

- paranoia,
- hallucinations,
- uncontrollable behavior or
- complete withdrawal

What should I do if someone around me is experiencing a psychological crisis?

- DO NOT attempt to handle the potentially dangerous situation alone.
- NOTIFY the University Police or local police (911). *All suicide attempts should be immediately reported to the police.*
- CONSIDER the safety of the person in crisis and those around him/her to be of first concern.

*University Police will work closely with campus counseling professionals and when necessary, exercise authority granted by the **Florida Mental Health Act (F.S.S. 394)**, also known as the “**Baker Act.**”*

What should I do if I am experiencing a psychological crisis?

STUDENTS

- GO to the nearest hospital emergency room or
- CONTACT Florida Atlantic University’s Counseling Center:

Boca Raton Campus
(561) 297-3540

Broward Campuses
(954) 236-1216

Jupiter Campus
(561) 799-8621

Treasure Coast
(772) 873-3305

(More information is available at www.fau.edu/student/counsel/).

The Counseling Center provides individual and group counseling to currently enrolled FAU students. Its professionally trained staff seeks to assist students with social, emotional, and academic concerns in a sensitive, caring, and confidential manner

FACULTY/STAFF

- GO to the nearest hospital emergency room or
- CALL your family physician or
- CONTACT the University's Employee Assistance Program (EAP), Horizon Health, 800-865-3200, *for confidential guidance to appropriate counseling*

SEE EMERGENCY EVACUATION AND SHELTER IN PLACE PROCEDURE SECTIONS.

SEE CRIMINAL OR VIOLENT BEHAVIOR SECTION

SUBSTANCE ABUSE

What do I need to know about substance abuse at FAU?

FAU is committed to providing a safe and orderly environment for all members of the campus community. To accomplish this goal the University advises all members that it is **unlawful** to manufacture, distribute, dispense, possess and/or use illegal drugs on university property. Any violation of this policy and/or state and federal laws regarding drugs may result in prosecution and/or campus disciplinary action.

The use of alcoholic beverages by members of the University community is at **all** times subject to state laws and the University Alcohol Policy and guidelines. It is unlawful for any person to sell, give, serve or permit to be served alcoholic beverages to any person under 21 years of age.

The Department of Housing and Residential Life also provides specific guidelines regarding the use of alcohol in all resident areas.

For more information please visit <http://www.fau.edu/policies/policiesregulations.php>.

SEXUAL ASSAULT/HARASSMENT

What should I know about sexual assault?

Sexual violence affects every aspect of a person's life – her/his body, emotions, thoughts, behaviors, spirituality and relationships with family, friends and the outside world. This is true whether it is marital rape, acquaintance rape, date rape or stranger rape. It is important to emphasize that sexual violence is never the victim's fault. Statistics show that 85% of the victims knew their attacker. Sexual violence committed by a total stranger happens, but not nearly as frequently as by an acquaintance. If you have been a victim of sexual violence, there are a number of options available to you.

What should I do if I am the victim of sexual assault?

- Immediately CONTACT the University or local police (911), and if possible,
- CONTACT a nearby relative or friend for assistance.

*After contacting the police, you should remain calm to avoid destroying or contaminating any available evidence. It is best **NOT** to bathe, shower, brush your teeth, urinate, defecate, douche, change or launder clothing or bedding, where evidence may be found. Clothing may be kept as evidence.*

*If you choose NOT to contact the police, it is still important to take good care of yourself. You may consider making an appointment with a physician or the Student Health Center to be screened for sexually transmitted diseases and pregnancy. A police report is **not necessary** to receive victim services.*

What victim services are available to me?

Various support services are activated the moment a victim calls the University Police. These services are confidential and provided to all students and community members, both male and female, to deal with the emotional and physical trauma of sexual assault and resume progress toward educational and professional goals.

TO SPEAK TO A VICTIM'S ADVOCATE

STUDENTS - CONTACT the Victim's Services Office (561) 297-0500.

AFTER HOURS call University Police at (561) 297-3500.

- **The Advocate** works with the police to **assess whether or not the victim is in crisis.**
- **The Advocate** will **accompany the victim to a medical facility** where a rape exam is conducted, if the sexual assault occurred within 72 hours.
- **The Advocate** makes sure that a victim has **supportive family and friends** and explains the various services available on campus to all involved.
- **The Advocate** assists the victim in **changing his/her dwelling and/or arranging for a leave of absence** from the university, if necessary
- **The Advocate** will advise the **medical and therapeutic resources** available on campus and in the surrounding area
- **The Advocate** provides **short-term counseling** regarding the victim's legal options.

FACULTY AND STAFF

Victim's Services provides the same services for staff and faculty as for Students with the exception of counseling.

CONTACT the Victim's Services Office at (561) 297-0500.

AFTER HOURS call University Police at (561) 297-3500.

For other available victim services call:

Palm Beach County Rape Crisis Hotline (866) 891-7273.

Broward County Sexual Assault Treatment Center Hotline (954) 761-7273

Martin County 24 Hour Rape Crisis Hotline (866) 828-7273

St. Lucie County 24 Hour Rape Crisis Hotline (866) 828-7273

Please visit http://www.fau.edu/police/crime_tips.php for more information on sexual assault.

Please visit <http://www.fau.edu/police/crimetips/index.php> for more information on sexual assault.

What should I know about sexual harassment?

Florida Atlantic University has a policy that prohibits sexual harassment in any form.

Sexual harassment is defined as: **Unwelcome sexual advances, requests for sexual favors, or other communication or physical conduct of a sexual nature** when:

- Submission to such conduct or request is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to such conduct or request is made either explicitly or implicitly a term or condition of academic achievement; or
- Submission to or rejection of such conduct or request by an individual is used as the basis for an employment or academic decision affecting such individual; or
- Such conduct or request unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment for working or learning.

The Florida Atlantic University Anti-Discrimination and Anti-Harassment Regulation and procedures regarding reporting of incidents may be viewed at http://www.fau.edu/regulations/chapter5/5.010_Anti-Discrimination_and_Anti-Harassment.pdf. This information is also available through the **Office of Equal Opportunity Programs**, which is located on the Boca Raton Campus and may be contacted at (561) 297-3004

SECURITY ACCESS TO CAMPUS FACILITIES

What should I know about campus access?

Florida Atlantic University is a public institution, and with the exception of residence areas, is **open** to the public during day and evening hours when classes are in session. When the university is officially closed, the buildings are locked and access is permitted **only** with proper authorization and identification.

University Police personnel regularly patrol all areas of the Boca Raton, MacArthur, and Treasure Coast campuses. Davie and Ft. Lauderdale Police Departments and the Broward Sheriff's Office assist with patrol on other campuses. Individuals, who interfere with the orderly functioning of the University, are directed to leave the campus or be subject to arrest.

Resident students are issued **keys** or **access cards** to access the residential buildings. Students are encouraged to safeguard keys and cards in order to ensure their safety and the safety of others. The University Police patrol the residence areas 24 hours a day and are assisted by Community Service Officers (CSOs) during evening hours. Resident Assistants and other Housing and Residential Life staff are also available around the clock to assist residents.

Maintenance personnel make security inspections and repairs throughout the campus as needed. Resident students are encouraged to report security deficiencies or maintenance problems to their Area Housing Desk, Nations Desk (297-0092), Indian River Towers Desk (297-5000), Village Desk (297-5029).

University Police assist EH&S and Physical Plant by reporting potential safety and security hazards including lighting outages.

Students, faculty, and staff are also encouraged to contact EH&S (561) 297-3129 and campus Physical Plant or Maintenance to report safety and security hazards.

What are the emergency numbers? How do I report an emergency?

- Campus telephones - dial 911.
- Outdoor emergency 'Blue Light' telephones.
- University Police – (561) 297-3500

What should I know about the campus escort service program? What are the Night Owls?

It is a student escort service program that employs trained students to help ensure the safety of those on the **Boca Raton** campus at night. No one should need to walk alone to class, parking lots, or the residence areas at night. The Night Owls' operate generally from 7 p.m. to 1 a.m., but may vary depending on the day and semester.

BOCA RATON CAMPUS: Night Owls at (561) 297-NOWL (6695)

SECURITY ESCORT SERVICE ON OTHER CAMPUSES:

Treasure Coast Campus	772.873.3401
HBOI	772-216-1124
Broward:	
Fort Lauderdale	954.762.5018
Davie	954.236.1140
Jupiter	561.799.8700

Police officers are available for security escort.