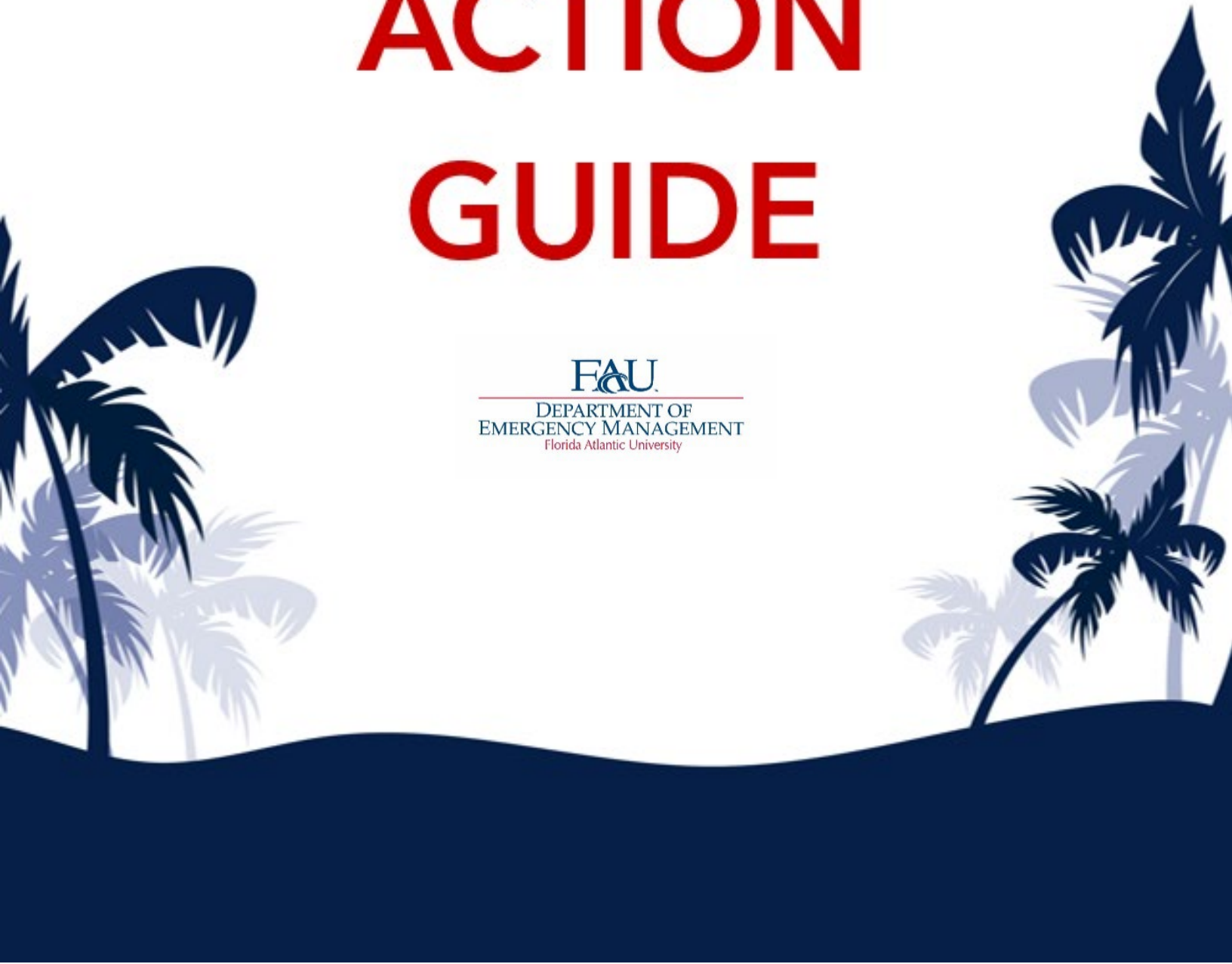




# EMERGENCY ACTION GUIDE

FAU  
DEPARTMENT OF  
EMERGENCY MANAGEMENT  
Florida Atlantic University



# FAU ALERT SYSTEM

All **FAU Alert** Emergency Notifications Will Say:

**"FAU ALERT" or "ATTENTION FAU"**

**FAU Alert** is the emergency notification system used to immediately notify the community upon the confirmation of a significant emergency or dangerous situation involving an immediate or potential threat to the health or safety of students or staff affecting or that can affect FAU's campuses.

## Students

1. Log into [MyFAU](#)
2. Click "**FAU Self-Service (OWLS)**"
3. Select "**Personal Information**"
4. Select "**Update FAU Alert Telephone Numbers**" and follow instructions

## Faculty & Staff

1. Log into [Workday](#)
2. Click "**Personal Information**"
3. At the bottom of the screen under "**External Links**", select "**FAU Alert System**"
4. Complete and submit the form

## Visitors

1. Opt-in daily to the system (Expires every 24 hours)
  - a. Text **FAUALERTGUES** to **888777**
2. Download the **Owl Ready App** ([Apple](#) or [Android](#))
3. Call the FAU Emergency Hotline: **1-888-8FAUOWL** (1-888-832-8695)
4. Visit the [University Advisory Page](#) and listen to local officials directives

When An **FAU Alert** Is Received:  
First **Seek Shelter**, Then **Seek Information**

**Visit the Department of Emergency Management's website for more information**

**Email:** [em@fau.edu](mailto:em@fau.edu)

**Website:** [www.fau.edu/emergency](http://www.fau.edu/emergency)

# TROPICAL CYCLONE

The Atlantic Hurricane Season Is June 1 Through November 30

## Preparing for the Storm

1. [Make a Plan](#)
  - Be ready for tropical weather by having an emergency plan in place for yourself, family, pets and your home
2. Build a [Disaster Supplies Kit](#)
  - A disaster supplies kit is a collection of basic items your household may need in the event of an emergency
  - Supplies should last an individual for [72 hours](#)
3. Stay Up to Date
  - Visit the [National Hurricane Center](#)
  - Visit the [University Advisory Page](#) and listen to local officials directives
  - Download the FAU Owl Ready App ([Apple](#) or [Android](#))
  - Visit the [Department of Emergency Management's Resource Page](#)

## Students

1. Review the [University Housing Hurricane Guide](#)
2. Follow all guidance from the University and/or local officials

## Employees

1. Review the Unit's Emergency Response and Continuity of Operations Plan (UERP/UCOOP)
2. Discuss these roles and expectations with those who have emergency duties
3. Prepare your workspace

## After the Storm

1. Follow all University directives/instructions regarding return to campus
2. Visit the [University Advisory Page](#) or call the University Hotline for return to campus information, 1888-8FAUOWL (1-888-832-8695)

Visit the [Department of Emergency Management website](#) for more information

**Email:** [em@fau.edu](mailto:em@fau.edu)

**Website:** [www.fau.edu/emergency](http://www.fau.edu/emergency)

# MEDICAL EMERGENCIES

**Immediately Call 911  
Provide First Aid If Properly Trained and Safe to Do So**

## What to Do

1. Immediately call 911
2. If the individual is unresponsive, ask a bystander to find closest AED (if possible)
3. Remain calm and stay with the individual until help arrives
4. Before taking any action, consider the following:
  - a. Is the area safe for you and the individual?
  - b. Do not move individual unless safety is at risk
  - c. Are there other individuals in distress?
  - d. If people are nearby, can they assist either with first aid or getting help?
  - e. Will bystanders need guidance so that they do not become injured or ill themselves?
5. Ask for assistance to keep crowds from gathering around the individual
6. Have someone flag down and direct emergency responders

## Employees

- Notify your supervisor of the occurrence
- To ensure proper documentation of the incident, provide supervisors with detailed information:
  - Time of incident
  - Location of incident
  - Description of injury/illness
  - Actions taken
  - Names of witnesses
- Report all work-related injuries to the Office of Environmental Health & Safety at 561-297-3129

# HAZARDOUS MATERIALS (HAZMAT)

**For Emergencies, Call 911  
For Non-Emergencies Contact, EH&S at 561-297-3129**

## **Toxic/Hazardous Spills**

- Contact 911 and provide all known information
- If it is necessary to evacuate, move to a safe location, closing doors behind you, but stay in the general vicinity until help arrives so you can warn anyone who might try to unknowingly enter the area

## **Non-Deadly Toxic/Hazardous Spill**

If you are properly trained to respond, fully understand the hazards posed by the substance that has spilled, have appropriate personal protective equipment (PPE) and an appropriate spill kit, can respond without endangering yourself or others, you may proceed with cleanup.

- Call EH&S at 561-297-3129 during normal business hours for all accidents or spills that do not result in injuries requiring medical attention beyond basic first aid
- Call the University Police at 561-297-3500 if after normal business hours

## **Information to Gather**

- Your name and incident location
- Details of the incident including:
  - The type of spill (e.g., chemical, biological materials, gas)
  - The approximate quantity of hazardous material involved
  - The location and time when the incident occurred
  - The extent of injuries (eye contact, inhalation, burns, etc.) and/or property damage

**Visit the Office of Environmental Health & Safety (EH&S) website for more information**

**Phone:** 561-297-3129

**Email:** ehs@fau.edu

**Website:** <https://www.fau.edu/ehs/>

# INDIVIDUALS WITH DISABILITIES

## Identify

### *Individuals requiring assistance*

- Self-identify before an emergency event
- Create a support network of people who can help you in a disaster

### *University community*

- Identify those who require assistance to get to a safe place during an emergency event

## Help

### *Individuals requiring assistance*

- Seek assistance to get to a safe place

### *University community*

- Help get those who require it get to a safe place
- Offer assistance verbally and guide them to the nearest exit
- Get their attention and convey information by using hand gestures or writing what is happening and where to go
- Guide them to the nearest exit

## Inform

### *Individuals requiring assistance*

- Inform those providing assistance of how to best assist you

### *University community*

- Inform emergency personnel of the location of those requiring assistance that goes beyond your abilities or means

# SEVERE WEATHER

## Know The Difference

**Watch** - Conditions are favorable for the development of severe weather. Closely monitor the situation in the event advisories or warnings are issued.

**Warning** - Severe weather has been observed. Listen closely for instructions provided by emergency officials.

## Thunderstorms & Lightning

- Pay attention to alerts and warnings
- Move from the outdoors into a building or car with a roof
- Avoid using electronic devices connected to an electrical outlet
- Watch for fallen power lines and trees
- Follow guidance from FAU Alert & University Authorities

## Tornadoes

- Pay attention to alerts and warnings
- Follow guidance from FAU Alert & University Authorities
- Seek shelter immediately
- Move to the interior area of the lowest level of the building (hallways/rooms)
- Stay away from exterior windows, glass, and skylights
- Protect yourself by covering your head or neck with your arms and putting materials such as furniture and blankets around or on top of you

## Flooding

- Pay attention to alerts and warnings
- Follow guidance from FAU Alert & University Authorities
- Depending on the type of flooding:
  - Evacuate if told to do so
  - Move to higher ground or a higher floor
  - Stay where you are
- Do not drive through flooded roadways. Never drive around barricades

Visit the **Department of Emergency Management website** for more information

**Email:** [em@fau.edu](mailto:em@fau.edu)

**Website:** [www.fau.edu/emergency](http://www.fau.edu/emergency)

# FIRE

## Do Not Attempt To Fight A Fire Involving Explosives or Hazardous Materials

### What to Do

- Pull the nearest fire alarm
- Evacuate the building using the nearest exit or stairway; **DO NOT USE ELEVATORS**
- Assist others to evacuate
  - If unable, move them to the nearest stairwell and let the first responders know their location
- If trapped, secure yourself in a room and attempt to seal cracks to prevent smoke from entering
- Proceed to Emergency Assembly Point
- Call 911 from a safe area and provide name, location, and nature of emergency
- Remain at the assembly point until you are told to re-enter or leave by the emergency personnel

### P.A.S.S

If the fire is small enough and it is safe to do so, locate the nearest fire extinguisher and attempt to put out the fire:

**P** - Pull the pin

**A** - Aim at the base of the fire

**S** - Squeeze the handle

**S** - Swipe from side to side

Visit the **Office of Environmental Health & Safety (EH&S)** website for more information

**Phone:** 561-297-3129

**Email:** [ehs@fau.edu](mailto:ehs@fau.edu)

**Website:** <https://www.fau.edu/ehs/>



# EMOTIONAL DISTRESS RESPONSE

If The Immediate Safety of Yourself or Another Is A Concern, Call 911

Problem	Crisis	Emergency
<p>Examples:</p> <ul style="list-style-type: none"> <li>• Tearful or upset</li> <li>• Reports of depression or anxiety</li> <li>• Difficulties sleeping</li> <li>• Death of someone close</li> <li>• Victim of violence/assault</li> </ul> <p>NOTE: At this level there is with NO indication of suicidal or homicidal thinking</p>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• Statements suggesting suicidal thinking, but you are unclear of immediacy</li> <li>• Communications/ writing contain material raising concern for suicide</li> <li>• Distraught and can't be calmed</li> <li>• Marked change in behavior or mood</li> </ul>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• States intention or commitment to ending their life or harming others</li> <li>• Student made suicide attempt</li> <li>• Disoriented, unconscious, unresponsive</li> <li>• Uncontrollable, disruptive, or threatening behavior</li> </ul>
<p>Response to Student:</p> <ul style="list-style-type: none"> <li>• Refer to CAPS 561-297-2277 or schedule appointment <a href="#">online</a></li> </ul>	<p>Response to Student:</p> <ul style="list-style-type: none"> <li>• Student is with you: refer to CAPS urgently. Call 561-297-2277 (during or after hours) or bring student to CAPS during business hours. If student is unwilling to go, contact PD</li> <li>• Student is not with you: file report through DOS <a href="https://www.fau.edu/report/">https://www.fau.edu/report/</a></li> </ul>	<p>Response to Student:</p> <ul style="list-style-type: none"> <li>• Call 911 or Campus PD 561-297-3500</li> </ul>
<p>Response to Employee:</p> <ul style="list-style-type: none"> <li>• Refer to emergency room</li> <li>• Call family physician or therapist (if applies)</li> <li>• Contact the FAU EAP</li> </ul>	<p>Response to Employee:</p> <ul style="list-style-type: none"> <li>• Refer to emergency room</li> <li>• Call family physician or therapist (if applies)</li> <li>• Contact the FAU EAP</li> </ul>	<p>Response to Employee:</p> <ul style="list-style-type: none"> <li>• Call 911 or Campus PD 561-297-3500</li> </ul>

Visit Counseling and Psychological Service's (CAPS) website for more information

**Phone:** 561-297-CAPS (2277)

Jupiter Campus - 561-799-8635

Davie Campus - 954-236-1210

**Website:** <https://www.fau.edu/counseling/>

# CYBERSECURITY

## If You Believe Your Information Is Compromised or Have Receive Unusual Communications

- Reach out to the [FAU OIT Help Desk](#) if you believe your system is compromised or acting strange and shut the device off
- Inform your supervisor or the [Office of Information Technology](#) about suspicious activity
- Check your credit card and bank statements for unrecognizable charges
- Limit the damage by changing all your internet account passwords immediately

## Protect Yourself Online

- **DO NOT** give out personal information online
- Change privacy settings and do not use location features
- Keep your operating system up-to-date
- Set a strong password and two-factor authentication (two methods of verification)
- Do not use the same password for multiple websites
- Use antivirus and anti-malware solutions, and firewalls to block threats
- Do not click on links in texts or emails from people you don't know
- Be cautious about sharing personal financial information, such as your bank account number, Social Security number or credit card number. Only share personal information on secure sites that begin with https://

Visit [Office of Information Technology \(OIT\) website](#) for questions regarding Cybersecurity

**Phone:** 561-297-3999

**Website:** <https://www.fau.edu/oit/>

**Technical Assistance:** <https://helpdesk.fau.edu/>

**Email:** [security@fau.edu](mailto:security@fau.edu)

# VICTIM SERVICES

**FAU Victims Services** assists students, staff, faculty, and community members who has been victimized or seeking support for someone who may have been victimized. Victim Services assists with on and off campus incidents. Moreover, the office provides support for incidents recently or in the past.

A **Victim Advocate** is available 24/7 to individuals that identify as victims. Our Victim Advocates are trained to respond with compassion and provide expertise to victims. Those who have been victimized are provided with information and services.

While we work to maintain privacy the best that we can, we are not a confidential resource. A list of confidential resources are available upon request.

Victim Advocate(s) can:

- Aid students, faculty, staff, and community members who identify as victims
- Provide guidance and support related to policies and processes of the university, judicial, and criminal processes
- Provide info on victims' rights according to Florida Statutes, Title IX and Student Code of Conduct
- Provide safety planning and crisis intervention
- Assist with accessing resources
- Help you evaluate your options

Below is a list of crimes, however, it is not limited to the circumstances of what might happen to someone who identifies as a victim/survivor.

Assault/Battery	Drug Possession/Trafficking	Indecent Exposure
Aggravated Assault/Battery	DUI/DWI	Identity Theft
Aiding/Abetting/Accessory	Forgery	Prostitution
Attempt Burglary	Fraud	Public Intoxication
Bribery	Hacking	Rape
Bullying/Cyberbullying	Hazing	Robbery
Credit Card Fraud	Harassment	Sexual
Child Abuse	Hate Crime	Stalking/Cyberstalking
Child Pornography	Homicide Suicide/Attempted	Underage Drinking
Domestic Violence	Gang Activity/Violence	Vandalism

**Visit the Office of Victim Services' website for more information**

**Phone:** 561-297-4841 & 24-hour number ask to speak to an advocate): 561-297-0500

**Email:** [victimservices@fau.edu](mailto:victimservices@fau.edu)

**Web** <https://www.fau.edu/dean/victimservices/> & <https://www.fau.edu/police/victim-services/>

# SUSPICIOUS PACKAGE

## Take All Suspicious Packages Seriously Immediately Call 911

Any item that is out of place and not easily identified should be considered as suspicious. A Suspicious Package can range from unopened letters to unattended backpacks. Threats targeting individuals or departments can frequently be controlled by screening of materials and by following the procedures listed.

### What to Look For

- Leaking a fluid or powder
- Items wrapped in duct tape or plastic wrap
- Items protruding wires or an unusual odor

### What to do if a Suspicious Package is Discovered

- Call 911
- Do not open, shake, sniff, touch, taste, or look closely at the contents
- Secure the area to avoid possible spread of contaminants
- Inform occupants in the immediate vicinity to vacate; however, advise that they stay within the general area so that they can be interviewed by the FAU Police Department
- Make a list of all the people who were in the vicinity of the Suspicious Package
- If you believe you have been contaminated, wash your hands and any exposed skin with soap and water
- Follow the instructions of police officers

Visit FAU Police Department's website for questions regarding Suspicious Package(s)

**Phone:** 561-297-3500 (Non-Emergencies)

**Website:** <https://www.fau.edu/police/>

# BOMB THREAT

**Take All Bomb Threats Seriously  
Immediately Call 911**

## **If a Bomb Threat is Received**

- Call 911
- Do not disconnect the caller
- Try to obtain as much information as possible before the caller hangs up
- Write down the exact wording of the threat
- Save any electronic or written messages received

## **Information to Gather**

1. When will it explode?
2. Where is it located?
3. What does it look like?
4. What kind of a bomb(s) is it?
5. Who/What is the target(s)?
6. Who is the caller and how can he or she be reached?
7. Why was it placed?

## **Written Bomb Threat**

A bomb threat received by letter or other form of writing should be retained, along with the envelope itself.

- Call 911 immediately
- Handle the document as little as possible

## **E-mailed Bomb Threat**

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.

- Call 911 immediately
- Do not delete the email

**Visit FAU Police Department's website for questions regarding Bomb Threats**

**Phone:** 561-297-3500 (Non-Emergencies)

**Website:** <https://www.fau.edu/police/>

# ACTIVE THREAT

Remain Calm  
Quickly Determine a Reasonable Way to Protect Yourself  
Call 911 When Safe To Do So

## Information to Provide Law Enforcement

- Location of the active threat
- Number of individual(s) involved in the threat
- Physical description of suspect(s)
- Number and type of weapon(s) held by the suspect(s)
- Identify threat(s) such as improvised explosive devices

## Run

If there is an accessible escape path, **attempt to evacuate the premises:**

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if it is safe to do so
- Keep hands visible
- Follow the instructions of police officers
- Do not attempt to move wounded people
- Call 9-1-1 when you are safe

## Hide

If evacuation is not possible, **find a place where the individual is less likely to find you:**

- Be out of the suspect(s) view by hiding behind large objects
  - Large items will provide protection if shots are fired in your direction
- Silence your cellphone and any other sources of noise

## Fight

As a last resort, **attempt to disrupt and/or incapacitate the individual:**

- Yell and scream as you commit to your actions in attacking the individual
- Act as aggressively as possible against them
- Do not fight fair
- Throw items and improvise weapons

Visit FAU Police Department's website for questions regarding Active Threat

**Phone:** 561-297-3500 (Non-Emergencies)

**Website:** <https://www.fau.edu/police/>

# SUSPICIOUS BEHAVIOR

**See Something, Say Something**  
Report Any Suspicious Behavior To  
FAU Police Department

## What to Look For

- An individual running with a sense of secrecy, tension, or aggression
- Individual(s) carrying property that is out of place with the setting
- Excessive or unusual property in vehicles
- Tampering with vehicles
- Unusual behavior
- Unusual noise

## Protect Yourself

- Always lock your car and secure bicycle
- Never leave valuable items in open view
- Lock your desk and filing cabinets
- Protect personal items
- Always be aware of your surroundings, especially when walking at night

## Resources

- Report Suspicious Behavior anonymously on the **Owl Ready App** ([Apple](#) or [Android](#))
- Call Night Owls for a campus escort at 561-279-NOWL (6695)
- Utilize the Virtual Friend Walk via the **Owl Ready App** and send your location to a friend or FAU Police Department

Visit **FAU Police Department's** website for questions regarding Suspicious Behavior

**Phone:** 561-297-3500 (Non-Emergencies)

**Website:** <https://www.fau.edu/police/>



**BE PREPARED.  
BE SAFE.  
BE OWL READY.**

**FAU**  
DEPARTMENT OF  
EMERGENCY MANAGEMENT  
Florida Atlantic University

