

# EMERGENCY ACTION GUIDE



**FAU**  

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FLORIDA ATLANTIC  
UNIVERSITY  
Department of  
Emergency Management

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# University Resources

For all EMERGENCIES regardless of campus, dial 9-1-1

Public Safety	
Boca	(561) 297-3500
Jupiter	(561) 799-8700
HBOI	(772) 216-1124
Davie	(954) 236-1140
Sea Tech	(954) 924-7000
Downtown Ft. Lauderdale	(954) 201-7866
	(954) 201-7636
Emergency Management	(561) 297-4587
Victim Services	(561) 297-0500
Environmental Health and Safety	
Boca	(561) 297-3129
HBOI/Jupiter	(772) 242-2357
Student Health Services	
Boca	(561) 297-3512
Broward	(954) 236-1556
Jupiter	(561) 799-8678
Counseling and Psychological Services	
Boca	(561) 297-3540
Jupiter	(561) 799-8635
Davie	(954) 236-1210
Office for Students with Disabilities	
Boca	(561) 297-3880
Davie	(954) 236-1222
Jupiter	(561) 799-8585

## Other Resources

### **Hurricane Resources**

NOAA: National Hurricane Center/Tropical Prediction Center: <http://www.nhc.noaa.gov/>

The Weather Channel: Hurricane Central: <http://www.weather.com/storms/hurricane#!>

### **Hurricane Evacuation Zones & Shelter Information**

Broward County Evacuation Map & Shelter List: <http://www.broward.org/hurricane/pages/evacuationshelterinformation.aspx>

Palm Beach County Hurricane Evacuation Zones: <http://www.pbcgov.com/dem/evacuate/>

Palm Beach County Hurricane Shelter Locations: <http://www.pbcgov.com/dem/sections/operations/shelters.htm>

Shelters, Hotels and Motels which Accept Pets in Emergencies and Disasters: <http://www.floridapetfriendly.com/pet-friendly-hurricane-shelters.htm>

### **County Resources**

Palm Beach County Division of Emergency Management: <http://www.pbcgov.com/publicsafety/emergencymanagement/>

Broward County Division of Emergency Management: <http://www.broward.org/Emergency/Pages/Default.aspx>

### **State Resources**

Florida Division of Emergency Management: <http://www.floridadisaster.org/dempublic.asp>

### **Federal Resources**

FEMA Federal Emergency Management Agency: <http://www.fema.gov/>



# **RESOURCES**

**WHEN IN DOUBT  
SEEK SHELTER then SEEK INFORMATION**

FAU Alert is the alert and notification system used to inform the University community of potential or actual emergency events or threats. The University recognizes that no one-method of communication will reach everyone, everywhere, every time. Therefore, FAU Alert comprises of several tools including blast e-mails, text messages, call-out, outdoor warning sirens and more.

***Blackboard Connect***

Blackboard Connect includes Mass E-mail, Telephone Call Out, Text, RSS Feed (MyFAU, Home Page, College Home Pages, other FAU pages), and Social Media (Facebook and Twitter).

RSS feed automatically displays messages on University web pages and updates University social media sites which are accessible to the general public.

***Hotline***

Toll-free hotline reporting campus specific operational status and other pertinent information. 1-888-8FAUOWL (1-888-832-8695).

***Indoor Mass Notification***

Indoor Mass Notification System use acoustic devices tied into a building's fire alarm system designed to provide audible warning within structures; includes tone and voice warnings. Please take note that not all buildings have an Indoor Mass Notification System.

***Outdoor Warning Sirens***

Directional acoustic devices designed for longer range audible warnings on campus grounds; includes tone and voice warnings and live PA capability.

***Voicemail***

This system sends messages to FAU faculty phones that subscribe to FAU voicemail.

***Web Pages***

The Homepage can be updated to display emergency information directly or a link can be posted. The Emergency Information Page is dedicated to emergency information. Official University web pages have an emergency information component that can be activated.

***Alert Now***

Alert Now is a web-based interface to automated notification system via call out mode. It is aimed for parents of students within the PK-12 Schools and Educational Program system.

**FAU ALERT**

## Hurricane

Hurricane season runs June 1 through November 30th; however, severe weather can occur at any time of the year in the form of tornados, floods, lightning, hail, and high winds. When a hurricane warning is issued by the National Weather Service, the President or designee may authorize one or more protective actions. These actions will be announced University wide via email and posted to the FAU webpage.

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

### **Preparing for a Hurricane - *In general***

- ◆ Review FAU and personal plans to minimize potential damage.
- ◆ Monitor news and weather reports.
- ◆ Have an emergency supply kit, including shelter kit if necessary.
- ◆ Secure loose items outdoors.

### **All Students**

- ◆ Heed all orders issued by the University.
- ◆ Monitor the hotline and the main FAU webpage or University Status page.

### **Residential students**

- ◆ Evacuate University housing facilities when ordered to do so.
- ◆ Stay with family or friends.
- ◆ If you do not have alternate accommodations or require assistance, inform the Resident Assistants or Housing and Residential Life representatives immediately.

### **Employees, including essential personnel**

- ◆ Follow your Unit Emergency Response Plan.
- ◆ Monitor FAU information, news, and weather reports.
- ◆ If you are designated as an Essential Person, understand your roles and responsibilities.
- ◆ Be prepared to activate your Continuity of Operations Plan

**HURRICANE**

## Severe Weather

### **Tornadoes**

The most active months for tornadoes are June through August. 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.

#### **Tornado Watch/Warning**

- ◆ Issued by the National Weather Service when conditions are present or developing.
- ◆ A watch means that tornados are possible in the area; remain alert.
- ◆ A warning means a tornado has been sighted or indicated on radar; seek shelter immediately.

#### **Precautions**

**If indoors** (classroom, office, etc.): Go to the lowest building level (if there is time to do so) to the center of an interior room (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows. Never exit a building during extreme weather conditions.

**If in a vehicle**, or modular building: Get out immediately and go to the lowest floor of a sturdy, nearby building. Modular buildings, even if tied down, offer little protection from tornados. If you cannot get out or no other building is nearby, lie flat and cover your head to protect yourself from flying debris. Never try to outrun a tornado in your vehicle. Instead, leave the vehicle for safer shelter. Do not get under an overpass or bridge.

**If outdoors:** Lie flat in a nearby ditch or depression and cover your head with your arms. Be aware of the potential for flooding. Avoid places with wide-span roofs such as auditoriums, cafeterias, and large hallways. You are safer in a low, flat location. Watch out for flying debris. Flying debris from tornados causes most fatalities and injuries. Lightning strikes are highly likely during these events.

### **Lightning**

Florida is the most lightning prone area in the US, is the leading cause of weather related deaths, and has caused more deaths than any other state. Lightning seeks the path of least resistance and the human body is a very good conductor because of its large water content.

#### **Precautions**

- ◆ Avoid high open ground and isolated large trees.
- ◆ Avoid water (pools, lakes, and rivers), beaches, and boats.
- ◆ Seek shelter inside a building or vehicle (not convertibles or golf carts).
- ◆ Stay away from doors, windows, or metal objects.
- ◆ Stay off the telephone and away from electrical devices.

### **Flooding**

Flooding occurs as a result of extended rain periods saturating the soil to where additional rain causes surface ponding or overflows storm drains, canals, and ponds. Flash flooding occurs when intense rainfall in a brief period dumps more water than the ground can absorb or drainage can handle.

#### **When a Flood Watch is issued**

- ◆ Listen to local radio or TV for information and advisories.
- ◆ Bring outdoor items indoors.
- ◆ Move files, furniture, and valuables to higher floors or elevate them.
- ◆ Top off vehicle gas tank in the event that an evacuation is given.

#### **When a Flood Warning is issued**

- ◆ Continue to monitor local radio or TV for information and advisories.
- ◆ Be alert to signs of flooding and be ready to evacuate at a moment's notice.
- ◆ Listen for evacuation instructions; follow recommended evacuation routes.
- ◆ Do not drive over flooded roads.

## **SEVERE WEATHER**

## Medical Emergency

- ◆ Call 911. Emergency Medical Services will be notified immediately.
- ◆ Give your name, location, and phone number.
- ◆ Give as much information as possible regarding the injured/ill and the nature of the injury or illness.
- ◆ Do not hang up until told to do so by the emergency operator.
- ◆ Stay with the injured/ill or have someone else stay until help arrives.
- ◆ Have someone flag down and direct emergency responders.
- ◆ Administer first aid if you are trained to do so; keep the injured/ill still and comfortable; do not move the patient unless there is an immediate threat at that location.
- ◆ Stay out of the way unless assistance is requested once help arrives



Public access Automated External Defibrillators (AED) are placed in wall-mounted boxes located in areas accessible to all building occupants and the general public. For further information or training in CPR/AED contact the FAU Department of Environmental Health and Safety.

**MEDICAL EMERGENCY**

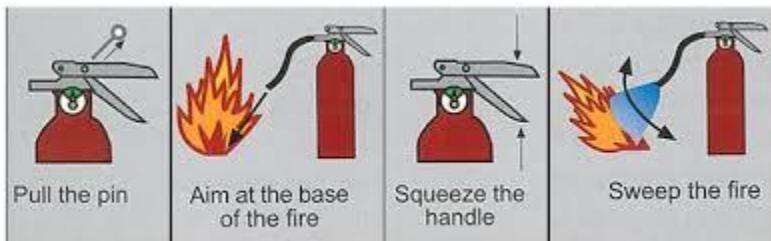
## **Facilities-Related Emergencies**

### **Building Fire**

- ◆ Activate the fire alarm system by pulling one of the nearest pull stations that are located along the exit routes if the alarm is not already sounding.
- ◆ If the fire is small enough, locate the nearest fire extinguisher and attempt to put out the fire. Otherwise, evacuate.
- ◆ If time permits, turn off, unplug, and/or disable anything that could make the situation worse; grab personal items and evacuate.
- ◆ Evacuate the building through the nearest fire-free, smoke-free exit and proceed to the pre-determined outdoor assembly area for the building. Close doors as you leave if safe to do so.
- ◆ DO NOT USE ELEVATORS.
- ◆ Assist others to evacuate; if unable, move them to the nearest stairwell and call 911 to let them know your location.
- ◆ If trapped, secure yourself in a room and attempt to seal cracks to prevent smoke from entering. Call 911 immediately to let them know your location. If there is a window, attempt to signal for help. Do not break the glass unless absolutely necessary.
- ◆ Call 911 to report the fire after you evacuate the building.
- ◆ Remain in the assembly area until allowed to re-enter or given permission to leave.

### **Portable fire extinguishers**

- ◆ Multi-purpose fire extinguishers are located throughout all FAU buildings.



### **Utility Failures**

#### **Electrical/Plumbing/Power Failure, Water Main Break/Flooding, Water/Gas Leak, etc.**

- ◆ During normal business hours contact Work Control.
  - Boca & Jupiter: 561-297-2240
  - Broward Campuses: 954-236-1534
  - Harbor Branch: 772-242-2246
- ◆ After hours contact the appropriate campus Police office:
- ◆ For emergencies dial 911 if the utility failure causes or has the potential to cause serious danger to personnel or property.
- ◆ If the utility failure is wide spread, the University Police or appropriate University administrator may order the building or area evacuated until the problem has been corrected.

**FIRE/UTILITY FAILURE**

## **Criminal or Violent Behavior**

**Immediately call 911 if you are a victim of, witness to, or know a victim or witness of any of the following, either on or off campus:**

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

- ◆ FAU Victims Services can assist students, staff, and faculty with the traumatizing consequences of being a victim of crime, even if the crime occurred off campus. Victim Services can be reached at 561-297-0500, or visit the website at <http://www.fau.edu/police/victimsservices.php> for more information.
- ◆ Don't walk alone on campus at Night. Call the Night Owls for a free escort: Boca 561-297-6695/Davie 954-236-1332.

**CRIMINAL OR VIOLENT BEHAVIOR**

## **Active Shooter/ Hostile Intruder Procedures**

Violent incidents, including but not limited to: acts of terrorism, an active shooter, assaults, or other incidents of workplace violence, can occur on the University grounds or in close proximity with little or no warning. An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained. The FAU Police Department has adopted nationally accredited law enforcement response procedures to contain and terminate such threats as quickly as possible.

**Try to remain calm as your actions will influence others.  
Quickly determine the most reasonable way to protect your own life.**

**Evacuate:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the shooter may be
- Keep your hands visible
- Follow the instructions of police officers
- Do not attempt to move wounded people
- **Call 911 when you are safe**

**Hide Out:** If evacuation is not possible, find a place to hide where the shooter is less likely to find you.

- Be out of the shooters view by hiding behind large objects
- Large items will provide protection if shots are fired in your direction
- Do not trap yourself or restrict your options for movement
- Lock or blockade the entrance
- Silence your cellphone and any other sources of noise
- Remain calm

**Take Action:** As a last resort, and only if your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter.

- Act as aggressively as possible against them
- Throw items and use weapons of opportunity
- Yell and scream as you commit to your actions in attacking the individual

**When Law Enforcement Arrives:**

- Follow officers' instructions
- Put down any items in your hand
- Immediately raise your hands and spread your fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming, or yelling
- Do not stop the officers for help, proceed in the direction in which they entered

The first officers to arrive on scene will not stop to help injured persons. Expect rescue teams comprised of additional law enforcement and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove the wounded.

Once you've reached a safe location or an assembly point, you will be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until authorities have instructed you to do so.

**ACTIVE SHOOTER / HOSTILE INTRUDER**

## Bomb Threat

**All bomb threats are to be taken seriously**

**If you receive a bomb threat by telephone:**

- **Do not disconnect the caller.**
- **If possible, transfer the call to University Police Dispatch**
- **If the call cannot be transferred, the receiver should remain calm and try to obtain as much information as possible before the caller hangs up.**

Information You Should Obtain (if possible):

- ✓ **When** will it explode?
- ✓ **Where** is it located?
- ✓ **What** does it look like?
- ✓ **What** kind of a bomb(s) is it?
- ✓ **Who/What** is the target(s)?
- ✓ **Who** is the caller and how can he or she be reached?
- ✓ **Why** was it placed?

**If you receive a written bomb threat:**

A bomb threat received by letter or in other form of writing should be retained, along with the envelope itself. Once the recipient realizes what it is, University Police Dispatch should be contacted immediately. Handle the document as little as possible, to protect it as a possible evidence exhibit.

**If you receive an E-Mail 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. A person receiving a bomb threat via e-mail [should immediately contact University Police](#). Again, the message should not be deleted.

- \***Immediately call 911 after any bomb threat**  
**\*Do not use cellphones or radios in the threat area**  
**\*Do not pull the fire alarm**

<b>BOMB THREAT CARD</b>																																
<p><b>Questions To Ask:</b></p> <p>1. When is the bomb going to explode? _____      2. Where is the bomb located? _____      3. What does it look like? _____      4. What kind of bomb is it? _____      5. What will cause it to explode? _____      6. Did you place the bomb? _____      7. Why? _____      8. What is your address? _____      9. What is your name? _____</p>																																
<p><b>Exact Wording of Threat:</b> _____      _____      _____      _____</p>																																
<p><b>REPORT CALL IMMEDIATELY TO:</b></p> <p><b>DIAL 911</b></p> <p>Call Reported To: _____      Name: _____      Time/Date: _____      Phone # call was made to: _____</p>																																
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<p><b>- DO NOT HANG UP THE PHONE</b>  <b>- Call 9-1-1 from another phone at a safe distance</b>  <b>- DO NOT touch any switches or buttons (lights, computer, etc.)</b>  <b>- DO NOT use a cellular phone to dial 9-1-1, unless absolutely necessary</b></p>																																
<b>BOMB THREAT CARD</b>																																

**BOMB THREAT**

## **Hazardous Materials**

Hazardous materials are liquids, solids, or gases that are capable of adversely impacting human health and/or the environment if used improperly, accidentally spilled, or released. In addition to laboratory chemicals, hazardous materials may include common materials such as paints, fuels, and solvents.

**What to do if there is a small spill that “does not” involve highly toxic or noxious hazardous materials, a fire, or an injury requiring medical attention beyond basic first aid:**

- ◆ 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, and 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** after normal business hours.

**What to do if there is a large spill, or a spill that involves highly toxic or noxious hazardous materials, or involves an injury requiring medical attention beyond basic first aid, or if you lack the supplies or training to safely respond:**

- ◆ 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.
- ◆ Contact 911 and provide all known information (location, type of material, injuries, persons involved, etc.)
- ◆ If you need to evacuate the entire building, pull the fire alarm. Assist those who require it.

**Call 911 immediately for all:**

- ◆ Fires
- ◆ Accidents or spills involving injuries that require medical attention beyond first aid.

**Information that you need when reporting a spill**

- ◆ Your name and incident location
- ◆ Details of the incident including: The type of incident, for example: chemical spill, gas leak, environmental release;
- ◆ 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
- ◆ Any other details you feel are pertinent to help emergency responders.

## Individuals with Disabilities

FAU encourages all individuals (students, faculty, staff, and visitors) who may need assistance in an emergency to identify themselves to the University. Once an individual has self-identified, the University will collaborate with the individual to address emergency planning needs. FAU also asks that all members of the University community provide, within the limits of their abilities, assistance to those individuals requiring it, during or after an emergency.

### **Identify:**

- ◆ Individuals requiring assistance: Self-identify before an emergency event.
- ◆ 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: Provide assistance to get those who require it, to get to a safe place.

### **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.



### **GENERAL GUIDELINES:**

#### **INDIVIDUALS WHO ARE BLIND OR VISUALLY IMPAIRED:**



**Be Prepared  
Be Aware  
Be Ready**

OFFER assistance verbally and guide them 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: *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.

**INDIVIDUALS WHO MAY NOT BE ABLE TO RESPOND TO AN EMERGENCY SHOULD BE CALMLY ADVISED AND GUIDED TO THE EXIT.**

#### **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. Give 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 stairway entrance or designated area of refuge to await evacuation or further instructions from Fire/Rescue or Police. If the individual is capable of walking with assistance, a "buddy" should assist and accompany the individual when descending the stairs

#### **What to do to assist individuals who cannot maneuver up/down stairs**

**GUIDE THE INDIVIDUAL** quickly to reasonable safety, to a stairway entrance, out of way from the stream of traffic or designated area of refuge.

**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(s). Trained, equipped, emergency personnel will facilitate the evacuation of individuals with disabilities.

## **INDIVIDUALS WITH DISABILITIES**

## Mental Health Emergency

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

### **Signs of a psychological crisis**

The crisis may manifest as

- ◆ Uncontrollable behavior
- ◆ Being disruptive or threatening
- ◆ Hallucinations
- ◆ Paranoia

Counseling and Psychological Services	
Boca	(561) 297-3540
Jupiter	(561) 799-8635
Davie	(954) 236-1210

Troubled or less severe psychological crises may involve uncontrolled crying, feelings of panic, withdrawal, or anger/yelling (without indications/threats of physical harm). If the psychological crisis resolves quickly in response to attention and kindness, no intervention of professional counselors or officers may be necessary. Plans for follow-up support should be put in place (i.e., a follow-up conversation, a referral to counseling, an action-plan should the situation become acute again, etc.). If the crisis does not resolve, or escalates, follow the guidelines below for a major psychological crisis.

### **What to do if someone around me is experiencing a psychological crisis**

A major psychological crisis always requires the intervention of trained personnel.

**DO NOT** attempt to handle the potentially dangerous situation alone.

**CALL 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.

### **FOR STUDENTS:**

Counseling and Psychological Services personnel can be contacted for consultation or assistance in resolving the situation or provide post-trauma counseling and referrals. The Dean of Students Office of Student Crisis Awareness Committee should be contacted for continued assistance.

University Police will work with departments such as the Department of Human Resources or Counseling and Psychological Services as deemed appropriate and when necessary, exercise authority granted by the Florida Mental Health Act (F.S.S. 394), also known as the "Baker Act".

### **What to do if I am a student and experiencing a psychological crisis**

- ◆ Go to the nearest hospital emergency room or
- ◆ Call after-hours crisis line at 561-297-3540 during nights and weekends:
- ◆ Contact Florida Atlantic University's Counseling and Psychological Services for less severe crises.
- ◆ Counseling and Psychological Service provides individual and group counseling to currently enrolled FAU students. It's professionally trained staff seeks to assist students with social, emotional, and academic concerns in a sensitive, caring, and confidential manner.

### **What to do if I am an employee and experiencing a psychological crisis**

- ◆ Go to the nearest hospital emergency room or
- ◆ Call your family physician or
- ◆ Contact the University's Employee Assistance Program

Feeling distressed  
and need to talk?

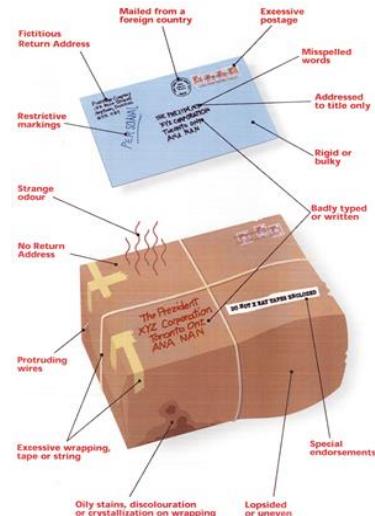
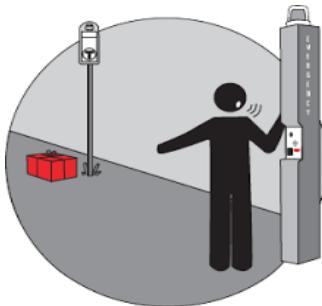


CAPS  
Crisis  
Line

561-297-3540

# MENTAL HEALTH EMERGENCY

## Suspicious Mail / 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?
- ◆ Are there protruding wires or an unusual odor?
- ◆ Is there a reason to suspect targeting the items location?

### **What to do if I discover a suspicious package?**

- ◆ Do not open, shake, sniff, touch, taste, or look closely at the contents.
- ◆ Notify University Police 911.
- ◆ 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.
- ◆ If you believe you have been contaminated, wash your hands and any exposed skin with soap and water.

### **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.
- ◆ Depending on the nature of the package and circumstances involved a criminal investigation will commence.

**SUSPICIOUS MAIL/PACKAGE**

## Evacuation

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

### **What to know about the building**

- ◆ Know at least 2 exit locations for the building.
- ◆ Pay attention to the locations of emergency equipment (i.e., fire extinguishers, pull stations, emergency telephones, etc.).
- ◆ Know the location of the assembly area or building evacuation points.

### **What to do when I hear a fire alarm, or get an order to evacuate**

- ◆ Turn off all hazardous experiments or procedures before evacuating. If possible, take secure all valuables, wallets, purses, keys, etc. as quickly as possible.
- ◆ Close all doors behind you as you exit.
- ◆ Check all doors for heat before you open or go through them to avoid walking into a fire.
- ◆ Evacuate the building using the nearest exit or stairway. \*DO NOT USE ELEVATORS\*
- ◆ Call 911 from a safe area and provide name, location, and nature of emergency.
- ◆ Proceed to pre-determined assembly area/evacuation point of building and remain there until you are told to re-enter or leave by the emergency personnel in charge.
- ◆ Do not impede access of emergency personnel to the area.
- ◆ Inform emergency personnel of the event, conditions and location of individuals who require assistance and have not been evacuated.



### ***Individuals Requiring Assistance Should Prepare for Emergencies by:***

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



### **What to do as an individual requiring assistance, during a building evacuation**

- ◆ WAIT near the closest stairway, entrance or designated area of refuge and wait for assistance from others.
- ◆ DO NOT USE ELEVATORS

### **What to 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.

**EVACUATION**

## **Sheltering in Place**

"Shelter in place" is a directive to seek immediate shelter indoors when dangerous environmental conditions exist, such as severe weather or hazardous material releases. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger.

### **Shelter-in-Place — Severe Weather**

- ◆ Immediately seek shelter inside the closest sturdy building.
- ◆ Once inside, stay away from windows, glass, and unsecured objects that may fall.
- ◆ Seek interior rooms and corridors.
- ◆ Resist the temptation to go outside and check the weather conditions yourself.
- ◆ DO NOT use elevators.
- ◆ Monitor emergency communications for specific instructions.
- ◆ DO NOT leave until an "All Clear" is received.

During a tornado, seek shelter on the lowest level possible. If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table, or cover your head with your hands.



### **Shelter-in-Place — Chemical, Biological or Radiological**

Many toxic chemicals have a vapor density greater than that of air, and will seek lowest ground. In the case of a shelter in place due to a chemical spill, follow instructions provided by emergency personnel.

- ◆ Go inside the nearest building.
- ◆ Close all doors, windows and other inlets from the outside.
- ◆ Seal cracks under doors and cover vents if possible.
- ◆ Monitor emergency communications for specific instructions.



### **Shelter-in-Place — Hostile Intruder/Active Shooter**

- ◆ If possible, close and lock room door, close window blinds and turn off lights.
- ◆ Move out of sight/hide.
- ◆ Silence electronic device/cell phones.
- ◆ Do not attempt to leave unless instructed by emergency personnel.
- ◆ Wait for emergency personnel to open the door or directives from them to do so.
- ◆ When emergency personnel arrive, show your hands and do not run towards them.
- ◆ Do not shelter in place in restrooms.

**Remember, always use common sense. There are exceptions to all guidance and prescribed directions.**

**SHELTERING IN PLACE**