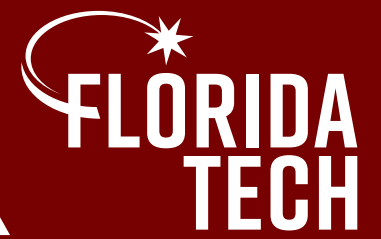


EMERGENCY RESPONSE

Quick Reference Guide



REPORT ALL EMERGENCIES to Florida Tech Security
CELL PHONE or OFF CAMPUS • Call 321-674-8111
ANY CAMPUS PHONE • Call EXT. 8111



- ▶ **Always follow instructions provided by emergency personnel and campus officials.**
- ▶ **Stay away from affected areas until given the “all clear” by emergency personnel.**
- ▶ **Whenever possible, assist persons with special needs.**
- ▶ **For general facility maintenance problems such as heat, A/C, plumbing, etc., call ext. 8038. (After 4 p.m. or weekends, call security.)**

MEDICAL EMERGENCIES

- Call security and provide as much as you know about the situation and conditions.
- Render first aid if you are trained.
- Remain calm and assure the injured person help is on the way.
- Do not attempt to move the injured person to prevent further injury unless necessary.

PERSON IN EMOTIONAL CRISIS

- Call security at 321-674-8111 OR ext. 8111.
- Help keep person calm.
- Do not put yourself in danger.
- Do not block the person's exit route.

SEXUAL ASSAULT

If you have been sexually assaulted or someone reports to you they were: get to a safe place.

- All sexual assaults are crimes. Call security or police. Seek medical attention whether you make a report or not.
- Before police arrive, do not shower, drink, eat or change clothes. If you are there to help, provide reassurance but refrain from touching the victim before emergency personnel arrive.

FIRE

- Evacuate the building immediately when an alarm is activated or there is evidence of a fire.
- Manually activate the nearest fire alarm system if the alarm isn't already sounding.
- Close doors and windows behind you.
- DO NOT use elevators.
- Call 321-674-8111 OR ext. 8111 to report location of fire or smoke.
- Notify fire personnel if you suspect someone is trapped in the building.
- If trapped in a room/building, close as many doors and windows as possible between you and the fire.
- Place cloth material (wet if possible) around/under the door.
- Attempt to signal to someone outside the building.

CHEMICAL HAZARDS or GAS LEAKS

- Call security at 321-674-8111 OR ext. 8111.
- Do not pull the fire alarm.
- Do not touch light switches or electrical equipment.
- Limit inhalation of fumes if possible.
- Do not touch the spilled substance.
- Move to a clear area (uphill/upwind).
- Keep others away.
- Isolate contaminated persons.
- Immediately flush the affected area with plenty of water for at least 15 minutes.
- Wash with plenty of soap and water.
- Remove contaminated clothing.
- Seek medical attention immediately.

BUILDING EVACUATION

- Gather personal belongings if it is safe to do so. DO NOT delay evacuation.
- Immediately evacuate the building using the nearest safely accessible exit, closing doors and windows behind you.
- DO NOT use elevators.
- Meet outside at an area specified by the instructor.
- and await further instructions. Assemble in the designated areas as instructed by Public Safety, Emergency Personnel.
- Assist persons with special needs as you are able.
- DO NOT attempt to re-enter the building until instructed to do so.

THREATENING PERSON

- For any threat to person or property immediately contact security.
- Do not confront the person.
- Do not block the person's access to an exit.
- When calling University Security at 321-674-8111 or ext. 8111, provide as much information as possible. about the person and their direction of travel.

SHELTER-IN-PLACE

- Instructions will be issued via Regroup Alert and other available emergency notification systems.
- Stay calm.
- Seek immediate shelter, and remain there during the emergency rather than evacuate.
- Assess your location compared to the incident.
- In a hostile intruder scenario, lock the door and barricade yourself in the room with furniture.
- Stay out of sight from all doors and windows.

SUSPICIOUS PACKAGE/OBJECT

- Remain calm.
- Do not touch or disturb the item.
- Do not use a cell phone near the item.
- Evacuate immediately.
- Call security.

SEVERE WEATHER EMERGENCY

- If possible, move to the lowest level hallway or take cover under a desk.
- If safe to do so, secure vital equipment and files.
- Shut off electronic equipment.
- Stay away from windows.
- Call security to report injuries.

POWER OUTAGE

- Call security at 321-674-8111 OR ext. 8111.
- Turn off computers and other equipment.
- Move CAUTIOUSLY to a lighted area.

If People Are Trapped In an Elevator:

- Call security, and remain calm.
- Do not attempt to exit elevator through hatches without assistance from emergency services.

HOSTILE INTRUDER/ACTIVE SHOOTER

These incidents are dynamic and evolve rapidly. If you hear gunfire or see a person with a gun, take immediate steps to protect yourself. The steps below are a guide, but you need to use good judgment and common sense based on the incident at hand.

If faced with an active shooter incident, there are THREE things you can do that make a difference. RUN, HIDE, FIGHT.

RUN—When an active shooter is in your vicinity.

- If there is a way out and you can get out, GET OUT! This is your best option.
- Get out whether others agree or not.
- Leave your belongings behind.
- Help others from entering the danger zone.
- Call 911 or utilize a campus phone or any blue light phone as soon as it is safe to do so.

HIDE—If evacuation is not possible, find a place to hide.

- Lock and/or barricade the door.
- Turn off the lights.
- Silence your cell phone.
- Spread out.
- Hide behind large objects if possible.
- Remain very quiet, and do not leave until directed by law enforcement officers.
- Your hiding place should:
 - Be out of the shooter's view.
 - Provide protection if shots are fired in your direction.
 - Do NOT trap or restrict your options for movement (if possible).

FIGHT—AS A LAST RESORT, and only if your life is in danger.

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.
- Once the shooter is incapacitated, call 911 or call campus security at ext. 8111.

POLICE RESPONSE.

When law enforcement arrives:

- Keep your EMPTY hands raised and visible, with your fingers spread apart.
- Remain calm and follow instructions.
- Avoid pointing or yelling.
- The first police officers to arrive will not respond to or aid those who are injured. They will go directly to the shooter.
- Know that help for the injured is on its way.
- Rescue team officers and emergency personnel will care for the injured as soon as possible.
- The area is a crime scene. Police officers may secure all witnesses until identified and questioned.

EMERGENCY & SAFETY ALERTS

Florida Tech students and employees are encouraged to opt in to the Regroup emergency alert system. Activate Regroup Alert at floridatech.edu/security.