# Emergency Response Quick Reference Guide

**FLORIDA TECH**

**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.

### Chemical Hazards or Gas Leaks

- 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.

### Personal 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 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.

### 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**—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 you are 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.