

EMERGENCY

EMERGENCY P R O C E D U R E S



Police
Sheriff
Fire
Ambulance } **911**

Campus Security: DIAL 8-973-0280
(from campus telephone)

Maintenance Dept.: DIAL 9444 (from campus telephone)

Introduction

Emergencies are unexpected, unpredictable and can take many forms. No one can be fully prepared for everything that might happen, but some simple measures are helpful.

- ⇒ **Think of everyone's safety first**
- ⇒ **Use common sense**
- ⇒ **Remain calm and act quickly**

Campus Security Telephone (*from campus*): 8-973-0280

Always Practice Prevention

Campus Security Services

North Florida Community College security officers are on duty seven days a week from 6:30 a.m. until 11:30 p.m. for your safety and protection. North Florida Community College Security Officers are State of Florida certified officers who are here to maintain a safe and inviting physical environment.

Duties of security officers change according to campus needs and include:

1. **Patrolling campus** – exterior and interior; monitoring students, employees and visitors.
2. **Traffic control** –issuing parking violations.
3. **Locking / Unlocking campus doors** – interior and exterior.
4. **Escorts** – accompanying students to classrooms and/or vehicles when they feel unsafe and request these services.
5. **Vehicle assist** – Security Officers are not mechanics but they will assist you in getting help with disabled vehicles or when keys have been locked inside a vehicle.
6. **If police services are required**, dial 911 or Security Officers will call them for you.

Campus Security Telephone (*from campus*): 8-973-0280

Campus Security Services

Reporting Emergencies

Emergency Phone Numbers for the Campus:

1. Law Enforcement—dial 911
2. Ambulance—dial 911
3. Fire Department (in house phone)—dial 911
4. Poison control—dial 8, then 1-800-282-3171
5. In the event an ambulance or fire fighting equipment is needed—dial 911
Have a second person call North Florida Community College Security—dial 8,
then 973-0280

Campus Security Telephone (*from campus*): 8-973-0280

Reporting Emergencies

Risk Management | Incident Reporting

An incident is defined as:

Any occurrence that has produced an actual, potential or perceived injury, or described a practice, situation, or premise, that, in the observer's opinion, may produce an injury if left uncorrected.

Note: When in doubt, fill it out!

- Anyone who observes or discovers the occurrence shall complete an Incident Report Form that can be picked up at the Human Resources Department.
- The Incident Report Form must be completed within 24 hours of the occurrence.
- The supervisory person at the time and location of the incident is responsible to make certain the Incident Report is completed accurately, objectively, thoroughly and completely.
- All completed Incident reports must be delivered to Human Resource within 24 hours of the occurrence.

For further information North Florida Community College Human Resources should be contacted by dialing extension 9447.

Campus Security Telephone (*from campus*): 8-973-0280

Risk Management | Incident Reporting

Campus Lighting

Proper lighting is one of the most proactive precautions that an educational institution, such as North Florida Community College can have in order to reduce the probability of a serious incident involving students, faculty or staff. Reporting lighting that is inoperative is imperative should you notice this situation the following procedure should be used for notification:

If during the daytime:

1. Contact Maintenance by dialing extension 9444
2. Provide them with the appropriate information regarding the lighting problem.

If during the night or on weekends and holidays.

1. Notify North Florida Community College Security by calling 8, then 973-0280
2. Ask that they complete a Work Order providing them with the appropriate information
3. Ask that they provide you with an escort to your vehicle if necessary.

Campus Security Telephone (*from campus*): 8-973-0280

Campus Lighting

Lock Out | Tag Out

Definition:

- ⇒ Placement of a device, such as a lock, on an energy isolating device such as a switch or piece of machinery, so it cannot be operated while someone is working on it.

If a switch or piece of equipment has a lock or tag on it, do not try to take it off and operate the equipment otherwise someone will be injured.

Contact Facilities Maintenance at ext #9444 for assistance.

Campus Security Telephone (*from campus*): 8-973-0280

Lock Out | Tag Out

Repairs

1. Make an exact notation of the problem and the location including building and room number.
2. Notify the facilities maintenance - dial 9444
3. If a facilities emergency repair is needed after hours, contact North Florida Community College Security - dial 8, then 973-0280

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Repairs

Building Evacuation

Notice to evacuate the building will be transmitted via the fire alarm system, or in the event of an alarm malfunction, by verbal instructions from a member of the Management Team or other competent authority, to representatives throughout the building.

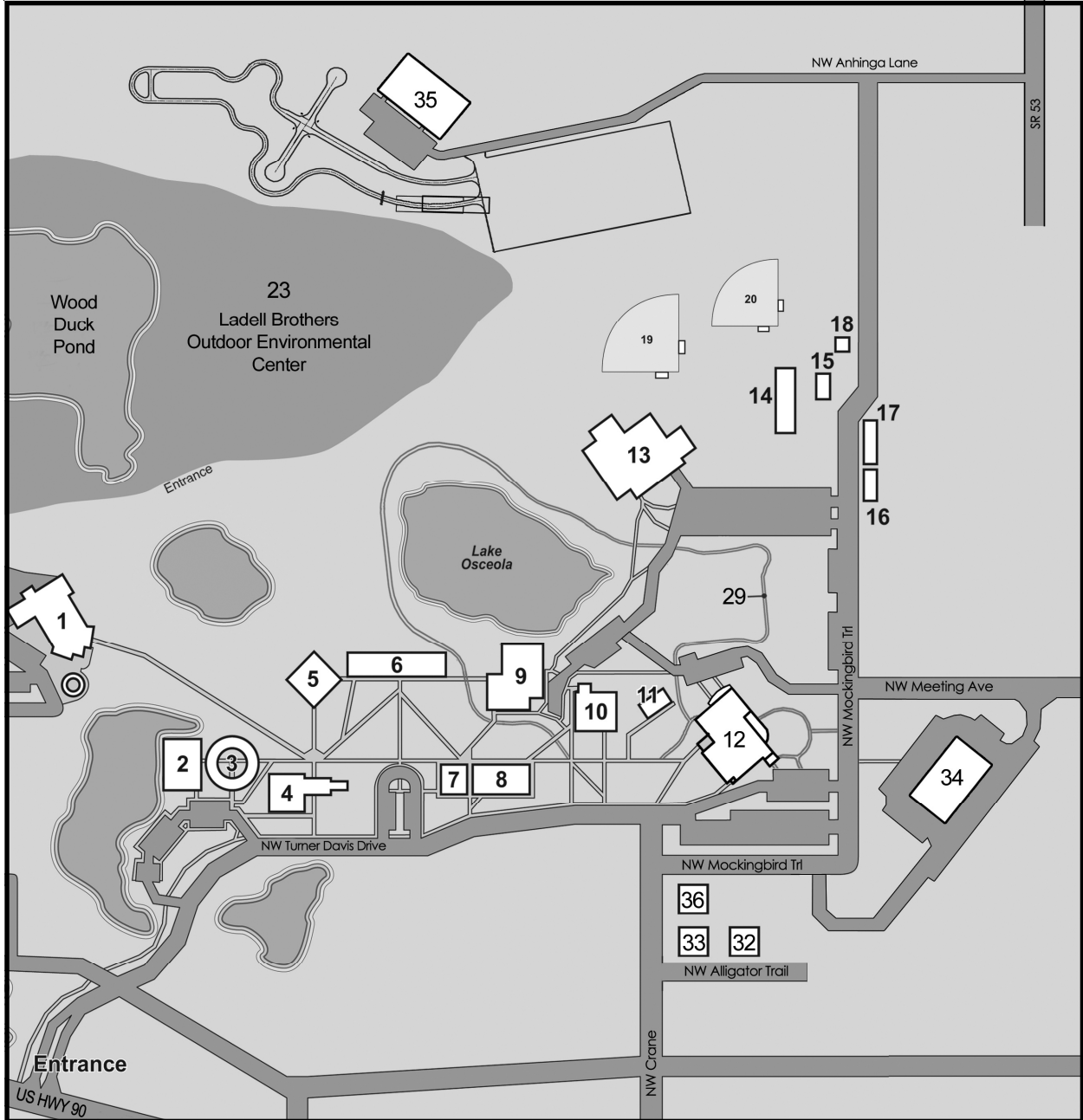
Faculty and staff in affected building should:

- a. Ensure all students evacuate in a prompt and orderly manner to safe locations.
- b. Supervise and assist in the evacuation of students with disabilities. In the case of a fire, if an individual with mobility impairment is present, take the individual to the nearest exit, away from traffic. If you are unable to remove the individual, go immediately to the nearest Police or Fire Officer and notify them of the location of that individual.
- c. Keep all students/staff a safe distance from the affected building. Meet at the prearranged assembly point to assure that all students are out of the building.
- d. Maintain a clear path of access for emergency vehicles.
- e. Do not return to the evacuated building until specifically instructed to do so by a college official.

Campus Security Telephone (*from campus*): 8-973-0280

Building Evacuation

Campus Map



NORTH FLORIDA COMMUNITY COLLEGE CAMPUS MAP

- | | | |
|---|---|--|
| 1. Van H. Priest Auditorium | 10. Fine Arts Building | 23. Ladell Brothers Outdoor Environmental Center |
| 2. Administrative Services Building | 11. Hardee Center for the Arts | 29. Fitness Walking Trail |
| 3. Walter L. Bishop Administration Building | 12. Colin P. Kelly Fitness Center | 32. College Advancement Artist Series |
| 4. Marshall Hamilton Library | 13. Career & Technical Education Center | 33. University Programs Saint Leo Offices |
| 5. Technology Center | 14. Warehouse | 34. Morris G. Steen Jr. Science Learning Center |
| 6. College Preparatory Education Mathematics Classrooms | 15. Greenhouse | 35. Public Safety Academy |
| 7. Business Education Building | 16. Testing Center | 36. Government Relations Office |
| 8. General Classrooms Building | 17. Maintenance Building | |
| 9. Student Center | 18. Warehouse | |
| | 19. Sentinel Baseball Field | |
| | 20. Frank Cantey Softball Field | |

Campus Map

Exposure | Infection Control | Biomedical Waste

- ⇒ All waste materials that are suspected of containing blood and/or body fluid must be disposed of in RED bio-hazardous bags.
- ⇒ Sharps must be disposed of in rigid, puncture-proof containers.
- ⇒ Once an item has been placed in a bio-hazardous container, it must not be removed.
- ⇒ No eating, drinking, applying cosmetics or lip balm or handling contact lenses in areas where there is a likelihood of infectious exposure.
- ⇒ PPE (Personal Protective Equipment) should be worn and UP (Universal Precautions) practices when ANY chance of exposure is present.
- ⇒ North Florida Community College Security should be notified as soon as practical by dialing 8, then 973-0280.

HAND WASHING remains the single most effective means of preventing the spread of infection.

Campus Security Telephone (*from campus*): 8-973-0280

Exposure | Infection Control | Biomedical Waste

Disruptive and Troubled Students

	College Department	NFCC Security / Law Enforcement
Mildly Disruptive	Usually resolved by instructor by private discussion with student	Contact
Moderately Disruptive	Consultation with Department Chair	Contact with possibility of referral to student discipline
Severely Disruptive	Immediate contact with Department Chair	Immediate contact for assistance if actions are threatening or endangering others
Mildly Troubled	Consultation with Department Chair	Contact
Moderately Troubled	Immediate contact with Department Chair	Contact
Severely Troubled	Immediate contact with Department Chair	Immediate contact if actions are threatening or endangering the student or others

SILENT WITNESS: Silent Witness allows concerned NFCC members to report information about campus safety issues to The College and University Behavioral Intervention Team (CUBIT) anonymously. CUBIT consists of a group of NFCC employees who are concerned about the safety and well-being of each member of the NFCC family. The team is made up of members who have specific skills and backgrounds in the area of public safety, mental health and student affairs. Please know that any information you submit will be handled confidentially with the purpose of assisting the student, faculty or staff person you have named. Although CUBIT accepts anonymous reports (<http://www.nfcc.edu/silent-witness>), the Cubit team encourages you to provide your name and contact information so that the CUBIT team can follow-up with you to gather additional information—email Cubit@nfcc.edu.

Campus Security Telephone (*from campus*): 8-973-0280

Disruptive and Troubled Students

Be a Good Witness

Don't get involved in confrontations—call for help.

If you witness a confrontation between students or other individuals that warrants action, don't personally get involved.

⇒ Call 911 for assistance.

⇒ Then call Campus Security Telephone (*from campus*): 8-973-0280

If You Are The Witness To A Crime

- Remain calm but be as alert and observant as possible.
- Do not try to be a hero. You may jeopardize your own or someone else's safety.
- Make as many mental notes as possible to help identify the suspect(s).
- Try to determine age, height, and weight by comparing the suspect to yourself or someone you know.
- Note any peculiarities such as tattoos, scars, birthmarks and prominent physical features.
- Note the type, style, and color of clothing.
- Note any special jewelry such as rings or objects with names or initials.
- Note the type, style, and color of the weapon.
- If you can get a look at the vehicle, note the make, model, color and tag number if possible.
- Report the crime immediately and stay close by until authorities arrive!

⇒ Call 911 for assistance.

⇒ Then call Campus Security Telephone (*from campus*): 8-973-0280

Be a Good Witness

EMERGENCY

EMERGENCY PROCEDURES



Police
Sheriff
Fire
Ambulance } **911**

Campus Security: DIAL 8-973-0280
(from campus telephone)

Maintenance Dept.: DIAL 9444 (from campus telephone)

Chemical Spills

Always follow the detailed instructions provided in the Material Safety Data Sheet. Call Emergency Services by dialing 911 for major spills or if assistance or medical treatment is needed. North Florida Community College Security should be notified as soon as practical by dialing 8, then 973-0280.

1. If a flammable material spills, turn off all sources of ignition, if safe to do so.
2. Remove injured person(s), if safe to do so. Evacuate as necessary.
3. Identify or characterize the substance involved.
4. Material Safety Data Sheets (MSDS) can be obtained by logging onto the North Florida Community College website at www.nfcc.edu. Click on the MSDS Online link and enter the material desired.
The Username is NFCC. The Password is MSDS.

Campus Security Telephone (*from campus*): 8-973-0280

Chemical Spills

Chemical Splash on Body

- ⇒ Remove all contaminated clothing including shoes.
- ⇒ Flush skin and/or eyes with water for least 15 minutes.
- ⇒ If assisting removal of contaminated clothing on someone else, use gloves or some other barrier device as not to contaminate yourself.
- ⇒ Make certain that chemicals have not accumulated in the shoes.
- ⇒ Seek medical attention, if necessary, by dialing 911 for emergency services.
- ⇒ Review First Aid section of Material Safety Data Sheet.
- ⇒ North Florida Community College Security should be notified as soon as practical - dial 8, then 973-0280.

Campus Security Telephone (*from campus*): 8-973-0280

Chemical Splash on Body

Workplace Violence | Duress Code

There may be times of duress (i.e. confrontational situations, irate students/parents, threats of violence) where immediate police response is needed but you do not want the person to know you are calling the police.

North Florida Community College Security has devised two statements you can use that tell them you need immediate assistance without alerting the subject with you.

Dial 8, then 973-0280 and state:

1. “Please ask “**Felix**” to reschedule his meeting with me.
Mr. or Mrs. (*name of person causing the problem*) is here
in building _____ in room _____ and I need to help them.”

-OR-

2. “This is (*name of person calling*) at (*location; building; room number*)
and I can be reached at (*phone number*).
Please ask “**Felix**” to call me to reschedule our meeting.

North Florida Community College Security will key on the word “Felix”.

Campus Security Telephone (*from campus*): 8-973-0280

Workplace Violence | Duress Code

Hazard Communication / Right-to-Know

As an employee, you have the right to know what potential hazards you may face on the job and how to protect yourself against them.

The Material Safety Data Sheet gives details on the:

- ⇒ physical dangers,
- ⇒ safety procedures,
- ⇒ PPE (Personal Protective Equipment),
- ⇒ and health effects of the chemical / material.

When working with chemicals:

- ⇒ read the container label,
- ⇒ read the Material Safety Data Sheet,
- ⇒ and follow all instructions and warnings.

The Material Safety Data Sheets are located in the Maintenance Office.

Campus Security Telephone (*from campus*): 8-973-0280

Hazard Communication | Right-To-Know

Medical Emergencies

When an injury or illness occurs, evaluate the situation, use common sense.

Initiate Appropriate Action

1. Life Threatening Emergencies Get Help!

Then:

- Go to the nearest phone and dial 911
- If the nature of the emergency can be determined, report it.
If possible report the physical condition, of the injured party
(i.e. conscious, breathing, bleeding, etc.)

2. Render aid as appropriate

3. If possible have someone waiting outside to meet and direct EMS and Law Enforcement.

4. North Florida Community College Security should be notified as soon as practical by dialing 8, then 973-0280.

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Medical Emergencies

Fires

Initiate S.A.V.E

S = Save those in imminent danger

A = Activate the alarm. Pull the nearest fire handle alarm. Call the fire department by dialing 911. Have a second person call North Florida Community College Security by dialing 8, then 973-0280. In both cases give the exact location of the fire.

V = vocalize: yell “Fire! Fire! Fire!” to alert everyone in the building

E = Evacuate the building. Move to a clear area, upwind if possible at least 300 feet away.

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Fires

Tornadoes

Since tornadoes give no advance notice, little can be done except for protecting yourself. North Florida Community College staff will give as much notice as possible should a tornado endanger the campus. Remember that it is safer to remain in the building and do the following:

- ⇒ Stay away from windows.
- ⇒ Stay close to structural supports (i.e. beams, columns, etc) on the first floor of the building.
- ⇒ Sit facing the internal wall with knees and head down, and hands covering face and head.
- ⇒ Remain calm.

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Tornadoes

Hurricanes

Hurricane season is generally from June 1 to November 30 of each year. To facilitate readiness, North Florida Community college has incorporated phases of preparation based on projected landfall for this area:

- Phase 1 Pre-caution
- Phase 2 Watch (48 hours out)
- Phase 3 Warning (18 hours out)
- Phase 4 Assessment (damage)

In the event a hurricane threatens the area during working hours, the President and associated staff will monitor the situation and decide whether or not to close the campus. Should the decision to close the campus be made, faculty and staff should do the following:

1. All electrical equipment should be unplugged
2. Where feasible, move computers and electronic equipment away from the areas that have leaked in the past. Roof leaks are very possible during storms of this nature.
3. Any items outside should be secured or relocated inside buildings. Loose items will be put away by the maintenance staff.
4. Make certain windows are locked securely. If you are unable to lock one, notify Maintenance at ext 9444 As soon as possible.

For College closing Information if after working hours:

1. Monitor the NFCC website at **WWW.NFCC.EDU**
-or-
2. Check Local Television/News Announcements
 - WCTV - <http://www.wctv.tv/>
 - The Madison Florida Voice - <http://madisonfloridavoice.net/>-or-
3. Check NFCC Social Media Sites
 - Facebook - <http://www.facebook.com/nfcc.edu>-or-
4. Check Local Radio Stations
 - WMAF 1230 AM (Madison) - <http://radiowmaf.com/>
 - WQHL Big 98.1 FM (Live Oak)
 - Froggy 93.5 FM (Perry, FL)-or-
4. Check with Madison County Emergency Management at (850) 973-3698 or visit <http://www.madisoncountyfl.com/emergencymanagement/> for more information.

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Hurricanes

Shooting on Campus

Florida law does not allow a person to possess a firearm on a college campus, outside of law enforcement officers acting in official capacity. Any person suspected of carrying a firearm on the campus of North Florida Community College should be reported to Campus Security by dialing 8, the 973-0280 or Law Enforcement by dialing 911.

A shooting on campus exists when an actual shot has been fired. Remember that no two situations are alike. This is a general guideline and must be tempered with good judgment and common sense.

- DO NOT go looking for trouble! Stay safe and calmly decide the best course of action.
- Call 911 immediately. Be prepared to give them all pertinent information.
- Be alert to cover and concealment. (Taking cover is getting behind something that would withstand the impact of a high-powered projectile – concealment is anything that you can hide behind).
- It is generally more desirable to stay in your assigned building; however, should the situation dictate evacuate with caution.
- When taking cover in your building, lock the doors if possible.
- Instructors/staff should attempt to stay with students/subordinates, keep them calm and give direction where appropriate.
- Be prepared to give a full report on everything you witnessed as well as your actions. All information is important for law enforcement investigations.
- Instruct witnesses to remain on site until cleared by investigators.
- Instruct witnesses not to discuss events until official statements have been documented.
- Secure the crime scene. DO NOT allow anyone to touch anything or disturb the area.

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Shooting on Campus

Suspicious Mail

What should make me suspect a piece of mail?

- It's unexpected or from someone you don't know.
- It's addressed to someone no longer at your address.
- It's handwritten and has no return address or bears one that you can't confirm is legitimate.
- It's lopsided or lumpy in appearance.
- It's sealed with excessive amounts of tape.
- It's marked with restrictive endorsements such as "Personal" or "Confidential."
- It has excessive postage.

What should I do with a suspicious piece of mail?

- Don't handle a letter or package that you suspect is contaminated.
- Don't shake it, bump it, or sniff it.
- Wash your hands thoroughly with soap and water.
- Notify the NFCC Security - dial 8, then 973-0280.

REMEMBER:

- ⇒ **Isolate it**
- ⇒ **Leave it**
- ⇒ **Report it.**

Campus Security Telephone (*from campus*): 8-973-0280

Suspicious Mail

Bomb Threat

If a BOMB THREAT is received over the telephone, take the following actions:

1. Stay calm!
2. Use the checklist and attempt to get the as much information as possible
3. Have a co-worker or another person contact the NFCC Security by dialing 8, then 973-0280 using another telephone, and as covertly as possible.
4. Write information down as the caller says it and have the co-worker or other person relay this information to NFCC Security.
5. Try to keep the caller on the phone. Listen for any background noises, voice inflection, accent or anything that would help determine the origin of the call/caller.
6. Evacuate the building upon instructions from a member of the Management Team or properly identified emergency response personnel or as deemed appropriate in individual situations.
7. All evacuees should report to an outside pre-designated area for accountability at least 300 feet from the building.

Campus Security Telephone (*from campus*): 8-973-0280

Bomb Threat

Bomb Threat Checklist

The exact wording of threat:

Number at which the call is received: _____ Time: _____ Date: _____

Questions to ask the caller:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What does the bomb look like? _____

What kind of bomb is it? _____

What will cause the bomb to explode? _____

Did you place the bomb? _____ If not, who did? _____

Why? _____

What is your name? _____

What is your address? _____

Could you determine the caller's: Sex? Yes No Race? Yes No Age? Yes No

What was the caller's language like? (Check all that apply)

- Irrational Message read by the threat maker Disguised
 Other _____

How did the caller's voice sound? (Check all that apply)

- Accent Angry Excited Slow Rapid Soft
 Loud Nasal Crying Normal Distinct Lisp
 Foul Irrational Laughter Stutter Slurred Deep
 Raspy Ragged Familiar Calm Well-spoken (educated)
 Clearing Throat Deep Breathing Cracking Voice
 Disguised Tape Incoherent
 Other: _____

Were there any background sounds? (Check all that apply)

- Street/Traffic Noise Talking Voices Music
 PA System House Noises Office Machinery Factory Machinery
 Motor Animal Noises Clear Static
 Long Distance Local Booth/Pay Phone
 Other: _____

This information was immediately reported to:

Name/Position: _____ Date: _____ By: _____

(Use back for additional information if needed.)

Campus Security Telephone (from campus): 8-973-0280

Bomb Threat Checklist