

# **EMERGENCY PROCEDURES REFERENCE**



This Emergency Procedures Booklet is intended for use by faculty, staff and students. In the event of an emergency, it will serve as a quick reference for effective and timely action. Please become familiar with its contents and keep it in an easily accessible location.

University Police – **(Emergency) 911** or (non Emergency) 474-2415, Fire/ Ambulance **911**

1. For help with any type of emergency, phone the University of West Florida Police Department (UWFPD).
2. Explain the problem and location to the UWF Police Dispatcher.
3. For additional emergency procedures information, speak with your building Point of Contact's (POC). A list of building POC's can be obtained from Facilities Services.

|                            |            |
|----------------------------|------------|
| Building Point of Contact: | Telephone: |
| Location:                  |            |
| Building Point of Contact  | Telephone: |
| Location:                  |            |
| Building Point of Contact  | Telephone: |
| Location:                  |            |

## REPORTING EMERGENCIES

## GENERAL EVACUATION PROCEDURES

1. All building evacuations will occur when the fire alarm sounds continuously and/or when notified by the University of West Florida Police Department or by emergency personnel.
2. Know the marked exits for your building. Know the exit routes from your work area.
3. Leave the building immediately if alarm sounds or if directed by the Police Personnel.
4. **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND CANNOT EVACUATE.**
5. **DO NOT USE ELEVATORS IN CASE OF FIRE.**
6. Once outside, move to a distance at least 500 ft. from the affected building. Keep streets, walkways and parking areas clear for emergency vehicles and personnel. If requested, assist UWFPD. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the UWFPD. Notify someone if you leave the assembly area.

**Note:**        **The Provost and the Sr. Vice President, in consultation with the Vice President for Administrative Affairs and the Vice President for Student Affairs, will make a recommendation to the President regarding continued essential operation and/or closure of the university. The University President or designee shall notify the Board of Trustees of any emergency situation.**

## GENERAL EVACUATION PROCEDURES

## CIVIL DISTURBANCES OR DEMONSTRATIONS

1. Most campus demonstrations will be peaceful. Carry on with business as normally as possible.
2. Should a disturbance occur, call UWFPD x**911**. To avoid controversy, use a private office when making the call. The following actions should be taken:
  - a. Alert all individuals in the area of the disturbance.
  - b. Lock doors, secure files, documents and equipment.
  - c. If necessary, cease operations and evacuate.
  - d. Contact **911** for further instructions.
3. If a class is disrupted, call **911**.

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## CIVIL DISTURBANCE OR DEMONSTRATIONS

## **EXPLOSION, AIRCRAFT CRASH OR SIMILAR EMERGENCY**

1. Immediately seek cover under tables, desks or anything, which will give protection against falling glass or debris.
2. After the effects of the incident have subsided, call **911**. Give your name and describe the location and nature of the emergency.
3. **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND CANNOT EVACUATE.**
4. **DO NOT USE ELEVATORS IN CASE OF FIRE.**
5. Once outside, move to a distance at least 500 ft. from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist UWFPD. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the UWFPD. Notify someone if you leave the assembly area.
6. Do not return to area. Do not pick up any debris. Do not light a match or smoke.

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## **EXPLOSION, AIRCRAFT CRASH OR SIMILAR INCIDENT**

## CHEMICAL OR RADIATION SPILL

1. Report serious spillage of a chemical or radioactive material immediately to **911**. Do not return to affected area.
  2. Anyone who may be contaminated by the spill should avoid contact with others. Do not touch anything.
  3. When reporting, be specific about the nature and location of spilled material. The UWFPD will activate the emergency response units.
  4. Persons not trained in spill techniques should immediately evacuate the area.
  5. **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND CANNOT EVACUATE.**
  6. **DO NOT USE ELEVATORS IN CASE OF FIRE.**
1. Once outside, move to a distance at least 500 ft. from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. **DO NOT RETURN TO EVACUATED BUILDING** unless directed to do so by the UWFPD.

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## CHEMICAL OR RADIATION SPILL

## **FIRE**

1. **Pull fire alarm.** Evacuate and close doors as you leave, but **Do Not** lock doors.
2. **Evacuate building using the most direct route and nearest exit.**
3. Staff should meet at a location designated by head staff for accountability and in case information or assistance is needed.
4. **Notify** personnel from the **UWFPD** concerning any special circumstances such as failure of the staff to evacuate persons with disabilities. This information will be forwarded to Fire Rescue personnel.

### **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND CANNOT EVACUATE.**

5. Should you become trapped in a location, dial **911**, if possible to inform UWFPD of your location. If a window is available, place the largest and most visible piece of material available outside a window.
6. **DO NOT USE ELEVATORS IN CASE OF FIRE.**

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## **FIRE**

## PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or psychotic break. A psychotic break may be manifested by hallucinations, uncontrollable behavior, or the person could be a mental hospital run-away. **Notify University Police at x 911. (474-2911 or \*UWF from your Cellular phone)**

Students with personal questions or concerns may contact the UWF Counseling Center at 474-2420. For more information visit their web site at <http://uwf.edu/CounselingCenter/>. After hours and weekends, students may contact the UWF Police Department at 474-2415 and UWF Police will arrange for contact with a UWF counselor.

Employees with concerns may contact the Employee Assistance Program (EAP) at (800) 572-5944. For additional information on the EAP program, visit the following web link <http://uwf.edu/ohr/EAP.cfm>

## PSYCHOLOGICAL CRISIS

## **TERRORISM & ACTS OF MASS DESTRUCTION**

In the event of a terrorist attack or threat of attack, if sufficient time is available, the university will:

- Announce campus evacuation directions through the campus email system, UWF radio and by telephone. In addition, police vehicles may circulate through the campus and provide directions on the police vehicle public address systems.
- If evacuation is impractical, the same notification system will be used to issue further instructions.
- Students will be evacuated at last one hour prior to faculty and staff. Vehicles should maintain safe speeds and exit campus through the closest exit.
- The residence life staff will coordinate the relocation of resident students to off campus locations with the police department.
- The police department will institute internal emergency procedures, secure all campus roadway entrances and restrict campus access to emergency personnel only.
- The university police department will institute the Incident Communication System and coordinate response of emergency agencies.
- The Police Department , Facilities Management, Environmental Health and Safety, Student Health Center, Student Affairs and Marketing will coordinate all efforts through the Emergency Command Center in Building 19.
- Announcements regarding continued operation of the university will be made through local media channels.

## **TERRORISM & ACTS OF MASS DESTRUCTION**

## **WEAPONS & VIOLENT OR CRIMINAL BEHAVIOR**

1. Be alert to suspicious situations or persons and report to **911**. Do not attempt to confront the individual. Should a situation arise where you feel you or someone else is in immediate danger, make every attempt to contact campus police via **911** or any on campus blue light alarm. If safe, leave the building immediately. If such exit could further expose you to danger, lock yourself inside a room and barricade the door. Lie on the floor and await the arrival of police personnel. When police arrive, stay on the floor and do not move until directed to do so by police.
2. If you are a victim or witness to any on-campus violation of the law, such as assault, robberies or theft, contact **911**.
3. Notify **911** as soon as possible and provide them with the following information:
  - a. Nature of incident
  - b. Location of incident
  - c. Description of person involved
  - d. Description of property involved
4. If you witness a criminal act or notice a person acting suspiciously on campus, notify **911** and give the information outlined above.

## **WEAPONS & VIOLENT OR CRIMINAL BEHAVIOR**

## **BOMB THREAT**

1. If you observe a suspicious object, which may be a potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear area and immediately call **911**.
2. Any person receiving a telephone call that a bomb or other explosive device has been placed on campus should obtain as much information from the caller as possible.
  - a. Time of call and the phone line the threat was received
  - b. Description and location of bomb
  - c. Perceived personal characteristics and gender of person
  - d. Noticeable speech pattern, accent, etc
  - e. Description of any background noise
  - f. Reason bomb was placed on campus
3. The UWFPD will conduct a detailed bomb search. **DO NOT TOUCH ANY SUSPICIOUS OBJECTS!**
4. When the building evacuation alarms are sounded or when told to leave by the UWFPD, leave by the nearest marked exit and alert others to do the same. **ASSIST THE PERSONS WITH DISABILITIES IN EXITING THE BUILDING!**
5. **DO NOT USE ELEVATORS IN CASE OF FIRE.**
6. **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND CANNOT EVACUATE.**
7. Once outside, move to a distance at least 500 ft. from the affected building. Keep streets, walkways and parking areas clear for emergency vehicles and personnel. **DO NOT RETURN TO EVACUATED BUILDING** unless directed to do so by the UWFPD.

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## **BOMB THREAT**

## ASSAULT

### SAFETY AT THE OFFICE

1. Do not give out personal information while at work.
2. If working after hours, inform the **UWFPD at ext. 2415**. Keep your door locked. Ask for ID before admitting persons. Utilize University Police Escort Service.
3. Do not inform others that you are alone. If you have an active restraint order against an individual, notify the UWFPD.

To design a personal protection program for your office, contact the UWFPD at ext. 2415.

### SAFETY IN THE CAR

1. Park in well lighted areas and have your key ready to unlock your vehicle.
2. Check your back seat before getting in to make sure no one is hiding there.
3. Keep doors locked at all times. If your car breaks down, raise the hood, put on emergency lights and lock doors. Wait for someone to stop (staying in your locked car), and then ask them to call the police or tow service.

### IF YOU ARE A VICTIM OF A SEXUAL ASSAULT

Look for situations, which you can exploit to your advantage. Your primary objective should be to survive the attack and avoid serious injury to yourself.

Take notice of the characteristics of your assailant including his habits, surroundings, contacts, speech and mannerisms. This information is important for the police in trying to apprehend the criminal. **CALL 911.**

If you have been raped, do not shower, bathe or douche or destroy any clothes you were wearing. Do not disturb the area where the assault occurred. If you change clothes, put clothes in a bag and take them to the hospital or police station for evidence. It is best not to change clothes. **SEEK MEDICAL HELP.**

### SEXUAL ASSAULT ASSISTANCE

UWF Police Department.....911  
Counseling Services.....474-2420

## ASSAULT

## UTILITY FAILURE

1. In the event a utility failure occurs, notify **Facilities Management, Work Control Center at extension 6000**.
2. If there is danger to the building occupants, call **911**.
3. **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING.**
4. **DO NOT USE ELEVATORS IN CASE OF FIRE.**

**Electrical/Light Failure:** At present not all buildings are equipped with an emergency light system that will provide enough illumination in corridors and stairs safe for safe exiting. Departments should have **flashlights** available.

**Elevator Failure:** If you are trapped in an elevator, activate elevator alarm and/or use the emergency telephone (if available) to notify **the UWFPD. NEVER ATTEMPT TO EXIT AN ELEVATOR STOPPED BETWEEN DOORS.**

**Plumbing Failure/Flooding:** Cease the use of all electrical equipment. Notify **Facilities Management, Work Control Center at extension 6000**. If necessary, vacate the area.

**Serious Gas Leak: VACATE THE AREA. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT: REMEMBER,** electrical arcing can trigger an explosion! Notify UWFPD at **911** and Facilities Management, Work Control Center at ext. 6000. Do not smoke, light matches or a lighter.

**Hot Water Line Failure:** Notify Facilities Management, Work Control Center at ext. 6000. If necessary, vacate the area.

**Ventilation Problem:** If fire or odor comes from the ventilation or equipment. Vacate the area. Once outside, move to a clear area, a safe distance from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. **DO NOT RETURN TO EVACUATED BUILDING** unless directed to do so by the UWFPD. Notify **Facilities Management, Work Control Center at ext. 6000**.

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**Reminder:** Battery operated emergency lights only last a short time to illuminate areas for exiting buildings.

## UTILITY FAILURE

## MEDICAL AND FIRST AID

1. If a serious injury or illness occurs, call the UWFPD – **911**. Give your name, describe the nature and severity of the medical problems and the campus location of the victim.

**NOTE: UWFPD** has direct line to paramedics and ambulance service and can render first aid and CPR.

2. In case of minor injury or illness, provide first aid. Use the first aid materials located in the building (if available).
3. In case of serious injury or illness, trained personnel should quickly perform the following steps:
  - a. Keep victim still and comfortable. **DO NOT MOVE VICTIM.**
  - b. Ask victim, “Are you okay?” and “What is wrong?”
  - c. Check breathing and condition of victim.
  - d. Control serious bleeding by direct pressure on the wound.
  - e. Provide assistance to the victim until help arrives.
  - f. Look for emergency medical I.D. Question witnesses and give all information to the UWFPD.
  - g. **CALL 911**

Be sure to restock first aid supply kits as materials are used.

|                                                                                                                                                                                                                     |                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Poisoning and Overdosing</b> <ol style="list-style-type: none"> <li>1. Stay with victim and assist as necessary</li> <li>2. If choking, lower victim’s head</li> </ol>                                           | <b>Choking</b> <ol style="list-style-type: none"> <li>1. Check victim’s mouth and clear matter.</li> <li>2. Use abdominal thrusts if trained to do so.</li> </ol>    |
| <b>Fainting, Unconsciousness and Shock</b> <ol style="list-style-type: none"> <li>1. Have victim lie or sit down and rest.</li> </ol>                                                                               | <b>Heart Attack</b> <ol style="list-style-type: none"> <li>1. Place victim lying down on back.</li> <li>2. Give resuscitation or CPR if trained to do so.</li> </ol> |
| <b>Burns- Thermal and Chemical</b> <ol style="list-style-type: none"> <li>1. Flood chemical burn with cool water</li> <li>2. Cover burn with dry bandage.</li> <li>3. Keep victim quiet and comfortable.</li> </ol> | <b>Fractures and Sprains</b> <ol style="list-style-type: none"> <li>1. Keep victim still.</li> <li>2. Keep injured area immobile.</li> </ol>                         |
| <b>Severe Bleeding and Wounds</b> <ol style="list-style-type: none"> <li>1. Apply direct pressure on wound (until help arrives) using a clean clothe or hand.</li> </ol>                                            |                                                                                                                                                                      |

**NOTE:** Professional Medical Care should be sought after first aid is given.

## LOCK DOWN/SHELTER-IN-PLACE

The University environment is intended to be open so that students, faculty, and staff can freely communicate in a collaborative environment. As a public institution, we have few restrictions on who can enter or leave our campus. However, given the times that we live in with threats of terrorism, other hostile events, or even natural disasters, the University community must be prepared to deal with these situations in a proactive manner.

As the nation, the state, and the community develop plans to cope with various levels of threat, the University is obligated to do its part to protect the safety of the University community and plan for continuity of future operations. There are situations where lockdown of facilities or the campus may be necessary to afford this protection or gain control over a given situation.

Although lockdown is not necessarily a preferred method of planned reaction to given situations, the University community should understand that it might be used in certain situations. Some examples may include:

**Chemical Release from a local industry** – shelter-in-place as advised by local officials

**Hurricane** – Shelter in place for students who are unable to return to local homes.

**A sniper on campus** – lock down of buildings or the campus entrance/exit a possibility.

**A terrorist threat to the community** – A lock down of the campus entrance/exit a possibility.

**A Communicable Disease Outbreak** – Lock Down of specific buildings or areas.

Notification of a lock-down situation to the campus community will be through a series of measures depending on the situation:

Campus E-mail Network

Web Page Notification Posting

Telephone Voice Message System

Audio Announcements from Police Public Address System

Direct Contact w/ building Department Chairs or POC's

Others means as noted in the Crisis Communications Section

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## LOCK DOWN / SHELTER-IN-PLACE

## CRISIS COMMUNICATIONS

**IN A CRISIS SITUATION, ALL MEDIA INQUIRIES SHOULD BE DIRECTED TO THE ASSISTANT VICE PRESIDENT FOR UNIVERSITY MARKETING COMMUNICATIONS AT (850) 474-2426 (office) or (850) 324-0077 (cell).**

In the event of a crisis, the university will disseminate accurate information in a timely manner to its campus communities (Pensacola, Fort Walton Beach, Historic Pensacola Village and downtown centers), the UWF Board of Trustees, alumni, the general public, and the news media.

It is our intention to provide maximum disclosure with minimum delay, within the boundaries of security and policy.

The Media Team will initiate the communication plan after consultation with the President and other senior administrators. The Assistant Vice President for University Marketing Communications will coordinate the dissemination of information to the following publics:

Communication with students will be accomplished via the *Student News*, telephone, housing e-mail, written correspondence, WUWF 88.1 FM/TV 4, and notification of resident assistants and student government officials. The Vice President for Student Affairs or designee is the primary spokesperson.

Communication with faculty and staff will be accomplished via *The News*, broadcast telephone message, WUWF 88.1 FM/TV 4, the *Fountain*, and supervisor notification. The Assistant Vice President for University Marketing Communications or designee is the primary spokesperson.

Communication with the UWF Board of Trustees will be accomplished via e-mail, telephone, WUWF 88.1 FM/TV 4, and written correspondence. The Deputy Corporate Secretary or designee is the primary spokesperson.

Communication with alumni will be accomplished via e-mail, written correspondence, telephone, and WUWF 88.1 FM/TV 4. The Assistant Vice President for University Marketing Communications or designee is the primary spokesperson.

Communication with the general public will be accomplished via WUWF 88.1 FM/TV 4, written correspondence, town hall meeting, and/or meetings with key community leaders. The Assistant Vice President for University Marketing Communications or designee is the primary spokesperson.

Communication with the news media will be accomplished via media releases, press conferences, interviews, editorial board meetings, feature stories, campus tours. A media center will be established in Building 88 (WUWF) for briefings and to provide assistance in filing stories. Coordination of the media center is the responsibility of the Director of Communications. The Assistant Vice President for University Marketing Communications or designee is the primary spokesperson.

## CRISIS COMMUNICATION

## HURRICANE

1. If a tropical storm or hurricane is anticipated, prepare your work area for the possibility of roof leaks, broken windows and power surges.
  2. Unplug computers, servers (if possible) and other sensitive electronic equipment. Cover equipment with plastic sheeting.
  3. Buildings and offices should be locked prior to leaving campus.
  4. Resident students should follow the directions of University Housing officials concerning evacuations of residence halls.
  5. If students plan to leave campus, advise University Housing of your plans and provide contact information.
  6. Official information about University closings, re-openings and resumption of classes will be available from the campus radio station, WUWF 88.1 FM, or via the UWF Web site (UWF.edu). **Refer to Crisis Communication Section**
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## TORNADO

1. **IF INDOORS** go to the lowest level of the building. Interior hallways or rooms are preferable, away from glass windows.
2. **IF OUTDOORS** go to the nearest ditch or depression, away from power lines, buildings and trees. **DO NOT STAY IN A CAR OR ATTEMPT TO OUTFRAN THE TORNADO.**
3. After the tornado has passed, evaluate the situation and if emergency help is needed, call 911. Be aware of dangerous structural conditions. Report damaged facilities to the UWFPD. Note: Gas leaks and power failures create special hazards. Do not light a match or smoke. Refer to section on utility failure.
4. **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND CANNOT EVACUATE.**
5. **DO NOT USE ELEVATORS IN CASE OF FIRE.**
6. Once outside, move to a distance at least 500 ft. from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. **DO NOT RETURN TO EVACUATED BUILDING** unless directed to do so by the UWFPD.

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