



UNIVERSITY *of* WEST FLORIDA

UWF
EMERGENCY
PROCEDURES
GUIDE

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Emergency Management

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This Emergency Procedures Guide 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**

Red phones on campus for an Emergency dial 2911, non Emergency dial 2415

For help with any type of emergency, phone the University of West Florida Police Department (UWFPD).

Explain the problem and location to the UWF Police Dispatcher.

For additional emergency procedures information, speak with your Building Emergency Coordinator

Note: The Provost and the Sr. Vice President, in consultation with the Vice President for Division of Finance and Administration 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.

FIRE

Pull fire alarm. Evacuate and close doors as you leave, but **Do Not** lock doors.

Evacuate building using the most direct route and nearest exit.

DO NOT USE ELEVATORS IN CASE OF FIRE

Staff/students should meet at a location designated by head staff for accountability and in case information or assistance is needed.

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

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.

ACTIVE CUUCKNCPV

If a person enters the building with a weapon, if you hear gun fire or observe suspicious behavior, contact the University Police and provide as much information as possible.

- If it is safe to do so evacuate the building and move to a safe location.
- If evacuation is not possible, find a secure area to hide until notified it is safe to leave by emergency personnel.
- As a last resort, if confronted by the violent person you should attempt to incapacitate or disrupt the individual.

RUN – HIDE - FIGHT

MEDICAL EMERGENCY

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.

In case of minor injury or illness, provide first aid. Use the first aid materials located in the building (if available).

In case of serious injury or illness, trained personnel should quickly perform the following steps:

- Keep victim still and comfortable. **DO NOT MOVE VICTIM.**
- Ask victim, “Are you okay?” and “What is wrong?”
- Check breathing and condition of victim.
- Control serious bleeding by direct pressure on the wound.
- Provide assistance to the victim until help arrives.
- Look for emergency medical I.D. Question witnesses and give all information to the UWFPD.

SHELTER-IN-PLACE

During the event of severe weather, tornado, warning or hazardous materials spill, the University will activate appropriate methods of emergency notification.

- Immediately seek refuge inside the nearest building
- Find a safe location in the lowest level, preferably in interior hallways or rooms away from glass windows.
- Remain in safe location until instructed by UWF Authorities it is safe to leave the building.

POWER OUTAGE OR UTILITY FAILURE

In the event a utility failure occurs, notify **Facilities Management, Work Control Center at extension 6000**. If there is danger to the building occupants, call **911**.

If there is a possible danger to building occupants, exit the building and call the University Police.

NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING.

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**

Gas Leak: VACATE THE AREA. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL.

- **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.

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.**

HAZARDOUS MATERIALS

- If a chemical spill occurs within a campus building, immediately notify the University Police
- If a chemical spill occurs outside of a building or from an off campus source, follow shelter-in-place procedures
- In either case, notify the University Police if you have been exposed to a chemical
 - Anyone who may be contaminated by the spill should avoid contact with others. Do not touch anything.
- The University Administration will provide instructions through the University's Emergency Notification System.
- When reporting, be specific about the nature and location of spilled material. The UWFPD will activate the emergency response units.

DO NOT USE ELEVATORS IN CASE OF FIRE.

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.

BOMB THREAT

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**.

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.

Time of call and the phone line the threat was received

Description and location of bomb

Description of any background noise

Reason bomb was placed on campus

The UWFPD will conduct a detailed bomb search. **DO NOT TOUCH ANY SUSPICIOUS OBJECTS!**

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! DO NOT USE ELEVATORS IN CASE OF FIRE. NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND CANNOT EVACUATE.**

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.

ASSAULT

SAFETY AT THE OFFICE

Do not give out personal information while at work.
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.
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

Park in well lighted areas and have your key ready to unlock your vehicle.
Check your back seat before getting in to make sure no one is hiding there.
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.....474-2415
Counseling Services.....474-2420

HURRICANE

If a tropical storm or hurricane is anticipated, prepare your work area for the possibility of roof

leaks, broken windows and power surges.

Unplug computers, servers (if possible) and other sensitive electronic equipment. Cover equipment with plastic sheeting.

Buildings and offices should be locked prior to leaving campus.

Resident students should follow the directions of University Housing officials concerning evacuations of residence halls.

If students plan to leave campus, advise University Housing of your plans and provide contact information.

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) and [Mobile Alert](#).

TORNADO

IF INDOORS go to the lowest level of the building. Interior hallways or rooms are preferable, away from glass windows.

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.**

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.

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

DO NOT USE ELEVATORS IN CASE OF FIRE.

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.