

FSW STATE COLLEGE COLLIER CAMPUS

EMERGENCY PROCEDURES

QUICK REFERENCE

Emergencies: 911 Public Safety: 239-732-3939 or extension 33939

FIRES

- Activate the nearest fire alarm pull station. Call Public Safety (number listed above)
- Confine the fire by closing doors as you exit.
- Evacuate the building at the nearest exit.
- Notify occupants and help those needing assistance in the immediate area.
- Do not re-enter the building until authorized to do so by emergency personnel.

BUILDING EVACUATION

- When the fire alarm is activated, evacuation is mandatory.
- Do not use elevators.
- Take personal belongings (ID, keys, purses, wallets) and dress appropriately for the weather.
- Close doors as you exit.
- Move all personnel to a safe area, away from the building in danger.

SUSPICIOUS PACKAGES

- Do not touch or disturb the object or package.
- Evacuate the immediate area. Call Public Safety (number listed above)

BOMB THREATS

- Remain calm. Get as much information as possible from the threatening caller.
- Call Public Safety (number listed above)
- Follow instructions from emergency personnel.

SUSPICIOUS BEHAVIOR/PERSONS OF CONCERN

- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call Public Safety (number listed above)

ACTIVE SHOOTERS

- If possible, exit the building immediately and call 911.
- If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call 911.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see "what is happening."
- Do not attempt to confront or apprehend the shooter, unless as a last resort.
- Do not assume someone else has called police or emergency personnel

WEATHER EMERGENCIES

- For procedures, refer to the Weather Links on the public safety website.
- Throughout the event, continue to check the Emergency Website
- For updates, monitor local television and radio stations for announcements.

FLOODING

Flooding can occur due to major rainstorms, water main breaks or loss of power to sump pumps. In case of imminent or actual flooding, if you can do so safely:

- Secure vital equipment, records and hazardous materials.
- Shut off non-essential electrical equipment.
- Wait for instructions from Public Safety or Facilities Planning & Management.
- Move all personnel to a safe area, away from the building in danger.
- Do not return to the building until instructed to do so by Public Safety or Facilities Planning & Management.

GAS LEAKS, FUMES, VAPORS

If you detect natural gas, fumes or vapors:

- Do not pull fire alarms.
- Do not touch light switches or electrical equipment.
- Call Public Safety (number listed above)
- Provide your location and the location of the odor.
- Provide as many details as possible.

HAZARDOUS MATERIALS SPILLS

- Hazardous material spill, incident or release for which assistance is needed:
- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- From a safe area: Call Public Safety (number listed above)
- Be prepared to provide the following information:
 - Name of the material
 - Quantity of material
 - Time of the incident
 - Location of the incident
 - If anyone is injured or exposed to material
 - If a fire or explosive is involved
 - Your name, phone number and location
- Follow instructions provided by the emergency responders.
- Evacuate, if necessary.

MEDICAL EMERGENCIES

Cardiac Arrest/Heart Attack

- Assess the scene for danger.
- Check the victim.
- Call or instruct someone to call 911, then Public Safety.
- Locate an Automated External Defibrillator (AED), if available.
- Perform CPR.

Burns

- Remove the cause of the burn.
- Flush the area with water.
- Do not apply a dressing or creams or lotions.
- Call 911.

Bleeding

- Apply firm but gentle pressure to the wound with a clean cloth or tissue.
- Immobilize the body part.
- Keep person lying down.
- Call 911.

YOU ARE IN

BUILDING _____

ROOM _____