

FSW STATE COLLEGE LEE CAMPUS  
**EMERGENCY PROCEDURES**

**QUICK REFERENCE**

**Emergencies: 911 Public Safety: 239-489-9203 or extension 1203**

**FIRES**

- Activate the nearest fire alarm pull station. Call Public Safety 239-489-9203 or extension 1203.
- 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 at 239-489-9203 or extension 1203.

**BOMB THREATS**

- Remain calm. Get as much information as possible from the threatening caller.
- Call Public Safety at 239-489-9203 or extension 1203.
- 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 at 239-489-9203 or extension 1203.

**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 at 239-489-9203 or extension 1203.
- 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 at 239-489-9203 or extension 1203.
- 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 \_\_\_\_\_**