



Emergency Response Handbook

DO NOT REMOVE FROM ROOM

Emergency Numbers Information

Police or Sheriff or Fire-Rescue

Campus Safety

If this is an emergency,

Dial: **911** From a cell/pay phone

Dial: **9-911** From a campus phone


Affix Printed Label here!

Campus name

campus emergency phone numbers
printed on the label.



Direct any specific questions or comments about this material to the College's Safety Officer at 727-847-3747



Injury or Sudden Illness

Do not attempt to move an injured person.

Call 911.

After the 911 call is complete, call the Campus Emergency Response Line and report that you have called 911 and what has happened.

Make sure the injured person is not left unattended until the EMS arrives.

Utility Failure

In the event of a major utility failure, immediately notify the Campus Emergency Response Line. These utility failures could be:

Electrical/Light

Elevator Failure – Use the emergency phone in the elevator

Water Failure/Flooding – Turn source off immediately

Gas Leak – Vacate the area

Ventilation Problem

Tornado Watch

If alerted that a tornado is threatening the campus, take the following steps.

Close outside doors and windows.

Keep away from windows.

If the storm is eminent, take cover under tables, crouch down and cover your head with your arms.

Wait for instructions from the administration.

Keep the injured person talking to maintain alertness.

Remain calm.

Heart Attack – AEDs

In addition to the steps above, if you have been trained to use an AED, it may save the life of a stricken person.

AEDs are located on each campus as indicated on the room evacuation maps.

Retrieve the AED from its storage box and follow the directions on the unit to operate.

Bomb or Biological Threat

Package on Campus

If you observe a suspicious object, package or what you believe could be a bomb or contaminated package on campus, do not touch it.

Remain calm.

Call the Campus Emergency Response Line. State your name and location (building and room number).

Threat on Telephone

If you receive a bomb threat by telephone, try to remain calm and keep the caller on the line. Also, ask someone nearby to report the call to the Campus Emergency Response Line.

Remain calm.

Call 911.

After the 911 call is complete, call the Campus Emergency Response Line and report that you have called 911 and what has happened.

Follow all instructions of the administration and/or police.

Do not chase anyone fleeing the scene. Observe as much as possible and report your observations to the police and security.

Campus Violence

Disturbance or Altercation

When a disturbance occurs, immediately call 911 and the Campus Emergency Response Line.

Do not try to separate combatants.

Await the arrival of security/administration and/or local police.

Person with a Weapon

Do not try to engage combatants.

Take cover, instruct others to do so and stay out of sight until you are certain the area is secure.

Write down as much information as possible. If the caller will engage in conversation, refer to the Bomb Threat Check List located under your telephone. Call the Campus Emergency Response Line as soon as the call has ended.

Any suspected bomb or reported threat

Do not touch anything.

Do not open or close any drawers or doors.

Do not turn any lights on or off.

Do not activate the fire alarm for evacuation.

Employees

Employees are asked only to make a cursory inspection of their areas for suspicious objects and report the location of objects to the administration.

Hazardous Materials Spill

If persons are injured or there is an immediate threat to life, evacuate the area and call 911.

After the 911 call is complete, call the Campus Emergency Response Line and report that you have called 911 and what has happened.

Treat unidentified substances or vapors as hazardous until it can be determined they are not hazardous.

Remain calm.

Provide fire officials with information regarding the origin of the fire/explosion (chemical reaction, gas leak, etc.)

If You Become Trapped

If a phone is available, call 911 to report your location and situation.

After the 911 call is complete, call the Campus Emergency Response Line and report that you have called 911 and what has happened.

If a window is available, place an article of clothing outside the window as a marker for rescue crews. Stay near the floor and shout at regular intervals.

Remain calm.

If there is no window, stay low to the floor and shout at regular intervals to alert rescuers.

Fire

Remain calm.

If the fire alarm system was not automatically activated, go to the nearest pull station and activate the alarm.

Evacuate the area. Go to the designated assembly area identified on the evacuation sign posted in the room. Since smoke is the greatest danger in a fire, stay low where there is more visibility and less toxic air. Crawl along an outside wall where the smoke is usually less heavy.

Assist those who need help to evacuate as well.

Instructors should take the class roster and pen and take roll once students are in a safe location.

Assist injured persons to the best of your ability, and leave the building/area.

Report any missing persons to emergency personnel or security.

Evacuate all persons from the spill area (see evacuation procedures page). Assist any handicapped individuals to a safe location.

Close doors and secure the area. Do not re-enter the area and prohibit entry by others not involved in handling the emergency.

Call the Campus Emergency Response Line. Stand by to provide information to PHCC staff and emergency services personnel.

Do not attempt to initiate spill clean-up or containment actions. These actions are to be performed only by trained HAZMAT responders who are equipped to perform this work.

Evacuation of the Mobility Impaired

Ambulatory Individuals

Ambulatory individuals are those with disabilities that might impair building evacuation. Examples include those who are blind or deaf, or whose mobility is restricted by use of walkers or crutches. Assistance to ambulatory individuals can be provided by guiding them to a stairwell, waiting until a clear passage is established, and helping them up or down the stairs to the designated meeting area.

Non-ambulatory Individuals

Non-ambulatory individuals are those with disabilities that require the use of wheelchairs. Call the Campus Emergency Response Line, provide the person's location and as much information as possible.

NOTE: In case of fire or emergency situations that might affect electricity, **DO NOT USE ELEVATORS** for evacuation.

Move the impaired individual near the stairwell, out of the traffic path, and await assistance if there is no immediate danger within the vicinity of the stairs.

If the hazard becomes life threatening, move the individual into a room and close the door. If evacuation is deemed necessary, attempt to gain volunteer assistance and proceed to evacuate by way of the established route. Inform the Campus Emergency Response Line immediately of the new location.