FLORIDA STATE COLLEGE AT JACKSONVILLE

Procedures contained in this Quick Reference Guide are provided for general emergency situations that may threaten College buildings and occupants. No plan can provide direction for each specific circumstance which may develop. However, these guidelines serve as a general ready reference, which should be evaluated as a course of action when similar situations arise.

In the event of an emergency, it is anticipated that adhering to the steps developed in this guide will maximize the opportunity for the safe, and if necessary, orderly evacuation or relocation of all occupants. Safety of building occupants is the primary concern of any emergency plan. The preservation of the building and contents is secondary. The success of the College community to prevent or respond to emergencies requires a team effort by administration, faculty, staff and students.

The College utilizes the National Incident Management System (NIMS) as the model to provide for efficient and effective emergency management.

For a digital copy of this guide, log in through the Employee Portal, click on the “Risk Management” quick link in the College Resources section, and follow the “Occupational Health and Fire Safety” and “Emergency Procedures” hyperlinks.

This guide is an appendix to the College Disaster Preparedness Plan and provides guidelines for use by the College in planning for emergencies, such as hurricanes, which might threaten the College.

Florida State College at Jacksonville has adopted an Emergency Notification System that enables the College to send urgent information and notifications to employee cell phones and email. To enroll in the system, log on to the Employee Portal, click on the Emergency Notification System link in the College Resources section and follow the instructions.
EMERGENCY NOTIFICATION AND CONTACTS

Immediate and Life-threatening Emergency

1. CALL 911
3. Notify Campus Security

Non-life Threatening Emergency

Notify Campus Security

<table>
<thead>
<tr>
<th>Campus Security</th>
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</thead>
<tbody>
<tr>
<td>Open Campus/Deerwood Center (904) 997-2650</td>
<td>Downtown Campus (904) 633-8200</td>
</tr>
<tr>
<td>Kent Campus (904) 381-3688</td>
<td>Advanced Technology Center (904) 633-8200</td>
</tr>
<tr>
<td>Cecil Center North (904) 779-4100</td>
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<tr>
<td>Cecil Center South (904) 317-3803</td>
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<tr>
<td>North Campus (904) 766-6608</td>
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<tr>
<td>South Campus (904) 646-2357</td>
<td>Main Street Complex (904) 633-8200</td>
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</tbody>
</table>
1. **NOTIFICATION IN THE EVENT OF FIRE:**

   - Activate the local fire alarm; exit the building and **CALL 911**. Be prepared to relay the exact physical street address:
     
     (Example)  
     “There is a fire at the Florida State College At Jacksonville, ________Campus at building ___, located at ________”

   - Also, give the specific location within the building:
     (Example)  
     “The fire is on the ______ floor, room _____”
     
     If known, include whether the area contains any special hazards (explosives, chemicals, flammables).

   - Call Campus Security. (See Page 3 of this guidebook, EMERGENCY NOTIFICATION AND CONTACTS)

2. **IF YOU SMELL SMOKE OR GAS:**

   - Call Campus Security. (See Page 3 of this guidebook, EMERGENCY NOTIFICATION AND CONTACTS)
3. IF YOU SEE SMOKE OR FLAMES:

√ STAY CALM

√ Crawl low under the smoke to get to clean air.

√ Test doors before you open them by kneeling or crouching at the door.
   - Reach up as high as you can and touch the door with the back of your hand.
   - If the door is HOT, use another escape route.
   - If the door is cool, open it with caution and proceed along the escape route.

√ Isolate the fire by closing doors when possible.

√ Evacuate using stairwells and NOT elevators.

√ Activate the fire alarm as you leave the building.

√ Use a fire extinguisher only if the fire is small and you feel comfortable using it.

√ Once you are clear of the building, dial 911 and notify Campus Security. (See Page 3 of this guidebook, EMERGENCY NOTIFICATION AND CONTACTS)
1. WHEN TO EVACUATE

√ In the event of a fire alarm, complete evacuation of the building will be IMMEDIATE AND MANDATORY.
√ For other emergencies that may require partial or total evacuation, you will be notified by Security or other responsible authority.

2. EVACUATION PROCESS

√ STAY CALM
√ Follow your designated evacuation route in an orderly manner and exit the building.
√ Remain quiet during the evacuation process in order to hear and follow directions.
√ Do not use the elevators for evacuation in the event of a fire.
√ The last person closes doors and windows as he/she leaves the building.
√ Proceed to an area outside of the building identified for assembly and as far from the building as possible taking into account responding emergency vehicles.
√ Occupants not accounted for or who were left in the building will be identified to the fire fighters.
√ Do not return to the evacuated building unless authorities give the “ALL CLEAR” designation.
3. EVACUATION PROCESS FOR MOBILITY-IMPAIRED INDIVIDUALS

√ Mobility-impaired individual is recommended to advise their supervisor or instructor that they may need assistance if an emergency occurs.
√ Faculty and staff are responsible for aiding the mobility-impaired individual to evacuate to an “Area of Rescue Assistance” or safe area. In addition, faculty and staff who may assist the mobility impaired are reminded to always ask someone with an impairment how you can help before attempting any assistance. Ask how he or she can best be assisted or moved.
√ *It is not necessary and can be potentially harmful to carry mobility-impaired individuals down the stairs. If such an evacuation is warranted, the Fire Department will take action.*
√ Persons using wheelchairs or scooters should move to an “Area of Rescue Assistance” or area of safety when the alarm sounds. The Fire Marshal shall notify the Fire Department of the exact location.
√ Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance.
√ Persons with hearing impairments may not hear auditory emergency alarms and should be alerted of emergency situations.
√ Most people who are blind or visually impaired will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are blind or visually impaired may need assistance in evacuating. Staff and/or Fire Marshals should offer their elbow to the individual and guide him/her through the evacuation route. During the evacuation, the staff member/Fire Marshal should communicate as necessary to ensure safe evacuation.

4. GENERAL INFORMATION

√ All occupants should be familiar with the evacuation routes, which are posted on each floor.
√ Throughout the building are illuminated “EXIT” signs to assist you in your evacuation of the building.
√ Flashlights or emergency lighting will be useful in case of electrical power failure.
1. MAJOR MEDICAL EMERGENCIES

√ Take immediate action in cases of life-threatening situations, such as a person:
  o appearing to be unconscious
  o having a seizure or heart attack
  o having difficulty breathing or choking
  o severely bleeding

√ Attempt to assist the victim. Upon observation of the medical emergency, do the following:
  o Contact Campus Security. (See Page 3 of this guidebook, EMERGENCY NOTIFICATION AND CONTACTS)
  o If you are trained and able, you may render first aid/CPR/use of an AED.
    ▪ Contact Campus/Center Security to identify the locations of the AEDs on your campus/center.
  o Attempt to obtain the assistance of someone who is accessible and trained to manage the situation. Call or have someone call for Emergency Medical Services. Dial 911 and be prepared to relay the following information:
    ▪ State the nature or type of emergency.
    ▪ Give the location (street address, building number or letter, floor and room number).
    ▪ Give pertinent information that will help prepare responders (age, sex, symptoms, etc.).

√ Stay with the victim until emergency responders arrive.
√ Have another individual in the area meet the emergency responders upon their arrival and guide them to the location of the medical emergency.
2. MINOR MEDICAL EMERGENCIES AND INJURIES

√ For injuries that do not appear to be life-threatening but have occurred on College property.

   o Contact Campus Security (See Page 3 of this guidebook, EMERGENCY NOTIFICATION AND CONTACTS)
   o Provide first aid within the scope of training and skill by anyone who is accessible and willing to manage the situation.
   o If necessary, Campus Security will assist the injured person to arrange transportation to a hospital.

√ COLLEGE PERSONNEL WILL NOT, AS A COLLEGE REPRESENTATIVE, PROVIDE PERSONAL TRANSPORTATION FOR THE INJURED OR ILL PERSON.
FLORIDA STATE COLLEGE AT JACKSONVILLE

HOSTILE INTRUDER OR WEAPON ON COLLEGE PROPERTY

√ Anyone having knowledge that an unauthorized, armed person or hostile intruder is present on College property should immediately contact Campus Security.

  o Follow Campus Security’s directions.

√ If you feel you are in danger: Remember the A.L.I.C.E. acronym to make it easy to remember in a stressful situation, ALICE is broken up into five strategies: Alert; Lockdown; Inform; Counter and Evacuate.

  o **ALERT** as many people as possible within the danger zone that a potentially life-threatening risk exists. An initial alert to someone that trouble exists might be the sound of gunfire or other disturbance.
  o **LOCKDOWN** in place. If evacuation is not a safe option, close, lock and barricade entry points, and take cover behind heavy objects, if available. Prepare to EVACUATE or COUNTER, if needed.
  o **INFORM** others of the intruder’s location in real time (PA System, texting, 911 or other means possible without placing yourself or others in danger).
  o **COUNTER** to interrupt and make it difficult or impossible to aim once the violent intruder has entered into your lockdown area. Focus on disruptive actions, such as creating noise, movement, distance and distractions with the intent to reduce the shooter’s ability to shoot accurately. **This is a strategy of last resort.** The College does not endorse confronting an active shooter.
  o **EVACUATE** to remove yourself from the danger zone when it is safe to do so.
Be prepared to provide the following information to Campus Security or Law Enforcement:

- Location of the armed person(s).
- How is the person armed? (pistol, rifle, knife, etc.)
- Actions (and, if known, purpose) of armed person.
- Description of the individual.
- Whether or not any shots have been fired.
1. For minor incidents notify Campus Security for assistance.

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<thead>
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1. TELEPHONE THREAT

If an employee receives a call from a person claiming to have planted a bomb or other weapon on College property, threatens to “blow-up” any part of the College or threatens terrorism, consider the threat real. Exercise extreme caution in dealing with the threat and follow these steps:

- Stay calm and follow this procedure.
- Ask the caller about the bomb and its location. What type of bomb is it? What will set it off? What time will the bomb explode? What is the reason for the bomb?
- If possible, let someone know the type of call you are receiving. Keep the caller talking as long as possible, and if you have caller ID, notate the number. If the caller hangs up, do not reuse the phone. This may allow law enforcement to trace the call.
- Listen and take notes.
  - Note the time the call was received and record every detail of the conversation.
  - Listen closely to what the caller says and how he or she talks.
- Remember what you hear.
  - Try to determine the sex, race and age of the caller.
  - Listen for background noises or voices (Railroad, aircraft, other people talking, etc.).
- Ask the caller for his or her name and from where he or she is calling.
- Notify Campus Security immediately. Do not call the police.
2. WRITTEN THREAT

✓ Immediately report the incident to Campus Security and your supervisor.
✓ Save all material for forensic examination by law enforcement, including the envelope or container, and avoid unnecessary handling.

3. SUSPICIOUS PACKAGE(S)

✓ If you spot a suspicious object or package, do not disturb the package.
✓ Immediately notify the Campus Security.
✓ Do not operate cellular telephones or light switches within 100 feet of the object or package.
The decision to close the College, campus or facility will be made by the College president.

INFORMATION

√ Upon notification from the College president or the campus president, the faculty and staff supervisors will notify their respective faculty and staff members of the closure and the requirement to leave campus.
√ Notification will be made to the COLLEGE’S EMPLOYEE EMERGENCY HOTLINE, (904) 642-7726 that will contain official updated information on closures and re-openings.
√ Notification of the decision to close a campus or the College will be made to the Florida State College at Jacksonville Security 24-hour collegewide emergency telephone communications center. (904) 355-4357
√ The College’s official emergency notification radio station WOKV 690 AM and 104.5 FM will be notified and updated as to campus or College closings as necessary. WOKV 690 AM or 104.5 FM should be monitored by students, faculty and staff to serve as the principal source of information when a potential widespread emergency condition is present.
√ Conditions permitting, local radio and television stations will be notified and should also be monitored for official information.
√ If classes are in session and offices occupied, the notification may be done in person, telephone or by email.
√ Depending on the severity and duration of a weather emergency, additional information may be posted on the College website at www.fscj.edu or made available on the employee hotline at (904) 642-7726.
**TORNADO** – Tornados provide little or no advance warning. Extreme and sudden winds can present similar hazards. Take precautions upon notification of tornado-like weather.

- Seek shelter inside buildings or other secure locations. **Avoid glass and exposure to flying debris.**
- Move to the lowest floor as quickly as possible.
- If time does not allow movement, take cover away from glass windows and under protective items such as tables.
- Hallways and stairwells away from glass are recommended as acceptable shelters or “take cover” areas.
- Once individuals have reached a shelter or “take cover” area, they should assume a seated position on the floor with their heads down and their hands over their heads or place themselves under a desk.
- Once the hazard has stabilized, exit the building carefully.

**FLOODING** – The most common type of all natural hazards is flooding. This is particularly true of many parts of the low-lying Jacksonville area.

- Be aware of road conditions during periods of extreme heavy rains.
- College facilities may not be exposed to flooding themselves, but hazardous conditions may exist in traveling to and from these locations.
- Avoid going near flooded areas.
- Do not drive into flooded streets. Water depth is unknown and the conditions of the roadway are not certain.
Employees and students should become familiar with the hazards of the substances in areas where they work in order to properly respond in an emergency.

In the event of a major chemical or bio-hazardous spill:

- Evacuate area and restrict access to the area. In the case of a flammable chemical spill, extinguish open flames and turn off spark producing equipment on the way out if safe to do so.
- Activate the fire alarm only if situation could cause serious harm to building occupants.
- Contact Campus Security. (See page 3 of this guidebook, EMERGENCY NOTIFICATION AND CONTACTS). In the event of a life-threatening situation or injury, and you are unable to quickly contact security, dial 911.
- Contact maintenance to isolate the ventilation system to prevent air contamination, as required.
- Remain in a safe location onsite and be prepared to provide information regarding the spill to first responders, including a copy of the (Material) Safety Data Sheet (M)SDS.
In the event of an incidental (minor) chemical or bio-hazardous spill and you are properly trained:

√ Restrict access to the spill.
√ Wear the proper personal protective equipment including, at a minimum, appropriate gloves and goggles.
√ Contain the spill.
√ Notify the work area supervisor and others in the vicinity.
√ Use appropriate spill kit or cleaning materials to neutralize, absorb, clean-up and decontaminate the spilled material.
√ Collect the spill clean-up materials for disposal as hazardous or bio-hazardous waste, as applicable.

In the event of an incidental (minor) chemical or bio-hazardous spill and you are NOT properly trained, immediately contact Security (See page 3 of this guidebook, EMERGENCY NOTIFICATION AND CONTACTS).
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<tr>
<th>Emergency Personnel for This Location</th>
<th>Telephone</th>
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### NON-EMERGENCY TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Downtown Campus, AO and Main Street Complex</th>
<th>Kent Campus</th>
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<tbody>
<tr>
<td><strong>Safety Department</strong> (904) 632-3367, (904) 632-3110</td>
<td><strong>Risk Management</strong> (904) 632-3166, <strong>Director of Security</strong> (904) 357-8891</td>
</tr>
<tr>
<td><strong>Campus President’s Office</strong> (904) 632-5094</td>
<td><strong>Campus President’s Office</strong> (904) 381-3534</td>
</tr>
<tr>
<td><strong>Director of Administrative Services</strong> (904) 633-8171</td>
<td><strong>Director of Administrative Services</strong> (904) 381-3612</td>
</tr>
<tr>
<td><strong>Senior Supervisor of Campus Plant</strong> (904) 633-8197</td>
<td><strong>Senior Supervisor of Campus Plant</strong> (904) 381-3560</td>
</tr>
<tr>
<td><strong>Campus Security Officer in Charge</strong> (904) 633-8121</td>
<td><strong>Campus Security Officer in Charge</strong> (904) 381-3633</td>
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<tr>
<td><strong>Campus President’s Office</strong> (904) 766-6551</td>
<td><strong>Campus President’s Office</strong> (904) 646-2200</td>
</tr>
<tr>
<td><strong>Director of Administrative Services</strong> (904) 766-6725</td>
<td><strong>Director of Administrative Services</strong> (904) 646-2308</td>
</tr>
<tr>
<td><strong>Senior Supervisor of Campus Plant</strong> (904) 766-6694</td>
<td><strong>Senior Supervisor of Campus Plant</strong> (904) 646-2401</td>
</tr>
<tr>
<td><strong>Campus Security Officer in Charge</strong> (904) 766-6611</td>
<td><strong>Campus Security Officer in Charge</strong> (904) 646-2358</td>
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<tr>
<td><strong>Campus President’s Office</strong> (904) 997-2564</td>
<td><strong>Executive Director’s Office</strong> (904) 548-4481</td>
</tr>
<tr>
<td><strong>Director of Administrative Services</strong> (904) 997-2681</td>
<td><strong>Maintenance Site Manager</strong> (904) 548-4452</td>
</tr>
<tr>
<td><strong>Campus Security Officer in Charge</strong> (904) 997-2651</td>
<td><strong>Nassau Center Administration</strong> (904) 548-4400</td>
</tr>
<tr>
<td><strong>Maintenance Site Manager</strong> (904) 997-2749</td>
<td><strong>Security Office</strong> (904) 548-4450</td>
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<tr>
<th><strong>Cecil Center</strong></th>
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<tr>
<td><strong>Executive Director’s Office</strong> (904) 779-4030</td>
</tr>
<tr>
<td><strong>Security, Cecil North</strong> (904) 779-4100</td>
</tr>
<tr>
<td><strong>Security, Cecil South</strong> (904) 317-3803</td>
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*After Hours, Call Campus Security (See page 3 of this guidebook, EMERGENCY NOTIFICATION AND CONTACTS)*
THIS QUICK-REFERENCE GUIDE BELONGS AT:

College Campus / Center

Building

Street Address

Office – Area Name / Room Number

Employee’s name

Telephone Number