



# Emergency Response Procedures

# Tornado

## **IF A TORNADO WARNING HAS BEEN ISSUED FOR YOUR AREA**

- Seek shelter immediately
- If you are outside, in a portable building, trailer, modular building, or vehicle, seek shelter in the nearest large, permanent building.
- Stay inside and be alert to falling objects.
- Stay away from windows, mirrors, glass and unsecured objects such as filing cabinets or bookcases.
- Proceed to below-ground-level or central hallway of the building if possible.
- Do not use elevators.
- If requested, assist persons with disabilities to the safest area on the same floor.
- Identify the appropriate place in your building to seek shelter should a tornado occur.
- Check e-mail and voicemails for Florida A&M University announcements.
- Listen to weather.
- Call (850) 599-3256 (when calling from an on-campus phone, dial extension 3256) for college closing information or check the FAMU website at [www.famu.edu](http://www.famu.edu).

*Note: Depending upon severity and proximity of the tornado threat, you may receive an emergency directive to stay indoors and shelter in place.*

# Hurricanes

## DEFINITIONS

- **Tropical Storm Watch** -Issued by the National Weather Service when winds of 39 to 73 mph are possible in the area within the next *48 hours*.
- **Tropical Storm Warning** -Issued by the National Weather Service when winds of 39 to 73 mph are expected in the area within the next 36 hours.
- **Hurricane Watch** -Issued by the National Weather Service when winds of 74 mph or greater are possible within the next *48 hours*.
- **Hurricane Warning** -Issued by the National Weather Service when winds of 74 mph or greater are expected in the area within the next *36 hours*.

## GENERAL TIPS

- Follow instructions given by the University.
- Monitor local media and University website, [www.famu.edu](http://www.famu.edu), for closings/delays.
- Review hurricane and emergency preparation guidance on the FAMU emergency website <http://emergency.famu.edu>.

## SHELTERING IN PLACE

Locate or create an emergency kit to include the following:

- Bottled water (have enough to last you a few days)
- Flashlights
- Battery-operated radio or television
- First Aid Kit
- Extra batteries
- Canned food and manual can opener
- Dry food (bread, peanut butter, crackers, etc.)

# Hurricanes (Cont'd.)

- Blankets and pillows
- Cash
- Battery and car charger for cell phone
- Secure your area by closing all windows, window shades, blinds, or curtains
- Close all interior doors and close and secure/brace all exterior doors
- Find shelter in a small interior room, closet or hallway on the lowest level
- Stay away from all windows and glass doors
- Lie on the floor under a table or some other sturdy object
- Turn off ALL utilities when instructed to do so, otherwise turn the refrigerator thermostat to its coolest setting and shut the door
- Keep a supply of water for sanitary purposes; fill the bathtub or other large containers with water

## **EVACUATE UNDER THE FOLLOWING CONDITIONS:**

- Directed by local or University authorities to do so.
- If you live in a mobile home or unsafe temporary structure.
- If you live in a high-rise building.
- If you live on the coast, floodplain, inland waterway or near a river.
- If you feel you are in danger.

## **OFFICE PREPARATIONS**

- Unplug, cover, and secure vulnerable equipment with plastic.
- When possible, move equipment and other valuable items to the interior areas of the building and away from windows.

## Hurricanes (Cont'd.)

- Tag moved equipment with department contact information for easy identification and retrieval.
- In areas subject to flooding, relocate equipment and other valuable items to a higher floor or elevate.
- Remove or secure equipment from outdoor and rooftop locations.
- Clear refrigerators and freezers of items that could spoil if power is lost, but leave appliance plugged in.
- Place important records and files in cabinets and cover with plastic.
- Close and latch (or secure with tape if necessary) filing cabinets and cupboards.
- Back up electronic data and store in multiple locations.
- Clear desktops, tables, and exposed horizontal surfaces of materials that could be damaged.
- Place telephone in desk drawer if the cord is long enough; do not unplug telephone.
- Take home personal possessions; the University is not responsible for damaged personal items.
- Secure windows and close blinds.
- Change voicemail and automatic e-mail reply to indicate University closure.
- Close and lock all doors, including interior office doors, before leaving.

*Note: Following any extreme weather conditions on campus it is possible that all of campus or specific facilities may be closed for a period of one or more days until normal, safe operating conditions have been restored.*

# Power Outage

## **IF A POWER OUTAGE OCCURS IN YOUR OFFICE OR BUILDING**

- Remain calm.
- Provide assistance to others in your immediate area who may be unfamiliar with the space.
- If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
- If you are in an elevator, stay calm. Use the speed dial button or telephone to alert the Florida A&M University Campus Police Department.
- If instructed to evacuate, proceed cautiously to the nearest clear exit.
- Planning for such situations includes having a flashlight available. Mini flashlights can be kept in purses, jacket pockets and desks.
- Call the service response center at 599-3525 during normal business hours or the Chiller Plant at 599-3266 after hour, holidays and weekends.

# Water Damage

*Serious water damage can occur from numerous sources such as broken pipes, clogged drains, damaged skylights or windows, or construction damage*

## **IF A WATER LEAK OCCURS OR THERE IS FLOODING**

- Remain calm.
- Call the service response center at 599-3525 during normal business hours or the Chiller Plant at 599-3266 after hour, holidays and weekends.
- Report the exact location and severity of the leak.
- If there are electrical appliances or outlets near the leak, use extreme caution to avoid electrocution. If there is any possible danger, evacuate the area immediately.
- Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or remove immediate water damage, such as covering objects with plastic sheeting and moving small or light objects out of harm's way.

# Medical Emergency

## IF SOMEONE BECOMES ILL

- Call the Florida A&M University Campus Police at 599-3256 and call 911.
- Unless trained, do not attempt to render any first aid before trained assistance arrives.
- Do not attempt to move a person who has fallen and appears to be in pain.
- Limit your communication with ill or injured person(s) to quiet reassurance.
- When medical assistance and or police officers arrive, provide sufficient space for officers and medical professional to provide first aid.
- After the person's immediate needs have been taken care of, remain to assist the investigating officer(s) with pertinent information about the incident.
- Planning for such emergencies includes being trained in emergency first aid procedures and CPR.

# Explosions

## IF AN EXPLOSION OCCURS

- Remain calm.
- Be prepared for possible further explosions.
- Begin an orderly exit from the building.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
- Contact campus police at 599-3256. If evacuation is ordered, proceed to one of the designated exits.
- Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.). If you perform reasonable assistance you are protected by the Good Samaritan Law.
- Open doors carefully. Watch for falling objects.
- Do not use elevators.
- If requested, accompany and assist persons with disabilities, who appear to need direction or assistance.
- Do not use matches or lighters.
- Avoid using cell phones.

*Note: Depending upon the cause and severity of the incident it is possible that an emergency notice will be issued closing the building until further notice, cancelling classes, etc.*

# Suspicious Mail

## **IF YOU RECEIVE SUSPICIOUS MAIL**

- If you receive mail that you suspect is contaminated:
- Do not shake it, bump it or sniff it.
- Do not open it.

Wash your hands thoroughly with water and soap. **NOTIFY THE FLORIDA A&M UNIVERSITY POLICE DEPARTMENT AT 599-3256**

## **WHAT MAKES A PIECE OF MAIL *SUSPICIOUS*?**

- If the mail is unexpected or from someone that you don't know.
- If it is addressed to someone no longer at the address.
- If it is hand written and has no return address.
- If you cannot confirm the return address.
- If the mail is lopsided, lumpy or is oil stained.
- If it is sealed with excessive amounts of tape.
- If it has restrictive endorsements, such as "Personal" or "Confidential".
- If it has excessive postage.
- If it has powder on it.
- If the mail is questionable because it is handwritten or has no return address, the mail may be returned to the mailroom, unopened, with an explanation to the Mail Room Supervisor indicating why it is suspicious.

*Note: Depending upon the severity of the incident it is possible that an emergency notice will be issued closing the building until further notice, cancelling classes, etc.*

# Fire

## RESPONDING TO FIRE EMERGENCIES

- At the first indication that there is a fire in the building, or whenever the audible alarm sounds, **evacuate the building immediately**, closing but not locking doors behind you.
- On your way out **activate the building fire alarm** if someone has not already done so.
- Without risking your own safety, encourage other occupants to evacuate the building.
- **Do not use the elevators.**
- From a safe location, **report the suspected fire by calling 599-3256 or 911**. Provide the building name and location, and the location of the suspected fire if known.
- If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
- People who cannot walk down the stairs should go to the stairwells to wait for fire personnel. If possible, call 3256 or 911 to alert emergency personnel of your location and your need for assistance.
- Take with you only essential personal items such as purses and keys.
- Once outside, stay clear of the building and out of the way of emergency responders. Return to the building only when instructed to do so by Police or Fire Department personnel.
- If you are aware of occupants who have not evacuated the building report it to emergency responders.
- Plan a primary and secondary evacuation route in advance.

*Note: Depending on the severity of the fire, the building or portions thereof may be ordered closed until all related threats to occupants have been resolved.*

# Chemical Spills

## **IF A CHEMICAL SPILL OCCURS**

All FAMU Laboratories and Plant Operations and Maintenance Shops are equipped with spill kits containing the items needed to address a small chemical spill. Spill kits contain absorptive deactivating or neutralizing agents, socks, pads, gloves, goggles, waste bags and labels for the bag.

### **Small Spill Clean-Up**

1. Put on the appropriate personal protective equipment.
2. Evacuate any unnecessary personnel.
3. Create an absorbent barrier and try to deactivate or neutralize the spill.
4. Always work from the outer edge in towards the center.
5. Place cleaned-up material as chemical waste in properly labeled containers.
6. Contact Environmental Health and Safety at 599-3442 for disposal or if additional assistance is required during normal business hours.

### **Large Spill Clean-Up**

1. For large chemical spills or gas releases, evacuate the area. Use the fire alarm system if necessary. Close the doors as you leave.
2. Call Environmental Health and Safety at 599-3442 during normal business hours or FAMU Police at 599-3256 after normal business hours to report the spill or leak. Do not try to enter the area until emergency personnel arrive.
3. Post a DO NOT ENTER sign on the door and indicate the nature of the spill.
4. Contact Environmental Health and Safety at 599-3442 for disposal.

### **Chemical Spills on Persons**

If a hazardous chemical comes in contact with your skin, immediately flush the affected area with clean water for 15 minutes. In the event clothing is contaminated, use the Emergency Eyewash and Shower (located in every lab or shop) while removing contaminated clothing. Seek medical attention if needed, as soon as possible.

If an employee sustains an work-related injury while performing his/her duties or injured while engaged in university business, he/she should report the accident/injury

immediately to his/her supervisor or department representative. All accidents/injuries should be reported to AmeriSys at 1-800-455-2079 and the Human Resource Office at 850-599-3611.

## **IF A CHEMICAL FIRE OCCURS**

- Remain calm.
- Call 911 or FAMU Police at 599-3256.
- All chemical spills and fires, no matter how small, should be reported.
- If the fire is small and you have received training, attempt to put it out with a fire extinguisher or other available means. Do not jeopardize your personal safety.
- Never allow the fire to come between the exit and you.
- Evacuate your area if you are unable to put the fire out. Close doors and windows behind you to confine the fire. Proceed to an exit.
- On your way out activate the building fire alarm if someone has not already done so.
- Do not break windows. Oxygen feeds a fire.
- Do not attempt to save possessions at the risk of personal injury.
- Do not return to emergency area until instructed to do so by Police or fire personnel.

# Crime Prevention

*Here are a few suggestions for what you might do to prevent a crime in your area.*

## **IF A CRIME OCCURS**

- Lock your door, even if you are just going down the hall. It takes a thief eight (8) seconds or less to enter your room and steal your property.
- Lock your desk and file cabinets.
- Do not leave messages on your door indicating that you are away and when you will be back.
- If a stranger asks to use your phone for an emergency call, offer the emergency phones in the halls instead of allowing them access to your room.
- Do not put your address on your key chain.
- Do not leave keys in hiding places.
- Call Florida A&M University Campus Police at 599-3256 to report suspicious person(s) or activity.

## **WHEN WALKING**

- Avoid walking alone at night unless absolutely necessary.
- Walk purposefully, know where you are going, and project a no-nonsense image.
- Contact the Florida A&M University Campus Police at 599-3256 for an escort between the hours of 6:00 p.m. to 11:00 p.m., Monday through Friday.

# Crime Prevention (Cont'd.)

## **PROTECTING YOUR AUTO OR BICYCLE**

- Always lock your car and secure your bicycle.
- Roll the windows all the way up.
- Do not leave tempting valuables or property visible inside your car. Lock these items in the trunk.

## **COMPUTER SAFETY**

- Have your computer secured with an approved lock down device.
- Secure laptops in locking cabinets when not in use.
- Back up your work and always password protect your computer.

# Evacuations

*If an evacuation is necessary, in advance, each faculty/ staff member should*

- Understand the evacuation plan.
- Recognize the sound of the evacuation alarm.
- Know at least two ways out of the building from your regular work space.

*When you hear the fire alarms or are notified via phone, fax, e-mail, or in person, begin to evacuate the building.*

- Remain calm.
- Leave quickly and orderly.
- Try to make sure that all members of your department hear the alarm and evacuate the area.
- If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
- Take with you essential personal items only, such as keys and purses. Do not attempt to take large items.
- Shut all doors behind you if possible as you leave. Closed doors can slow the spread of fire, smoke and water.
- Proceed as quickly as possible but in an orderly manner. Do not push or shove. Hold handrail when you are walking on stairs.
- Do not take elevators.
- Once you are out of the building, move away from the building.
- Do not return to the building until notified by Police or Fire personnel.

# Workplace Violence

*Workplace violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information is a starting place for workplace violence education and a safer, healthier workplace for everyone.*

## **EXAMPLES OF WORKPLACE VIOLENCE**

- Threats direct or implied.
- Physical conduct that results in harm to people or property.
- Conduct which harasses disrupts or interferes with another individual's performance.
- Conduct that creates an intimidating, offensive or hostile environment.

## **POTENTIAL WARNING SIGNS**

- Verbal, nonverbal or written threats.
- Fascination with weapons or violence.
- New or increased stress at home or work.
- Expressions of hopelessness or anxiety.
- Insubordinate behavior.
- Dramatic change in work performance.
- Destruction of property.
- Drug or alcohol abuse.
- Externalization of blame.

# Workplace Violence (Cont'd.)

## **RISK FACTORS THAT CONTRIBUTE TO WORKPLACE VIOLENCE**

- Termination of employment.
- Disciplinary actions.
- Ongoing conflicts between employees.
- Domestic or family violence and/or financial problems.

## **WORKPLACE VIOLENCE PREVENTION**

- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Tell your supervisor when you notice unusual or suspicious behavior.
- Attend a violence prevention seminar that includes training in conflict resolution and positive ways of dealing with hostile individuals.
- Get acquainted with the Florida A&M University Police Department. Do not hesitate to call 599-3256 for help.
- Finally, remember a safe workplace is everyone's responsibility.

## **REPORTING WORKPLACE VIOLENCE**

- Incidents of workplace violence concerning Faculty should be reported to the Office of the Provost.
- Incidents of workplace violence concerning staff should be reported to the Department of Human Resources.
- Incidents of workplace violence concerning students should be reported to the Dean of Students or Judicial Affairs Office.

*All incidents should also be reported to Florida A&M University Campus Police at 599-3256.*

# Bomb Threats

*It is possible, although highly unlikely, that a staff member may someday receive a threatening telephone call.*

## **IF YOU RECEIVE A TELEPHONE THREAT**

- Remain calm.
- Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather important information.
- Ask these questions in a polite and non-interrogative manner. Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about the device, the validity of the threat, or the identity of the caller:
  1. *When is the explosive device set to explode?*
  2. *Where is the device right now?*
  3. *What does the device look like?*
  4. *What kind of explosive device is it?*
  5. *What will cause the device to explode?*
  6. *Did you place the explosive device on our campus?*
  7. *Why?*
- Upon completion of the call, write down the answers of the questions while they are fresh in your head, and immediately notify Florida A&M University Police at 599-3256.

## Bomb Threat (Cont'd.)

- If a threat has been received by another individual and he/she is relaying this information to you, use the same questions for that individual to get as much information as possible, and immediately notify Florida A&M University Police at 599-3256.
- A suspicious item is defined as anything, which is out of place and cannot be accounted for or any item suspected of being an explosive device.

### **IF YOU RECEIVE A WRITTEN THREAT OR A SUSPICIOUS PARCEL, OR IF YOU FIND A SUSPICIOUS OBJECT ANYWHERE ON CAMPUS**

- Keep anyone from handling it or going near it.
- Notify the Florida A&M University Campus Police at 599-3256 immediately.
- Promptly write down everything you can remember about receiving the letter or parcel or finding an object. Police and Fire will need the information.
- Remain calm. Do not discuss the threat with other staff members.
- Follow the instructions of the Police or fire personnel.
- Planning includes being familiar with the appearance of suspicious packages or letters.

*Note: Following a bomb threat there is a possibility that the affected facility and/or others in the vicinity may be closed for occupancy until it has been determined by emergency responders that the facilities are again safe to occupy.*

# Active Shooter

## Warning Signs

It must be stressed that if you have had contact with **ANY INDIVIDUALS** who display the following tendencies, that you contact the Florida A&M University Campus Police, student affairs officials, a counseling services administrator, or other university official in a timely manner:

- Threatens harm or talks about killing other students, faculty or staff.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Assaults others constantly to include immediate family members.
- Possesses weapons (firearms or edged weapons) or has a preoccupation with them.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

## Response

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building, we recommend the following procedures be followed:

**RUN: First and foremost, if you can get out, do so.**

- If there is a safe escape path, attempt to evacuate the premises.
- Leave the area whether others agree to or not.
- Leave your belongings behind.
- If possible, help others escape.
- Prevent others from entering the building and/or area.
- **Call 911 or Florida A&M University Campus Police at 599-3256 immediately.**

**HIDE:** If you can't get out safely, you need to find a place to hide. Act quickly and quietly. Try to secure your hiding place the best you can.

- Lock and/or blockade the door.
- Silence your cell phone and electronic devices.
- Hide behind large objects.
- Remain quiet.
- Your hiding place should be out of the shooter's view, provide protection if shots are fired in your direction, and not trap or restrict your options for movement.

**FIGHT:** As a last resort, and only if your life is in danger, whether you're alone or working together as a group, fight.

- Attempt to incapacitate the shooter.
- Improvise weapons.
- Commit to your actions.

**Remember:** The first responders on the scene are not there to tend to the injured. They are well trained, and are there to eliminate the threat and stop the shooter.

**What to do when law enforcement arrives:**

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.

*This Emergency Action Plan cannot and does not cover every possible situation that might occur. Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.*