

# Emergency Procedures

## Fire

If you observe smoke or fire:

- Activate the fire alarm using a manual pull station.
- EVACUATE the building and notify others as you exit.
- Do not use elevators.
- Notify Emergency Personnel of persons with disabilities who are unable to evacuate.

As you exit, move to a safe distance. Do not reenter until notified by emergency personnel.

## Active Shooter

If a person enters the building with a weapon, if you hear gun fire or observe suspicious behavior, contact the University Police and provide as much information as possible.

- If it is safe to do so evacuate the building and move to a safe location.
- If evacuation is not possible, find a secure area to hide until notified it is safe to leave by emergency personnel.
- As a last resort, if confronted by the violent person you should attempt to incapacitate or disrupt the individual.

## Medical Emergency

- Contact the University Police, provide information on the type of injury and the campus location of the victim.
- Provide first aid or medical assistance if required.
- Remain with the injured individual until help arrives.
- If the injured person is unconscious and not breathing start CPR, if trained.

## Shelter-in-Place

- During the event of severe weather, tornado warning or a hazardous chemical spill:
- The University will activate appropriate methods of emergency notification.
- Immediately seek refuge inside the nearest building.
- Find a safe location in the lowest level, preferably in interior hallways or rooms away

from glass windows.

- Remain in safe location until instructed by UWF Authorities it is safe to leave the building.

## Power Outage or Utility Failure

- Contact Facilities Management, Work Order Control Center 850.857.6000 to report a utility failure.
- If there is a possible danger to building occupants, exit the building and call the University Police.
- Notify emergency personnel of persons with disabilities who are in the building and if there are any individuals trapped in an elevator.
- The UWF Administration will decide on the status of classes based on the situation.

## Hazardous Materials

- If a chemical spill occurs within a campus building, immediately notify the University Police.
- If a chemical spill occurs outside of a building or from an off campus source, follow shelter-in-place procedures.
- In either case, notify the University Police if you have been exposed to a chemical.
- The University Administration will provide instructions through the University's Emergency Notification System.

## Bomb Threat

If you receive communications that an explosive device may be on campus:

- Get as much information from the caller as possible.
- Call the Police.
- If told to evacuate by Police do so and move away from the building.

## Suspicious Package

- If you observe a suspicious object, which may be a potential bomb, DO NOT HANDLE THE OBJECT.
- Contact the University Police. Provide as much information as possible.
- Evacuate the area and await instructions from the University Police.