

STETSON UNIVERSITY

Emergency Response Guide

Provided by the
Emergency Management Team

www.stetson.edu/hatteralert | Public Safety (386) 822-7300

FLOODING

In case of imminent or actual flooding:

Flooding can occur due to major rainstorms, water main breaks, or loss of power to sump pumps.

1. If you can do so safely:

- **Secure vital equipment, records, and hazardous materials by moving to higher, safer ground.**
- **Shut off all non-essential electrical equipment.**
- **Wait for instructions from Public Safety or Facilities if safe to do so.**

2. Move all personnel to a safe area, away from the building in danger. Locate those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.

3. Do not return to the building until instructed to do so by Public Safety or Facilities.

4. Call Facilities for assistance with flood clean-up.

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## **CIVIL DISTURBANCES**

**Civil disturbances include riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.**

### **In the event of a civil disturbance:**

- **Call Public Safety (386) 822-7300 from any campus phone. (In any emergency, call 911 from campus phone or 911 from cell phone).**
- **Provide the address, location, and all possible details to the dispatcher.**
- **Do not provoke or become involved in the disturbance.**
- **Secure your work area, log off computers, and secure sensitive files, if safe to do so.**
- **If the disturbance is outside, stay away from doors and windows, lock doors and windows if possible and remain inside.**

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GAS LEAK - FUMES – VAPORS

If you detect natural gas, fumes or vapors:

- Call Public Safety (386) 822-7300 to report the situation.
- Clear the area immediately, if instructed to do so, by the emergency dispatcher, providing assistance to those with special needs.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

If a building or area evacuation is ordered by the emergency responders:

- Leave all ventilation systems operating, unless instructed otherwise, by emergency responders.
- Leave the area immediately, avoiding the use of elevators unless necessary.
- Identify those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
- Report to your department's designated gathering point to be accounted for.

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## **HATTER ALERT NOTIFICATION SYSTEM**

**Enrollment in “Hatter Alert” will ensure that you receive critical information regarding life threatening emergencies in the most efficient manner possible.**

### **What is “Hatter Alert”?**

“Hatter Alert” is a software program that allows University officials to notify the campus community of life-threatening emergencies in a timely and concise manner. This is just one of a number of means to convey this information, but one that can provide information directly to you.

### **What means of communication does the system use?**

Text messages and email will be used to provide information to large groups of people.

### **How to enroll:**

To receive emergency text messaging, students, faculty and staff have to opt into the system. Each year, information will be sent to the Stetson community about how to opt in. Visit [www.stetson.edu/hatteralert/](http://www.stetson.edu/hatteralert/)

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SUSPICIOUS PACKAGE

If you receive or discover a suspicious package or device:

DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!

Do not use a cell phone within 300 feet of the suspicious package.

IMMEDIATELY CALL PUBLIC SAFETY (386) 822-7300.

What constitutes a suspicious letter or parcel? Some typical characteristics which ought to trigger suspicion include letters or parcels that:

- **Have any powdery substance on the outside.**
- **Are unexpected or from someone unfamiliar to you.**
- **Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.**
- **Are addressed to someone no longer with your organization or are otherwise outdated.**
- **Have no return address or have one that can't be verified as legitimate.**
- **Are of unusual weight, given their size, or are lopsided or oddly shaped.**
- **Have an unusual amount of tape.**
- **Are marked with restrictive endorsements, such as "Personal" or "Confidential."**
- **Have strange odors or stains.**

What to do if you receive a suspicious package or parcel:

- **Handle with care. Do not shake or bump.**
- **Isolate it immediately.**
- **Don't open, smell, touch or taste.**
- **Treat it as suspect. Call Public Safety: (386) 822-7300.**

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## **SUICIDE THREAT - PSYCHOLOGICAL EMERGENCY**

**If an individual appears to be at risk of harming self or others,  
call Stetson Public Safety at (386) 822-7300.**

**If it is a life threatening emergency, call 911 from a  
campus phone or 911 from a cell phone.**

**Available Resources for students, faculty and staff include the following:**

**Student Crisis Counseling.** The Stetson University Counseling Center provides counseling, consultation, referral and crisis intervention during regular office hours Monday through Friday, 8:00 a.m. until 4:30 p.m. No appointment is necessary. Contact the Counseling Center at 386-822-8900.

**During evenings and weekends, the On-Call Counselor may be contacted through Stetson Public Safety at (386) 822-7300.**

**Faculty/Staff Assistance.** If a faculty or staff member is concerned about the emotional well-being of a Stetson University student, contact the Stetson University Counseling Center during regular office hours at 386-822-8900. During evenings and weekends, contact the On-Call Counselor by calling Stetson Public Safety at (386) 822-7300.

**If a faculty or staff member is experiencing a mental health crisis or is concerned about a friend or family member who is in emotional distress, contact the Stewart-Marchman-Act Behavioral Healthcare Hotline at 1-800-539-4228. The caller will speak with trained staff specializing in working with families, loved ones, and professionals seeking assistance for a person in need.**

**This service is available 24 hours a day, 7 days a week.**

**For non-emergency calls, Stetson University offers independent and confidential counseling services for all permanent employees and their dependents through our EAP provider Horizon Health at 1-800-272-7252. The caller will speak with a Member Advocate and may be transferred to a licensed counselor.**

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## **CRIME PREVENTION AND RESOURCES**

### **If you witness a crime:**

- **If you witness a crime or become the victim of a crime, in the case of an emergency, call 911 (911 from a campus phone) to report the incident to the police. Non emergency call Public Safety (386) 822-7300.**
- **If you observe a person committing a crime, do not block their avenue of escape. Instead, get a good description of the person, note their direction of travel, and obtain vehicle information, if pertinent.**
- **Do not follow the person. Let the person leave the scene. If followed, the person may panic and cause you harm.**

### **Personal safety tips:**

- **Do not let people into a locked building or office unless you work with them or they have been properly identified. If the person gives you any problems, call Public Safety (386) 822-7300.**
- **In the event that a suspicious person is seen roaming around, or suspicious calls are received, contact Public Safety immediately.**
- **Always keep the door to your room locked.**

- Don't investigate a suspicious person or noise outside by yourself.
- Keep a list of emergency numbers with you.
- Know the locations of the nearest blue light emergency phone.
- Never walk alone at night. Walk in an alert and confident manner, and actively pay attention to your surroundings.
- You may call Public Safety for an escort to locations on campus or to your vehicle.
- Choose the best lit, most traveled paths when walking.
- Take a self-defense course.

## Resource information:

- Emergency: 911
- Emergency from a campus phone: 911
- Public Safety non-emergency: (386) 822-7300
- Student Safety Escorts: (386) 822-7300
- Crime Prevention Programs: (386) 822-7300

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REPORTED WEAPONS ON CAMPUS

Procedures for responding to a report of weapon(s) on campus

1. Call the Department of Public Safety at (386) 822-7300 from a University phone and provide the dispatcher with the following:

Your name and title

Your location

Your phone number

Details of the situation

Public Safety will make the determination about notifying law enforcement.

2. Call your immediate supervisor and alert them to the situation.

3. Make your way to Public Safety so that you can assist in anyway possible that is appropriate given your position.

4. DO NOT GO to the location of the alleged weapon unless given direction by the Director of Public Safety, or the all clear has been given by law enforcement.

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## **ACTIVE SHOOTER ON CAMPUS / ACTIVE THREAT**

**The following safety tips from the Department of Public Safety are offered as a response guide for use during incidents of active shooter threats.**

- 1. The first step in personal safety is to maintain an awareness of the situation and environment around you; be prepared to take appropriate action if a threat presents itself.**
- 2. Evacuate the area if it is safe to do so.**
- 3. If a threat presents itself and you are not able to evacuate, seek cover. If in a building, lock doors and windows, and close blinds if possible. Remain quiet and turn off lights to make the area appear unoccupied. Put your cell phones and all electronic devices on silent. If you are not able to lock doors barricade the entrance with whatever material is available.**
- 4. As soon as it is safe to do so, notify authorities by calling 911 (or 911 from a campus phone) and provide as much information as possible.**
- 5. Do not approach emergency responders – let them come to you; This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the emergency responders, they will give you further directions to follow.**
- 6. Remain in your area of safety until the threat has passed or you have been advised by emergency responders that it is safe to exit.**
- 7. Monitor your cell phone and computer if possible, to receive campus emergency notifications that may be sent through the Hatter Alert system.\***

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\* The University has implemented an emergency notification system which is called "Hatter Alert". Please reference "Hatter Alert Notification System" section.

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POWER OUTAGE

In the event of a power outage, many campus facilities are equipped with emergency generators to power critical operations. Most buildings are provided with emergency lighting to aid in the safe evacuation of the building. To report a localized power outage, contact Public Safety (386) 822-7300.

Be prepared:

- Keep a flashlight with spare batteries immediately accessible.**
- Know how to locate the closest exit.**

In the event of a large-scale power outage:

- Remain calm.**
- Follow directions provided by Public Safety through the established campus communications systems. Check the University website, or listen to AM 580.**
- If building evacuation becomes necessary, seek out persons with special needs and provide assistance if possible. If additional assistance is necessary, contact Public Safety at (386) 822-7300.**

- Secure all vital equipment, records, experiments, and hazardous materials if safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
- Do not light candles or other types of flames for lighting. No open flames are permitted!
- Unplug electrical equipment, including computers, and turn off the light switches.

If people are trapped in an elevator:

- If you are able to communicate with them, let the passengers know help has been summoned.
- Call Public Safety (386) 822-7300.
- Provide specific location information and number of individuals involved to the dispatcher.
- Stay near the passengers if safe to do so, until emergency responders are on site and the elevator is identified.

HAZARDOUS MATERIALS - POLLUTANTS INCIDENT

If you are involved with or observe a hazardous material spill (biological, chemical, radiological, fuel, or oil) incident, or release for which assistance is needed:

1. If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
2. From a safe area, call Public Safety (386) 822-7300, 911 from a campus phone or 911 from a cell phone or off-campus phone.
3. Be prepared to provide the following information regarding the spill or release:
 - 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 explosion is involved
 - Your name, phone number, and location
4. Follow instructions provided by the emergency responders.
5. Arrange for someone to meet the emergency responders.
6. Evacuate, if necessary. Remain in a safe designated area until released by emergency responders.
7. Present the Material Safety Data Sheet of involved substances to emergency responders if this information is available. Do not attempt to clean up a spill or release unless you are trained to do so and have the proper equipment.

If you are notified of a hazardous materials incident, follow the instructions provided by the emergency service officials:

1. Clear the area immediately if instructed to do so by the emergency providers, providing assistance to those with special needs.
2. When evacuating, move crosswind, never directly with or against the wind.
3. Take roll call of your unit, and report headcounts to your unit head.

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## **FIRE / FIRE EXTINGUISHER USE**

**If you discover smoke or fire in the building:**

1. Call 911 from any campus phone. Call 911 from a cell phone or from off campus.
2. Manually activate the building's fire alarm system.
3. Locate those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
4. Walk quickly to the nearest exit. Do not use the elevators.
5. Notify fire personnel or Public Safety if you believe someone may still be in the building.
6. Report to your designated gathering point to be accounted for.
7. DO NOT re-enter the building until the fire department has cleared the scene.

**If caught in smoke:**

1. Do not breathe the smoke!
2. Drop to your knees and crawl to the closest safe exit.
3. Breathe through your nose, and use a shirt or towel to breathe through, if possible.

**If trapped in a building:**

1. Close all doors and windows.
2. Wet and place cloth material around and under the door to prevent smoke from entering.
3. Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

**USING A FIRE EXTINGUISHER:**

1. Report the fire first (Call 911 from any campus phone, or call 911 from a cell phone or off campus).
2. Use a fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.

3. If you have any doubt of your ability to fight the fire, exit immediately.
4. If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
5. To use the fire extinguisher, follow the PASS method.

**P**ull the pin. This will break the tamper seal if one is provided.

**A**im low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.

**S**queeze the handle to release the extinguishing agent.

**S**weep from side to side at the base of the fire until the fire is out.

**Watch the area. If the fire re-ignites, repeat the steps.**

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HURRICANE EMERGENCY

The University's Emergency Management Team (EMT) will monitor all tropical storms and hurricanes reported by the National Hurricane Center. When a storm is predicted to impact Central Florida, the EMT will begin preparation of the campus for severe weather. At appropriate times during the several days prior to the predicted impact of the storm system, the EMT will communicate with the campus community as decisions are made regarding cancellation of scheduled classes or activities or evacuation of the campus.

Such communication will be through the Stetson email system.

If the DeLand area is under a hurricane warning, the University will post regular updates regarding the status of campus schedules and conditions at:

<http://www.stetson.edu/hatteralert/announcements/>

Additionally, you will find recorded updates at the HatterAlert phone center at 1-888-680-4287

As general preparation for an approaching hurricane, we suggest the following actions:

1. All residential students are encouraged to have in their residence hall room a NOAA Weather Alert Radio.
2. Keep a flashlight and fresh batteries in your residence hall room.
3. Do not use candles in your residence hall or any location on campus.
4. Stay inside during the height of a storm.
5. Have prepackaged snacks and water in your room in case the weather does not permit you to go to the Commons for a meal.

6. Stay away from windows and glass doors during high winds or lightning.
7. Check your email as often as possible.
8. Place plastic coverings over your computer or other electronic equipment if you leave your residence hall room for an extended period.
9. Call Public Safety at (386) 822-7300 if you need assistance or to report facility damage.
10. If you go outdoors immediately after a severe storm, watch for fallen power lines or hazardous debris.

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## **TORNADO EMERGENCY**

**Tornado Watch means tornadoes are possible in your area. Remain alert for approaching storms, and be prepared to seek shelter.**

**Tornado Warning means a tornado is imminent or has been indicated by Doppler radar or reported by storm spotters. Move to your pre-designated place of safety immediately!**

**It is recommended that each building and/or department purchase a NOAA Weather**

**Radio with a battery backup and tone-alert feature that automatically alerts you when a Watch or Warning is issued. Purchase a battery-powered commercial radio and extra batteries as well.**

### **What to do during a tornado warning:**

1. Take cover immediately.
2. If you are outside, move immediately to a well-constructed building nearby. If you cannot get to a shelter, move to a low spot such as a ditch or a culvert and stay as low to the ground as possible.
3. If you are inside a building, find the most central space on the lowest floor of the building to which you have access, preferably away from doors and windows. If possible, take cover under a desk, table, mattress, or other protective item. Stay as low to the floor as possible.
4. In a high rise building, go to a small, interior room or hallway with no windows on the lowest floor possible.
5. Get out of vehicles, trailers and mobile homes immediately and go to the lowest floor of a sturdy nearby building or storm shelter.
6. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.
7. If you must go outdoors immediately after a severe storm, watch for fallen power lines and hazardous debris.

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LIGHTNING AND THUNDERSTORM EMERGENCIES

Do not call 911 unless you need to report an emergency, such as fire, medical emergency or severe building damage.

911 lines need to be kept open and available for emergency calls.

- 1. Thunderstorm Watch means thunderstorms are possible in your area. Remain alert for approaching storms, and be prepared to seek shelter.**
- 2. Thunderstorm Warning means a thunderstorm is imminent or has been indicated by Doppler radar. Seek shelter immediately!**
- 3. It is recommended that each building and/or department purchase a NOAA Weather Radio with a battery backup and tone-alert feature that automatically alerts you when a watch or warning is issued. Purchase a battery-powered commercial radio and extra batteries as well. Often times, severe thunderstorms can produce localized flooding. Please avoid all flooded areas as they may contain unseen hazards.**

LIGHTNING SAFETY FACTS (Sunshine Safety Council, Inc.)

- 1. Florida is the “Lightning Capital of the U.S.”- Highest casualties among all 50 states!**
- 2. Central Florida: From Tampa across to Titusville, is considered “Lightning Alley.”**
- 3. Lightning is the # 1 weather killer in Florida (higher rate than hurricanes, tornadoes, & drownings).**
- 4. June, July & August are the highest strike months, July being the worst.**
- 5. 10% of people struck by lightning are killed, while 70% suffer severe medical problems.**

The National Weather Service offers these important Lightning Safety Tips:

- Have a lightning safety plan – use a weather alert radio and a lightning observer when working outdoors.**
- Use the “30 -30” rule: If the time between lightning and thunder is 30 seconds or less, seek proper shelter. Wait at least 30 minutes from last lightning/thunder before leaving the shelter.**
- The best shelter is a fully enclosed, substantially constructed building. Open pavilions or carports are not safe.**
- Avoid corded telephones, electrical appliances, power tools, metal doors or window frames, and plumbing (ie. tubs/showers).**
- Vehicles with metal sides & roofs also provide adequate shelter. Roll windows up and do not touch metal surfaces. DO NOT lean against vehicles, motorcycles, bicycles or fences.**
- The most dangerous places to be are: under trees, in or near water (lakes, mdocks), open fields, beaches, golf courses, sports fields, and around tall objects or metal objects.**
- If caught outdoors and no shelter can be found, as a last resort: crouch down on the balls of your feet & put hands over ears- do not lie on the ground.**
- Don’t assume if you don’t see lightning, you’re safe. Lightning can strike from storms that are miles away. If you can hear thunder, take precautions.**
- For more info on Lightning go to: <http://www.srh.noaa.gov/mlb/ltgcenter/ltgmain.html>**

MEDICAL EMERGENCIES

**Call 911 from any campus phone or 911 from a cell phone or off-campus phone.
If it is a non-emergency, call Public Safety at (386) 822-7300.**

**DO NOT MOVE the victim unless there is an immediate threat to life or you need
to move the victim to provide care.**

In an emergency, use universal precautions (i.e. gloves and rescue masks).

Cardiopulmonary resuscitation (CPR)

1. Assess the situation:

- **Is the person conscious or unconscious?**
- **If the person appears unconscious, tap or shake his shoulder and ask loudly, “Are you OK?”**
- **If the person doesn’t respond, call 911 from a campus phone or 911 from a cell phone or off-campus phone.**

2. Perform CPR if trained to do so.

To Control Bleeding

- 1. Have the injured person lie down. If possible, position the person’s head slightly lower than the trunk or elevate the legs if you do not suspect a head, neck, or back injury. If possible, elevate the site of bleeding above the heart.**
- 2. Apply pressure directly to the wound. Use a sterile bandage, clean cloth, or even a piece of clothing. If nothing else is available, use your hand.**
- 3. Continue with pressure until paramedics arrive.**
- 4. Don’t remove the gauze or bandage. If the bleeding continues and seeps through the gauze or other material you are holding on the wound, don’t remove it. Instead, add absorbent material to stop it.**

Chemical Burns

If the chemical burns the skin, follow these steps:

- 1. Remove the cause of the burn by flushing the chemicals off the skin’s surface with cool, running water for 20 minutes or more. If the burning chemical is a powder-like substance such as lime, brush it off the skin without exposing yourself before flushing.**
- 2. Remove clothing or jewelry that has been contaminated by the chemical.**
- 3. Wrap the burned area loosely with a dry, sterile dressing or a clean cloth.**
- 4. Rinse the burn again for several more minutes if the victim complains of increased burning after the initial washing. Minor chemical burns usually heal without further treatment.**

Seek emergency medical assistance if:

- **The victim has signs of shock, such as fainting, pale complexion, or breathing in a notably shallow manner.**

- The chemical burned through the first layer of skin and the resulting second degree burn covers an area more than 2 to 3 inches in diameter. The chemical burn occurred on the eye, hands, feet, face, groin, or buttocks or over a major joint.

If you are unsure whether a substance is toxic, call the poison control center at (800) 222-1222. If you seek emergency assistance, bring the chemical container or a complete description of the substance with you for identification.

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## BURNS

To distinguish a minor burn from a serious burn, the first step is to determine the degree and the extent of damage to body tissues. These three classifications will help you determine emergency care:

### First-degree burns

The least serious burns are those in which only the outer layer of skin (epidermis) is burned. The skin is usually red, with swelling and pain sometimes present. The outer layer of skin hasn't been burned through. Treat a first-degree burn as a minor burn unless it involves substantial portions of the hands, feet, face, groin, or buttocks or a major joint.

### Second-degree burns

When the first layer of skin has been burned through and the second layer of skin (dermis) also is burned, the injury is termed second-degree burn. Blisters develop and the skin takes on an intensely reddened, splotchy appearance. Second-degree burns produce severe pain and swelling. If the second-degree burn is no larger than 2 to 3 inches in diameter, treat it as a minor burn. If the burned area is larger or if the burn is on the hands, feet, face, groin, or buttocks or over a major joint, get medical help immediately.

For Minor Burns, including second-degree burns limited to an area no larger than 2 to 3 inches in diameter, take the following action:

- Cool the burn. Hold the burned area under cold running water for 15 minutes. If this is impractical, immerse the burn in cold water or cool it with cold compresses. Cooling the burn reduces swelling by conducting heat away from the skin. Don't put ice on the burn.
- Consider a lotion. Once a burn is completely cooled, apply an aloe vera lotion, a triple antibiotic ointment, or a moisturizer to prevent drying and increase comfort.
- Cover the burn with a sterile gauze bandage. Don't use fluffy cotton, which may irritate the skin. Wrap the gauze loosely to avoid putting pressure on the burned skin. Bandaging keeps air off the area, reduces pain, and protects blistered skin.

### Caution:

Don't use ice. Putting ice directly on a burn can cause frostbite, further damaging your skin.

Don't break blisters. Fluid-filled blisters protect against infection. If blisters break, wash the area with mild soap and water, then apply an antibiotic ointment and a gauze bandage. Clean and change dressings daily. Antibiotic ointments don't make the burn heal faster, but they can discourage infection. Certain ingredients in some ointments can cause a mild rash in some people. If a rash appears, stop using the ointment. If it's a major burn, don't apply any ointment at all (see below).

## **Third-degree burns**

The most serious burns may be painless and involve all layers of the skin. Fat, muscle and even bone may be affected. Areas may be charred black or appear dry and white. Difficulty inhaling and exhaling, carbon monoxide poisoning, or other toxic effects may occur if smoke inhalation accompanies the burn.

**For major burns, dial 911 from a campus phone or 911 from a cell phone or non campus phone.**

Until an emergency unit arrives, follow these steps:

- 1. Don't remove burnt clothing. However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat.**
- 2. Make sure the burn victim is breathing. If breathing has stopped or you suspect the person's airway is blocked, try to clear the airway and, if necessary, do cardiopulmonary resuscitation (CPR) if trained to do so.**
- 3. Cover the area of the burn. Use a cool, moist sterile bandage or clean cloth.**

**For additional first aid information:**

**<http://www.mayoclinic.com/findinformation/firstaidandselfcare/index.cfm>.**

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BOMB THREAT / BOMB THREAT CHECK SHEET

If a bomb threat is received:

- **Stay calm.**
- **If your phone has Caller ID, record the number displayed.**
- **Gain the attention of someone else close-by, point to this information, and have that person call Public Safety (386) 822-7300. This call should be made out of hearing range from the caller.**
- **Try to keep the caller on the phone long enough to complete the Bomb Threat Check Sheet located on the next page.**
- **Ask check sheet questions.**
- **Work with arriving Public Safety or emergency personnel to assist them in evaluating the situation.**
- **Assist emergency responders if requested.**
- **Provide for an orderly evacuation only when ordered by Public Safety or emergency personnel.**

BOMB THREAT CHECK SHEET

Exact time of call _____

Phone number displayed _____

Exact words of caller _____

Questions to ask:

1. When is the bomb going to explode? _____

2. Where is the bomb? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. Where are you calling from? _____

9. What is your address? _____

10. What is your name? _____

Caller 's voice: (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Stressed
Accent	Loud	Excited	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number where call was received: _____

Date: _____

Reporting Emergencies: Call Public Safety (386) 822-7300

TO REPORT ANY POLICE, FIRE, OR MEDICAL EMERGENCY:

FIRST CALL 911

THEN CALL (386) 822-7300 (PUBLIC SAFETY)

In the event of a fire: call 911 if able, activate fire alarm.

Evacuate the building immediately!

When calling 911:

- Stay on the line with the dispatcher.
- Provide the address of the building involved and your exact location. This is especially critical if you are calling from a cell phone. Provide a thorough description of the incident to ensure that proper resources are dispatched.
- Do not hang up until the dispatcher tells you to do so.

EMERGENCY PHONE NUMBERS

DEPARTMENT / BUILDING-SPECIFIC INFORMATION / RESOURCES

The designated safe area(s) in this building for tornado sheltering is:

1. _____
2. _____
3. _____
4. _____

For assistance in designating safe shelter areas in your building, please contact the Public Safety office at (386) 822-7300.

Evacuation - in the event it becomes necessary to evacuate this facility, the designated gathering point is:

Specific hazards/controls for this location include:

Reporting Emergencies: Call Public Safety (386) 822-7300