



## MANUAL OF POLICY

### Internal Management Memoranda

<b>TITLE</b>	Emergency Instructions	<b>NUMBER</b> IMM 5.015
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The president shall designate to the Director of Campus Safety & Security and the Executive Director of Human Resources the responsibility of developing directions for all personnel in the event of emergencies, such as fire, civil defense, hurricane, explosions, bomb threats, etc. The following pages contain guidelines and procedures to follow in the event of an emergency situation. *In all situations, employees and students should keep personal safety as their first priority.*

In the event you are faced with an emergency involving a college employee, a student, or a guest, the following steps should be taken. After the emergency is over, a Florida College System Risk Management Consortium Accident-Incident Report form must be completed and forwarded to the Vice President of Administration and Finance.

**In case of emergency, call the following in order until the problem is addressed or resolved.**

1. Call 911 directly, if a life-threatening emergency is involved: From a campus phone, dial “9-911”, from a personal phone, dial “911”.

**and**

2. Call the FSU-PC Police: From a campus phone dial “3111”, from a personal phone, dial “774-2705”.

**and**

3. Call the GCSC switchboard operator: From a campus phone, dial “0”, from a personal phone, dial “769-1551”.

The county’s Emergency Management Center verifies all 911 calls by contacting the GCSC switchboard operator; therefore, it is important that you always make sure the switchboard operator knows the nature of the problem and the location.

### **I. MEDICAL EMERGENCIES**

#### **A. Basic Rules**

1. If medical attention is necessary or requested, call 911 and request an ambulance. Give your name, the location, and name of the person in distress.
2. Call the FSU-PC Police and college switchboard operator and say you are reporting a medical emergency. Follow the calling instructions above. Give your name and the location of the person in distress; provide their name if known.



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3. Have someone stay with the person in distress, if possible, when you make these phone calls.
4. Do not attempt to assist the victim beyond this protocol unless you are trained in first aid.
5. Always protect yourself. Make sure it is safe to approach the victim. Do not become a victim yourself.
6. Always use Personal Protective Equipment (PPE) when dealing with a victim's body fluids.
7. The hardest thing to remember in a medical emergency is that most of the time the correct procedure is simply to monitor and reassure the victim until EMS arrives.
8. After the response is complete, an Accident-Incident Report form must be completed and forwarded to the Vice President of Administration and Finance.

#### B. Unconscious Victim

1. Call 911, the FSU-PC Police, and the college switchboard operator.
2. Always protect yourself using Personal Protective Equipment. Make sure it is safe to approach the victim. Do not become a victim yourself.
3. If victim is not breathing, begin rescue breathing and/or CPR if trained.
4. If CPR is required, utilize one of the Automated External Defibrillator (AED) units to assist until EMS arrives on the scene. Location of the AED units can be found on the intranet. Familiarize yourself with the campus map locations before an actual emergency occurs.
5. If victim is breathing, monitor the victim until EMS arrives.
6. Maintain body temperature (cover with a blanket if it is cool).

#### C. Conscious Victim (Physical Injury or Illness)

1. Call 911, the FSU-PC Police, and the college switchboard operator.
2. **DO NOT MOVE VICTIM UNLESS THERE IS A LIFE THREATENING PROBLEM (FIRE, ETC.).**
3. Always protect yourself using Personal Protective Equipment. Make sure it is safe to approach the victim. Do not become a victim yourself.
4. Maintain body temperature (cover with a blanket if it is cool).
5. Do not attempt to apply a splint to a suspected fracture.
6. Treat any sprain, strain, or similar injury as if it were a fracture.
7. Reassure the victim.





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#### D. Bleeding

1. Call 911, the FSU-PC Police, and the college switchboard operator.
2. Always protect yourself using Personal Protective Equipment. Make sure it is safe to approach the victim. Do not become a victim yourself.
3. If the victim is conscious, demonstrate to victim how to apply a compress. If the victim is unconscious, apply a compress to the wound and press hard. If the blood soaks through, do not remove the compress. Apply another compress on top of the original one. **DO NOT APPLY HARD PRESSURE TO WOUNDS OF THE EYES, EARS, OR SKULL.**
4. If the wound is to the leg or arm, elevate the wound so it is higher than the heart.
5. If there are no other injuries such as fractures, have the person lie down and maintain their body temperature (cover with a blanket if it is cool).
6. Use tourniquets as a LAST RESORT only, but not for injuries to the head or neck.
7. Reassure the victim.

#### E. Seizures

1. Call 911, the FSU-PC Police, and the college switchboard operator.
2. Always protect yourself using Personal Protective Equipment. Make sure it is safe to approach the victim. Do not become a victim yourself.
3. **DO NOT ATTEMPT TO RESTRAIN THE VICTIM.**
4. **DO NOT PUT ANYTHING IN THE VICTIM'S MOUTH.**
5. Place some sort of padding under victim's head if possible.
6. Expect the victim to be very sleepy after the seizure.
7. After the seizure, maintain body temperature (cover with a blanket if it is cool).
8. Reassure the victim.

## II. HURRICANES

**Gale Warning:** A warning of winds within the range of 39-54 mph. Gale warnings may precede or accompany a hurricane watch.

**Hurricane:** A violent storm originating over tropical waters with winds near its center reaching 74 mph or higher. In size, the storm may range from 50 to 1,000 miles in diameter.

**Hurricane Watch:** Hurricane conditions are possible in the specified area of the watch, usually within 36 hours.

**Hurricane Warning:** A warning indicates that hurricane winds of 74 mph or higher or a combination of dangerously high water and very rough seas are expected on a specified coastal area. When a hurricane warning is announced, hurricane conditions are considered imminent and may begin immediately or at least within the next 12 to 24 hours.



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The hurricane season in Florida runs from June through November. In May of each year:

1. Building managers and Facilities Management personnel will identify and correct safety hazards on campus.
2. The president's office will update home and office telephone lists for essential personnel. Copies will be distributed to designated personnel. The Director of Campus Safety & Security updates the Alpha and Bravo Groups of the Disaster Response Team posted on the Intranet.
3. Facilities Management personnel will inspect and clean all roof drains, downspouts, and road/parking lot drains.
4. Human Resources and Procurement will update list of campus-owned cellular telephones.
5. Information Technology Services/Media Services will coordinate documenting, through digital pictures, the entire campus and other college facilities (inside and out, buildings and grounds) for insurance purposes.
6. Information Technology Services will maintain backups of all critical servers for disaster recovery.

#### A. Level One: *Monitoring Activation*

This level is initiated by the College President when a tropical depression reaches tropical storm status (39 mph and is assigned a name) and enters the northern Gulf of Mexico or when the east coast of Florida is placed under a Hurricane Watch.

1. Institutional Disaster Response Team members will monitor news and governmental channels for up-to-date information.
2. Building managers and Facilities Management personnel will update inspections and correct safety hazards on campus. Items that could become flying debris during high winds should be identified for removal or storage at this time.
3. Supervisors will insure accuracy of divisional/departmental phone lists. Supervisors will hold divisional/departmental meetings to review storm plans and procedures. Supervisors should make themselves aware of subordinates' short-term personal plans to determine emergency staffing requirements and responsibilities. Supervisors should designate a second-in-command for emergency response purposes at this time.
4. Divisions/departments should identify irreplaceable paper records and backup electronically stored records.
5. The Executive Director of Marketing & Communications will coordinate college information with local news departments and the college's cable information channel providers.
6. Faculty should direct students to monitor news channels and the college's cable information channel for information from the college.





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#### B. Level Two: *Full Scale Activation*

This level is initiated by the College President when the college's service district is placed under a Gale Warning, Tropical Storm Watch, or Hurricane Watch. High winds will be expected to affect college facilities within 36-48 hours.

1. Institutional Disaster Response Team members will continue to monitor news and governmental channels for up-to-date information. The institutional Disaster Response Team will meet.
2. Facilities Management personnel will remove or store previously identified items that could become flying debris during high winds. Facilities Management personnel will fuel all campus vehicles and prepare to relocate them to higher ground. The Supervisor of Facilities Management or designee will contact all construction crews on college property to secure job sites.
3. Supervisors will hold divisional/departmental meetings to review pre-storm plans and procedures.
4. Information Technology (IT) will institute their emergency response plans. IT personnel will work with appropriate faculty and staff to secure instructional computing laboratories.
5. Divisions/departments will collect and protect irreplaceable records (paper and electronic) in appropriate storage materials.
6. All college employees will attempt to accomplish the following:
  - a. Identify and remove irreplaceable personal belongings and equipment from college facilities.
  - b. Clear desktops completely of paper and other articles.
  - c. Protect books, other valuable papers, and equipment.
  - d. Where necessary and possible, move computers, desks, file cabinets, etc., away from windows.
  - e. Turn off or disconnect all electrical equipment.
  - f. Clear any laboratory or classroom tables/shelving of all apparatus and glassware and place items in a protected location.
  - g. Close and latch all windows and doors, if applicable.
7. The Director of Campus Safety & Security will initiate a plan for additional security. Facilities Management personnel and Disaster Response Team members will form standby crews. Personnel remaining on campus during the storm (e.g., WKGC) will be identified. No personnel will remain on campus if local authorities require an evacuation of the area.



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#### C. Level Three: *Campus/College Facility and Program Shut-Down*

This level is initiated by the College President when the college's service district is placed under a Tropical Storm Warning or a Hurricane Warning. High winds will be expected to affect college facilities within 12-24 hours.

1. The College President will determine the specific time when classes will be suspended and non-essential personnel will be sent home. The Executive Director of Marketing & Communications will coordinate college information with local news departments and the college's cable information channel providers. Only the president or Executive Director of Marketing & Communications will contact the media to announce facility closings or canceled classes/activities.
2. When possible, building managers and Facilities Management personnel will complete final inspections of all college facilities, to insure all doors, windows, and loose items are secured. Facilities Management personnel, when appropriate, will shut down HVAC systems and other electrical and/or gas equipment and services.
3. Each division/department head will maintain contact with personnel to establish emergency procedures and to recall their personnel, if necessary.

#### D. Level Four: *After the Storm*

This level is initiated by the College President when a tropical storm or hurricane has left the college's service district. The Alpha Group of the institution's Disaster Response Team is the first to return to campus for a preliminary facilities survey. The Bravo Group is second.

1. The College President will determine the specific time when the college will re-open for normal operations. The Executive Director of Marketing & Communications will coordinate college information with local news departments and the college's cable information channel providers. Only the president or Executive Director of Marketing & Communications will contact the media to announce facility openings and the resumption of classes/activities. Information Technology staff will install emergency phone equipment (with message machines) as necessary to provide for staff and student contact numbers.
2. As soon as possible, Disaster Response Team members and Facilities Management personnel will conduct a complete check of the campus and all other college facilities to assess and report damage. A list of damage will be collated by the Vice President of Administration & Finance, and work orders will be issued for each item. The Supervisor of Facilities Management and the Executive Director of





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- Procurement & Auxiliary Services will coordinate with all off campus utility and service providers for any necessary work.
3. The Vice President of Administration & Finance will secure security personnel for campus facilities as appropriate.
  4. When campus facilities have been secured and determined safe, division/department heads will insure that a detailed inspection of their area is conducted. All damage and problem areas should be reported to the Vice President of Administration & Finance for appropriate action by work order. All areas will need to be secured to prevent injuries in damaged areas, additional damage, or looting.
  5. The Director of Academic Support & Broadcasting will coordinate the video taping of the entire campus and other college facilities (inside and out, buildings and grounds) for insurance purposes if damages are sustained. A photographic record will be kept throughout the initial recovery period.
  6. Facilities Management personnel will begin clean up and repairs at the direction of the College President or Vice President of Administration & Finances. Additional personnel will be recalled, as necessary, to carry out the business of the college.
- E. Employees may access the toll-free hotline, (866) 619-4884, after the storm for updated instructions concerning the college's status, as well as, when to return to work. This message is hosted at Pasco-Hernando State College and should not be released to the public.

### III. EVACUATION PROCEDURES

#### A. Evacuation Condition I - Bomb Threat

1. If a bomb threat is received by the switchboard operator or another employee during the day, the switchboard operator/employee will notify one of these persons in the following order: 911, Director of Campus Safety & Security, Vice Presidents, or College President.
2. One of the administrators above will notify all employees to turn off their two-way handheld radios. This is done as a precaution to prevent accidental detonation in the event there is an explosive device on campus.
3. All occupants of the building where the threat was received will immediately evacuate, moving to the nearest exit. Persons needing assistance in evacuating the building should congregate in designated areas until assistance arrives.
4. Upon completion of search or other appropriate action, and when signal authorized by the president/representative, an "all clear" will be given. Classes and work will resume.



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5. If a bomb threat call is received by the switchboard operator or another employee during evening college hours, the employee is directed to:
  - a. Contact 911
  - b. Evacuate the threatened area and contact the Director of Campus Safety & Security, vice presidents, and/or president.
6. Upon completion of search or other appropriate action and when authorized by the police and president/representative, an "all clear" will be given. Classes and work will resume.

***NOTE:** The switchboard operator/employee is not to make statements or give information to anyone other than police or college staff.*

#### B. Evacuation Condition II - Fire or Explosion

1. The person discovering a fire or seeing an explosion will immediately sound the alarm by voice and proceed to the nearest fire alarm box in the building and activate. Trained employees may then take the nearest extinguisher to the fire and attempt to keep it under control, if possible. ***Under no circumstances should a college employee, student, or guest risk personal injury in an attempt to put the fire out.***
2. Anyone hearing the alarm "fire" will call the FSU-PC Police at "774-2705" and the switchboard operator by dialing "0". The person calling will give:
  - a. Location
  - b. Type of fire, if determinable, e.g., trash, electrical, or chemical
  - c. Severity of explosion, if applicable
  - d. Caller's name
3. If a fire/explosion alarm is heard after 4 p.m., call 911, the FSU-PC Police, or the Director of Campus Safety & Security at (850) 819-3881.
  - a. Evacuate the threatened area. Persons needing assistance in evacuating the building should congregate in designated areas until assistance arrives.
  - b. Designated personnel will be stationed in a safe location awaiting arrival of the fire department to take appropriate action.
4. Upon completion of appropriate action, and when authorized by the fire department and president/representative, an "all clear" will be given. Classes/work will resume.
5. The Supervisor of Facilities Management and the Director of Campus Safety & Security will investigate, in cooperation with the fire marshal, the cause of the fire, determine the extent of damage, and submit a written report of the findings to the College President, through the Vice President of Administration & Finance.





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#### IV. OTHER EMERGENCY PROCEDURES

- A. Ensure your personal safety.
- B. Warn others of any immediate danger.
- C. If you believe the emergency requires immediate attention, call for assistance and request the appropriate organization (fire, police, etc.).

The county's Emergency Management Center verifies all 911 calls by contacting our switchboard operator; therefore, it is important that you always make sure the switchboard operator knows the nature of the problem and the location.

- D. Designate someone to go to the nearest parking lot and direct incoming emergency vehicles, if possible and applicable.
- E. Remain available to provide information on the emergency requested by administrative or emergency management personnel.

#### V. RF TECHNOLOGIES HELP ALERT SYSTEM (Panic Buttons)

The panic alarms installed in many areas of the campus are intended to be used in the event of an emergency where other methods of calling for help are not practical. These devices operate by sending a signal via the Internet to computers and smartphone devices on which the program is installed. Currently, the devices allow GCSC to pinpoint the source of the call by a mapping display that accompanies the alarm. This allows responders to go directly to the area where help is needed and provides a picture of the room to which the device is assigned.

Although this technology is a great resource to assist in providing a safe and secure campus, users need to be aware of the limitations of the system, as well as when it is appropriate and not appropriate to use. These categories are listed below and each user should read and understand them fully.



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A. Limitations:

1. The panic button must be pressed and held for 2 seconds to activate the alarm.
2. This system only sends a signal that help is needed. It does not provide any information as to the nature of the problem or what kind of help is needed.
3. As the system is Internet based, there may be delays or even outages where the signal cannot be transmitted to the responders. This is similar to landline and cell phones becoming unavailable during certain circumstances.
4. There is still a “response time” once the responders receive the alarm. Although the alarm will alert the responders immediately, they may not be close to your location and it will take time to respond to the area where help is needed.

B. When to Use:

1. This system is designed to be used in an EMERGENCY where immediate help is needed. This includes scenarios such as:
  - a. Acts of violence
  - b. Severe injury to staff/student
  - c. Fire or major chemical spill
  - d. Any life threatening situation

C. When **NOT** to Use:

1. To report that a student is ill, but the illness is not life threatening (e.g. vomiting, headache, cold, stomach issues, etc.)
2. To call for custodial or maintenance issues
3. To report stolen items
4. To report crimes that have already occurred where there is no IMMEDIATE threat of further criminal activity