



Beacon College Emergency Resource Guide

Introduction

While Beacon College is responsible for providing primary response to emergencies on campus, it is important that all members of the Community recognize the need to understand and know the role they play.

This Guide is designed to provide basic information for College personnel in the event an emergency occurs on or near campus to assist until the Department of Safety and other emergency response personnel arrive and after. The Guide is organized alphabetically by topic for easy access to the information you need to be prepared and respond.

Campus State of Emergency

- The authority to declare a campus state of emergency rests with the President of Beacon College or her/his designee.
- During a campus emergency, The Department of Safety shall coordinate the primary response and communication necessary to meet emergency needs and to safeguard persons and property.
- When a state of emergency declaration is made, only registered students, faculty, staff, and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (employee identification card or other ID) showing their legitimate business on campus will be asked to leave the campus.
 - Only those faculty and staff members who have been assigned emergency response team duties will be allowed to enter the designated emergency areas.
- Department of Safety will initiate notification to the Critical Response Team (CRT) This is the Colleges crisis and emergency response team at the executive level.
- An Emergency Operations Center may be established. All communications will be directed through The Department of Safety and the Emergency Operations Center at 352-638-6945.
- The Emergency Operations Center will coordinate emergency activities to meet the needs of the emergency.

ACTIVE SHOOTER

- Remember **L.E.A.S.T.:** Lockdown, Evacuation, and Survival Tactics

Lockdown

- If you hear gunfire in your immediate area, call 9-1-1 and The Department of Safety
- Lock or barricade the door
- Turn off lights and close/cover windows
- Stay on the door wall side of the room
- Listen – if the shooter is talking, he/she is not shooting
- Stay quiet and out of sight

Evacuate (Run) – If it is safe to do so:

- If you have an opportunity to get out, run!
 - Move quickly, not in a straight line, stay low
- Warn others as you leave
- Call 9-1-1 if you are able

Survival Tactics

- *Crawl*
- Hide
 - Out of sight
 - Be quiet (shooters are attracted by sight and sound)
- Do not bunch up
- Play dead
- Fight
 - Two or more people with the same intent can overpower a suspect)
- Use improvised weapons (backpacks, books, chairs, etc.)

Law Enforcement Arrival

- Remain calm and follow instructions
- Put down any items in your hands
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements towards officers such as holding onto them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

BOMB THREAT

Phone Bomb Threat

If you receive a Bomb threat phone call:

- Remain Calm.
- Record the time of the call and the number if caller ID is available.
- Ask questions and take notes on the Bomb Threat Checklist below:
 - When will the bomb go off?
 - Where is it?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - Who is calling?
- Keep talking to the caller as long as possible, listen carefully, and try to determine the following:
 - Caller's gender
 - Approximate age
 - Is the voice familiar?
 - Accent or unique speech attribute?
 - What is the emotional state of the caller?
 - Can you describe any background noises during the call?

Written Bomb Threat

If you receive a bomb threat via a letter or note:

- Dial 9-1-1 immediately and do the following:
 - Make a note of all persons that you know who handled the note.
 - Avoid excessive handling of the note. The Police may want to check for evidence
 - Follow all instructions from responding emergency personnel. Evacuate if ordered to do so.

If you receive a **bomb threat by email or social media**:

- Dial 9-1-1- immediately and do the following:
 - Do not delete the message
 - Take a screen shot if possible
 - Do not forward message unless asked to do so by the Department of Safety or law enforcement

BOMB THREAT CHECKLIST

Fill out completely and immediately during/after the bomb threat.

Report call immediately to Department of Safety at 352-638-6945 or 9-1-1.

Name: _____ # Receiving Call: _____ Caller ID#: _____

Date rec'd: _____ Time rec'd: _____ Duration of call: _____

Questions to ask the caller (Use EXACT wording of the caller):

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why did you place the bomb? _____

What is your address? _____

What is your name? _____

Remarks: _____

Gender of caller: M F Unk	Approx. Age:		Identifiable Accent/ Language:	
----------------------------------	---------------------	--	---	--

Background sounds: (check appropriate boxes)

- | | | | |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Clear | <input type="checkbox"/> Street Noises | <input type="checkbox"/> House Noises | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Static | <input type="checkbox"/> Dishes | <input type="checkbox"/> Motor | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Local | <input type="checkbox"/> Voices | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Sirens | <input type="checkbox"/> Live Music | <input type="checkbox"/> Other: _____ |

Caller's language/voice: (check all appropriate boxes)

- | | | | |
|--|------------------------------------|--------------------------------|-------------------------------------|
| <input type="checkbox"/> Angry | <input type="checkbox"/> Disguised | <input type="checkbox"/> Lisp | <input type="checkbox"/> Rapid/fast |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Distinct | <input type="checkbox"/> Loud | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Excited | <input type="checkbox"/> Nasal | <input type="checkbox"/> Slow |

<input type="checkbox"/> Coughing	<input type="checkbox"/> Familiar	<input type="checkbox"/> Normal	<input type="checkbox"/> Slurred
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Foul language	<input type="checkbox"/> Muffled	<input type="checkbox"/> Soft
<input type="checkbox"/> Crying	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message read by caller	<input type="checkbox"/> Stutter
<input type="checkbox"/> Deep	<input type="checkbox"/> Irrational	<input type="checkbox"/> Ragged	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Laughing		
<input type="checkbox"/> If voice is familiar, who did it sound like?	<hr/>		

CALLING 9-1-1

- In the event of a serious crime or injury, anyone can contact Police, Fire or Emergency Medical Services directly by dialing 9-1-1.
- Advise the dispatcher of your name, the nature of the call, and the specific location of the emergency.
- Immediately after calling 9-1-1 notify The Department of Safety so they can assist emergency responders in locating the specific area of campus where the emergency is located and provide access where necessary.

CRIME

It is important to report all crimes. If you are not sure something is a crime, it is always safer to report it.

If you observe a crime in progress, believe a crime may be in progress, or are the victim of a crime, contact the Department of Safety immediately at 352-638-6945.

- Report suspicious persons or activities.
- Do not attempt to apprehend or interfere with the criminal except in case of self-protection.

When calling The Department of Safety:

- Give the location of the incident, the type of incident, and your name, location and a callback number. Remain where you are until contacted by an officer.
- Provide a description of offender(s) including:
 - Height
 - Weight

- Gender
- Race/skin color
- Approximate age
- Clothing
- Method and direction of travel
- If the offender(s) is entering a vehicle, note:
 - License number
 - Make and model
 - Color
 - Any outstanding characteristics (damage, dents etc.)

Civil Disturbance

- Most campus demonstrations such as marches, meetings, picketing and rallies are peaceful and non-obstructive.
- A demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:
 - Interference with the normal operations of the University
 - Prevention of access to an office, building, or other University facility
 - Threat of physical harm to persons or damage to University facilities
 - Disorderly conduct that disturbs the campus or community

If any of these conditions exist, The Department of Safety should be notified at 352-638-6945.

Physical Altercations

What some may perceive as “just a fight” may actually be a crime; it is also a violation of our fundamental values as an educational community, which require a respectful and safe environment for all. Responsible individuals will be held accountable through the criminal justice and/or campus conduct systems.

If you observe a physical altercation:

- Contact the Department of Safety at 352-638-6945

- Provide detailed information including:
 - Location of altercation
 - Number of combatants involved
 - Any injuries observed
- Do not become involved in the altercation, if possible
 - If you do choose to become involved, know that you may be injured and/or may be implicated as an assailant or mutual combatant when Department of Safety and Police arrive
- Be able to provide information on the names of the combatants, if known, and any direction of flight and physical descriptions

CATASTORPHIC INCIDENTS

Explosion

If there is an explosion:

- Take shelter against or under your desk or a sturdy object.
- If it is safe to do so, exit the building ASAP.
- Do not use the elevators.
- Check for fires and other hazards.
- If you have an emergency supply kit, take it with you.

If you are trapped in debris:

- If possible, call 9-1-1 on your cell phone or use a flashlight or your cell phone to signal your location.
- Avoid unnecessary movement that may kick up dust or shift items trapping you.
- Cover your nose and mouth with your shirt, scarf or anything on hand to block inhaling debris. Breathe through material.
- Tap, knock or bang on pipes, walls or another object to make noise so that rescuers can hear where you are.
- Shout only as a last resort as it causes you to inhale dust.

Biological Attack

- A biological attack is the deliberate release of biological substances that can make you sick. Substances must be inhaled, enter through the skin, mouth, eyes or any opening

- Unlike an explosion or fire, a biological attack may not be immediately obvious. Most likely, it will be discovered as a pattern of illness observed by health care and reported through the media.
- In the event of an incident, things to be concerned with are:
 - Are you in a group or area authorities consider dangerous?
 - What are the signs and symptoms of disease?
 - Seek out information on where to receive vaccines and medical care.
- How to protect yourself if you become aware of an unusual release of an unknown substance nearby:
 - Quickly get away
 - Cover your mouth and nose with layers of fabric (Cotton)
 - Immediately wash with soap and water
 - Contact local authorities.
- Symptoms and Hygiene
 - At the time of a declared biological emergency, if you become sick, it is important to be suspicious.
 - Do not automatically assume you should go to the hospital or emergency room or that any illness is the result of a biological attack.
 - Symptoms of common illnesses may overlap.
 - Use common sense, practice good hygiene to avoid spreading germs and seek medical advice.

Chemical Attack

- A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.
- Possible signs of a chemical threat:
 - Many people suffering from watery eyes, twitching, choking, having trouble breathing, or losing control.
 - An abundance of dead birds, fish or small animals.
- If you see signs of chemical attack:

- If possible quickly define the impacted area
- Take immediate action to get away
- If the chemical is inside a building, try to get out without passing through the area. If this is not possible, consider “Shelter in Place”
- As soon as possible contact 911
- If you think you have been exposed to a chemical attack:
 - Remove and wash contaminated clothing
 - Look for a hose, fountain or any source of water
 - Use soap if possible
 - Rinse, do not rub as this may rub the chemical into skin
 - Seek emergency medical attention. Call Department of Safety at 352-638-6945 or 911

Nuclear Blast

- A nuclear blast is an explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around.
- In the event of a nuclear blast:
 - Take cover immediately, below ground if possible, through any shield or shelter will help protect you from the immediate effects of the blast and the pressure wave.
 - Quickly assess the situation. Consider if you can get out of the area or if it would be better to go inside a building and “shelter in place”.
 - In order to limit the amount of radiation you are exposed to, think about shielding, distance and time.
 - Shielding: If you have a thick shield between yourself and the radioactive materials more of the radiation may be absorbed, and you will be exposed to less. In a building, inside or sub ground level rooms provide the best protection because the earth and/or additional walls provide added shielding.
 - Distance: The farther away you are from the blast and the fallout the lower your exposure. Attempt to remain upwind of the explosion
 - Time: Minimizing the time spent exposed will also reduce your risk.
 - Use all available information and news reports to assess your situation.

EVACUATION

Building Evacuation

- When a building fire alarm sounds or other notification is made to evacuate a building or area, leave by the nearest marked exit and alert others to do the same.
- Evacuate the building quickly, calmly and quietly. Walk; do not run, to the nearest exit or stairwell.
- If the Department of Safety is not already present, notify Safety at 352-638-6945.
- The Department of Safety will support the evacuation with the assistance of other Beacon College staff and emergency responders.
- Do not use the elevator. It may become inoperative with too many occupants and must be available for emergency responders.
- Assist disabled (handicapped) persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell or marked Area of Refuge so emergency responders can find and assist them. Notify Department of Safety officers or other emergency responders on the scene of the location. They will assist in the evacuation of disabled persons.
- Evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel. If there is a designated meeting location, go there.
 - Residential Life staff or department heads should account for people from their areas.
- Do not return to the building until instructed to do so by Department of Safety or emergency responders on the scene.

Campus-Wide Evacuation

- Emergency responders may use fire alarms, public address systems and text messaging to advise the campus community to evacuate and provide information regarding the emergency.
- When a campus-wide evacuation is announced, occupants should follow the evacuation plan for their building.
 - Individuals should proceed calmly to their vehicles or public transportation to exit the campus.
 - Buildings and entrances will be closed to vehicle and pedestrian traffic for the duration of the emergency.

- Beacon College officials will provide information and updates regarding the evacuation on the College website or through other modes of communication.

FIRE

When the building fire alarm sounds:

- Never assume that it is a false alarm! Walk quickly to the nearest marked exit and alert others to do the same. Gather only essential personal belongings (coat, backpack etc.).
- Do not use the elevators.
- When leaving a room, feel the door first. If the door is cool to the touch, exit it carefully. If it is hot, stay where you are, seal the door, and post a sign on the window to signal your location if possible and stay low to the ground.
- Assist disabled (handicapped) persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell or marked Area of Refuge so emergency responders can find and assist them. Notify Department of Safety officers or other emergency responders on the scene of the location. They will assist in the evacuation of disabled persons.

Never enter a room where there is fire or smoke.

- If you encounter smoke, crouch near the floor as you exit. If possible, breathe through a dampened cloth. Smoke is the greatest danger in a fire, so stay near the floor where air will be less toxic.
- Assist the disabled in exiting the building. If you are unable to assist, contact Department of Safety or 911 and report the location of individuals needing assistance.
- **Do not return to an evacuated building** unless told to do so by the Fire Department or Department of Safety Officials.

If you are trapped inside a building that has been evacuated:

- Call 9-1-1 to alert emergency responders to your location.
- Place an article of clothing or some other high visibility marking outside a window and or underneath a door as a marker to emergency personnel.
- If smoke is present, move toward the window and open it unless there is thick smoke and /or flames near it. If there is not window, and/or smoke is present, close or cover any openings under the door or walls to prevent smoke spread.
- Stay near the floor where the air will be less toxic.
- Shout to alert emergency personnel to your location.

If clothing is on fire:

- Drop to the ground or floor and roll to smother flames.
- Smother flames with a blanket or other suitable object.
- Drench with water from a safety shower or other source.
- Seek medical attention for all burns and injuries.

If you see or receive a report of visible smoke or fire in a building:

- **Activate the nearest fire alarm box and or dial 9-1-1 to report the situation.**
- Assist others by directing them away from the affected area.
- Close doors and windows. Do not lock. If possible, mark “FIRE” on the door where fire is located.
- Leave by the nearest marked exit and alert others to do the same.
- Only use a fire extinguisher on small fires if you have been trained to do so, and only if it is safe. Make sure that you are between the fire and the nearest exit and have a clear path to the exit. Try to work with another person. Contact 9-1-1.

HAZ MAT SPILL/GAS LEAK/ODOR

If any type of potentially hazardous gas or liquid appears to be leaking, pooling or posing a danger, the following steps should be taken:

- Call Department of Safety at 352-638-6945 or 9-1-1 immediately. Provide your name, location, and the nature of the emergency. If possible, try to identify the type of material for the officer.
- Confine fumes or fire by shutting the room door, if safe to do so.
- If possible, extinguish flames and/or shut off the ignition source.
- If possible and safe to do so, try to contain the spill to keep it from reaching drains.
- Avoid breathing vapors or stepping in spilled materials.
 - Use eyewash or safety shower if needed to decontaminate.
- Alert all persons near the spill area.
- Sound the building fire alarm to evacuate the building using the established evacuation plan. Evacuate to a safe area at least 500 feet away from the building. Do not return to the building until instructed that it is safe to do so by Department of Safety or other emergency personnel

Anyone who may have been exposed to spill material should avoid contact with others until evaluated by emergency personnel.

LOCKDOWN

A lockdown action may be required during an actual or potential threat to the Campus. Department of Safety or other officials will send out an emergency notification to “lockdown” the campus. Additional Information may or may not be provided at that time.

Lockdown Procedures

- Find a place hidden from view where you can hide out
- Lock doors and windows
- Pull the shades or cover windows with paper or clothing to block the view into the room
- Turn off all the lights, put cell phones on vibrate or silent
- Move away from windows and doors
- Keep occupants calm, quiet and out of sight. Do not bunch up; spread out.
- Barricade the door with large objects if possible
- Remain in place until you receive notification via the camps emergency notification system that it is all clear
- Unfamiliar voice may be the aggressor attempting to lure victims from safety; do not respond to any voice commands from outside the area.
- Monitor cell phone for updates.

MEDICAL EMERGENCY

When an illness or injury occurs, evaluate the situation:

- Do not move a seriously injured person unless it is a life-threatening situation.
- Call Department of Safety at 352-638-6945, giving your name, location, building and telephone number. Advise the officer of the nature of the injury if possible and if the person requires an ambulance.
- Attend to the victim. Attempt to keep the victim as calm as possible. Do not move the victim unless necessary to prevent further injury.
- If the person is unconscious, check for breathing and pulse.
- If there is no pulse, locate an Automated External Defibrillator (AED). The AED will automatically assess the heart rhythm and determine if a shock is needed.

- Help stop bleeding by applying direct pressure to the wound and elevating the effected extremity. Protect yourself from bodily fluids by using gloves or other protective barriers.
- If you are sure there are no neck or back injuries, turn the individual on his/her side to allow any fluids to drain, Keep the individual still and wait for emergency responders. Do not attempt to move the person out of the area unless he or she is in immediate danger of further injury.
- Remain with the victim until Department of Safety or ambulance arrives. Advise the officials on scene of the nature of the illness or injury.
- Leesburg Fire Department will transport persons with serious illness or injury to an emergency room, if necessary.
 - If ambulance transport is not necessary, Department of Safety may provide transportation to the Campus Nurse or the closest emergency room or urgent care facility if the person can walk to the vehicle independently. Department of Safety may decline to transport uncooperative individuals.
- Students with minor illnesses or minor injuries should Contact the Nurse for treatment during hours of operation.
- Faculty, staff or visitors with minor injuries may be transported to the closest emergency room or urgent care facility. Public Safety cannot provide transportation outside of the immediate University area.

Seizure

The primary role for a bystander when someone is having a seizure is to prevent injuries. This can be done by following the steps outlined below:

- Cushion the head
- Loosen any tight neckwear
- Do not attempt to hold down or restrain the person
- Do not place anything in the person's mouth or try to pry the teeth apart
- Remove sharp objects from around the person to prevent injury
- Reassure bystanders who may be panicking and ask them to give the person room
- Turn the person on his or her side after the convulsions cease. This may help drain any secretions from the person's mouth
- Observe these items:
 - Length of seizure

- Type of movements
- Direction of head or eye turning
- Amount of time to return to alertness and full consciousness
- Report this information to emergency personnel when they arrive

MISSING PERSON

Notify the Department of Safety at 352-638-6945

Provide detailed information including:

- Physical description- age, height, weight, hair color, eye color, distinguishing characteristics, medical conditions that may be pertinent. A recent picture is helpful.
- Last time they were seen, who they were seen with and where
- Names and contact information of friends, significant other etc.
- Vehicle information if know including:
 - Make
 - Model
 - Color
 - License Plate Number
- Information on any recent concerns or issues, if known.
- If the person is missing from the Beacon campus, the Department of Safety may notify the person's emergency contact, family and/or Leesburg Police if the person is not immediately located.

If the person returns or contacts you, contact the Department of Safety immediately to suspend the search.

POWER FAILURE

In the event of a power failure:

- Remain calm. If the outage lasts more than a few minutes, contact the Department of Safety at 352-638-6945.
- Do not light candles or use any other open flame to illuminate the area. Buildings are equipped with emergency lights to illuminate interior hallways and stairwells, to provide for safe egress from the buildings.
- If it is determined that an outage will last for an appreciable amount of time, unplug all electrical equipment, especially computers, and turn off all light switches.
- Laboratory personnel should secure experiments, close fume hoods and chemical containers, unplug equipment and turn off gases.
- If you are trapped in an elevator stay calm. Use the emergency phone in the elevator to contact The Department of Safety.
- If others are trapped in an elevator:
 - Advise them to stay calm
 - Call Public Safety at 352-638-6945.
 - If anyone is injured, contact 9-1-1.
 - Remain near the elevator and maintain communication with the passengers until assistance arrives, if it is safe to do so.

SHELTER IN PLACE

“Shelter in place” means to take immediate shelter where you are. “Shelter in place” may be used during a large-scale hazardous materials incident or a dangerous weather emergency such as hurricane, tornado or high winds. Most cell phones will receive dangerous weather notifications automatically. Shelter in Place warnings may also be disseminated by the campus emergency notification system, email, local news media, or other weather alerting systems.

How do I prepare?

- Choose a room in your area in advance for your shelter. The best room is one with as few windows and doors as possible.
 - A large room, preferably with a water supply, is desirable. There may be several people sheltering with you, so you may want to have two locations.
- Know the location of shutoff and control of fans, air conditioners and heating systems.

- Prepare an emergency kit including:
 - Duct tape and plastic sheeting to seal off windows and doors
 - First aid kit
 - Flashlight and batteries
 - Radio and batteries
 - Water and non-perishable snacks

Make sure to check these supplies periodically
- Make an emergency plan for your office or area and assign responsibilities during an emergency including having an alternate for each duty.

What to do when there is a Shelter-in- Place warning

- Secure exterior doors to your residence hall or building
- Gather others and go to your predetermined shelter area
 - Bring your emergency kit
- Close and lock all windows and exterior doors
 - If you are told there is a danger of explosion, close the window shades, blinds or curtains.
- Use duct tape, plastic sheeting or any non-porous material to seal cracks around doors, windows and any vents in the room.
- Turn off fans, heating and air conditioning systems
- Notify your emergency contact where you are and that you are safe
- Remain in place until you receive the “All Clear” message

SUSPICIOUS PACKAGE

If you receive or observe a suspicious letter or package that is unexpected or unknown with the following characteristics:

- Excessive postage
- Misspellings of common words
- Excessive weight
- Rigid envelope
- Foreign mail, air mail or special delivery

- Handwritten or poorly typed address
- Restrictive markings such as confidential, personal, etc.
- Excessive security-materials such as duct tape, string etc.
- Incorrect titles
- Oily stains or discoloration
- Titles with no name
- Protruding wires or tinfoil

From a safe location, notify Department of Safety immediately at 352-638-6945

- Move people away from the package
- DO NOT move or open the package
- DO NOT investigate too closely
- DO NOT cover, insulate or place the package into a cabinet or drawer

WEATHER EMERGENCY

A weather emergency can occur in many forms and conditions can change quickly. It is recommended that all Beacon community members sign up for weather notification. There are many products news stations and apps available in a variety of platforms. The National Oceanic and Atmospheric Administration (NOAA) is highly recommended.

Weather Watch

During a weather watch conditions are possible for emergencies such as flooding, hurricanes, thunderstorms and tornadoes. When a weather watch is issued everyone should maintain awareness and monitor conditions especially when planning to be outside.

Weather Warning

A weather warning indicates severe weather conditions are imminent or occurring: take action immediately if you are in an area covered by the warning.

Flood Warning

Indicates a flood is imminent or is happening. During warnings, instructions on what to do will be disseminated by local emergency officials via cell phone alerts and on the radio and TV. Warnings are cancelled by official notification only.

- **Be alert to signs of flooding**

- If you think you are at risk, evacuate immediately. Move quickly to higher ground. Leave belongings behind.
- **Follow the instructions and advise of local authorities.**
- If advised to evacuate, do so immediately. Move to a safe area before access is cut off by flood waters.
- Follow recommended evacuation routes. Shortcuts or alternate routes may be blocked or damaged by flood waters.
- Leave early enough to avoid being marooned by flooded roads. Delaying too long may allow all escape routes to become blocked.
- If you are in a flooded area in your vehicle, turn around. Do not attempt to drive through the flood.

Hurricane Warning

Indicates that a hurricane is expected in the area within 24 hours. Your response and the response of the university to the warning will vary based upon the storm's intensity.

Thunderstorm Warning

Indicates that a severe thunderstorm has developed and will probably affect those areas stated in the weather bulletin. Stay indoors until the threat has passed.

Lightning

All thunderstorms produce lightning and are dangerous. There are no truly safe places outside seek shelter. If you are caught outside:

- Avoid open areas
- Stay away from tall objects such as trees, towers and utility poles
- Stay away from metal objects such as wires and fences which conduct electricity

Tornado Warning Indicates that a tornado has been sighted and is a threat to the area.

- Anyone outdoors should seek shelter inside.
- If outside and unable to get to a building, lie flat in the nearest depression, ditch, or ravine
- The safest area in a building is the basement or an interior hallway of the lowest floor.
- Seek shelter under sturdy furniture if no basement is available. Stay away from the windows.
- Never wait out a tornado in a car.
- Tornado warnings are cancelled by official notification only.

Earthquake

During an earthquake, remain calm and follow the steps below.

Indoors:

- Seek refuge in a doorway or under a stable desk or table.
- Stay away from glass, windows, shelves and heavy equipment.
- Drop to your knees, clasp both hands behind your neck, bury your face in your arms and make your body as small as possible.
- Close your eyes and cover your ears.
- After the initial shock, evaluate the situation and if emergency help is necessary, call 9-1-1. You should also activate the building fire alarm. Protect yourself at all times and be prepared for aftershocks.
- Walk to the nearest marked exit and encourage others to do the same. Do not use elevators as they may have been damaged.
- Once outside, move to a clear area at least 500 feet away from any structure.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency responders.
- Damaged buildings and facilities should be reported to Facilities and/or Public Safety.

Outdoors:

- Move quickly away from buildings, utility poles, and other structures. Always avoid power or utility lines as they may be energized.

Extreme Adverse Weather Conditions

In the event of extremely adverse weather conditions (severe weather emergency, hurricane, etc.), the decision to close the College and/or evacuate the campus will be the responsibility of the President or her/his designee.

- The College will monitor weather and campus conditions.
- The Critical Response Team will notify the campus community about closures via posters, word of mouth and/or campus email.
- An interruption in the traditional schedule will be posted on the web site.

Reporting Weather Related Problems

Any member of the College community, who discovers weather related problems or potential flooding

resulting from weather conditions or facilities damage, should respond as follows:

- Stay out of the area. Do not enter until electrical power has been turned off. There is an extreme danger of electrical shock if the water had contacted electrical devices.
- Call Department of Safety at 352-638-6945. Describe the nature of the problem.
- Secure the area is possible or post people or signs at all entrances to the flooded area to prevent entry by unauthorized personnel.
- Facilities personnel will be responsible for shutting down power if required.
- Identify a temporary shelter to house water-soaked materials.
- Do not return to the building or work area until instructed to do so by Department of Safety, Facilities staff or First Responders.