

ARMED INTRUDER

1. Immediately lock students/staff and yourself in a classroom. Cover any windows or openings that have a direct line of sight into the hallway.
 2. Call 911 immediately.
 3. Close blinds.
 4. Stay away from windows.
 5. Turn off lights and equipment.
 6. Keep everyone together.
- IF YOU ARE CAUGHT IN THE OPEN, YOU MUST DECIDE WHAT YOU WILL DO, THIS IS A VERY CRUCIAL TIME AND IT CAN MEAN LIFE OR DEATH.*
1. You can try to hide, but make sure you are well hidden.
 2. If you think you can make it safely out of the area by running, then do so.
 3. If you decide to run, do not run in a straight line, zig-zag. Use cover such as desks, cabinets, etc.
 4. Your last option if caught in the open is to fight back. This is dangerous, but depending upon your situation, could be your only option.
 5. If you are caught by the intruder, obey all commands and do not look the intruder in the eyes. If the situation warrants it, your last option may be to fight back.
 6. Once the police arrive, obey all commands. This may involve your being handcuffed, or keeping hands in the air. Once circumstances are evaluated by the police, they will give you further instructions.

CHEMICAL SPILLS

For accidents posing immediate fire hazard or requiring medical attention:

1. Call 911 immediately.
2. Evacuate the area.
3. Assist others with first aid and evacuation.

For life threatening exposure to hazardous materials

1. Call 911 immediately.
2. Perform rescues and emergency first aid.
3. Keep all persons as far away from the accident scene as possible.
4. Avoid contamination.
5. Keep all persons isolated until material can be examined.

FIRE

1. If you observe or smell smoke, immediately go to the nearest fire alarm pull station and activate the fire alarm. (Alarms are located near emergency exits) Extinguish the fire only if you can do so safely and quickly.
2. Immediately call 911.
3. Department heads and faculty members shall assume responsibility for those people in their charge and evacuate their classrooms and offices in an orderly manner to the nearest designated Evacuation Route and assembly point (in front of the building.) There are two stairwells, one beside classroom L and the other across the catwalk across from the restrooms.
4. Faculty and Department heads are responsible for keeping all students/staff in the assembly area until recalled to the building or advised by emergency personnel of where to go.
5. If students/staff want to leave, or are dismissed, it is the responsibility of the instructor/department head to obtain their name and log it.

IF YOU CATCH FIRE: STOP, DROP AND ROLL to extinguish the flames.

IF TRAPPED IN A ROOM:

1. Place cloth material around the bottom of the door to prevent smoke from entering.
2. Close as many doors as possible between you and fire.
3. DO NOT BREAK GLASS UNLESS NECESSARY. Outside smoke may enter.
4. Call 911 immediately.

HURRICANE

If the national weather service issues a Hurricane or Tropical Storm Warning for our area, preparations to close the campus will begin.

1. Operations staff shall contact all staff and appropriate faculty by email and telephone to advise them of their duties and the expected duration of the closing.
2. All available staff will report to their campus as soon as possible or as directed.
3. Faculty will contact their students with instructions.
4. Telephone answering message will be changed to reflect the anticipated duration of the closing.
5. The website scroll will be changed to report the anticipated duration of the closing and other instructions.
6. Local television and radio stations will be contacted.
7. All computer equipment will be protected appropriately. (covered and unplugged)
8. Refrigerator will be emptied and trash removed.
9. The building will be evacuated as the storm approaches. The last person to leave shall turn off all lighting and close all doors.

After the warning has been canceled, operations will contact the director for further instructions. Operations will then relay instructions to all staff.

Thunderstorms, tropical storms and hurricanes often spawn tornadoes. **If a tornado hits the campus:**

1. Remain Calm.
2. Go to an area of safety (use emergency exits and go to lower level of building) if possible; if not, go to rooms and corridors in the innermost part of the building.
3. Stay clear of windows, corridors with windows or large free-standing expanses and do not use the elevators.
4. Close all doors
5. Crouch near the floor.
6. Stay alert for hazards in the aftermath of the tornado.

BOMB THREAT

If you receive a bomb threat (TELEPHONE)

1. **REMAIN CALM** and speak calmly to the caller.
2. Attract the attention of a co-worker discreetly while listening to the caller. Have the co-worker call the police bomb squad at 911. Also request that the call be traced.
3. Keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
4. Pay attention to background noises and distinctive sounds, such as machinery, traffic, other voices, music, television, etc).
6. Note any characteristics of the caller's voice (gender, age, education, accent, etc).
7. Attempt to obtain a location of a device (building, floor, room, etc).
8. Attempt to obtain information on the time and type of detonator.
9. The decision to notify other building occupants of the threat or to order an evacuation will be based on recommendations from Police authorities, the judgment of the Director and the Property Manager.

Be suspicious of mail packages with the following:

1. Mail bombs may bear restricted endorsement, such as "Personal or Private."
2. Addressee's name or title may be inaccurate.
3. Return address may be fictitious or not available.
4. Distorted handwriting or cut and paste lettering
5. Protruding wires, aluminum foil, oil stains, or package may emit a peculiar odor.
6. Cancellation or postmark may show a different location than the return address.
7. Mail bombs may have excessive postage.
8. Mail may feel rigid, uneven or lopsided.

If you consider a package or letter suspect, DO NOT OPEN IT! Immediately call the Police Bomb Squad at 911 and notify Property Management.

BEFORE AN EMERGENCY

INDIVIDUALS WITH DISABILITIES

Those with mobility concerns or other concerns that would make an independent evacuation difficult are encouraged to discuss alternate plans with their instructors and/or supervisors in advance.

PRE-PLANNING

Become familiar with your area by locating exits, stairwells, elevators, fire-fighting equipment, fire alarms, telephone availability and establish areas of refuge if you are unable to get out of the building.

Faculty should make an announcement at the beginning of each term/semester advising students of the procedures to take in an emergency situation and to discuss accommodation needs with disabled students.

Faculty should assist the student in arranging for volunteer assistants who are willing to assist any disabled students.

DURING AN EMERGENCY

Persons confined to a Wheelchair

First Floor: Persons confined to wheelchairs with the assistance of a pre-designated assistant will proceed out of the building via the nearest exit or pre-designated evacuation route.

Second Floor or Higher: Persons confined to wheelchairs with the assistance of a pre-designated assistant will proceed to the stairwell. The first person from the area/class to exit the building will notify emergency personnel outside the building of the situation. After the stairwell clears and the disabled person can be navigated safely down the stairs, they shall proceed down. If this is not feasible, wait for assistance from emergency personnel.

NO STUDENT UNDER ANY

CIRCUMSTANCES IS TO BE LEFT ALONE.

EVACUATION ROUTES

Each classroom, laboratory and work area on campus will have posted designated evacuation and safe area routes specific for that area. Follow these routes in the event of an evacuation.

1. Do not use elevators,
2. Close, but do not lock doors
3. Evacuate in groups to ensure all get out
4. Provide assistance for those with physical disabilities
6. Evacuate in a safe and orderly manner to the prearranged location.

EMERGENCY INFO

Police/Fire/Ambulance 911

North Orlando Campus

2180 W. State Road 434

Suite 5100

Longwood, FL 32779

407-869-8111

Property Manager

407-682-7199

Emergency Maintenance

407-834-1627

South Orlando Campus

6150 Forum Drive

Suite 300

Orlando, FL

407-345-1139

Property Manager

407-352-4103

Night-time Security

Mortimer 407-947-0193