Appendix A – Emergency Guidance
Active Shooter

If an active shooter is reported or encountered: Decide – Run. Hide. Fight.

RUN – If the shooter's location is known and the opportunity to escape is available, flee the area.

- Have an escape plan in mind.
- If you are outside near the threat, find cover immediately!
- DO NOT pull the fire alarm to alert others of an active shooter.
- Keep your hands empty and visible and follow all instructions from public safety officials.

HIDE – If you are inside a building and the shooter(s) location is unknown, secure in place and deny access.

- Lock and barricade doors with heavy furniture.
- Stay away from doors or windows.
- Turn off lights.
- Block windows.
- Turn off radios and computer monitors.
- Keep yourself out of sight (take cover/protection from bullets by using concrete walls or heavy furniture).
- Silence your cell phone.
- Without jeopardizing safety, call or text 9-1-1 (if you cannot speak, leave the line open and allow the dispatcher to listen).

FIGHT – As a last resort and only if your life is in immediate danger, defend yourself.

- Work as a group if possible
- Improvise weapons
- Commit to your actions

Source: University Police Department

Additional information available at: http://www.police.ufl.edu/community-services/active-shooter-response-checklist/

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Alcohol Safety

In case of an alcohol or other drug related emergency:

- Call 9-1-1
- Stay with the individual until public safety officials arrive.
- Do not try to give the individual anything to eat or drink.
- Be prepared to give information on the amount and type of alcohol or substance consumed.
- At UF, the Medical Amnesty Policy protects you and your friend from conduct action- when in doubt- always call for help!

The signs or symptoms of alcohol poisoning include (not all of these need to be present):

- Confusion or stupor
- Vomiting while passed out, not waking up after vomiting, or incoherent while vomiting
- Seizures
- Breathing is slow (less than 8 breaths per minute) or irregular, with 10 seconds or more between breaths
- Weak pulse, very rapid pulse, or very slow pulse
- Cold, clammy, pale or bluish skin
- Loss of consciousness: Inability to awaken a person with loud shouting, or inability of a person to remain awake for more than 2-3 minutes or to carry on a coherent conversation when awake (semi-conscious)

Source: Dean of Students Office

Additional information available at:

- [http://gatorwell.ufsa.ufl.edu/health_topic/alcohol_and_other_drugs](http://gatorwell.ufsa.ufl.edu/health_topic/alcohol_and_other_drugs)

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Bomb Threat


If a bomb threat is called in:

Telephone Threat

- DO NOT hang up on caller and speak calmly.
- Write down incoming phone number, from caller ID.
- If another person is close by, notify them and tell them to call 9-1-1.
- Keep the caller on the line.
- Be polite and ask:
  - Where is the bomb located? (Building, Floor, Room, etc.)
  - When will it go off?
  - What does it look like?
  - What kind of bomb is it?
  - What will make it to explode?
  - Did you place the bomb?
  - Why?
  - What is your name?
- Attempt to identify characteristics of the caller and their location (age, gender, voice, and background noise).
- After the call, ensure 9-1-1 was notified.
- Public safety officials will decide when and if to evacuate.

Source: University Police Department


Version Date: 08/2016
Building Fire / Evacuation

If you encounter Odor/Smoke/Fire/Explosion:

RACE

- **Rescue** — Persons in immediate danger, if possible. This includes yourself!
- **Alarm** — Pull fire alarm and call 9-1-1.
- **Contain** — Fire and smoke by closing doors while leaving the building (especially stairwells).
- **Evacuate** —
  - Take with you essential personal items ONLY (cell phone, ID, keys, medications, wallet, purse).
  - If the corridor is filled with smoke, stay low and crawl out.
  - Do not use the elevator.
  - Exit to a safe location.
  - Move away from the building at least 300 feet.
  - Attempt to determine if all occupants in your area have evacuated.
  - Do not re-enter the building.

If building evacuation is ordered or fire alarm sounds:

- Take only important personal items (cell phone, ID, keys, medications, wallet, purse).
- Do not use the elevator, if possible.
- If requested, accompany and assist persons with disabilities.
  - If special assistance is needed call 9-1-1 and report your location and situation. Ask others as they leave the building to inform public safety officials on site of your location and situation.
- Move quickly, but in an orderly manner out of the building. DO NOT PUSH OR SHOVE.
- Once out of the building, move at least 100 feet from the structure or as instructed by public safety officials.

If confined or trapped:

- Call 9-1-1 and report your location and situation.
- Feel door, if hot, DO NOT open.
- Keep doors and windows closed to prevent the spread of fire and smoke.
- Stuff towels under door to keep out smoke.
- Attract attention to your position if possible.
- If you have to move, stay close to the floor and crawl.

Source: Environmental Health & Safety

More information available at: [http://www.ehs.ufl.edu/emergencies/fire_alarm/](http://www.ehs.ufl.edu/emergencies/fire_alarm/)

Information regarding emergency evacuation of people with disabilities at: [http://www.ehs.ufl.edu/emergencies/disability_evacuation/](http://www.ehs.ufl.edu/emergencies/disability_evacuation/)
Dangerous, Disruptive or Disturbing Employee

If an individual is dangerous or threatening harm to self or others call 9-1-1 immediately.

If you encounter a disruptive or disturbing employee
If you are NOT concerned for your immediate safety or that of others:

- Attempt to deescalate the situation; offer to find someone to assist in problem-solving; meet and work on a solution.
- Consult with the HRS Employee Relations Office and notify your supervisor.
- If needed consult with the Employee Assistance Program.
- Work with your supervisor and the HRS Employee Relations Office to develop a plan.
- Implement the plan and follow up with recommended resources and your supervisor.
- Document your actions and conversations.

If your encounter a troubled employee
If you are NOT concerned for your immediate safety or that of others:

- Consult the Employee Assistance Program and Employee Relations.
- Address the situation directly and how it relates to the positions; have someone else present with the two of you.
- Do not make promises of confidentiality.
- Refer employee to campus and community mental health resources.

Resources:
- University Police (352) 392-1111
- Employee Assistance Program (352) 392-5787
- HRS Employee Relations (352) 392-1072
- Alachua County Crisis Center (352) 264-6789
- Office of Victim Services (352) 392-5648

Source: Human Resources Services

Additional information available at: http://hr.ufl.edu/working-at-uf/support/employees-in-distress/

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Dangerous, Disruptive or Disturbing Student

If an individual is dangerous or threatening harm to self or others call 9-1-1 immediately.

If you encounter a disruptive or disturbing student
If you are NOT concerned for your immediate safety or that of others:

- Attempt to deescalate the situation; refer the student to U Matter We Care to assist in problem-solving; meet and work on a solution.
- Inform your supervisor.
- Consult with and notify U Matter We Care at umatter@ufl.edu

If your encounter a troubled student
If you are NOT concerned for your immediate safety or that of others:

- Address the situation on an individual level; consider having someone meet with you and the student.
- Consult with and notify the Dean of Students Office (umatter@ufl.edu)
- Avoid offering confidentiality to the student.
- Deal directly with the behavior according to classroom protocol; provide corrective feedback and offer to help.
- Encourage the student to use campus and community helping resources; offer to walk the student to assistance or call and make an appointment
- Inform and consult with your supervisor.

Resources:
- University Police (352) 392-1111
- U Matter We Care (352) 392-1261 or umatter@ufl.edu (7 days a week)
- Counseling & Wellness Center (352) 392-1575 (night and weekend crisis line for students)
- Dean of Students Office/Student Conduct and Conflict Resolution (352) 392-1261
- Alachua County Crisis Center (352) 264-6789
- Source: Dean of Students Office

Additional information available at: http://www.umatter.ufl.edu/students

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Extreme Heat

In the event of extreme heat:

- Wear light, loose-fitting warm-weather clothing.
- Avoid exerting yourself outdoors.
- Stay indoors as much as possible.
- Consider going to a cool building if you do not have A/C (example – common areas, dining areas, libraries).
- Drink plenty of fluids to help keep your body cool and hydrated.
- Avoid excessive intake of caffeine and alcoholic beverages.
- LOOK before you LOCK – Never leave people or pets unattended in a vehicle.
- Be aware of prescription medications that interfere with the body's ability to regulate temperature or that inhibit sweat production.

Excessive Heat Warning – Issued within 12 hours of when the maximum heat index temperature is expected to be 105° or higher for at least 2 days and nighttime air temperatures will not drop below 75°.

Excessive Heat Watch – Issued when conditions are favorable for an excessive heat event in the next 24 to 72 hours.

Heat Advisory – Issued within 12 hours of the onset of extremely dangerous heat conditions.

Excessive Heat Outlook – Issued when the potential exists for an excessive heat event in the next 3-7 days.

Source: Emergency Management


Version Date: 08/2016
Flood

Turn Around Don’t Drown

- Avoid flooded roads, paths, sidewalks and areas, which could be damaged under the flood waters.
- Turn around and go another way.
- Be especially cautious at night when it is harder to recognize flooding dangers.
- Notify University Police (352) 392-1111 of flooding conditions.

Source: Emergency Management

Additional information available at: http://www.floodsafety.noaa.gov/

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Hazardous Materials Release / Shelter In Place

In the event of a hazardous material release:

- Call 9-1-1
- Do not attempt to clean up the spill unless specifically trained and outfitted to do so.
- Turn off all ignition and heat sources.
- Cover mouth with a cloth and try not to inhale gases, fumes, or smoke.
- Leave the area immediately, and keep others away.
- Stay upstream, uphill, or upwind of the release.
- Provide public safety officials with information about the spill, chemical (if known) and the spill area.
- Re-enter the building only when an “all clear” is provided by public safety officials.

If Advised to Shelter In Place:

- Move inside a building immediately.
- Close and lock all windows and doors.
- Turn off A/C, if possible.
- Enter an interior room and seal the room (doors, windows, and vents) with towels, plastic, or tape for further protection, if possible.

If you are exposed to a hazardous material:

- Call 9-1-1
- Individuals exposed to hazardous material should avoid contact with others.
- Remove all contaminated clothing, being sure not to contaminate other areas of your body.
- Flush with copious amounts of cool water for 15 minutes, being sure not to scrub the chemical on your skin.
- Exposed persons should receive or seek medical attention.

Source: Environmental Health & Safety

Additional information available at [http://www.ehs.ufl.edu/emergencies/hazmat_injury/](http://www.ehs.ufl.edu/emergencies/hazmat_injury/)

Version Date: 08/2016
Lightning

When thunder roars go indoors

- Stop all outdoors activities
- Seek shelter in a substantial building or hard-topped vehicle.
- Wait 30 minutes after the storm to resume activities.

Source: Emergency Management

Additional information available at: [http://www.lightningsafety.noaa.gov/](http://www.lightningsafety.noaa.gov/)

Version Date: 08/2016
Medical Emergency

If you encounter someone experiencing a medical emergency (examples: heart attack, loss of consciousness, large loss of blood, serious accident or seizure):

- Call 9-1-1.
- Unless trained, do not render assistance above basic first aid.
- AEDs are dispersed throughout campus and can be located on the UF Campus Map or the Gator Safe App.
- DO NOT jeopardize your health and safety to render care.
- DO NOT attempt to move the injured/sick person unless he/she is in immediate danger.
- Have someone meet and escort public safety officials to the victim.
- Provide public safety officials with information about the incident.

Source: University Police Department

Worker’s compensation information available at: [http://www.ehs.ufl.edu/emergencies/injury/](http://www.ehs.ufl.edu/emergencies/injury/)

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Severe Thunderstorm Warning / Tornado Warning

If a Severe Thunderstorm Warning or Tornado Warning is issued:

- Seek shelter in a sturdy building. Vehicles, trailers and modular buildings may not provide good protection.
- Move to interior areas away from windows, doors, and outside walls.
- Stay indoors until the warning has expired.
- Report campus damages to the University of Florida Police Department (352) 392-1111.

Source: Emergency Management

Additional information available at: https://emergency.ufl.edu/weatherready/hazards/

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Suspicious Packages / Mail

If you come in contact with a suspicious packages / mail:

**Opened Package** – If you have opened a package containing an unknown substance, powder, or threat:
- Place it down immediately.
- If powder spills from container DO NOT attempt to clean up.
- Leave the room and close the doors as you exit.
- Advise others to avoid the area.
- Move to a location that will minimize exposing others.
- If possible wash hands with soap and water.
- Call 9-1-1

**Unopened Package** – If a suspicious package is received or found:
- Do not go near package.
- Advise others to avoid the area.
- Call 9-1-1
- Follow instructions from public safety officials.

Source: University Police Department

Additional information available at: [https://about.usps.com/posters/pos84.pdf](https://about.usps.com/posters/pos84.pdf)

Version Date: 08/2016
Utility Outage / Disruption

In the event of a utility outage or disruption:
If an emergency call 9-1-1.

Power Outage:
- If you are in an unlighted area, proceed cautiously to an area that has emergency lighting.
- If instructed to evacuate, proceed cautiously to the nearest exit.
- Notify appropriate work management center.

Water Leak
- Shut down and protect critical equipment, if safe to do so.
- Notify appropriate work management center.

Natural Gas, Fumes or Vapors:
- Notify appropriate work management center.
- If you begin to feel ill or suspect a leak, evacuate the building/leave the area and call 9-1-1

Work Management Centers
- Facilities Work Management: (352) 392-1121
  www.facilitiesservices.ufl.edu/get-help/work-request/
- Health Science Center (PPD): (352) 494-7542
  https://www.facilitieservices.ufl.edu/departments/utilities/
- IFAS Facilities Operations: (352) 392-1984
  http://fpo.ifas.ufl.edu/
- Housing & Residence Education: (352) 392-2161
  https://iservicedesk.housing.ufl.edu/

Off Campus Areas or units not served by Facilities Services, IFAS or Housing and Residence Education. Contact appropriate utility provider.

Source: University Police Department

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