

Emergency Situations Protective Actions

Dear Faculty Member: If you are in a classroom with students when an emergency occurs, you are in a position of authority. Students will look to you for direction. We realize that this may be an uncomfortable and uninvited position; however, students who recently participated in focus groups on emergency preparedness unequivocally stated that they would always look to a faculty member for guidance during an emergency.

Should an emergency occur, please refer to the protective actions on this sheet for guidance. Depending on the type of emergency and its complexity, normal class schedules may be suspended.

Any Emergency, Call 911!



COMMON PROTECTIVE ACTIONS

- Remain calm and encourage others to do the same.
- If possible, create distance between you and the hazard and warn others as you seek a safe location or evacuate.
- Offer evacuation or relocation assistance to individuals with disabilities. If they choose to remain, inform emergency responders of their location(s).
- Once in a safe location, remain in place until given direction by emergency responders and public safety officials.
- If possible, monitor www.usf.edu for updates.



WARNINGS OR SIRENS

- Follow verbal instructions, messages and alerts.
- If outdoors, seek shelter.
- Shut all doors and windows. Move away from windows.



SEVERE WEATHER & TORNADOES

- Move to an interior room on the lowest level of the building.
- Stay away from doors and windows.
- If possible, monitor weather broadcasts.
- Remain in place until the severe weather passes.



POWER OUTAGES

- If possible, turn off and unplug computers and other sensitive equipment.
- Move cautiously to a lighted area. Exit signs will be illuminated if the emergency power is operating.
- Occupants should evacuate buildings and seek alternative shelter when power outages exceed 30 minutes.



BOMB THREAT or EXPLOSION

- Evacuate immediately and move away from the hazard.
- Notify the USF Police Department. Call 911.
- As you evacuate, look around for anything suspicious.
- Do not touch or disturb any objects while evacuating the building.

Do Not Remove From Room



ACTIVE SHOOTER

- If you cannot safely evacuate because the shooter is in the area, lock the doors and windows if possible, lower the blinds and turn off the lights. Remain out of sight and away from the doors and windows.
- Do not let anyone enter a locked room.
- Have ONE person from the room call 911 to give details and information. Remain quiet and turn off cell phone ringers.
- Remain in place until authorities give an **ALL-CLEAR** notification.
- When directed, move with hands open and elevated to show law enforcement you are not a threat.
- If outside, stay alert and take cover behind vehicles, thick walls and trees.



HAZARDOUS MATERIALS

- If a hazardous material release poses a danger to building occupants, notify others to leave immediately. Activate the building fire alarm as you evacuate.
- Contact Environmental Health and Safety or the University Police for assistance with clean up of extremely hazardous materials or materials of unknown hazard.
- If you come into contact with hazardous materials, rinse the contaminated area with copious amounts of water. Do not rub the substance if it is on your skin. Seek medical attention.
- Notify emergency personnel if you have been exposed to a hazardous material or have information about the release.
- If directed to **SHELTER-IN-PLACE**, stay where you are. Close all doors and windows. If possible, try to create a tight seal around door jambs and ventilation ducts.

Do Not Remove From Room



SUSPICIOUS PERSON or ITEM

PERSON

- Do not physically confront the person or block the person's access to an exit.
- Do not provide unauthorized individuals access into buildings and offices, or allow them to follow you into controlled access areas.
- Call 911 and provide as much information as possible about the person and his or her direction of travel.

ITEM

- Do not touch or disturb the object. Call 911.
- Notify others in the immediate area. Be prepared to evacuate.



FIRE or SMOKE

- Activate the nearest fire alarm and call 911 if possible. If there are no fire alarms, knock on doors and yell **FIRE** as you exit the building.
- Evacuate the building during every alarm.
- Do not use elevators! Assist disabled individuals to safe refuge areas.
- Close doors as you leave.
- Feel closed doors with the back of your hand. Do not open if doors are hot.
- Move well away from the building when evacuating.
- Do not re-enter the building until the **ALL-CLEAR** is issued.

DURING ANY EMERGENCY OR SITUATION...CALL 911!

For additional safety or hazard related information:

University Police: 813-974-2628

Emergency Management: 813-974-1310

Environmental Health and Safety: 813-974-7986