

# IN CASE OF EMERGENCY...

UNIVERSITY OF SOUTH FLORIDA®  
PROTECTIVE ACTIONS GUIDE

## Provide Your Location When Calling 911

## Common Protective Actions

- Always be aware of your surroundings.
- Remain calm and help others do the same.
- Create distance between you and the hazard.
- Follow all verbal instructions, messages, and alerts.
- Report any suspicious activities to University Police by calling (813) 974-2628.

### If Instructed to Shelter-in-Place

- Stay where you are.
- Close all doors and windows and create a seal around them with available materials.

## Active Threat

- Run – Hide – Fight: If possible, run from the threat.
- If unable to run, hide out of sight behind adequate cover. If faced with the threat, use your resources to fight back.
- Silence all cell phones and other equipment that may produce sound.
- Continue to evaluate the threat and trust your instincts to keep yourself safe.
- Have one person from the room call 911 if you have information to provide or injuries to report.

## Hazardous Materials Release

- Evacuate the area immediately.
- Call Environmental Health and Safety at (813) 974-4036 or University Police at (813) 974-2628 for assistance. If an emergency, call 911.
- If you come in to contact with the material, rinse with copious amounts of water and do not rub skin. Seek medical attention.
- Shelter-in-place if directed.

## Severe Weather and Tornadoes

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

## Power Outages

- Move cautiously to a lighted area.
- Follow instructions from public safety officials.

## Fire, Smoke, or Explosion

- Activate the nearest fire alarm and evacuate the area.
- Notify others as you evacuate.
- Do not use elevators, use only stairwells.
- Assist individuals with disabilities to areas of refuge within stairwells and notify public safety officials of the location.
- Close doors behind you as you leave to limit spread of fire and smoke.
- Call 911 when you are safely out of the building.
- Remain a safe distance from the building in a grassy area, avoiding parking lots.

## Suspicious Person

- Do not physically confront the person or block access to an exit.
- Do not allow anyone to follow you into access controlled areas.
- Call 911 and provide as much information about the person and direction of travel as you can.

## Bomb Threat or Suspicious Item

- Evacuate the area immediately.
- Notify others around you.
- Call 911 and provide as much information as possible.
- Do not touch or disturb any objects.

# Be Prepared.



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813-974-0870