

**Emergency Preparedness Information
from
Campus Safety**

Be Prepared for Emergencies

Be familiar with your building floor plan, stairs, exits and fire extinguisher locations. Plan the route that you would take to exit the building in an emergency.

Keep handy:

- **Necessary medications you may need**
- **Flashlight and extra batteries**
- **College identification**

Cooperate with all drills and emergency training programs – these drills teach you how to react in an actual emergency.

Establish an emergency evacuation location for your building, where all persons can meet following the evacuation of the building. Assign one person to verify everyone is out safely.

Get educated: take a first aid class, CPR or personal safety course.

Power Outage

Remain calm and in place.

Unplug electrical equipment and turn off light switches.

Turn off your computer.

You will be advised by Campus Safety if the power outage will be for an extended time. Remember, power outages are common in Florida due to severe thunderstorms.

Fire Safety and Evacuation

In the event of a fire:

- **Activate the fire alarm**
- **Call Security 712-3950 or 667-5190 to report the location of the fire**
- **Use a fire extinguisher on small fires**
- **For larger fires, GET OUT immediately; close all doors to confine the fire.**
- **If your clothing catches fire:**
 - **STOP DROP ROLL**
- **Fire Extinguisher Instructions**
 - P Pull safety pin from the handle**
 - A Aim at the base of flames**
 - S Squeeze the trigger handle**

S Sweep from side to side

- **Fire Evacuation Instructions:**
 1. **When a FIRE ALARM is activated it must be treated as an emergency and building evacuation MUST occur.**
 2. **Proceed to the nearest exit. Feel any closed doors for heat. If the door is HOT, do not open. If not hot, open slowly and be prepared to shut the door quickly if fire is present.**
 3. **Do NOT use elevators. Use stairwells to exit the building. Stay low when going through smoke.**
 4. **Assist others in the evacuation of your building.**
 5. **Walk, do not run. Do not push or crowd. This only increases the time it will take to exit, and will create panic.**

If you are trapped and unable to reach an exit, place a cloth (dampened if possible) under the door to prevent any smoke from entering. Signal from a window for help. Do not break glass unless absolutely necessary.

If you are caught in smoke, drop low to the ground and hold your breath as much as possible, breathe shallowly through your nose; use your clothing as a filter.

If you are caught in flames, move quickly, cover your head and hair, keep your head down and eyes closed as much as possible.