

# ST. PETERSBURG COLLEGE EMERGENCY RESPONSE GUIDE

A reference tool designed to help you respond calmly,  
effectively and safely to an emergency



and



## Reporting an emergency

1. When faced with a life-threatening situation (fire, hazardous-materials spill, act of violence), evacuate the area. **Remain calm and lead by example.**
2. Call **911**, state your name, St. Petersburg College, your campus, your location (building and room number) and the type of emergency (fire, bomb threat, etc.) so that emergency workers will respond with the proper equipment. **Stay on the line until you are told to hang up.** This is to ensure that all necessary information has been received.
3. Refer to the emergency-specific section in this guide for additional instructions.
4. When **911** call is completed, call SPC Security Dispatch at **2560** from a college phone or **791-2560** from an outside phone. Tell Dispatch you have already called **911**. Give your name, campus, location (building and room number) and the nature of the emergency. If phones are not working, send someone to the security office on your site.

## REPORTING AN EMERGENCY

## Injury or sudden illness to staff or student

1. Call **911** to request an emergency medical response. State your name, St. Petersburg College, campus, location (building and room number) and the nature of the emergency. **Stay on the line until you are told to hang up. Remain calm and lead by example.**
2. When **911** call is completed, call Security Dispatch at **2560** from a college phone or **791-2560** from an outside phone. Give your name, campus, location (building and room number) and the nature of the emergency. Tell Dispatch you have already called **911**.
3. **Do not attempt to move an injured person.** This action could aggravate the injury and cause confusion to the rescuers who are headed to the original location.
4. Make sure the injured person is not left unattended until you are relieved by EMS. Keep the injured person talking to maintain alertness.

## INJURY OR SUDDEN ILLNESS TO STAFF OR STUDENT

## Fire or explosion

**Smoke is the greatest danger in a fire. Always stay low where there is more visibility and less toxic air.**

1. If there is an explosion, immediately take cover and advise others in the area to do the same. Assist any handicapped individuals to a safe location. **Remain calm and lead by example.**
2. Call **911**, state your name, St. Petersburg College, campus, location (building and room number) and nature of the fire and/or explosion. **Stay on the line until you are told to hang up.** After **911** call is completed, call Security Dispatch at **2560** from a college phone or **791-2560** from an outside phone. Give your name, campus, location (building and room number) and nature of emergency. Tell Dispatch you have already called **911**.
3. If the fire alarm system was not activated automatically, go to the nearest pull station and activate the alarm.
4. Assist injured persons to the best of your ability.
5. Take class roster and pen, and leave the building/area. Report any missing persons to emergency personnel or security.
6. Provide fire officials with information regarding the origin of the fire/explosion (chemical reaction, gas leak, etc.)

### **If you become trapped:**

1. If a phone is accessible, call **911** to report your location and situation. State your name, St. Petersburg College, campus, location (building and room number) and the type of emergency. Stay on the line until you are told to hang up. After **911** call is completed, call Security Dispatch at **2560** from a college phone or **791-2560** from an outside phone. Give your name, campus, location (building and room number) and nature of emergency. Tell Dispatch you have already called **911**.
2. If a window is available, place an article of clothing outside the window as a marker for rescue crews. Stay near the floor and shout at regular intervals. Do not panic.
3. If there is no window, stay near the floor and shout at regular intervals to alert rescuers. Do not panic.

## **FIRE OR EXPLOSION**

## Evacuation procedures

Faculty, staff and students must remain calm to avoid unnecessary injuries. Do not use elevators for evacuation.

**If there is a fire, smoke is the greatest danger. Always stay near the floor where the air is less toxic and visibility will be greater.**

1. **Remain calm and lead by example.**
2. Close doors and windows, but leave them unlocked for search teams. Assist any handicapped individuals to a safe location.
3. Take class roster, pen and these instructions and evacuate to a safe area.
4. Use the fastest, safest route to evacuate. Be alert for hazards (smoke, debris, flames) and move quickly to the outside.
5. Move away from the building.
6. Do not block entrances.
7. Do not block elevators.
8. Do not permit re-entry to the building until a fire official confirms it is safe.
9. Keep a record of the location of all students and staff in your charge.
10. Do not release any information about students, staff or the status of the emergency situation to the media, family, friends or the general public.
11. Direct all such inquiries to the Provost's Office, Institutional Advancement (341-3352) or the Command Center if one has been established.
12. If requested, assist emergency personnel. Otherwise, remain calm and stay clear of emergency operations.

## EVACUATION PROCEDURES

## Bomb Threat

If you observe a suspicious object, package or what you believe could be a bomb on campus, do not touch it. **Remain calm and lead by example.** Clear the area and immediately call Security Dispatch at **2560** from a college phone or **791-2560** from an outside phone. State your name, campus and location (building and room number).

### If you receive a bomb threat by telephone:

Keep the caller talking as long as possible. Try to remain calm and keep the caller on the line. Also, ask someone nearby to notify Security Dispatch (**2560**) from a different college phone or **791-2560** from an outside phone that there is a bomb threat caller on the line.

### Note the following:

- Time of call.
- Age and gender of caller.
- Speech pattern, accent, distinguishing vocal characteristics.
- Emotional state of caller.
- Background noise.

### Remain calm and ask the caller the following questions. Take notes if possible.

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- What is your name, or what do you want to be called?
- Do you have a complaint against the college or do you represent an organization?
- What can the college do to correct the complaint?
- Where are you calling from?
- Do you know that innocent people will be hurt?

Call Security Dispatch at **2560** from a college phone or **791-2560** from an outside phone as soon as the call has ended. Campus Security will immediately contact the Police department and the Provost's Office. Employees are asked only to make a cursory inspection of their areas for suspicious objects and report the location of objects to security. **Do not** touch anything, **Do not** open or close any drawers or doors. **Do not** turn any lights on or off. **Do not** use two-way radios. **Do not** activate the fire alarm for evacuation.

## BOMB THREAT

## Hazardous materials spill or release

**Hazardous materials can cause illness, injury or death and harm the environment. A prompt and correct response is essential.**

1. If persons are injured or there is an immediate threat to life, evacuate the area and call **911**. State your name, St. Petersburg College, campus, location (building and room number) and the type of emergency. **Stay on the line until you are told to hang up.**
2. Treat unidentified substances or vapors as hazardous until it can be determined they are not hazardous. **Remain calm and lead by example.** Evacuate all persons from the spill area (see evacuation procedures page). Assist any handicapped individuals to a safe location.
3. Close doors and secure the area. Do not re-enter the area and prohibit entry by others not involved in handling the emergency.
4. Call Security Dispatch at **2560** from a college phone or **791-2560** from an outside phone. Tell Dispatch to call the Facilities Plant Supervisor and Safety Environmental Services at 341-3314 or 423-1685.
5. Stand by to provide information to SPC staff and emergency services personnel. Provide copies of Material Safety Data Sheets (MSDS) for known hazardous materials.
6. Do not attempt to initiate spill clean up or containment actions. These actions are to be performed only by trained HAZ MAT responders who are equipped to perform this work.

## HAZARDOUS MATERIALS SPILL OR RELEASE

## Act of violence and public disturbance

When a disturbance occurs, immediately call Security Dispatch at **2560** from a college phone or **791-2560** from an outside phone. Do not try to separate combatants. Await the arrival of security and/or local police.

### If a weapon is involved

- Do not try to engage combatants.
- Take cover, instruct others to do so and stay out of sight until you are certain the area is secure. **Remain calm and lead by example.**
- Call **911**, state your name, St. Petersburg College, campus, location (building and room number) and the type of emergency. **Stay on the line until you are told to hang up.**
- After **911** call is complete, call Security Dispatch at **2560** from a college phone or **791-2560** from an outside phone. Tell them you have called 911. Give your name, campus, location (building and room number) and type of emergency
- Follow all instructions of security and/or local police.

**Do not chase anyone fleeing the scene. Observe as much as possible and report your observations to the police and security.**

## ACT OF VIOLENCE AND PUBLIC DISTURBANCE

## Tornado safety

**Tornado watch** - Weather conditions are favorable for tornadoes to form. If you are in a portable or trailer, prepare for possible relocation.

**Tornado warning** - A tornado has been spotted and reported to you. **Remain calm and lead by example.**

- If you are in a portable or trailer, move to a permanent building.
- Stay away from exterior walls, doors and windows.
- If you are on an upper level of a multi-story building, move to a lower level.
- Do not seek shelter in a gymnasium or any building with a free-span roof.
- If possible, get next to an interior wall and cover your head and face with your hands and arms.

## TORNADO SAFETY

## Power outage

### During a power outage:

1. **Remain calm and lead by example.** If your visibility is limited, you are safer to stay where you are and wait for assistance.
2. If you cannot leave your area and a phone is available, call **2560** from a college phone or **791-2560** from an outside phone and tell Security Dispatch your name, campus, location (building and room number) and that you need special assistance.

### If you become trapped in an elevator:

Activate the alarm system button in the elevator and remain calm. Do not try to force the door open as this can damage the door and delay your release.

In the event of a power outage, confusion can partially be avoided if you remain calm and await the college administration's decision and announcement regarding the need to evacuate and/or cancel classes. Keep in mind, a decision not to evacuate or cancel classes during a power outage is equally important and will be announced to employees and students to prevent further confusion.

## POWER OUTAGE