



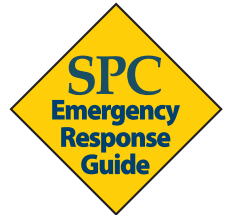
# Emergency Response Guide

Note to Faculty:

- Review the information in the Emergency Response Guide with students at the first class meeting. Students will look to you for guidance in emergency situations and practice drills.
- Know all of the emergency exits in every building in which you teach or have an office.
- Know the locations for the Designated Rescue Waiting Areas for persons with limited mobility.
- Designate a meeting place to ensure all students have been safely evacuated from the building.

***SPC Security Dispatch: 727-791-2560***

***Emergency: 911, then 727-791-2560***



## Responding to emergencies

**When faced with a fire, medical emergency, explosion, hazardous materials spill or act of violence:**

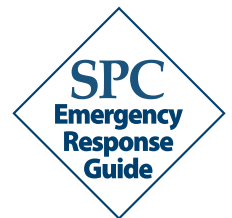
- Warn others about the emergency.
- Evacuate the area if necessary.
- Seek protective cover if necessary.

**Call 911 and give the operator:**

- The type of emergency
- Your location – campus, building, room number
- The location of the emergency
- Your name and title
- The telephone number from which you are calling

Do not hang up until the **911** operator obtains all the necessary information.

After calling **911**, call **SPC Security Dispatch at 2560** from a college phone or **791-2560** from an outside phone. Tell security you have called **911** and give them the same information you gave the **911** operator.



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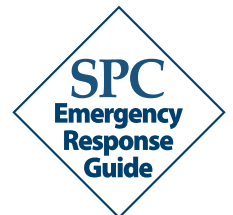
## Responding to emergencies

## Administration Procedure: First 15 Minutes

### Campus-wide Emergency:

- Campus security/Administration will assess situation and contact Security Dispatch.
- If required, the Campus Incident Commander, Provost or designee shall activate the SPCAlert system and InformaCast for the specific campus involved.
- The campus Incident Commander or designee will contact the President's office.
- Security Dispatch will call the President's office, the Director of Security, Risk Management and Safety and the Collegewide Incident Commanders (Sr. Vice Presidents).
- The Director of Security, Risk Management and Safety or the designee will call senior supervisors.
- Collegewide Incident Commanders will call Marketing and Strategic Communications.
- Should an InformaCast alert be sent out collegewide, Incident Response Team members will hold a conference call. If InformaCast is not activated, then Marketing and Strategic Communications will email and/or text the Collegewide Incident Response Team members to conference call.
- Marketing and Strategic Communications will issue appropriate warnings and information to the college or individual campuses using SPCAlert.
- The on-scene Incident Commander shall establish the Incident Command Post and contact the President's office and/or the College Incident Commander.
- After the Emergency Alert has been issued, the Board of Trustees will be contacted by the President or his designee.

**Note: Cell Numbers can be found at One College Support/Emergency Management Council/SPCAAlert.**



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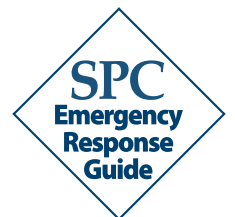
## Administration Procedure: First 15 minutes

## Injury or sudden illness

1. Call **911** to request an emergency medical response. Give the **911** operator:
  - The type of emergency
  - Your location – campus, building, room number
  - The location of the emergency
  - Your name and title
  - The telephone number from which you are calling

Do not hang up until the **911** operator obtains all the necessary information.

2. After calling **911**, call **SPC Security Dispatch at 2560** from a college phone or **791-2560** from an outside phone. Tell Security you have called **911** and give them the same information you gave the **911** operator.
3. Do not attempt to move an injured person. This could aggravate the injury and cause confusion for the rescuers responding to the location.
4. Stay with the injured person until EMS arrives. Try to keep the injured person talking to maintain alertness.
5. Ask someone nearby to direct EMS to you.
6. **Automated External Defibrillator** devices are available on college sites. Contact campus security for location.



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## Injury or sudden illness

# What to Do When Someone is Suicidal

## When someone has attempted suicide, seek immediate help by calling:

1. **911** and Security Dispatch 791-2560.
  - Provide information on the type of emergency
  - Location – Campus building, room number
  - Your name, and phone number from which you are calling
2. Security Dispatch will contact the campus administration. A preliminary Threat Assessment may be considered.
3. Do not disturb the scene or remove evidence.
4. Ask someone nearby to direct EMS to your location.

## When Someone Appears Suicidal Consider the following Interventions:

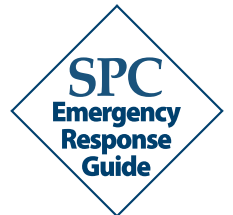
1. **Call Security Dispatch** (727) 791-2560. Security will call campus administration.
2. **Take All Signs of Suicidal Behavior seriously.** Your intervention may help the person see that other options are available to stay safe and get treatment.
3. **Ask Questions.** Find out if the person is in danger of acting on suicidal feelings. Be sensitive, but ask direct questions. Here are some examples:
  - How are you coping with what's been happening in your life?
  - Do you ever feel like just giving up?
  - Are you thinking about dying?
  - Are you thinking about hurting yourself?
  - Are you thinking about suicide?
  - Have you ever thought about suicide before, or tried to harm yourself before?
  - Have you thought about how or when you'd do it?
  - Do you have access to weapons or things that can be used as weapons to harm yourself?

## 4. Look For Common Warning Signs

- Statements like, "I'm going to kill myself" or "I wish I hadn't been born"
- Getting the means to take your own life, such as buying a gun or stockpiling pills
- Withdrawing from social contact
- Having mood swings
- Being preoccupied with death, dying or violence
- Feeling trapped or hopeless
- Increasing use of alcohol or drugs
- Changing normal routine, including eating or sleeping patterns
- Doing risky or self-destructive things, such as using drugs or driving recklessly
- Giving away belongings or getting affairs in order
- Saying goodbye to people as if they won't be seen again
- Developing personality changes or being severely anxious or agitated, particularly when experiencing some of the warning signs listed above

## 5. Resources:

- 211 Crisis Hotline
- 24 Hour Suicide Hotline (PEMHS) (727)- 791-3131
- 24 Hour Mental Health Assistance (727)-541-4628
- Bay Care - (800)-878-5470
- National Suicide Prevention Hotline 1-800-273-8255
- Veterans Crisis Line- (866)-273-8255
- Text - 838255



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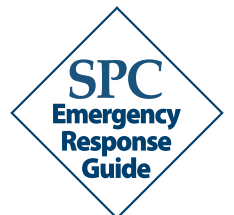
# What to Do When Someone is Suicidal

## Evacuation procedures

**Do not use elevators for evacuation.**

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

1. Remain calm.
2. Close doors and windows if possible, but leave them unlocked for search teams.
3. Assist injured or disabled persons to a **DESIGNATED RESCUE WAITING AREA**.
4. Use the nearest, safest route to the designated evacuation area. 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 an emergency services official confirms it is safe.
9. Report any missing persons to emergency personnel.
10. Do not release any information about students, staff or the status of the emergency situation to the media, family, friends or the public. Direct all such inquiries to the Provost's Office, Marketing and Strategic Communications (341-6526) or the Command Center if one has been established.
11. If requested, assist emergency personnel. Otherwise, remain calm and stay clear of emergency operations.



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## Evacuation procedures

## Fire or explosion/Power outage

**Smoke is the greatest danger in a fire.**

**Always stay low where the air is less toxic and visibility is greater.**

1. If the fire alarm system was not activated automatically, go to the nearest pull station and activate the alarm.
2. Leave the building and advise others to do the same.
3. Call **911** and give the operator:
  - The type of emergency
  - Your location – campus, building, room number
  - The location of the emergency
  - Your name and title
  - The telephone number from which you are calling

Do not hang up until the **911** operator obtains all the necessary information.

4. Assist injured or disabled persons to a designated rescue waiting area.
5. Report any missing persons to emergency personnel.
6. Provide fire officials with information on 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, college campus/site, location (building and room number) and the type of emergency. Stay on the line until you are told to hang up.

After calling **911**, call **SPC Security Dispatch at 2560** from a college phone or **791-2560** from an outside phone. Tell Security you have called **911** and give them the same information.

2. If a window is available, place a “HELP” sign on it or hang an article of clothing out 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 close to a door near the floor and shout at regular intervals to alert rescuers. Do not panic.

**During a power outage:**

1. Remain calm. If your visibility is limited, it is safer to stay where you are and wait for assistance.
2. If you cannot leave your area and a phone is available, call **Security Dispatch (2560)** from a college phone or **791-2560** from an outside phone and tell Security Dispatch your name, campus, location (building and room number), report the outage and advise them if you need special assistance.
3. If you become trapped in an elevator, activate the alarm button and remain calm. Use the Emergency Call Box to notify the alarm monitoring company of your location and need for assistance.

**SPC**  
Emergency  
Response  
Guide

## Fire or explosion /Power outage

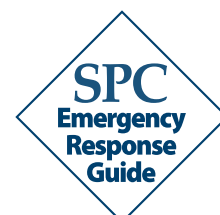
## Hazardous materials spill or release

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

<b>Chemical Spill Questions</b>	<b>Contact List for Chemical Spill</b>	
1. Is the Instructor/person responsible for the area present?	Office	Cell
2. What chemicals have been spilled?	2560	791-2560
3. Is the SDS sheet(s) on hand?		
4. Can the spill be handled by Instructor (non-hazardous "simple" spill)?		
5. Does the spill require clean-up by EQ/US Ecology (hazardous)?		
6. Does 911 need to be called?		
	Security Dispatch	
	Site Facilities Supervisor	

1. If there are injuries or an immediate threat to life, evacuate the area and call **911**. Give the operator:
  - The type of emergency
  - Your location – campus, building, room number
  - The location of the emergency
  - Your name and title
  - The telephone number from which you are calling
2. Treat unidentified substances or vapors as hazardous until it can be determined they are not hazardous. Remain calm. Evacuate all persons from the spill area (see Evacuation Procedures). Assist injured or disabled persons to a safe location.
3. Close doors and secure the area. Do not re-enter. Prohibit entry by others not involved in handling the emergency.
4. After calling **911**, call **SPC Security Dispatch at 2560** from a college phone or **791-2560** from an outside phone. Tell security you have called 911 and give them the same information.
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.

Do not hang up until the 911 operator obtains all the necessary information.



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## Hazardous materials spill or release



## Bomb threat

When receiving any type of threat, pay careful attention to pertinent details. The person making the threat may provide enough information to reveal their identity or location, which may assist the investigation. A bomb threat may be received by telephone, written message, email, social media, verbal or suspicious mail/package.

### Phoned Threat

- Remain calm and DO NOT HANG UP.
- If possible, signal other staff members to listen and notify **Security Dispatch at 791-2560**.
- **Security Dispatch** will work with law enforcement to determine if the threat is Low, Medium or High Risk before calling **911**.
- Use the SPC Bomb Threat Checklist to gather as much information as possible.
- Write down the exact wording of the threat. If possible, ask the caller,
  1. When is the bomb going to explode? Where? What kind of bomb?
  2. What does it look like? What is your name or what do you want to be called?
  3. Do you have a complaint against the college, or do you represent an organization?

### Written Threat

- Handle the document as little as possible.
- Notify **Security Dispatch at 791-2560**.
- Rewrite the threat exactly as is on another sheet of paper and note the following:

1. Date/time/location document was found
2. Any situations or conditions surrounding the discovery/delivery
3. Full names of any personnel who saw the threat in any way
4. Secure the original threat in a bag or envelope. If it is large, secure the location.
5. DO NOT alter the item in any way.

### Verbal Threat

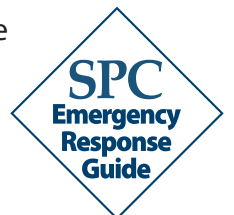
- If the perpetrator leaves, note which direction they went.
- Notify **Security Dispatch at 791-2560**.
- Write down the threat exactly as it was communicated.
- Note the description of the person who made the threat.
  1. Name (if known)
  2. Gender
  3. Height/weight
  4. Distinguishing features
  5. Race
  6. Type/color of clothing
  7. Hair/eye color
  8. Voice (loud, deep, accent, etc.)

### Electronic Threats – Email/Social Media

- Leave the message open on the computer
- Notify **Security Dispatch at 791-2560**.
- Print, photograph, or copy the message and subject line; note the date and time

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## Bomb threat



## Suspicious mail and packages

### Suspicious mail and packages are defined as:

1. Packages that are discovered in locations where they would not be expected under normal conditions
2. An item that appears out of place and cannot be identified or traced to someone or some activity

**Examples:** an unlabeled chemical container, briefcase, luggage, book bag, closed box with no identifiable markings located near entrance ways, exits, hallways, cafeteria or vending areas, student lounge or outside buildings

### Response to suspicious mail or package

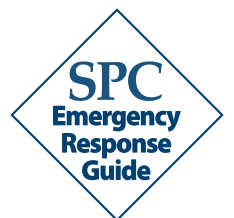
1. Do not panic. It is important for all of your actions to be careful and deliberate.
2. Do not move or disturb the item.
3. If you know or suspect the item to be an explosive device or to contain a hazardous substance, isolate the area and evacuate all personnel from the immediate area or building.
4. Do not permit re-entry until the potential for personal injury has been eliminated.
5. Contact Security Dispatch at **2560** or **791-2560** and your supervisor as soon as possible.
6. If you cannot reach security or your supervisor, call **911** immediately from a land-line telephone.

**Do not use cell phones, two-way radios or any other electronic device.**

**NOTE: The discovery of one package or device should not automatically mean the conclusion of a search. More packages or devices may be present.**

### When in doubt and an immediate decision must be made:

- Call **911**.
- Isolate the area.
- Evacuate the area/building.
- Prevent re-entry.



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## Suspicious mail and packages

## Active Shooter(s)

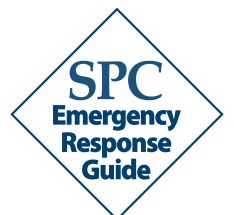
When a person(s) exhibits hostile actions, e.g. hostile confrontation, person with a weapon, active shooter or similar type of threat, immediately call **911** and **Security Dispatch at 791-2560**. Do not try to engage or separate combatants. Await the arrival of security and/or local police.

St. Petersburg College provides training in the **A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate)** training designed to provide a strategy on how to be more proactive in handling the threat of an aggressive intruder or active shooter event.

- A – Alert** is your first notification of danger. When you first become aware of a threat and understand that you're in danger, a speedy response is critical. Alert is overcoming denial, recognizing the signs of danger and helping you make decisions on your circumstances.
- L – Lockdown** is barricading the room. Prepare to EVACUATE or COUNTER if needed. If evacuation is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point. Wait for law enforcement/security to assist you out of the building.
- I – Inform** is to continue to communicate information in as real time as possible. Armed intruder situations are unpredictable and evolve quickly. Information should always be clear, direct and in plain language, not using codes.
- C – Counter** is a strategy of last resort. Counter is to create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide precious seconds needed in order to evacuate.
- E – Evacuate** when safe to do so, and remove yourself from the danger zone.

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## Active Shooter(s)



## Shelter in Place

“Shelter in Place” refers to the need to remain where you are for your own safety. There are circumstances when college officials and emergency personnel will order that everyone must stay where they are for their own safety and well-being. You should consider how and where to shelter in place prior to having to perform this measure.

### **A Shelter-in-Place order may be issued for several reasons:**

- Severe weather
- Hazardous materials
- Intruder on campus
- Hostage situation
- Any situation where it is best for you to stay where you are to avoid an outside threat

### **The reason for the Shelter-In-Place order may not be immediately communicated to everyone. If a Shelter-in-Place order is issued:**

- You should be alert for instructions and updates as they become available from the emergency personnel and college administrators.
- If class is in session, if possible, do not allow any students to leave. If you are in other buildings, have everyone remain there.
- Keep everyone CALM.
- Stay away from windows, doors and outside walls.

### **Severe Weather**

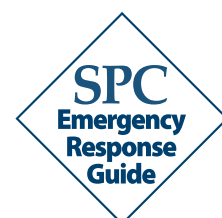
You should know where the shelter areas are in your building. For additional information, see severe weather section.

### **Intruder**

- Secure doors if possible and seek concealment (out of sight) away from doors and windows.
- Turn the lights off and close any blinds or curtains. If you are not able to lock the door for any reason, attempt to barricade the door with furniture without injuring or endangering yourself.

### **All Clear**

Remain in the shelter until told everything is all clear by emergency personnel. Do not leave until you are sure of the identity of the person making the announcement.



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## Shelter in place

## Weather emergencies (Thunderstorms, tornado)

Security Dispatch monitors advisories from Pinellas County Emergency Management, the National Weather Service, and other weather outlets. Information is provided to Senior Administration, Facilities Services, and Marketing and Strategic Communications. Severe weather information will be provided for students, faculty and staff through the SPC Alert System:

- Emergency Preparedness page
- SPC Homepage
- Email/School Messenger text
- Social Media

### Thunderstorm

During lightning:

1. Power down computers and turn off other electrical equipment.
2. Do not touch or unplug electrical cords.
3. Avoid water fixtures, telephone lines and any electric-conducting materials.
4. Stay inside.

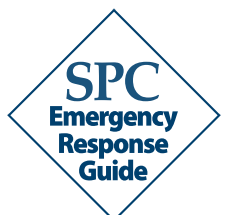
### Tornado safety

**Tornado watch** – Conditions are favorable for tornadoes to form. If you are in a portable building or trailer, prepare to relocate to a permanent building.

**Tornado warning** – A tornado has been spotted in your area. Tornado warnings will be announced by e-mail and verbal communications.

When a tornado warning is issued, all attention should be directed toward protecting life, not property.

1. If you are in a portable building or trailer, move to a permanent building.
2. Do not seek shelter in a gymnasium, auditorium or similar type of building with a free-span roof.
3. If you are on an upper level of a multi-story building, move to a lower level.
4. Stay away from exterior walls, doors, windows and items that might fall from above.
5. Move to an interior area of the building and take cover under a sturdy object or next to an interior wall. Cover your head and face with your hands and arms.



## Weather emergencies (Tropical storms, flood, hurricane)

Security Dispatch monitors advisories from Pinellas county Emergency Management, the National Weather Service, and other weather outlets. Information is provided to Senior Administration, Facilities Services, and Marketing and Strategic Communications. Severe weather information will be provided for students, faculty and staff at [spcemergency.wordpress.com](http://spcemergency.wordpress.com) and through the SPC Alert System:

- Emergency Preparedness page
- SPC Homepage
- Radio/Television
- Email/School Messenger text
- Social Media
- SPC Toll Free **866-822-3978**

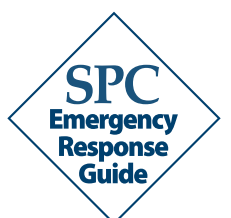
**All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or designee. The decision to re-open campus sites rests with the President or designee.**

### FACULTY PREPARATION

- Review Instructional Continuity Plan
- All college departments and offices should prepare their equipment and essential files prior to leaving campus.
- All electronic equipment (computers, modems, monitors, copiers, UPS systems, etc.) should be turned off and unplugged.
- Essential files should be placed in file cabinets and secured.
- Personal belongings of value should be taken home.
- Remove contents from refrigerators.
- All office doors and building doors must be closed and locked.

### ESSENTIAL PERSONNEL (SITE FACILITIES)

- Refer to FPIS Disaster Preparation Plan
  1. Site Facilities Operations annual checklist
  2. Pre-storm preparations checklist
  3. Recovery plan for essential functions will be activated by the college President/designee.
- Initial Response Team will conduct inspection of campus sites and provide assessment information.



# Reporting Sexual Abuse/Misconduct

## Reporting Suspected Abuse

Under Florida Law, any student, employee or visitor to the campus who has knowledge of, or has reasonable cause to suspect the abuse, neglect or abandonment of a minor shall report such knowledge or suspicion to Campus Security and the Provost on your campus and report such information to the Florida Department of Children and Family through the Florida Abuse Hotline, 1-800-962-2873, or via the website.

## Reporting Sexual Harassment

Sexual harassment is a type of illegal discrimination. Every campus and SPC site has designated representatives to contact regarding complaints of sexual harassment by students or employees.

If you believe that you have been subject to discrimination or sexual harassment:

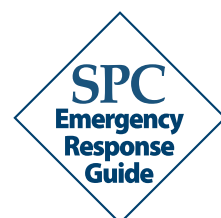
- EMERGENCY? Dial **911** or Campus Safety at **727-791-2560**
- In non-emergency situations, report discrimination or sexual harassment to any of the designated campus reporting contacts, or the College's Equity Officer/ Title IX Coordinator at (727) 341-3261. For more information, visit [www.spcollege.edu/sexual\\_harassment](http://www.spcollege.edu/sexual_harassment).

## Reporting Sexual Misconduct

St. Petersburg College is committed to preventing sexual violence and sexual misconduct on all of its campuses by providing resources to educate students and employees.

If you believe that you have been subject to any form of sexual misconduct, including unwelcome sexual advances, sexual assault, dating violence, domestic violence or stalking on campus or at any College-sponsored activity:

- EMERGENCY? Dial **911** or Campus Safety at **727-791-2560**
- In non-emergency situations, report discrimination or sexual harassment to any of the designated campus reporting contacts, or the College's Equity Officer/ Title IX Coordinator at (727) 341-3261. For more information, visit, [www.spcollege.edu/sexual\\_harassment](http://www.spcollege.edu/sexual_harassment).



## Reporting suspicious behavior

St. Petersburg College has adopted threat assessment procedures developed by the U.S. Department of Education and the U.S. Secret Service in a collaborative effort to help school and college campuses reduce violence and create safe climates.

Report suspicious behavior by students, employees or visitors to the Provost's Office:

Caruth Health Education Center	Provost Office	727-341-3666 or 341-3602
Clearwater Campus	Provost Office	727-791-2475 or 791-2488
EpiCenter	Security Dispatch	727-719-2560
Seminole Campus	Provost Office	727-394-6110 or 394-6109
St. Petersburg/Gibbs Campus	Provost Office	727-341-4603 or 341-4349
SPC Allstate Center	Provost Office	727-341-4530 or 341-4143
SPC Downtown	Provost Office	727-341-4738 or 341-7915
SPC Midtown	Communications	727-341-4738 or 341-7159
Tarpon Springs Campus	Provost Office	727-712-5720 or 712-5260
Veterinary Technology Center	Dean's Office	727-302-6721 or 302-6724
Bay Pines STEM Center	STEM Director	727-344-8043

Or call Security Dispatch at 727-791-2560.

### Early warning signs

It is not always possible to predict behavior that will lead to violence. However, educators and sometimes students can recognize certain early warning signs. In some situations, and for some students, different combinations of events, behaviors and emotions may lead to aggressive rage or violent behavior toward themselves or others. A good rule of thumb is to assume that these warning signs, especially when they are presented in combination, indicate a need for further analysis (threat assessment) to determine an appropriate intervention.

**The National School Safety Center identified the following behaviors that could indicate a student's potential for harming him/herself or others, based on a recent study.**

1. Severe social withdrawal
2. Excessive feelings of isolation and being alone
3. Excessive feelings of rejection
4. Being a victim of violence
5. Feelings of being picked on and persecuted
6. Expressions of violence in writings and drawings
7. Poor or deteriorating performance
8. Uncontrolled anger
9. Pattern of impulsive, intimidating or bullying behavior
10. History of disciplinary problems
11. Prejudicial attitudes and intolerance for differences
12. Affiliation with gangs
13. Access to, possession of, or use of firearms, explosives or weapons
14. Threats of violence when angry
15. Preference for books or videos with violent themes
16. Background of substance abuse, including alcohol
17. Few or no close friends
18. Often depressed and has significant mood swings
19. Has threatened or attempted suicide
20. Displays cruelty to animals

