



FLORIDA POLYTECHNIC  
UNIVERSITY

# Emergency Preparedness Guide



## TABLE OF CONTENTS

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**General Information**

**Fires and Explosions**

**Chemical Spill**

**Bomb Threat**

**Armed Suspect on Campus**

**Sexual Battery**

**Hostage Situation**

**Dangerous Weather**

**Medical Emergencies**

# General Information

Information in this section:

- Purpose
- Incident Commander
- Emergency Notification System
- Incident Management Team
- Public Announcements
- Evacuations
- Shelter in Place



## **PURPOSE**

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The purpose of this Emergency Preparedness Guide is to communicate general procedures that will help protect people and property in emergency situations. The procedures established herein should be followed in the event of a major incident that may affect students, faculty, staff, visitors or facilities. It is the responsibility of the University Police Department to review and update this information as needed.

## **INCIDENT COMMANDER**

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Emergencies and critical incidents require an incident commander who is in charge of the incident until relieved. In most cases, the incident commander will be the Chief of Police or designee. In their absence, the incident commander will most likely be the President or designee or the Executive Vice President/Provost. If none of these individuals are available, then the incident commander should be the available staff member with the highest authority.

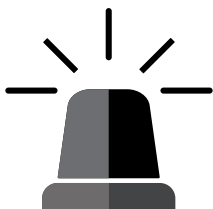
Many emergencies and critical incidents require an immediate response in order to safeguard lives and property. For that reason, the incident commander shall have the authority to do any of the following:

- Order partial or complete evacuations of the campus.
- Order everyone on campus to shelter in place.
- Issue emergency notifications via Florida Poly Alerts.
- Establish an incident command post.

- Establish a staging area for EMS/fire/law enforcement.
- Act as a liaison between the university and emergency responders.
- Assign university personnel as needed to assist.

The incident commander is responsible for notifying the President or designee as soon as practical. All activities and resources related to the emergency shall be coordinated through the incident command post.

## **EMERGENCY NOTIFICATION SYSTEM FLORIDA POLY ALERTS** \_\_\_\_\_



**Florida Poly  
ALERTS**

In the event of a significant threat to the safety or health of the students or employees, Florida Poly immediately notifies the university community and gives directions for responding to the threat. This enables individuals to take reasonable precautions for safety. The only time this would not be

done is if sending a notification at that time would compromise efforts to contain the emergency.

Florida Poly Alerts is the university's emergency notification system. It is a multimedia communication system that provides timely and accurate information about emergency situations that could impact the

university. To confirm you are signed up to receive alerts or update your contact information go to [Floridapoly.edu/Alerts](http://Floridapoly.edu/Alerts)

Florida Poly Alerts are sent via email, phone, and text messages. These notification procedures are tested and in accordance with federal law, a summary of at least one test is published on an annual basis.

In most cases, it is the responsibility of the Chief of Police to issue emergency notifications to alert the campus community to imminent dangers. The Chief of Police or incident commander shall determine the scope of the warning and the delivery method based on the circumstances of the particular incident. The warnings can be activated from any location. The President will be notified of the activation.

Only authorized personnel can operate, activate, or de-activate Florida Poly Alerts. Each individual who has the authority to activate the Florida Poly Alert system has the responsibility of ensuring that it is activated primarily for life safety situations and is not used for routine notifications.

The deactivation of the Florida Poly Alert system is done in stages, depending on the scale and type of the emergency. A large-scale emergency requires that some Florida Poly Alert systems remain active until the entire Florida Poly community is aware of the current status. For example, after a situation, the Florida Poly homepage ([www.floridapoly.edu](http://www.floridapoly.edu)) may be used to provide information to faculty, staff, and students after



the campus has been deemed safe by the appropriate authority.

Examples of situations in which a mass notification would be sent out include, but are not limited to:

- Any of the Clery Act reportable crimes (i.e., murder and non-negligent manslaughter, negligent manslaughter, \*sexual assault, robbery, aggravated assault, burglary, motor vehicle theft and arson)
- An outbreak of a serious illness
- An approaching tornado, hurricane, or other extreme weather condition
- An earthquake
- A gas leak
- A terrorist incident
- An armed intruder
- A bomb threat
- Civil unrest or rioting
- An explosion or fire
- A nearby chemical or hazardous-waste spill
- An active shooter

At all times, the best source for official news and information is the Florida Poly website ([www.floridapoly.edu](http://www.floridapoly.edu)). Members of the larger community, such as parents or campus neighbors, may visit the Florida Poly website to receive campus emergency information. The site is updated during an emergency as information becomes available.

Follow-up information pertaining to campus emergencies is disseminated using the website, email and social media.

\*The University Police Department and University Relations work together to provide timely and accurate information. All incidents are evaluated on a case-by-case basis to determine if a serious or ongoing threat to the university community exists. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Florida Poly community members and a Florida Poly Alert would not be distributed. In cases involving sexual assault, these are often reported long after the incident occurred, and thus there would be no ability to distribute a Florida Poly Alert to the community. A communication alert regarding a sex offense is independently considered, as these are dependent on when and where the incident occurred, when it was reported, and the amount of information known by University Police Department.

## **INCIDENT MANAGEMENT TEAM** \_\_\_\_\_

An Incident Management Team (IMT) may be established at the onset of emergency situations to coordinate the proper response and procedures and to exercise control over the emergency. The President or designee has final authority regarding the makeup of an emergency coordination team in any emergency situation and will assign the administrative level of the team. The IMT will provide proper administrative support,

equipment and facilities to control the emergency in a safe and efficient manner.

Incident Management Team members may include:

- Chief of Police
- President
- Executive Vice President and Provost
- Assistant Vice President of University Relations
- Director of Marketing
- Assistant Director of Communications
- Vice President and CFO of Finance and Administration
- Vice President & General Counsel
- Vice Provost of Enrollment / Student Development

## **PUBLIC ANNOUNCEMENTS**

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For the purposes of this plan, public announcements shall be categorized as emergency and non-emergency.

Emergency notifications and messages are designed to safeguard lives and property and are sent via Florida Poly Alerts. In all emergencies, life safety shall be the first priority. The ability to effectively and efficiently communicate dangerous situations in a timely manner is paramount. The incident commander shall have the authority to issue such messages without prior approval. The President shall be notified

of the emergency, and the emergency notification announcement, as soon as practical following the announcement.

Non-emergency public announcements are used as a means to update or inform the university community of the status of the emergency (all clear, campus closed, etc.). The President or designee will have final authority regarding the nature of any non-emergency public announcement. All contact with the news media will be through the Assistant Vice President of University Relations. All media inquiries should be referred to the office of University Relations for information and answers to questions.

## **EVACUATIONS**

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In a number of situations, it may be necessary to evacuate one or more university buildings or even the entire campus. Several sections of the Emergency Preparedness Guide recommend evacuation in response to certain situations. The following procedures shall be followed in the event of an evacuation:

### **Faculty and Students:**

1. Evacuation maps are posted in the buildings indicating the evacuation routes. Students and faculty should familiarize themselves with these plans prior to an actual emergency.
2. Faculty shall ensure that all students are out of the classroom prior to leaving the building.

3. Faculty shall turn off the lights, close the door, and follow the students out of the building to the designated rally point.
4. Faculty shall ensure that all individuals with disabilities in their classrooms are assisted to the rally point. If a student requires additional assistance to be taken safely down the stairs, the faculty member should contact the University Police Department at 863-874-8472, option 2.
5. When evacuating due to a bomb threat, carefully scan the evacuation route for additional threats and avoid any items that look out of place. Report suspicious items to the University Police Department immediately.

**Staff Members:**

1. Assist faculty with the orderly evacuation of students.
2. When evacuating due to a bomb threat, carefully scan the evacuation route for additional threats and avoid any items that look out of place. Report suspicious items to the University Police Department immediately.

**EVACUATING DISABLED:**

**For visually impaired persons:**

1. Announce the type of emergency.
2. Offer your arm for guidance.
3. Tell the person where you are going, and ask if further help is needed once you reach safety.

**For people with hearing limitations:**

1. Turn lights on/off to gain the person's attention, or
2. Indicate directions with gestures, or
3. Write a note with evacuation directions, and
4. Assist to safety as needed.

**For people using crutches, canes or walkers:**

1. Evacuate these individuals as injured persons.
2. Assist and accompany to the evacuation site if possible, or
3. Use a sturdy chair (or one with wheels) to move the person, or
4. Help carry the individual to safety.

**For wheelchair users:**

1. Check with the individual on their preference.
2. Determine if an evacuation chair is available.
3. Remove any immediate dangers.
4. Immediately advise arriving first responders of special evacuation cases.

**SHELTER IN PLACE** \_\_\_\_\_

In a number of situations, the safest course of action in response to a dangerous situation will be to have persons take refuge in their offices or classrooms until the danger has passed. This response shall be called

shelter in place. The following procedures shall be followed in the event that students, faculty, and staff are advised to shelter in place during an emergency situation:

**Students and employees:**

1. Follow instructions
2. Remain calm
3. Remain indoors until the "all clear" is announced
4. Stay away from windows
5. Turn off the lights \*
6. Silence cell phones \*
7. Lock doors or barricade doors \*
8. Remain silent \*
9. If gunshots are heard, run, hide or fight \*

\* Non-weather related incidents

# Fires and Explosions

Information in this section:

- Purpose
- Fire Detection and Suppression Equipment
- Fire Alarm Sounds
- Fire or Explosion Discovered
- Following a Fire or Explosion
- Fire Detection System





## **PURPOSE**

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The purpose of this section is to outline the procedures to follow in the event of a fire alarm, fire, or explosion on the property of Florida Polytechnic University. This section will also address the steps to take when the fire alarm system is off line or otherwise not functioning properly.

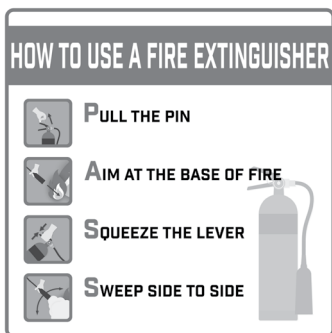
## **FIRE DETECTION AND SUPPRESSION**

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### **Equipment**

Facilities and Safety Services shall be responsible for testing and maintaining the fire alarm and suppression equipment located on Florida Polytechnic University property. Facilities and Safety Services is also responsible for coordinating with local fire authorities to conduct familiarization tours of the campus and to assist with fire inspections.

### **Operating a Fire Extinguisher:**



## **FIRE ALARM SOUNDS** \_\_\_\_\_

### **Students and employees:**


1. Evacuate the affected building(s).
2. Notify the University Police Department at 863-874-8472, option 2.
3. Facilities Department members shall turn off power and gas to the affected building.
4. Remain at the designated rally point until the “all clear” is given or you receive other instructions from emergency personnel.

### **University Police Department:**

1. Notify the Chief or designee.
2. Respond to the scene and ascertain if the alarm is valid.
3. If the alarm appears to be false, notify the fire department via the dispatcher.
4. Coordinate with Facilities and Safety Services to ensure the equipment is reset and that the incident commander can give the “all clear.”
5. Notify the faculty and staff on scene that the alarm was false and that they can return to their classrooms/offices.

## **FIRE OR EXPLOSION DISCOVERED** \_\_\_\_\_

### **Students:**

1. Call 911.
  2. Activate the nearest fire alarm pull station.
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3. Evacuate the building.
4. If there is smoke or heat, stay low to the floor and crawl to the nearest exit.
5. Always use stairwells to evacuate if possible. Do not use elevators.
6. Always feel closed doors and do not open a door that feels hot to the touch. If a door is cool to the touch, open it slowly to ensure there is not a fire on the other side.
7. Once safely outside, notify the University Police Department at 863-874-8472, option 2.
8. Report to your designated rally point and await further instructions.

**Employees:**

1. Call 911.
2. If a fire is discovered in a specific area, inform occupants and assist with evacuating students.
3. Notify the University Police Department at 863-874-8472, option 2.
4. Facilities Department members shall turn off power and gas to the affected building.
5. Employees should only attempt to extinguish small fires. This can be accomplished utilizing the fire suppression equipment available in the area.
6. If there is smoke or heat, stay low to the floor and crawl to the nearest exit.
7. Always use stairwells to evacuate if possible. Do not use elevators.

8. Always feel closed doors and do not open a door that feels hot to the touch. If a door is cool to the touch, open it slowly to ensure there is not a fire on the other side.
9. Report to your designated rally point and await further instructions.

## **WARNING**

- > Do not use water on electrical fires.
- > Do not attempt to fight a fire involving explosives.
- > Do not attempt to fight a fire involving hazardous chemicals.

## **FOLLOWING A FIRE OR EXPLOSION —**

All suspicious fires on campus shall be investigated by the appropriate law enforcement agency. All fires determined by law enforcement personnel to be arsons shall be reported to the Chief of Police for inclusion in the Annual Security Report as mandated by the Clery Act.

1. The Chief or incident commander shall coordinate with the Fire Marshal's Office to assist as needed and to determine when university personnel can enter the scene to assess the damage.
2. Once the scene has been cleared by the fire department and the investigating law enforcement agency, Facilities and Safety Services shall assess the damage to the building and take reasonable steps to mitigate any future damage.

3. The AVP of Facilities and Safety Services will coordinate with the President or designee to develop an after-action plan.

## **FIRE DETECTION SYSTEM (FIRE WATCH)**

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A fire watch shall be implemented for occupied campus buildings if the fire alarm system or automatic sprinklers are inoperable for more than four hours in a 24-hour period. In buildings that are not equipped with an automatic sprinkler system, the fire watch shall only be initiated when the fire alarm is inoperative for more than four hours.

The fire watch shall be the responsibility of the University Police Department. During a fire watch, officers shall ensure that they conduct patrols through all occupied buildings with an inoperable fire alarm at least once an hour. The patrols shall include a thorough inspection of concealed areas and stairwells.

The officers shall maintain a log of their patrols during the fire watch. This can be accomplished with a written log or electronically.

### **Coordination during emergencies**

In the event of a possible fire, the officer(s) on fire watch shall investigate and if necessary, do the following:

1. Activate the alarm pull station.

2. Call 911.
3. Notify the University Police Department at 863-874-8472, option 2.
4. Order the general evacuation of the building.
5. Meet the fire department upon their arrival and direct them to the fire.

The designated Facilities Department member shall manually shut off the natural gas supply to the building and ensure the air handlers are automatically shut down (with Fire Alarm System activation) and any other utility system as necessary.

# Chemical Spill

Information in this section:

- Purpose
- General Procedures
- Fire Department Response





## **PURPOSE**

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The purpose of this section is to address hazardous chemical spills on the property of Florida Polytechnic University.

## **GENERAL PROCEDURES**

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### **Students and Employees:**

1. Students and faculty working with chemicals should be familiar with and have access to the Chemical Hygiene Plan.
2. In the event of a spill, follow the procedures in Section 12.0 of the Chemical Hygiene Plan.
3. Call the University Police Department at 863-874-8472, option 2, if lab occupants are at risk, there are injuries, or spill cleanup is beyond personnel training and knowledge to safely clean up.

### **University Police Department:**

1. Only enter a building or area if you know it is safe to do so.
2. If necessary, evacuate nearby classrooms.
3. Stay in a safe location where you can restrict access to the contaminated area.
4. Await further instructions from the Chief or designee.

## **FIRE DEPARTMENT RESPONSE** \_\_\_\_\_

If deemed necessary by the Incident Commander or designee, the fire department of the applicable jurisdiction will be called to the scene to assess the situation. Once the fire department has deemed the scene safe, the University Police Department will permit people back into the area.

# Bomb Threat

Information in this section:

- Purpose
- Written Bomb Threats
- Bomb Threats Received by Phone
- Bomb Threat Checklist
- Suspicious Packages
- Destructive Device
- Destructive Device Detonated



## **PURPOSE**

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The purpose of this section is to outline the procedures to follow for a bomb threat that affects Florida Polytechnic University.

## **WRITTEN BOMB THREATS**

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Letters or notes containing bomb threats should be handled with care to prevent the destruction of valuable forensic evidence such as fingerprints. These notes or letters should not be passed around and placed into a bag. The University Police Department should be notified immediately at 863-874-8472, option 2.

Bomb threats received via social media sites or email should be printed and the information should be turned over to the University Police Department immediately.

## **BOMB THREATS RECEIVED BY PHONE**

### **Person Taking the Call:**

When receiving a bomb threat by phone, it is important to stay calm and to focus on obtaining as much information as possible. The following procedure shall be followed when receiving a bomb threat:

1. Do not share the information with others or attempt to evacuate buildings. This can lead to panic and confusion.
2. Stay on the phone and attempt to get as much information as possible.
3. Once the call has concluded, call the University Police Department at 863-874-8472, option 2.

## **BOMB THREAT CHECKLIST** \_\_\_\_\_

A copy of this checklist should be maintained near all college telephones.

- Exact wording of the threat:
- Date:
- Time call began: a.m./p.m.
- Time call ended: a.m./p.m.
- Caller ID/telephone display:

Do not interrupt the caller, except to ask the following questions:

- When will the bomb go off? a.m./p.m.
- Precisely where is the bomb located?
- What kind of bomb is it?
- What will cause it to explode?
- Did you plant the bomb? Yes/No
- Why?
- Where are you calling from?
- What is your name?
- Notes:
- Caller's Voice
  - Sex M/F
  - Approximate age range
  - Accent Type
    - Calm                      • Excited                      • Crying                      • Disguised
    - Loud                      • Lisp                      • Stutter                      • Slurred
    - Angry                      • Laughter                      • Normal                      • Whispered
    - Incoherent                      • Raspy                      • Joking

Background Noise

- Street noises
- Voices
- Animal noises
- Clear
- Machinery
- Static
- PA System Music
- Other \_\_\_\_\_

Name of person receiving the call:

Title of person receiving the call:

Contact number for person receiving the call  
(cell preferred):

Phone number or extension where the call  
was received:

## **SUSPICIOUS PACKAGES** \_\_\_\_\_

Explosive devices can be concealed in packages or letters and mailed to their intended target. For that reason, it is important that Florida Poly employees report any suspicious packages or letters immediately to the University Police Department.

The following are some "clues" to look for to identify suspicious packages:

1. Unusually heavy (especially letters)
2. Excessive postage
3. Oily stains or discolored areas
4. No return address
5. Possibly mailed from another country
6. Misspelled words
7. Addressed to a job title only without the name of the person



8. Wrong title with name
9. Protruding wires
10. Ticking noises
11. Rigid or bulky
12. Strange color or odor
13. Excessive tape or string
14. Lopsided or uneven
15. Misspelled words
16. Addressed to title only
17. Incorrect title
18. Badly typed or written
19. Sealed with tape
20. No return address
21. Restrictive markings
22. Discoloration or crystalization on wrapper
23. Excessive postage
24. Excessive tape

**Students and employees:**

1. Do not open, touch, or move the package.
2. Do not use your cell phone or radio near the package.
3. Immediately notify the University Police Department at 893-874-8472, option 2.
4. Keep others away from the area of the package.

**University Police Department:**

Notify the Chief or designee and await further instructions.

**DESTRUCTIVE DEVICE LOCATED** \_\_\_\_\_

This section addresses the procedures to follow when a suspected destructive device is located on campus.

**Students and employees:**

1. Do not touch or move the device.
2. Do not use your cell phone or radio near the device.
3. Evacuate the immediate area.
4. Call 911.
5. Notify the University Police Department at 863-874-8472, option 2.

**University Police Department:**

1. Evacuate the immediate area.
2. Notify the Chief or designee.
3. Do not go to the immediate area of the device.
4. Do not use your cell phone or radio near the device.

**Chief/Designee/Incident Commander:**

1. The incident commander has the authority to issue emergency notifications and evacuations as necessary to protect lives.
2. Notify the President, Provost, and Assistant Vice President of Facilities.

3. Serve as a liaison between the university and responding law enforcement and fire personnel.

The appropriate law enforcement agency will take control of the scene once a suspected destructive device is located.

## **DESTRUCTIVE DEVICE DETONATED** —

### **Students:**

1. Call 911.
2. Activate the nearest fire alarm pull station.
3. Evacuate the building.
4. If there is smoke or heat, stay low to the floor and crawl to the nearest exit.
5. Always use stairwells to evacuate if possible. Do not use elevators.
6. Always feel closed doors and do not open a door that feels hot to the touch. If a door is cool to the touch, open it slowly to ensure there is not a fire on the other side.
7. Once safely outside, notify the University Police Department at 863-874-8472, option 2.
8. Report to your designated rally point and await further instructions.

### **Employees:**

1. Call 911.
2. If a fire is discovered in a specific area, inform occupants and assist with evacuating students.

3. Notify the University Police Department at 863-874-8472, option 2.
4. Facility Department members shall turn off power and gas to the affected building.
5. Employees should only attempt to extinguish small fires. This can be accomplished utilizing the fire suppression equipment available in the area.
6. If there is smoke or heat, stay low to the floor and crawl to the nearest exit.
7. Always use stairwells to evacuate if possible. Do not use elevators.
8. Always feel closed doors and do not open a door that feels hot to the touch. If a door is cool to the touch, open it slowly to ensure there is not a fire on the other side.
9. Report to your designated rally point and await further instructions.

# Armed Suspect on Campus

**Armed Suspect  
on Campus**

Information in this section:

- Purpose
- Armed Subject on Campus
- Active Shooter



## **PURPOSE**

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The purpose of this section is to outline the procedures to follow in the event that a person is in possession of or using a dangerous weapon on Florida Poly property.

Possession of the following items is strictly prohibited at Florida Poly and at University-sponsored events: firearms, electric weapons or devices, destructive devices, razor blades, box cutters, knives, metallic knuckles and other deadly weapons (Florida Statute 790.115). Persons licensed by the Florida Department of Agriculture and Consumer Services to carry concealed firearms or weapons are prohibited from carrying firearms on Florida Poly property [Florida Statute 790.06 (12)(a)(13)].

## **ARMED SUBJECT ON CAMPUS**

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### **Students and employees:**

1. Your safety is the highest priority. Never try to follow or confront an armed subject on campus.
2. Call 911 immediately and stay on the line until the emergency dispatcher tells you to hang up.
3. If possible, advise someone else to call the University Police Department at 863-874-8472, option 2.
4. Go to a safe area and wait for law enforcement to arrive in order to provide them with more information.

## **ACTIVE SHOOTER**

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An active assailant is a person who is, or intends to, discharge a firearm on or in the vicinity of the university or use any other deadly weapon with the intent to injure or kill others. This is an extremely dangerous situation and the priority is always your personal safety.

### **Students and Employees:**

#### **RUN, HIDE, FIGHT**

**RUN**—If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Keep your hands visible.
- Follow the instructions of any law enforcement officer you encounter.
- Generally, do not attempt to move wounded people.

Call 911 when you are safe.

**HIDE**—If you can't escape, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the shooter's view.
- Provide protection if shots are fired in your direction.



- Not trap you or restrict your options or movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

If an active shooter is nearby:

- Lock the door.
- Silence your cell phone or pager.
- Turn off any sources of noise (i.e. radio, television).
- Hide behind large items.
- Remain quiet.

If escaping and hiding are not possible:

- Remain calm.
- If possible dial 911 to alert police to the active assailant's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

**FIGHT**- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active assailant by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling and committing to your actions.

### **University Police Department:**

1. Respond to the location of the shooter.
2. Set up a perimeter around the campus and prevent people from driving into the danger area.
3. Control the scene.
4. Once the situation is rendered safe, assists with evacuations or assume other necessary duties as determined by the Incident Commander.

### **Chief/Incident Commander:**

1. Establish Incident Command.
2. As soon as practical, notify the President.
3. Issue emergency notifications via Florida Poly Alerts.
4. Issue notification to shelter in place.
5. Coordinate all campus communications.
6. Ensure appropriate first responders have been notified.
7. Act as a liaison between emergency responders.
8. Set up a perimeter around the affected campus and prevent people from driving into the danger area.
9. Coordinate communication with law enforcement.

# Sexual Battery

Information in this section:

- Purpose
- General Procedures



## **PURPOSE**

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The purpose of this section is to outline the procedures to follow when a sexual battery has been reported on the property of Florida Poly.

## **GENERAL PROCEDURES**

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### **Students and employees:**

1. Notify law enforcement. If the sexual battery has just occurred, or the victim is injured, call 911.
2. Notify the University Police Department at 863-874-8472, option 2.
3. Ask the victim not to wash or dispose of any clothing items.
4. Stay with the victim until law enforcement arrives.

### **University Police Department:**

1. Respond to the scene and assess the situation.
2. Notify the Chief or designee.
3. If the offense occurred on campus, have another officer attempt to locate the possible crime scene. If the crime scene is located, protect the crime scene until crime scene technicians and detectives relieve them.

### **Chief or Designee**

1. Notify the President and the Title IX Coordinator.
2. Assess the facts and circumstances to determine if there is a continued threat to the university community.
3. Provide the President with the results of the assessment and recommendations.

# Hostage Situation

Information in this section:

- Purpose
- Procedures



## **PURPOSE**

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The purpose of this section is to outline the procedures to follow when a hostage situation has been reported on the property of Florida Polytechnic University.

## **PROCEDURES**

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### **Students and employees:**

1. Call 911 immediately and stay on the line until the emergency dispatcher tells you to hang up.
2. If possible, advise someone to call the University Police at 863-874-8472, option 2.
3. If possible, evacuate the area and go to an area of safety.

### **University Police Department:**

1. Confront the suspect.
2. Restrict access to the building where the hostage situation is occurring.
3. Notify dispatch and ask for assistance.



# Dangerous Weather

Information in this section:

- Purpose
- Thunderstorms and/or Lightning
- Tornado Watch Issues
- Tornado Warning Issues
- Hurricanes/Tropical Storms



## **PURPOSE**

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The purpose of this section is to outline the procedures to follow when thunderstorms, tornadoes, hurricanes, or other dangerous weather pattern presents a danger to Florida Polytechnic University.

## **THUNDERSTORMS AND/OR LIGHTNING**

### **Students and Employees:**

1. If you hear thunder, immediately move to safe shelter.
2. Stay indoors for at least 30 minutes after hearing the last clap of thunder.
3. Stay off corded phones, computers, or other electrical equipment.
4. If possible, unplug electronic equipment.
5. Avoid plumbing and sinks.
6. Do not lean against concrete walls.
7. Never use a tree as a shelter.
8. If inside a vehicle, do not touch the metal frame.
9. Do not operate a golf cart.
10. Discontinue outdoor athletic events.

### **If Someone is Struck by Lightning:**

1. Have someone call 911 immediately.
2. Have someone notify the University Police Department at 863-874-8472, option 2.
3. Remember, victims do not carry an electric charge and are safe to touch or move.

4. Perform CPR and utilize AED if necessary.
5. If possible, move the victim to a safer location.

## **TORNADO WATCH ISSUED** \_\_\_\_\_

Tornado watch—The weather conditions are optimal for the formation of a tornado.

### **Students and Employees:**

1. Be sure you are indoors in a permanent structure.

### **University Police Department:**

1. Monitor the weather radio at all times during inclement weather.
2. Notify the Chief or designee of any weather changes or alerts.

### **Facilities:**

1. Secure any loose signs or objects that may become projectiles in high winds.

### **University Relations:**

1. Notify students and employees by posting weather related information on the Florida Poly website, social media sites and/or sending out notifications via email.

## **TORNADO WARNING ISSUED** \_\_\_\_\_

Tornado warning—A tornado has been spotted or indicated on radar in the area.

### **Students and Employees:**

1. Remain in the permanent structure until

advised by UPD that the tornado warning is over.

2. Close windows and exterior doors.
3. Stay away from windows.
4. If possible, move to an interior classroom or hallway without windows.
5. Stay away from the gym or areas with wide roof spans.

**University Police Department:**

1. Officers should shelter within permanent buildings and maintain radio contact with dispatch.
2. Monitor the weather radio at all times during inclement weather.
3. Notify the Chief or a designee and AVP of Facilities.
4. At the direction of the Chief or designee, shall issue an alert via Florida Poly Alerts.
5. Once the tornado warning is lifted, the Chief or a designee shall then make the decision whether or not to give the "all clear".

**University Relations:**

1. Coordinate with the Chief or Incident Commander to avoid duplication of messages.
2. Utilize the social media sites to notify students, faculty and staff of the weather conditions.

## **HURRICANES/TROPICAL STORMS** —

### **Tropical storm watch**

Sustained winds of 39 to 73 mph are possible within the specified area in association with a tropical, subtropical or post-tropical cyclone. This warning is issued 48 hours in advance of the anticipated onset of the tropical storm-force winds.

### **Tropical storm warning**

Sustained winds of 39 to 73 mph are expected somewhere within the specified area in association with a tropical, subtropical or post-tropical cyclone. The warning is issued 36 hours in advance of the anticipated onset of tropical storm-force winds.

### **Hurricane watch**

Sustained winds of 74 mph or higher are possible within the specified area in association with a tropical, subtropical or post-tropical cyclone. The warning is issued 48 hours in advance of the anticipated onset of tropical storm-force winds.

### **Hurricane warning**

Sustained winds of 74 mph or higher are expected somewhere within the specified area in association with a tropical, subtropical or post-tropical cyclone. The warning is issued 36 hours in advance of the anticipated onset of tropical storm-force winds.

**Assessment:**

1. The advanced warning of tropical storms and hurricanes allows the university sufficient time to analyze the data in order to determine if the university should temporarily close until the storm passes. The decision for any portion of the University to remain operational lies with the President or the President's designee.
2. It should be noted that the Polk County School Board will suspend school bus service when wind speeds reach 45 miles per hour.

# Medical Emergencies





- Do not move a seriously injured person unless there is a life-threatening situation.
- Call the University Police Department at 863-874-8472, option 2, or dial 911.
- Give your name, location and telephone number.
- Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
- Do not hang up until directed to do so by the emergency operator.
- Return to the victim; administer first aid, if you know how; and keep the victim as calm and comfortable as possible.
- Remain with the victim.
- A University Police Department officer will respond immediately to the scene and will summon additional medical personnel if necessary.



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