EMERGENCY PROCEDURES

Campus Security
Campus Telephones: 7911
Non-Campus Telephones: 253-7911
Evenings/Weekends (24-Hours): 220-7032

EMERGENCY (Police, Fire, or Ambulance): 9 + 911

Do Not Remove
BOMB THREAT

Most bomb threats are received by telephone. Occasionally, a bomb is placed without notification. Treat any bomb threat as valid and follow the procedures below.

1. If you see a suspicious object or potential bomb, **DO NOT HANDLE THE OBJECT.** Immediately call 9 + 911 and Security.

2. If you receive a bomb threat by telephone, do the following:

   * **Transfer the call to Security at 7911.** If you can not transfer the call, do the following:

   a. Write down as much information as possible. If the caller will engage in conversation, ask the following questions.

     1) When is the bomb going to explode?
     2) Where is the bomb located?
     3) Which campus is the bomb located?
     4) What kind of bomb is it?
     5) What does the bomb look like?
     6) Why did you place the bomb?

   b. Keep talking to the caller as long as possible. Record the following information.

     1) Time of call.
     2) Age and sex of the caller.
     3) Speech pattern, accent, possible nationality, or other information about the caller.
     4) Emotional state of the caller.
     5) Background noises.
     6) Telephone number showing on LCD display.

   c. When the caller ends the conversation...**IMMEDIATELY call 9 + 911 and Campus Security (7911) to report the incident.**

   d. Conduct a quick search of your office or classroom to check for any suspicious object. Report the location of any suspicious objects to Campus Security.

     1) **DO NOT TOUCH ANY OBJECT.**
     2) Do not open any drawers or cabinets.
     3) Do not turn lights on or off.
     4) Do not discuss the threat with anyone other than Campus Security.

3. After receiving notification of a potential bomb, Security and designated search-team personnel will conduct a systematic search of the building(s). Security will also interview the person who reported the potential threat.

4. College administrators will make a decision regarding evacuation of Campus buildings. **EVACUATE IMMEDIATELY and take personal belongings** when an evacuation is ordered.
CIVIL DISTURBANCE/DEMONSTRATIONS

Peaceful demonstrations such as marches, meetings, picketing, and rallies can take place on campus in pre-designated areas and must be approved by the Campus President. However, contact Campus Security if a demonstration:

- **INTERFERES** with the normal operations of the College.
- **PREVENTS** access to offices, buildings, or other College facilities.
- **THREATENS** physical harm to persons or damage to property.

1. Move away from the immediate area of the demonstration to maintain personal safety if a demonstration meets any one criterion above.

2. College officials will respond to the demonstration and provide additional instructions.

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EVACUATION - FIRE/BOMB THREAT

Things to Know BEFORE a Fire:

1. Know the location of your pre-designated emergency assembly point (at least 100 feet away from the building, 300 feet preferred).
2. When an alarm is sounded, College policy requires that all persons evacuate any facility via the nearest available exit to your pre-designated emergency assembly point.
3. Remove personal items, i.e., purses, bookbags, etc., when you evacuate.
4. Close all doors to classrooms and offices. Leave them unlocked for emergency personnel unless otherwise instructed.
5. Know the location of alarm pull-stations, fire extinguishers, fire exits, assembly points, and alarm systems in your area.
6. Identify at least two possible evacuation routes from your classroom or office area.
7. Ensure emergency telephone numbers are located on or near your telephone.
8. Arrange for evacuation of disabled persons (i.e., buddy-plan, evacu-chair). Backup provisions should be made to assure assistance is provided if the primary provider is absent when an emergency occurs.

In Case of Fire: (See Evacuation Map)

Evacuate immediately when you hear an alarm or an HCC official tells you to evacuate. Always, walk calmly and quickly to the nearest marked exit and your pre-designated assembly point at least 100 feet away from the building. Alert others to do the same.

DO NOT USE ELEVATORS!

1. If you see/smell smoke, call Security immediately (7911 or 253.7911). If there is heavy smoke, activate a pull-station alarm, stay low and evacuate to your pre-designated assembly point.
2. If you see flames, activate a pull-station alarm and evacuate to your pre-designated assembly. Call 9 + 911 or 911 immediately, then Security (7911 or 253.7911).

   NOTE: DO NOT Block Fire Lanes or Hydrants nor Interfere with Emergency Personnel Notify Emergency Personnel if Anyone is Missing from your Group.
3. If the fire is minor, individuals trained in the use of portable fire extinguishers may attempt to extinguish the flames. If the fire is major, EVACUATE IMMEDIATELY. DO NOT ATTEMPT TO CONTROL THE FIRE. Assist disabled persons exiting the building.

   *Training and other information is available through the office of Risk Management*

4. If you are trapped, shout at regular intervals to alert rescuers to your location. If a window is available, place an article of clothing in the window as a marker for rescuers.
1. Employees and students should take the following steps to prepare for Hurricane Season, June 1 through November 30.
   a. Develop and review annually a personal Emergency Response Plan. Guidelines to assist you in preparing for a tropical storm/hurricane are published annually and are located in retail stores throughout the Tampa Bay Region.
   b. Acquire the appropriate emergency supplies prior to June 1 each year or landfall of a tropical storm/hurricane.
   c. Backup important files not saved to the main file server i.e., presentations, custom templates, etc. when a hurricane watch issued for the Tampa Bay region.
   d. Essential designated personnel shall secure all property, equipment, vehicles, and windows. Outside loose property (i.e., trash containers, ladders, flower pots, chains, etc.) will be placed inside a building, prior to final lockup by maintenance, security or grounds personnel.
   e. Unplug, elevate computers and other equipment requiring electricity off the floor and move the items away from windows if possible. Cover equipment with plastic after unplugging power supply.
   f. Monitor news broadcasts.

2. General Terminology
   - **Tropical Depression** - Rotary circulation, highest constant wind speed 38/mph.
   - **Tropical Storm** - Distinct rotary circulation, constant wind speed 39-73/mph.
   - **Hurricane** - Pronounced rotary circulation, constant wind speed of 74 miles per hour or more.
   - **Hurricane Watch** – Issued when there is a threat of hurricane conditions within 24-36 hours.
   - **Hurricane Warning** - Issued when hurricane conditions are expected in a specified coastal area in 24 hours or less. Hurricane conditions include winds of 74 miles per hour and/or dangerously high tides and waves. Actions for protection of life and property should begin immediately when the warning is issued.

   NOTE: The College President or designee shall give the order to cancel classes or close the College.

3. Hurricane Season Emergency Response Checklist
   a. **Emergency Supplies**
      * Cash
      * Prescriptions
      * Bottled water, adequate water supply per person
      * Communications, e.g., cellular phones
      * Disposal of domestic and human waste
      * Emergency lights
      * Removal of hazardous waste
      * Money available for emergency purposes
      * Compensation plans for overtime and/or hazard pay
      * Plywood supplies and priority for uses
      * Power generator, places of need and priority
      * Sanitary supplies (toilet paper, soap, towels, bleach)
      * Blanket
      * Arrangements for pets
      * Duct tape
      * Vehicles and fuel
      * Sandbags
      * Supply of batteries
      * First aid supplies
      * Roster of volunteers
      * Portable radios
      * Portable water tanks
      * Plastic tarp, thick
      * News release procedures
Currently, there is no warning device to alert students/personnel that a tornado is approaching. It is prudent that you understand the following weather patterns indicative of a tornado.

1. Tornadoes are unpredictable and difficult to forecast. Either severe thunderstorms or severe atmospheric conditions without the severe thunderstorms can generate tornadoes and lightning.

2. The following are telltale signs of a tornado threat.
   a. Heavy rains, gusty winds, small hail, large hail, then relatively calm.
   b. Very large hail (often golf ball size or larger).
   c. A distinctive train-like roaring sound when the tornado is a mile or less away.
   d. A funnel or anvil shaped cloud.

3. Take the following precautions during a severe thunder or lightning storm.
   a. Postpone outdoor activities.
   b. Keep an eye to the sky.
   c. Avoid/evacuate mobile classrooms, gymnasiums, cafeterias, and other large-span roofed areas.
   d. Continue normal operations unless instructed differently by your immediate supervisor/instructor or weather conditions indicate an eminent danger.

4. Take the following precautions should you experience any of the telltale signs of a tornado or an actual tornado.
   a. Move away from windows, trophy cases, mirrors, and/or skylights.
   b. Move to an interior hall/wall, a closet, or get under a sturdy table or desk.
   c. Move to the lowest floor if possible.
   d. Kneel/crouch, head down, hands behind head.
   e. Place something over your head for added protection.

5. Should your location experience a tornadic event and sustain injuries or property damage, do the following.
   a. Avoid loose/dangling electrical wires or broken utility lines.
   b. Contact 9-911 emergency services and HCC Security 7911.
   c. Report to your designated evacuation area if safe to do so or after you have directed emergency personnel to the injured or trapped. Remain at you evacuation area until released by the Emergency Marshal, HCC Security or a senior Administrator.

6. Should your location experience a lightning event, do the following.
   a. Avoid windows, water, trees, open spaces, metal objects and high ground.
   b. Seek shelter - car, truck, substantial building.
   c. Crouch down, put feet together, avoid proximity to other people.
   d. Avoid using the telephone or other electrical equipment.

**NOTE:** Lightening is known to travel up to 100 miles. Immediately report injuries to emergency services 9-911 and HCC Security 7911.
In the event of a major utility failure, immediately notify Campus Security at the numbers listed below.

1. **ELECTRICAL/LIGHT FAILURE**
   Emergency building lighting should provide sufficient illumination in corridors and stairs for safe exiting.

2. **ELEVATOR FAILURE**
   If you are trapped in the elevator, use the emergency phone to notify Security and press the elevator emergency alarm button located on the front panel, which will signal for help.

3. **PLUMBING FAILURE/FLOODING**
   Cease using all electrical equipment. Notify Security at extension 7911. If necessary, vacate the area.

4. **SERIOUS GAS LEAK**
   Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER, electrical arcing can trigger an explosion!** Notify Security at extension 7911. Vacate the area.

**WARNING:** Do not sound the alarm or use any phones in the area.

5. **VENTILATION PROBLEM**
   If smoke odors come from the ventilation system, immediately notify Security at 7911. If necessary, cease all operations and vacate the area.

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Specific Evacuation Routes Determined Per Semester

Please Note: Evacuation routes may be altered depending on location of fire and type of emergency.

Legend:
← Designated Assembly Point
☆ Emergency Rescue Area (2nd Floor Stairwell or Above)

In The Event of A Tornado:
Evacuate to a center corridor, room, or stairwell.