

# EMERGENCY AND SAFETY GUIDELINES



FLORIDA  
GULF COAST  
UNIVERSITY

Sign up for FGCU Alert at [www.fgcu.edu/alert](http://www.fgcu.edu/alert).

For a fire or medical  
emergency,  
**DIAL 911**

FGCU Police  
(239) 590-1900

Other Non-Emergencies  
(239) 590-1900

FGCU Risk Management  
(239) 590-1414

FGCU Hazardous Materials  
(239) 590-1414

FGCU Facilities Planning  
(239) 590-1500

**Emergency  
preparedness info:  
[www.fgcu.edu/ehs](http://www.fgcu.edu/ehs)**

# WHAT TO DO IN THE EVENT OF A CAMPUS EMERGENCY

Emergencies can occur at any time, often without warning. Your judgment often determines whether an incident is an emergency. If in doubt, err on the side of safety.

For police service on campus, please call (239) 590-1900. For any fire or medical emergency on campus you may dial **911**.

To confidentially or anonymously report a crime, or to provide a confidential tip on a crime, please call the Silent Witness Program at (239) 590-1906. Additionally, a crime reporting form is available to various campus safety authorities, including Student Affairs and the Ombudsman Office, who can assist in filing a confidential report.

- If you have an on-campus EMERGENCY requiring fire or ambulance, call **911** without delay. If you need police service, call (239) 590-1900.
- Be aware of your surroundings, and report any suspicious activities.
- Be informed and prepared in advance. Do not wait until an emergency strikes to know what to do.

*Questions or suggestions regarding the procedures and response on campus should be directed to:*

|  |                     |
|--|---------------------|
| ON-CAMPUS EMERGENCY . . . . .                        | 911 or 239-590-1900 |
| Non-emergency . . . . .                              | 239-590-1900        |
| OFF-CAMPUS Police/Ambulance/Fire. . . . .            | 911                 |
| Abuse Counseling & Treatment (Crisis Line) . . . . . | 239-939-3112        |
| Florida Abuse Hot-line . . . . .                     | 800-962-2873        |
| Counseling and Psychological Services . . . . .      | 239-590-7950        |
| Student Health Services . . . . .                    | 239-590-7966        |
| Poison Information Center. . . . .                   | 800-222-1222        |
| Rape Crisis Intervention . . . . .                   | 239-939-3112        |
| Lee Mental Health Emergency . . . . .                | 239-275-4242        |

- When you call for emergency services, stay on the line and be prepared to give the following information:
  - ⇒ Your name, telephone number, and exact location.
  - ⇒ The location of the emergency.
  - ⇒ The nature and extent of the emergency (i.e., Are there injuries and how many?)
- Know where the fire alarm activation pull stations are located in your building and how to evacuate your building if the alarm is set off.

## Code Blue Poles

These emergency telephones are mounted on 9-foot steel columns, are wheelchair accessible, include instructions in Braille and have a highly visible push button on an illuminated telephone faceplate. A single touch on the push button summons campus police, allows dispatchers to hear what is going on, pinpoints the exact location of the trouble, and triggers the bright blue police-type strobe light on top of the phone.

Code Blue Poles are located in all parking lots, Student Housing, and in the Academic Core areas. If you experience an emergency, this is a way to call for assistance. When activated, you are immediately connected with the FGCU Police Department dispatcher.



# CAMPUS EMERGENCY NOTIFICATIONS

The emergency notification systems on campus are in place to notify faculty, staff, and students of imminent and urgent situations that may affect the campus.

The following notification systems are in place:

## FGCU ALERT

FGCU ALERT is an emergency notification system that notifies faculty, staff, and students of critical information and situations affecting campus through the use of text messages and email. You may register by going to [http:// www.fgcu.edu/alert/](http://www.fgcu.edu/alert/). This system makes immediate notifications across campus without delay.



## Posted ALERTs

Safety Alerts will be posted on the FGCU Police Department website at [http:// admin.fgcu.edu/upd/](http://admin.fgcu.edu/upd/), on video monitors, and at other locations around campus to reach the impacted population.

## NOAA WEATHER RADIOS

NOAA weather radios (NWR) broadcast a warning tone and then specific information such as severe weather warnings or other emergencies near campus. Working with the Federal Communication Commission's Emergency Alert System, NWR is an "All Hazards" radio network, making it a single source for comprehensive weather and emergency information. In conjunction with Federal, State, and Local Emergency Managers and other public officials, NWR also broadcasts warning and post-event information for all types of hazards – including natural (such as earthquakes or avalanches), environmental (such as chemical releases or oil spills), and public safety (such as AMBER alerts or 911 telephone outages).

## BUILDING FIRE ALARMS

Fire alarms are in place to notify building occupants of possible fire dangers in the building. If you hear the fire alarm, evacuate the building immediately.

## IF YOU SMELL A STRANGE ODOR

- Notify Environmental Health and Safety at (239) 590-1414 that an event has occurred.

- Evacuate the immediate area.
- From a safe location, call the Work Management Center at (239) 590-1370 and report the odor. Be as specific as possible about the nature of the odor:
  - ⇒ When was it first noticed?
  - ⇒ Is it recognizable?
  - ⇒ Is the cause known?
- Remain outside until told it is safe to re-enter the building.
- If additional assistance is needed, Facilities will notify the proper departments.



**STRANGE ODOR**

# PHYSICAL THREATS TO STAFF AND STUDENTS

Be prepared by developing a survival mindset. This can be done by being aware and alert to your surroundings, preparing yourself by asking “what if” questions to develop response strategies, and rehearsing your response plan ahead of time.

If a person enters or threatens to enter the building for the purpose of causing physical violence either to persons or property:

- If you can get out to a safer area, do so and get out fast.
- If you can't get out to a safer area, hide out in an area within the building that is out of sight from the threat and that provides some protection such as a locked or barricaded room. If you are with others, spread apart and do not huddle together.
- If in an open area on campus when confronted by such a threat, stay in motion and seek an area that provides protection and concealment.
- If directly confronted by the threat and you can't get out or hide, do whatever it takes to survive and neutralize the threat. This may involve you (and others if possible), taking offensive action against the threat.

- Once in a safe area, call 911 or (239) 590-1900 to report the incident to the law enforcement authorities. Do not assume that someone else has already called.
- Be prepared to provide critical information to law enforcement such as the number of persons involved, weapons involved, location(s) of subject(s), and description of subject (s).

## ADDITIONAL RESOURCES FOR STUDENTS IN DISTRESS

If you are aware of a distressed student and are concerned about their well-being, please call these resources for help.

- Counseling & Psychological Services  
(239) 590-7950
- Student Health Services  
(239) 590-7966
- Dean of Students  
(239) 590-7900
- FGCU University Police  
(239) 590-1900
- Lee Mental Health Services  
(239) 275-3222
- Lee County Sheriff's Office  
(239) 477-1000

Counseling & Psychological Services:

<http://studentservices.fgcu.edu/Counseling/>



# WEAPONS ON CAMPUS

**No weapons or firearms are allowed on campus property** or property under the control of the University, not even with a concealed weapons permit.

Additionally banned items include: fireworks, explosives, chemical weapons or devices, bb guns, pellet guns, and air soft/paintball guns or weapons.

A person may possess a common pocket knife or self-defense chemical spray.

If you believe that a student or other person is in possession of a weapon:

- Get away from that person.
- DO NOT confront the armed person.
- **Call the Police at (239) 590-1900** and explain the problem in detail.

If the person enters or threatens to enter the building for the purpose of causing physical violence either to persons or property:

- If you can get out to a safer area, do so and get out fast.

- If you can't get out to a safer area, hide out in an area within the building that is out of sight from the threat and that provides some protection such as a locked or barricaded room. If you are with others, spread apart and do not huddle together.
- If in an open area on campus when confronted by such a threat, stay in motion and seek an area that provides protection and concealment.
- If directly confronted by the threat and you can't get out or hide, do whatever it takes to survive and neutralize the threat. This may involve you (and others if possible), taking offensive action against the threat.
- **Once in a safe area, call 911 or (239) 590-1900 to report the incident to the law enforcement authorities. Do not assume that someone else has already called.**
- Be prepared to provide critical information to law enforcement such as the number of persons involved, weapons involved, location(s) of subject(s), and description of subject(s).

# UTILITY EMERGENCIES

Many times, problems with the utilities will not be an emergency. To report a non-emergency utility problem, call the Work Management Center at (239) 590-1370. However, if it is an emergency, **call (239) 590-1900**.

## WATER LEAK and POWER FAILURE (Non-Emergency Failures)

- Report non-emergency water leaks and power failures to the Work Management Center at (239) 590-1370.
- Shut down and protect critical equipment, if safe to do so.
- If you are in a dark area, proceed cautiously to an area that has emergency lights.

## POWER LINES

- **Call (239) 590-1900** to report the location of downed power lines.
- Treat any downed power line as if it is energized.
- Telephone or cable television wires that are touching a power line could become energized and should also be avoided.
- Stay clear of areas where there is a lot of debris or downed trees, as they may conceal energized lines.



# IN THE EVENT OF A FIRE OR FIRE ALARM

## EXIT THE AREA IMMEDIATELY.

- Close all doors as you leave, taking keys and medications with you if possible. DO NOT delay evacuation to retrieve these items.
- Activate the closest fire alarm pull station along your evacuation route.
- If the fire is small enough, you may attempt to extinguish it with a portable fire extinguisher, ONLY IF:
  - ⇒ The fire alarm pull station has been activated.
  - ⇒ 911 or (239) 590-1900 has been notified.
  - ⇒ You are properly trained.
- If leaving a room, feel the door with the back of your hand before opening it. DO NOT open any door that feels hot.
- If smoke is present, stay low. The best quality of air is near the floor.
- Always use stairs to exit upper floors.
- DO NOT use the elevator.
- Once the building is evacuated, DO NOT re-enter it for any reason. Return to the building ONLY when instructed to do so by emergency responders or administrators.

- DO NOT return for personal belongings.
- Direct and assist visitors and person with disabilities who appear to need direction or assistance.
- Notify Environmental Health and Safety at (239) 590-1414 that a fire has occurred AFTER you exit the building.

## IF YOU ARE TRAPPED AND CANNOT EVACUATE

- Close any doors between you and the fire.
- If available, wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
- Call **911** and notify the dispatcher of your location.
- Remain on the phone with the 911 dispatcher as long as possible.
- Break a window only as a last resort, such as needing oxygen to breathe.
- Use caution when breaking any window.

## RESPONSE TO FIRE ALARMS

- If the fire alarm sounds and/or emergency strobes begin to blink, evacuate immediately.
- NEVER assume that a fire alarm is a false alarm.



## IF MEDICAL ATTENTION IS NEEDED

- REMAIN CALM.
- **Call 911** and report the emergency. Request that an ambulance be sent.
- Provide as much information to the dispatcher regarding the illness/injury as possible (nature of injury, location of person, age of person, etc.).
- If trained to administer first aid, such as bleeding control and CPR, do so.
- Send someone to meet the EMS and University Police and escort them to location of person needing medical attention.
- DO NOT move the person unless there is a threat to life to leave them in that location.
- Be sure to wear personal protective equipment. Be aware of hazards associated with blood-borne pathogens.
- DO NOT come into contact with body fluids.
- If exposed to suspected infectious materials, wash the exposed area thoroughly with soap and water and seek medical attention.
- DO NOT jeopardize your health or the health of the patient. Wait for professional help if you are not able to provide proper first aid and safety.
- Remain with the party until help arrives.
- Comfort the patient and reassure them that medical assistance is on the way.
- If the medical emergency is related to an on-the-job injury or a visitor injury/accident, notify Environmental Health and Safety at (239) 590-1414 of this incident as soon as possible after the victim has been transported by the ambulance.



# SHELTER-IN-PLACE

Shelter-in-place refers to the need to remain where you are for your own safety.

Employees and students generally cannot be forced to shelter-in-place; however, there are circumstances when University 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 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 University administrators.

- **If class is in session**, if possible, do not allow any students to leave. If you are in other buildings such as dorms, have everyone remain there.
- Keep everyone CALM.
- Stay away from windows, doors, and outside walls.

## 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 endangering or injuring yourself.

## SEVERE WEATHER

You should know where the shelter areas are in your building. If you do not, attempt to seek shelter in the basement or interior-most portion of the building, avoiding windows and glass doors.

For additional information, see severe weather section.

## 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.

# IF YOU RECEIVE A BOMB THREAT

- REMAIN CALM.
  - Keep the caller on the line as long as possible.
  - Listen carefully to the caller's voice and words.
  - Record the time and caller ID number if shown.
  - Ask the caller the following questions and write down the answers as soon as possible:
    - ⇒ Where is the bomb?
    - ⇒ When will it explode?
    - ⇒ What does the bomb look like?
    - ⇒ What kind of bomb is it?
    - ⇒ What will cause it to explode?
    - ⇒ Did you place the bomb?
    - ⇒ Why?
    - ⇒ What is your name?
    - ⇒ Are you an employee/student?
    - ⇒ Where are you calling from?
  - Write down any information such as:
    - ⇒ Background noises
    - ⇒ Gender of the caller
    - ⇒ Voice pitches and patterns
    - ⇒ Any other information that stands out or seems unusual to you
- **Call (239) 590-1900 or 911** and report the event immediately.
  - ALL bomb threats and suspicious packages must be treated as a serious matter.
  - If the bomb or suspicious package is discovered, **DO NOT** handle the package. Get away.
  - **DO NOT** use cell phones, radios, or other wireless devices in the building or area.
  - Public safety personnel will advise regarding safe evacuation.
  - If evacuation is ordered, look around as you exit for anything suspicious or out of place.
  - Upon exiting the building, assemble outside and remain until instructed it is safe to return.
  - Follow all instructions from public safety personnel.
  - If you notice anything suspicious while evacuating, tell public safety personnel.
  - **DO NOT** re-enter the building unless told to do so by public safety personnel or building manager.



**BOMB THREAT**

# IN THE EVENT OF A CHEMICAL SPILL

Laboratory and shop workers are expected to have the knowledge, capabilities, and supplies to clean up incidental spills of commonly-used substances. Workers should be familiar with the material's hazardous characteristics, proper clean-up procedures, and other potential hazards in the work area.

If you are unable to deal with a spill in your area, Contact University Police at ext.1911. Inform them of the exact situation, chemicals and quantities involved, and the location. University Police will notify the San Carlos Park Fire Department for assistance. University Police will also contact the Director of EH&S or designee.

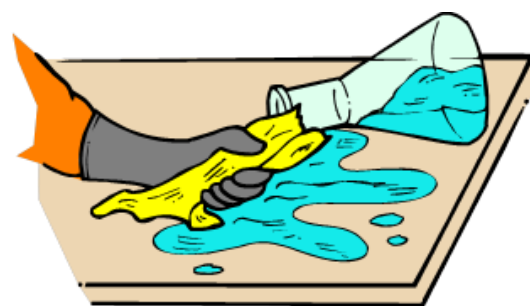
• Be prepared to provide the following information to the dispatcher:

- ⇒ Your name, location, and number
- ⇒ Identity of the spilled chemical (if known) and the amount spilled
- ⇒ Location of the spill (building & room)
- ⇒ Known or suspected hazards associated with the spill
- ⇒ If personnel have been exposed to the spill, give details on the extent of exposure and any injuries or symptoms the victim(s) may be experiencing.

- Alert personnel in the vicinity and evacuate the area, closing doors on the way out.
- Activate the fire alarm pull station as you exit the building.
- Remain at the location to meet responders when they arrive and warn others from entering the area.
- If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel.
- Notify Environmental Health & Safety at (239) 590-1414.
- DO NOT re-enter the building until told to do so by emergency personnel

In addition, the following actions may be taken as appropriate:

- ⇒ Remove contaminated clothing.
- ⇒ Flush the affected area with copious amounts of water for at least 15 minutes.
- ⇒ Provide first aid if necessary and you are trained to do so.



## CHEMICAL SPILL

# IN THE EVENT OF IMPENDING SEVERE WEATHER

Florida Gulf Coast University has installed a weather monitoring radar system that can track approaching storms across the state of Florida and beyond.

FGCU maintains contact with local and state emergency management agencies as well as the National Weather Service and state agencies.

Upon receipt of a severe weather watch or warning, tone alert radios in buildings on campus will be activated. The nature of the emergency will be given along with instructions on how to remain safe.

**WATCH:** Conditions are favorable for the development of severe weather in the FGCU area. Everyone should closely monitor the situation in case it gets worse.

**WARNING:** Severe weather has actually been observed, and there is an imminent threat to the FGCU area. Listen closely to instructions provided by weather radios/emergency officials.

## THUNDERSTORMS

- Frequently have high winds, frequent lightning, heavy rain, and tornadoes.

## LIGHTNING

- Stay away from telephones, electrical appliances, and plumbing.

- If you can hear thunder, you are close enough to the storm to be struck.
- Go to a safe shelter immediately.

## IN THE EVENT OF SEVERE WEATHER

- If you hear weather radio alerts, take shelter immediately in designated shelter locations.
- If shelter is not available, move to the center and lowest point of your building.
- Stay away from windows and doors to prevent injury from glass or other flying objects. Cover your head with any heavy/bulky object to protect yourself.
- DO NOT go outdoors to see the storm. Trained storm spotters will be monitoring the situation.
- If you are in a vehicle, seek shelter in a building, ditch, or other safe place. Automobiles are very dangerous during high winds.
- If flood water rises, do not attempt to wade or travel through the stream. Even small amounts of water can be very dangerous.
- Report any injury/damage to the (239) **590-1900** dispatcher. Provide them as much information as possible to respond to the emergency.
- Once the storm has cleared, notify Environmental Health and Safety at (239) 590-1414 of any damages or injuries.

SEVERE WEATHER



## LOCKING AND UNLOCKING DOORS AT FGCU

Instructions to open and lock classroom doors on the FGCU campus using your authorized, activated FGCU identification card.

**There are two styles of card readers on campus:**



This style card reader can be found in Ben Hill Griffin, Whitaker Hall, Merwin Hall, Sugden Resort and Hospitality, Library East, Broadcast Building and Holmes Hall.

[Click here to watch a video on how to use this card reader.](#)



This style card reader can be found in Reed Hall, Marieb Hall, Academic Building 7, Arts Complex, Music Building and Lutgert Hall.

[Click here to watch a video on how to use this card reader.](#)

**LOCKING DOORS**