

# Indian River State College

# Emergency Procedures

## Quick Reference Guide for Students

### Overview

The College community's ability to successfully prevent and respond to accidents requires a team effort by administration, faculty, staff, and students.

Procedures suggested in this manual serve as a "Quick Reference Guide" for general emergency situations. No plan can address every specific emergency situation; however, adherence to these procedures enhances and maximizes the safety of students, employees, and visitors of Indian River State College (IRSC).

# Emergency Notifications and Contacts

## Emergency Telephone Numbers

1. Any immediate and/or Life Threatening Emergency ... Dial 911  
(from a college phone Dial 9-911)
  - Please call IRSC Campus Security to advise the nature of the emergency after calling 911.
  
2. Indian River College Campus Security
  - Main Campus ..... (772) 462-**4755** or (772) 462-**7777**
  - Chastain Campus..... (772) 419-5666
  - Mueller Campus ..... (772) 226-2531
  - Pruitt Campus ..... (772) 336-6248
  - Dixon Hendry Campus ..... (863) 610-2090
  - Blackburn Educational Building .....(772) 462-7103
  - Treasure Coast Public Safety  
Training Complex .....(772) 462-**4755** or (772) 462-**7777**
  - Tedder Road Site .....(772) 462-**4755** or (772) 462-**7777**

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## Evacuation Procedures

The following evacuation procedures are presented as general guidelines. Each building and work area have established unique procedures, specific to the facility, to ensure safe evacuation of students, employees, and visitors.

### 1. WHEN TO EVACUATE

- ✓ In the event of a fire alarm, complete evacuation of the building will be IMMEDIATE AND MANDATORY.
- ✓ For other emergencies that may require partial or total evacuation, IRSC Campus Security, Building Managers or other responsible authority, will notify you.

### 2. EVACUATION ROUTES

- ✓ Primary evacuation routes for each floor of each building will be the nearest safe stairwells or hallway.
- ✓ Elevators should **NOT** be used during evacuation.
- ✓ All occupants should be familiar with the evacuation routes, which are posted on each floor.
- ✓ Evacuees should meet at designated area for a headcount.

### 3. TOTAL EVACUATION

- ✓ If a condition exists that requires total evacuation of the building, the Emergency Alert system and/or the fire alarm should be used for notification.
- ✓ In buildings without a standard fire alarm system, the Emergency Alert system and/or a voice alert will be used to alert occupants.

### 4. METHOD OF EVACUATION

- ✓ Elevators should **NOT** be used during emergency evacuation.
- ✓ Proceed to the nearest stairwell in an orderly manner, staying to the right side of the stairs and exiting the building on the ground floor.
- ✓ Remain quiet in the evacuation process in order to hear directions.

### 5. BOMB THREAT EVACUATION

- ✓ If the evacuation is due to a bomb threat, be alert, make note of any unusual packages in or near your area.
- ✓ Do not touch the package but report it to authorities immediately.

### 6. CONDUCT FOLLOWING EVACUATION

- ✓ DO NOT PANIC.
- ✓ Once in the safe area, stay visible.
- ✓ Proceed to the area outside identified for assembly as warranted by existing conditions.
- ✓ Occupants not accounted for are assumed to be missing and require firefighters rescue.
- ✓ All persons should follow instruction given by those in charge.
- ✓ Do not return to an evacuated building unless authorities give "ALL CLEAR" designation.

# Emergency Plan for Fire

## 1. Notification in the Event of Fire:

### ✓ Call 911

- Be prepared to relay the exact campus location and building.
- (Example: The fire is at Indian River College, Main Campus on the 1<sup>st</sup> floor of the Kight Center, Room 110).

- ✓ Sound local fire alarms, if available, and call IRSC Campus Security.
- ✓ Exit the building immediately.

## 2. If you see or smell smoke or gas:

- ✓ Call IRSC Campus Security at (772) 462-4755 or (772) 462-7777.

## 3. If a fire has been confirmed:

- ✓ Call 911 for the local Fire Department.
- ✓ Sound local fire alarms, if available.
- ✓ Initiate voice alert if no alarm is available. (For example: "Fire, Fire, Fire!")
- ✓ Exit the building immediately.
- ✓ Call IRSC Campus Security.

## 4. If you encounter smoke or flames:

- ✓ Crawl low under the smoke to get clean air.
- ✓ Test doors before you open them by kneeling or crouching at the door.
  - Reach up as high as you can, and touch the doorknob with the back of your hand.
  - If doorknob is hot, use another escape route.
  - If doorknob is cool, open it cautiously and continue along your escape route.
- ✓ Isolate FIRE by closing off doors if possible.
  - Evacuate using stairwells, not elevators.
  - Follow directions from those in authority.
  - STAY CALM.
- ✓ Once you are safe and immediate emergency procedures have been followed, notify appropriate administrative authority.

## **Bomb Threat Procedures**

### **1. Remain calm, listen, and take notes if you receive a bomb threat by phone.**

- ✓ Remember what you hear!
- ✓ Keep the caller talking while you notify someone nearby that you are on a bomb threat call and to reach IRSC Campus Security at (772) 462-**4755** or (772) 462-**7777** or the appropriate Campus Security site number.
- ✓ If the call is received on a telephone with the caller ID -RECORD THE DISPLAYED NUMBER.

### **2. Try to get as much information as possible.**

- ✓ Questions could include:
  - Where is the bomb?
  - What does it look like?
  - Building in question?
  - Time of setting?
  - Location of the bomb?
  - Can you repeat the message?
  - Can you tell me the reason you are doing this?
- ✓ Record a description of the caller's voice: male, female, excited, slurred etc.
- ✓ Listen for background noises such as railroad, streets, and aircraft.

### **3. Immediately call IRSC Campus Security, if not already notified.**

### **4. Do not discuss the call with anyone but appropriate authority-in-charge to prevent alarming others.**

### **5. The IRSC Campus Security will contact local Police Department, or other agency, for necessary assistance concerning the call.**

### **6. Procedures to be implemented will be based on the content of the bomb threat and course of action selected by the authorities.**

## **Severe Weather Alert**

A decision to dismiss classes or close campus will be made by the College President or by his designee when weather or other conditions pose a potentially serious threat to the safety of the College's students and employees.

- ✓ Please monitor the IRSC website [www.irsc.edu](http://www.irsc.edu), Facebook, Twitter and WQCS 88.9FM for information regarding IRSC classes and activities in the case of a hurricane or other emergency.

### **During Business Hours**

1. During business hours, notices are made to the IRSC website [www.irsc.edu](http://www.irsc.edu), WQCS, the media and the Emergency Alert system.
2. If classes are in session and offices occupied, the notification to close may be done in person, by phone or the Emergency Alert system.

## Major Medical Emergencies

### 1. Life Threatening

- ✓ Upon observation of a life-threatening medical emergency, take the following actions:

#### **ACTION –**

- Call or have someone call **911** and then IRSC Campus Security, Campus Provost and Health & Wellness Center/Student Affairs Office.
  - State the nature or type of emergency.
  - Give the location of building, floor and room.
- ✓ Identify the person and any other pertinent information which will help prepare responders.
    - Age
    - Gender
    - Symptoms victim is exhibiting
    - Pre-existing health condition (if known)
    - Any medication the victim may have ingested/swallowed/injected (if known)
    - Stay with the victim until emergency personnel arrive
  - ✓ Have another individual in the area meet the emergency personnel to expedite locating the victim inside a building.

### 2. Not Life Threatening

- ✓ Injuries which are not life threatening, but which have occurred on College property.
  - Contact Health/Wellness Center, IRSC Campus Security, or Campus Provost
  - First aid should be provided within the scope of knowledge and skill by anyone who is readily accessible and willing to manage the situation.
- ✓ College personnel will not, as College representatives, provide personal transportation for injured or ill persons.

## Weapons on Campus

Anyone having knowledge of a weapon or an armed person on campus should immediately call 911, then alert the IRSC Campus Security.

### **1. Be prepared to provide the following information.**

- ✓ Location of the armed person
- ✓ How is the person armed, i.e. rifle, pistol, knife.
- ✓ Actions (and, if known, purpose) of armed individual
- ✓ A complete description of the individual
- ✓ Whether or not any shots have been fired
- ✓ Your name and where you can be located if needed

IRSC Board Policies and state statutes **do not permit** the possession of firearms in college buildings or on designated college property.\*

### **2. After notifying IRSC Campus Security, Campus Provost and / or appropriate dean's office of the situation**

- ✓ Unless otherwise directed, persons on campus should remain their office or classroom with doors closed and locked, if possible.
- ✓ If there is danger of shots being fired or if shots have been fired, all persons should lie on the floor and remain as calm as possible.
- ✓ Individuals should remain in a place of safety until assured that any danger has been resolved.

### **3. A student, faculty or staff member should call IRC Campus Security immediately when conduct may endanger personal safety or property.**

\* Only certified law enforcement officers and certain persons designated by the College President are allowed to possess a firearm on campus.



## **Disruptive or Disorderly Conduct**

1. Incidents involving complaints or minor misconduct by students, visitors, other non-employee individuals should be resolved by faculty/staff personnel when at all possible.
2. The appropriate administrator, Campus Provost, or other supervisor on duty should be responsible for assisting faculty/staff personnel if they are unable to immediately resolve the incident/complaint.
  - ✓ IRSC Campus Security will respond to complaints/incidents if the situation or conduct warrants intervention.
  - ✓ Factors, which might indicate IRSC Campus Security involvement, may include conduct which has escalated beyond the capabilities of the faculty or staff available.
  - ✓ Any student, faculty, or staff member should call IRSC Campus Security immediately when conduct may endanger personal safety or property.
3. Report incidents or obtain IRSC Campus Security by calling:
  - Main Campus ..... (772) 462-**4755** or (772) 462-**7777**
  - Chastain Campus..... (772) 419-5666
  - Mueller Campus ..... (772) 226-2531
  - Pruitt Campus ..... (772) 336-6248
  - Dixon Hendry Campus ..... (863) 610-2090
  - Blackburn Educational Building.....(772) 462-7103
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  - Tedder Road Site.....(772) 462-**4755** or 462-**7777**

The following may govern student conduct:

- Indian River College Board Policy 6Hx11-7.24 Student Standards of Conduct
- Indian River College Student Handbook/Planner; Section on Discipline

## **Accidental Spill of Hazardous Substance**

### **1. NOTIFICATIONS**

- ✓ Notify Instructor
- ✓ Instructor will contact IRSC Campus Security Office, Student Affairs Office or Campus Provost
- ✓ Non-business hours, contact IRSC Campus Security Office

### **ACTION—RESTRICT ACCESS TO AREA OF SPILL**

- ✓ Evacuate from the building containing the hazardous substance.

## Emergency Announcements

The Institutional Advancement Office will issue sequenced announcements in the case of an emergency.

Urgent announcements will be announced through loudspeaker systems (Audio Alert Systems) at each campus.

You can access emergency announcements through the following media:

- IRSC website at [www.irsc.edu](http://www.irsc.edu), Facebook, Twitter
- WQCS 88.9 FM
- Local television station news programs and announcement “crawls”

In the case of a major emergency, announcements will be sent to the College’s Emergency Alert system. Students who have submitted their cell phone number and email address will receive a cell phone call (voice - you must say “hello” to activate) and email message regarding the emergency.

Students should go to the IRSC website and click on **MYIRSC** - login - and update their emergency information.