

Pensacola State College

Emergency Procedures Quick Reference Guide

FIRE OR EXPLOSION

- If a person is on fire, have him/her stop, drop, and roll.
- DO NOT ATTEMPT TO FIGHT FIRE UNLESS YOU ARE PROPERLY TRAINED.
- If you are the first person to learn of a fire or explosion, activate the nearest fire alarm pull station, call **9-1-1**, and then notify Public Safety at **(850) 484-2500**.
- When you hear a fire alarm, evacuate the building immediately.
- Employees should escort students to a safe area. Report any missing students to Public Safety.
- Wait for directions from Public Safety.

BOMB THREAT

- If you are the first person to learn of a bomb threat, immediately call Public Safety **(850) 484-2500**. Do not use or allow students to use two-way radios or cell phones.
- If you are the recipient of the threat, keep the caller on the phone and obtain as much information as possible. Document all information.
- Evacuate the building immediately.
- Wait for directions from Public Safety.

SEVERE WEATHER/TORNADO WATCH

- Move outdoor classes/activities indoors.
- Close all windows and doors.
- Continue class activities. Be alert for further instructions.

TORNADO WARNING

- Cease activities. Move to a safer location in the building, away from windows and doors, and remain calm.
- Wait for directions from Public Safety or the President's Office.

HAZARDOUS MATERIAL RELEASE

- If you observe or detect a chemical spill or leak, immediately notify Public Safety **(850) 484-2500**.
- Remove everyone from the immediate area.
- Do not touch or attempt to collect or spread the chemical.
- Wait for directions from Public Safety.
- If a decision is made to SHELTER-IN-PLACE (stay where you are), close all doors and windows, turn off the heating/ventilation/air conditioning system and all fans (if able) to prevent the spread of airborne particles.

ACTIVE SHOOTER

- When you become aware of a gun or weapon on campus or observe an armed suspect, immediately call Public Safety **(850) 484-2500**, and then call **9-1-1**.
- **GET OUT** of the building if you can safely do so.
- If you are unable to get out of a building, **HIDE OUT**, silence cell phone, close blinds, lock doors, and conceal yourself and students.
- Notify Public Safety **(850) 484-2500** as soon as possible and tell them your location.
- Do not approach an armed suspect.
- Only as a last resort should you try to **TAKE OUT** an armed suspect. Use items around you as weapons in an attempt to overcome the suspect. Notify Public Safety as soon as possible **(850) 484-2500**.

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SEXUAL BATTERY

- If a sexual battery is in progress or just occurred, notify Public Safety at **(850) 484-2500**, and then call **9-1-1**.
- For all reports of sexual battery, immediately notify Public Safety.
- Never leave the victim alone.
- If the victim has not already done so, do not allow him/her to use the restroom or to “wash up.”
- Protect any possible incident location until law enforcement arrives.
- Contact the College Title IX Coordinator at **(850) 484-1759**.

SUICIDE THREAT/ATTEMPT

- Take the threat seriously. Call Public Safety **(850) 484-2500** immediately.
- If the person is armed, immediately evacuate students and yourself.
- If the person is not armed, do not leave them alone.
- Express to the person that you are concerned. If possible, isolate him/her from others.
- If a student mentions that another person is considering suicide but does not want to disclose that information to you, advise him/her to call Public Safety **(850) 484-2500**, Public Safety/Silent Witness web page, or the Crisis Hotline at **(850) 438-1617**.

MEDICAL EMERGENCY

- Stay with victim. If victim is conscious, ask what the problem is. If the victim is unconscious, check for breathing and bleeding. Only trained individuals should administer first aid.
- Call **9-1-1** and then call Public Safety **(850) 484-2500**.
- Keep the victim still and comfortable.
- Search for emergency identification (i.e. ID bracelet).
- Wait for emergency help to arrive.

ILLEGAL DRUGS

- If you suspect drug dealing, possession, or use is in progress on campus, immediately notify Public Safety **(850) 484-2500**.
- If a student mentions suspicious or known drug activity by another student, but does not want to disclose the information to you, advise him/her to go to the Public Safety web page and use Silent Witness. It is strictly anonymous and sends a report to Public Safety with the information they provide.

GENERAL EMERGENCY NUMBER

- To report a crime in progress, fire, heart attack, serious injury or any life threatening incident, immediately call **9-1-1** and then notify Public Safety at **(850) 484-2500**.

PSCAlert 

Sign up for PSC Alert to receive
immediate emergency notifications from
the college via text messages, voice
messages and e-mail!

PensacolaState.edu/PSCAlert