

# Facility Emergency Response Plan

TCC Police Department  
(850) 201-6100



**EMERGENCY SERVICES**



**911**

All media inquiries should be directed to Public Information Officer

**KEEP THIS GUIDE ACCESSIBLE**

## IF AN ON-SITE HAZARDOUS MATERIAL SPILL OCCURS

- Notify **Campus Police** immediately of the situation. If the spill occurred off campus follow TCC Alert System message protocols
- Do not try to clean up the spill. Only authorized personnel who are properly trained and have the equipment will perform the clean-up.
- If possible, provide ventilation to the affected area by opening the windows.
- Implement the appropriate emergency procedures (i.e., Classroom Evacuation) to ensure that students are not exposed to danger.
- Direct the students to go immediately, in a calm and orderly manner, to a designated evacuation assembly area.
- If possible, control access to the affected area by closing doors.
- Account for all students once you have reached the designated area
- Check people involved for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention, if necessary.
- Remain in the designated area until directed.



**TCC Police Department**

**(850) 201-6100**

or

**911**



**HAZARDOUS MATERIAL SPILLS**

## REPORTED WEAPON ON CAMPUS

- **Notify the [Campus Police](#) immediately.**
- Remain calm.
- Ensure student, faculty and staff safety by moving everyone to a safe location away from the person with the weapon.
- If necessary, implement the appropriate emergency procedure to ensure students are not exposed to danger.
- If the reporting person is unable or unwilling to report, follow the steps below.
- The person may remain anonymous.
- Should someone observe a gun or other weapon, instruct them:

**NOT TO TOUCH THE WEAPON.**

## FACULTY OR STAFF OBSERVING WEAPON

- Seek assistance from another faculty, staff or supervisor in reporting the incident if possible. The [Campus Police](#) should be notified immediately with the following information:
  - Your name and location
  - The name/description of the suspect
  - Direction of travel
  - Weapons type
  - Stay on phone with TCC Police
- Discreetly call the campus police if the suspect is not present.

**IN ALL CASES USE EXTREME CAUTION.  
DO NOT CONFRONT THE SUSPECT.**



**TCC Police Department (850) 201-6100**

**WEAPON ON CAMPUS**

# POWER OUTAGE

During power outage neither the Campus Police nor Maintenance will know the extent or length of the power outage until utility crews respond.

- If an emergency exists immediately call **Campus Police**
- Persons trapped in an elevator should notify **Campus Police**, **do not attempt to free the doors.** **Campus Police** will handle the situation. (Press emergency call button in elevator)
- Emergency Lights will remain active for up to four hours
- If severe weather is in the area refer to **SEVERE WEATHER** checklist
- Notify your administrative office first, they will call **Campus Police**
- Ensure potential fire hazards are turned off if power does not return before you leave the lab or office. (gas, coffee pots, etc.)

In determining when it is appropriate to continue or cancel class, consider the following:

1. Follow any protocols established by your Dean
2. Is severe weather in the area; is it safe to leave the building?
3. Can you continue class with available lighting?
4. Can you continue class without power?

**IF A TCC ALERT IS ISSUED, FOLLOW THE DIRECTIONS**

**IF YOU DO NOT HAVE IMPORTANT INFORMATION TO SHARE DO NOT CALL CAMPUS POLICE**

**TCC Police Department (850) 201-6100**

**POWER OUTAGE**

## IF A BODILY FLUID SPILL SHOULD OCCUR (BLOOD, VOMIT, FECES, SALIVA, URINE)

- Contact the **Campus Police** in the event of any body fluid exposure incident.
- **Do not try to clean up the spill if you are not trained.** Authorized personnel having the proper personal protective equipment (PPE) will perform clean-up. Generally, body fluid clean-ups will be done by custodial staff.
- Always treat bodily fluids as though they are infectious.
- Always wear disposable gloves when dealing with another person's bodily fluids. Avoid getting another person's bodily fluid in your eyes, mouth, open sores or wounds (constitutes actual exposure).
- If bodily fluids spill on you, rinse the affected area immediately, wash with soap and water and report the exposure to faculty or staff immediately.
- Clean up spilled fluids with an approved germicidal disinfectant.
- Place contaminated fluids and cleanup materials in a red biohazard bag, seal the bag and place it in a plastic-lined garbage receptacle. After removing gloves, follow good hand-washing practices. Have faculty or staff assist with ensuring proper disposal procedures are followed.
- If a student is exposed, within two hours, the student should be escorted to the nearest **Patients First Medical Center** for exposure evaluation.
- Review TCC Exposure Control Plan



**DO NOT FORGET TO FILL OUT  
THE ACCIDENT INJURY FORM OR  
SHARPS INJURY LOG.**



**TCC Police Department (850) 201-6100**

**BIOHAZARD EXPOSURE PRECAUTIONS**

## TELEPHONE THREAT

- Remain calm.
- Do not hang up. Keep the caller on the line as long as possible and listen carefully. Note the time of the call and make notes of your conversation.
- Ask the caller the following questions:
  - What is the threat?
  - If a bomb threat, where is the bomb?
  - When will it explode?
  - What does the bomb look like?
  - What kind of bomb is it?
  - What is the caller's name and motive for placing the bomb?
  - Are you an employee?
  - Are you a student?
- Write down any pertinent information such as background noises, gender of caller, caller ID, and voice pitches and patterns.
- Notify **Campus Police** immediately.

## WHITE POWDER AND EVACUATION PROCEDURES

- If suspicious items or white powder are noted, they **should not be** disturbed and faculty or staff members should notify **Campus Police**.
- Faculty and staff should follow the non-fire evacuation protocols. Faculty, staff and students should take personal key sets and purses only. Backpacks should remain in the classroom.
- Take a student roster to account for all individuals in your area of responsibility in case a subsequent evacuation is ordered at a later time.
- Follow the instructions of the faculty or lead administrator.

**DO NOT ATTEMPT TO CLEAN UP WHITE POWDER**

**ISOLATE THE AREA AND FOLLOW NON-FIRE EVACUATION PROTOCOLS**

**TCC Police Department (850) 201-6100**

**BOMB THREATS / SUSPICIOUS PACKAGES**

**QUESTIONS TO ASK:**

**CALLERS VOICE:**

- 1. When is the bomb going to explode?  Calm  Nasal
- 2. Where is the bomb right now?  Angry  Stutter
- 3. What does it look like?  Excited  Lisp
- 4. What kind of bomb is it?  Slow  Raspy
- 5. What will cause it to explode?  Rapid  Deep
- 6. Did you place the bomb?  Soft  Ragged
- 7. Why?  Loud  Clears Throat
- 8. What is your address?  Laughter  Deep Breather
- 9. What is your name?  Crying  Voice Cracks

**EXACT WORDING OF THREAT:**

- Normal  Disguised
- Distinct  Accent
- Slurred  Familiar

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\_\_\_\_\_

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\_\_\_\_\_

If voice is familiar, who did it sound like

**BACKGROUND SOUNDS:**

- Street Noise  Machinery
- Arrogant  Animal
- Voices  Clear
- PA System  Static
- Music  Local
- House sounds  Long Distance
- Motor  Booth
- Office Machine

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_

Age: \_\_\_\_\_ Length of call: \_\_\_\_\_ Other \_\_\_\_\_

Number call received: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Remarks: \_\_\_\_\_

Time: \_\_\_\_\_ Date: // \_\_\_\_\_

**THREAT LANGUAGE:**

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

- Well Spoken  Incoherent
  - Foul  Taped
  - Irrational  Message Read (scripted)
- Name: \_\_\_\_\_
- Phone # \_\_\_\_\_

**TCC Police Department (850) 201-6100**

**BOMB THREAT CHECKLIST**

## DISRUPTIVE SITUATIONS/ UNRULY PERSON

- Notify **Campus Police** of the situation by the best and safest available means.
- Instruct students to move away from the unruly individual's area.
- Speak in a calm and firm voice.
- If possible, seek a position of safety by positioning a physical barrier between the individual(s) and you. For example, take a position behind a counter.
- Consider potential escape routes for faculty, staff and yourself in the event the individual(s) become combative.
- Visually scan the unruly individual(s) for any signs that they have a weapon. If you notice bulges in clothing that could indicate a weapon or see part of a weapon protruding from clothing notify **Campus Police** of the situation.
- Do not physically confront the individual(s) unless a student or you are attacked or an attack appears imminent; use only the minimal amount of force that is necessary to subdue or incapacitate the individual.

## ASSAULT (PHYSICAL, SEXUAL)

- Isolate and secure the victim and the assault area.
- Report the assault to **Campus Police** immediately.
- Do not leave the victim alone. Ensure the victim is in a safe place and assist in making him / her comfortable. If the victim requires medical attention, see the information tab regarding **Medical Emergency** in this guide.

### SEXUAL ASSAULTS

- Notify **Campus Police** immediately.
- Attempt to dissuade the victim from washing, cleaning up or use of the restroom if possible and attempt to provide the victim with privacy.
- Secure the crime scene.
- **DO NOT USE THE VICTIM'S NAME** on two-way radios or the intercom or release the victim's identity to anyone other than law enforcement officials.
- Remember that sexual assaults are very serious crimes. Do not attempt to conduct an investigation, question victims, witnesses or suspects and do not disturb any potential physical evidence.
- Assist public safety officials as requested.

**TCC Police Department (850) 201-6100**

**DANGEROUS OR DISRUPTIVE PERSONS**



## IF YOU DISCOVER FIRE OR SMOKE

- Gather all students and visitors in your area of responsibility to evacuate according to the fire evacuation plan if possible take the current student roster.
- Ensure that the special needs persons in the immediate area are provided with assistance by designees.
- If you encounter fire or any significant hazard or if you find the designated pathway blocked, quickly evaluate the situation and seek any alternate route.
- During the evacuation, remain alert to any potential hazards in the area. Hazards may exist due to vehicular traffic, dangerous individuals or other situations.
- Once the evacuees have reached the evacuation site, conduct a roll call and advise the campus administrator in charge.
- Remain alert to potential dangers in the area and supervise students under your care.

## RESPONSE TO AUDIBLE FIRE ALARMS

- Remain calm.
- Evacuate and stay with your students.
- Remember to take your class roster with you to the designated evacuation assembly area.
- Once you have reached the designated area, count all students and report any missing students to the campus administrator in charge.
- Only return to the building when directed by the campus administrator in charge.

## FIRE EVACUATION REMINDERS

- If leaving a room, feel the door with the back of your hand before opening it and do not open any door that feels hot.
- Do not return to your area for personal belongings.
- If smoke is present, stay low. The best quality of air is near the floor.
- Consider individuals with disabilities that may need assistance evacuating.
- Evacu-Trac is located at top of stairwell.

## GAS LEAK

- Report any suspected gas leak to **Campus Police** immediately.
- If a gas leak occurs within a school classroom, normal classroom evacuation procedures should be implemented. Prior to leaving the classroom, as many windows as possible should be opened to provide ventilation. Shut the hallway door after the last occupant has left.

# Tallahassee Fire Department

# 911

## FIRE / EXPLOSION / GAS LEAK

## IF SOMEONE BECOMES ILL OR IS INJURED

- Notify **Campus Police** immediately of the injury and illness. Make sure to provide the exact location of the incident. **Do not use the names of the injured or ill individuals** over the intercom or two-way radios. Verify that someone calls 911.
- Do not attempt to move a person who is injured unless they are in immediate danger of further injury or the scene is unsafe.
- Isolate and secure the incident scene by removing unaffected students from the immediate area.
- Unless certified to provide first aid, do not attempt to render any first aid before trained assistance arrives.
- Use personal protective equipment (gloves) when exposing yourself to bodily fluids and potential biohazards (i.e., blood, vomit, etc).
- Comfort the victim and reassure him/her that medical attention is on the way.
- Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
- **After the victim's immediate needs have been taken care of, remain to assist the responding medical services and provide pertinent information about the incident as needed.**
- Preserve the scene of the medical emergency in the event the incident will require an investigation by school or police officials. If this is a student accident, follow the individual district's procedures for proper reporting.

## SUICIDE THREAT OR ATTEMPT

- Notify **Campus Police** immediately.
- In the event of a suicide threat or attempt, follow Medical Emergency procedures as appropriate.
- If necessary, implement the appropriate emergency procedures (Evacuation) to make sure that students are not exposed to trauma or danger.
- Be prepared to provide information on the incident to the school principal, administrator in charge, or local authorities.



**TCC Police Department (850) 201-6100**

**MEDICAL EMERGENCY / SUICIDE**

## HOSTAGE SITUATION

- If you have a safe means to do so, notify **Campus Police** and/or call 911.
- Provide as much information as possible.
- Try to keep students calm and quiet.
- Follow directions given by the faculty, staff or designee and responding public safety officials.
- Be prepared to evacuate when instructed to do so by public safety officials. Public safety officials will most likely enter your room or office area with a master key.
- During drills, teach students proper behavior if they were taken hostage.

## AS A HOSTAGE

**Note: During an actual hostage taking, those taken hostage should not attempt to retrieve this Classroom Emergency Guide since it could be useful to hostage-takers. Staff should instead become well-versed on this section of the guide.**

- **Do not attempt to negotiate with a hostage-taker.**
- **Do not make suggestions to a hostage-taker.** You may be blamed for resulting problems.
- It is generally not advisable to attempt to disarm a hostage-taker or to try to escape.
- Try to remain calm and keep the students under your care as calm and quiet as possible. Ask permission from the hostage-taker(s) prior to taking any action.
- Try not to make any unexpected or sudden movements.
- Follow instructions given by responding public safety officials.
- **Do not point out law enforcement officials**, if you become aware of their presence.
- If a law enforcement rescue attempt is made, listen to what officers instruct you to do and do it immediately.
- **Remember that most people who are taken hostage survive and most injuries and deaths in hostage situations occur within the first minutes of the situation. The longer the situation lasts, the greater the odds that you will survive.**

**TCC Police Department (850) 201-6100**

## HOSTAGE SITUATION

## EMERGENCY EVACUATION – BOMB THREAT / NON-FIRE

**Emergency Evacuation** – This type of evacuation is used for any emergency not related to a fire incident.

**Alert Signal** – TCC Police Department will make an announcement over the Emergency Alert Notification System to initiate an Emergency Evacuation at this time. Evacuate to site posted on the classroom exit door or wall adjacent to the door. Please note and keep clear of any observed suspicious packages.

## STAFF RESPONSE

- Conduct a brief, but complete scan of your classroom or work area looking for any suspicious packages. If any suspicious packages are noted, mark the door with masking tape and leave a brief note on the door describing the object of concern.
- Do not turn off the lights of the classroom. Be careful not to use cell phones or other electronic devices that may accidentally set off an explosive device.
- Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by the lead administrator.
- Make sure that all individuals with special needs are provided necessary evacuation assistance by their designees.
- Remain alert to your surroundings. Be particularly alert to any people or conditions that may pose a danger to the evacuees. If you encounter any hazards, evaluate the situation and adjust your route if necessary.
- While in process of the evacuation, if faculty or staff members note any suspicious packages, the size, type and location should be immediately reported to **Campus Police**.
- All faculty and staff without immediate responsibility for students should report to the designated evacuation site for instructions.
- Remain alert and properly supervise the students under your supervision.
- Do not attempt to re-enter the facility unless you are directed to do so by the lead administrator.



**TCC Police Department (850) 201-6100**

## EVACUATION – ONSITE

## WHEN NOTIFIED OF WEATHER WATCH OR WARNING

**Weather Watch** – Issued by the National Weather Service when severe weather conditions are **possible** in the area. Be prepared for appropriate action if weather conditions worsen.

**Weather Warning** – Issued by the National Weather Service when severe weather has been actually sighted by trained observers or indicated by weather radar. If a severe weather warning is issued for your area, move to a designated area of shelter or refuge.

### SEVERE THUNDERSTORM

Thunderstorms are damaging winds, lightning and hail. This type of storm could develop into a tornado. Notification for this type of weather is normally given over the local radio and television stations. They receive this information from the National Weather Service.

The greatest *dangers from high winds* (e.g., tornado, thunderstorm downburst, etc.) are roof failure, breaking glass and flying debris (airborne missiles).

- Move everyone inside and shelter-in-place from lightning, high winds, and flying debris.

### TORNADO

#### **Tornado Watch**

- If a tornado watch is reported, all faculty and staff members should review this procedure and take steps to be ready to react to a Tornado Warning.
- Upon notification of a Tornado Warning, all doors and windows should be closed. Move all people and activities indoors.

#### **Tornado Warning**

- Move into tornado safe areas.
- Assist any individuals with special needs.
- Take roll to determine if anyone is missing.
- Instruct all students to remain in the duck and cover position until the “all clear” is announced. If the designated safe area is a classroom, students should get under desks or furniture.

## HURRICANE PRECAUTIONS

- Follow directions of **Campus Police and TCC Alert System**.
- Close and fasten all classroom windows. Close and secure any hurricane shelters. Assist with efforts to store all portable items within the school building, such as garbage cans, athletic equipment and other loose items.
- Store all books, papers and other equipment as far as possible from windows or areas subject to damage or water entry. Store these items above the floor in plastic covering.
- Protect with plastic and/or move all electronic equipment.

Follow Direction of  
**Campus Police and TCC Alert System**

**SEVERE WEATHER**

## ACTIVE SHOOTER / ALERT SIGNAL

**An emergency** Sheltering-In-Place is a protective action employed to safeguard students, faculty and staff when there is an armed perpetrator approaching the campus, on campus property, or in the facility. Sheltering-In-Place is employed to keep people away from a violent perpetrator while law enforcement engages the suspect. This type of procedure is used to enhance the level of security dramatically and rapidly in the facility. By locking all exterior and main interior doors, faculty and staff can make it more difficult for a dangerous person(s) in the vicinity of the facility to gain access to staff and students. This type of procedure further requires that all faculty, staff and students seek as much physical safety from an assault as possible by using barriers to block sight of the suspect as well as physical barriers.

### Alert Signal

The **alert signal** is given over the TCC Alert System **“Attention! Armed and dangerous person alert. Seek a secure location.”**

## ACTIVE SHOOTER SHELTER-IN-PLACE OPTIONS

- Make sure entrance points to the building near your location are locked immediately.
- If you are located in an area with a lockable door, gather all students in the vicinity into the room and lock the door.
- If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.
- If possible, report your status to campus police, faculty, staff, dean or designee by telephone.
- *Notify the dean if you have students from another classroom or if you have missing students.*
- If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.
- **Do not open the door for people claiming to be public safety personnel** unless you have an opportunity to view photo identification or are instructed to do so by a dean, faculty or staff member whom you recognize.
- Remain in place if the fire alarm system activates. Fire evacuation will be signaled by the TCC Alert System.
- Do not take any steps that would reduce the level of security in the building until the “all clear” notification is made over the TCC Alert System.

## SHELTER-IN-PLACE

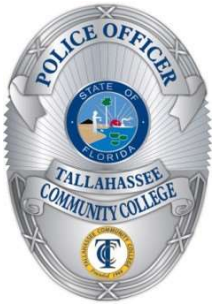
**Sheltering-In-Place** procedures are also utilized where there has been a train derailment, a chemical or biological release or radiological incident outside of, but in proximity to, a facility and available information indicates that there is not adequate time to evacuate building occupants to a safe location before the dangerous contaminants reach the facility. Sheltering-In-Place is also used in severe weather incidents such as a tornado. Refer to SEVERE WEATHER checklist.

### Alert Signal

The **alert signal** is given over the TCC Alert System to shelter in place.

## ACTIVE SHOOTER / SHELTER-IN-PLACE

Building: \_\_\_\_\_



NOTES: \_\_\_\_\_

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**BUILDING INFORMATION / NOTES**

