

IV. EMERGENCY PROCEDURES FOR SPECIFIC EVENTS

This next section covers basic Emergency Procedures for specific Emergency events. It is impossible to include all Emergencies in this section, but this section outlines many of the Emergency possibilities. The Emergency procedures are basic guidelines to be followed, but it should be noted that each Emergency will be different, and, therefore, each response will be dictated by the unique circumstances.

A. Active Shooter

An Active Shooter Emergency involves one or more persons with a firearm engaged in a random or systematic shooting spree. Pre-planning for such an incident will be your best chance for surviving an Active Shooter incident. Know your escape routes, know how you will respond and be prepared to "*flip the switch*" from being the prey to becoming the predator.

The guidelines below are based on the best available information. Palm Beach State College strongly urges each of you to familiarize yourselves with each scenario and the options provided. Ask yourself: "What would I do...?"

When there is an Active Shooter incident...

...and you can evacuate the building:

- **TRUST YOUR INSTINCTS!**
- If you can evacuate, **DO IT!**
- Run away from the building as quickly as possible.
- Call 911 as soon as it is safe to do so.
- Gather at a safe location away from the building.

...and you are unable to evacuate the building AND your door opens to the inside of the room:

- **TRUST YOUR INSTINCTS!**
- Take shelter in the nearest office, room, or closet.
- Lock and barricade the door with anything you have available (desks, chairs, etc.).
- Tie down the door, if possible, by using a belt attached to the door handle.
- Cover any windows that may be in the doors.
- Look for alternate escape routes (windows, additional doors in the area you are sheltered in, etc.).
- Call 911.
- Set your cell phone to vibrate or silent.
- Stay low to the ground and remain as quiet as possible.
- Breathe to manage your fear - focus your mind.

- DO NOT answer the door for anyone. The Palm Beach State College Security Department and Law Enforcement may enter the room after the incident is over.
- You may have to take the offensive if the shooter(s) enter your area. Gather weapons (pens, pencils, books, chairs, etc.) and mentally prepare your attack.
- Position yourself in the room in a location that will allow for the element of surprise if the shooter(s) enters.

...and you are unable to evacuate the building AND the door opens to the hallway (outside the room):

- **TRUST YOUR INSTINCTS!**
- Close and lock the door, if possible.
- Barricade the door with anything possible (desks, chairs, bags, etc.).
- Tie down the door, if possible, by using a belt attached to the door handle.
- Cover any windows that may be in the doors.
- Look for alternate escape routes (windows, additional doors in the area you are sheltered in, etc.)
- Call 911.
- Set your cell phone to vibrate or silent.
- Breathe to manage your fear - focus your mind.
- Position yourself in the room in a location that will allow for the element of surprise if the shooter(s) enters.
- Plan to survive -- Obtain weapons and attack as the suspect(s) enter your area

...and you must evacuate the area where a shooter(s) is active:

- **TRUST YOUR INSTINCTS!**
- Run Option:
 - Run.
 - Do not stop running until you are well clear of the building.
- Window Option:
 - Consider if a fall from the window will kill you.
 - Break the window, if necessary.
 - Make an improvised rope out of clothing, belts, or any other item that can be used to limit the distance you will fall.
 - Hang by your hands from the window ledge.
 - Attempt to fall into shrubs, mulch, or grass to decrease the potential for injury.
- If it is feasible, gather at the Safe Assembly Area designated on the Campuses or other safe area designated by Palm Beach State College Security Department and Law Enforcement.

... and you cannot escape, but a shooter(s) is in your room: :

- **TRUST YOUR INSTINCTS!**
- Options:
 - Run.

- Fight
 - Throw anything available at the shooter(s), aiming at the face to distract his/her aim.
 - Attack in a group (swarm).
 - Use all available weapons to attack and secure the shooter(s) - anything can be a weapon.
 - Grab the shooter's extremities (arms, legs and head) and take him/her to the ground using body weight to secure him/her.
 - **"Fight dirty"** to survive - bite, kick, gouge eyes, etc.
 - Continue to fight until the shooter(s) is no longer a threat.

When there is an active shooter incident...

...and you have incapacitated the shooter(s):

- Call 911 and advise Law Enforcement that the shooter(s) is down.
- Provide your location and stay on the line, if possible.
- Secure the suspect (belts, body weight, etc.).
- Move any weapons away from the shooter, but **DO NOT HOLD A WEAPON.**
- **DO NOT RUN** from the room. Help will be there very soon.
- **RAISE YOUR HANDS and DROP TO YOUR KNEES.** Do not appear threatening to responding Law Enforcement officers.
- Provide first aid to others in the room, as needed.

What to expect from responding Law Enforcement

The objectives of responding police officers are:

- Immediately engage or contain the Active Shooter(s) to stop life-threatening behavior.
- Identify threats such as improvised explosive devices.
- Identify victims to facilitate medical care, interviews and counseling.
- Investigation.

Police officers responding to an Active Shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams. They may be dressed in civilian clothing or normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns or handguns. Regardless of how the police appear or sound, do not be afraid of them.

- Do exactly as the officers instruct.
- Put down any bags or packages you may be carrying and keep your hands visible at all times.
- If instructed to lie down, do so.
- If you know where the shooter is, tell the officers.

The first officers to arrive will not stop to aid injured people. The first responding officers will be focused on stopping the Active Shooter and creating a safe environment for medical assistance to be brought in to aid the injured. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene.

Keeping Updated

If an Active Shooter situation develops, the College will implement its Emergency Operations Plan and will work with Law Enforcement to support their efforts to manage the incident. Updates on the situation may be obtained through:

- Text Alerts through E2 Campus Alert
- Updates on Palm Beach State College web page
- Your supervisor, department/College administrator or Building Coordinator
- Campus URL's
- Emergency Hotline
- Other means of notification available

B. Hostage Situation

Hostage situations are different than active shooter situations because the hostage taker is most interested in using the hostages for bargaining. It is recommended that the following actions be taken, unless the hostage taker starts to actively shoot or threaten the shoot hostages.

- Be patient. Time is on your side. Avoid drastic action.
- The **initial 45 minutes** are the most dangerous. Follow instructions, be alert and be cooperative. Do not make mistakes which could endanger your well-being.
- If you are caught by the intruder and you are not going to fight back [make every attempt to not, do not](#) look the intruder in the eyes.
- [O and obey](#) all commands.
- Don't speak unless spoken to and then only when necessary.
- Do not talk down to the captor who may be in an agitated state.
- -Avoid appearing hostile.
- Remain calm. Avoid speculating. Comply with instructions the best you can.
- Avoid arguments.
Expect the unexpected.
- Be observant. You may be released or get the opportunity to escape. The personal safety of others may depend on your memory.
- Be prepared to answer the Police on the phone.
- Attempt to establish rapport with the captor. If medications, first aid or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm the persons held by them. Such direct action further implicates the captor with additional charges.

C. Hurricane

Dangers from hurricanes include high winds, flooding and flying debris. Hurricanes may also spawn tornadoes. A hurricane warning is issued when hurricane conditions (winds of 74 miles per hour or greater or dangerously high water and rough seas) are expected within 24 hours or less. The hurricane season in south Florida lasts from June through November.

Palm Beach State College currently has a Hurricane Plan in place and this will act as the primary document for preparedness, response and recovery for a Hurricane Emergency. If a hurricane threatens Florida, go to the College's website for instructions and information. The HURRICANE PLAN is located at:

[Hurricane Preparedness Plan 2010.doc](#)

SEE APPENDIX C

D. Tornado

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm and sometimes a hurricane. Tornado season is generally March through August; however, they can occur at any time of year. They tend to occur in the afternoons and evenings. Tornadoes strike with incredible velocity. Wind speeds may approach 300 miles per hour. These winds can uproot trees and structures and turn harmless objects into deadly missiles, all in a matter of seconds. Normally a tornado will stay on the ground for no more than 20 minutes; however, one tornado can touch ground several times in different areas. Tornadoes are most destructive when they touch ground.

Tornado Watch

A tornado watch means that conditions are favorable for tornado formation. Remain alert and do the following:

- Review actions to take (below) should the situation change to a Tornado Warning, or if a tornado funnel is sighted.
- Ensure no physical restrictions exist that would prevent free movement to your nearest safe area. Clear any blocked doors, aisles, etc.

Tornado Warning

A tornado warning means a tornado has been sighted. Do the following:

- Take cover. Proceed to the nearest safe area or shelter. Because of possible electrical failures, use the stairs, not the elevator.

- Stay away from windows and other glass.
- Avoid auditoriums and gymnasiums with large, long span-supported roofs.
- In multi-story buildings, move to the ground level. Inner hallways are usually safe areas.
- Do not phone Security or Police for information. Keep telephone circuits clear for Emergency messages.

E. Aircraft Crash on Campus

Because of the location of airports in close proximity to our Campuses and the existence of the helipad on the Lake Worth Campus, the possibility of an aircraft crash on Campus must be considered.

Take the following actions if you are in a structure affected by an aircraft crash:

- Immediately take cover under tables, desks and other objects that will give protection from falling glass or debris.
- After the initial effect of the crash and/or fire has subsided, Call 911. Give your name, location and the nature of the Emergency.
- If necessary, or when directed to do so, activate the building alarm. You may have to use alternative methods of notifying building occupants to evacuate.
- Follow standard evacuation procedures and report to your designated Safe Assembly Area until an accurate headcount is taken.
- Depending on structural damage to facilities, Facilities Management may cut off utilities to the structure for safety purposes.

F. Bomb Threat

Remain calm and obtain as much information as possible from the caller. Try to write down the caller's exact words and if possible, the number called from. Ask for and try to obtain the following information:

- When is the bomb going to explode?
- Where is the bomb located right now?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

Also record the following information:

- Exact time the call is received

- Information about caller including:
 - Sex - Age - Accent
 - Education - Location of caller - Background noises
 - Caller's attitude - Speech impediments or traits

Immediately notify local Law Enforcement by calling 911 and then notify Security. Always call from a safe location. Provide the police with the context of the threat, telephone number on which it was received, your name, room number and telephone number where you can be reached.

Take no other action unless directed to by Law Enforcement.

The Palm Beach State College Bomb Threat Assessment Form can be found on the Palm Beach State College Website at the following address:

www.palmbeachstate.edu/x10596.xml

(SEE APPENDIX F)

G. Suspicious Packages

If you receive or observe a suspicious letter or package that is unexpected or unknown with the following characteristics:

- Excessive postage
- Misspellings of common words
- Excessive weight
- Rigid envelope
- Foreign mail, air mail or special delivery
- Hand written or poorly typed address
- Restrictive markings such as confidential, personal, etc.
- Excessive securing - material such as masking tape, string, etc.
- Incorrect titles
- Oily stains or discoloration
- Visual distractions
- Lopsided or uneven
- Titles but no names
- No return address
- Protruding wires, bumps or tinfoil

Notify local Law Enforcement immediately by calling 911 and notify Security. Always call from a safe location.

Move people away from the package.

DO NOT

- **Move or open the package.**
- **Investigate too closely.**
- **Cover, insulate or place the package into a cabinet or drawer.**
- **Pass the letter or package to others to look at.**
- **Disturb any contents in the letter or package. Handling the letter/package may only spread the substance contained inside and increase the chances of it getting into the air.**
- **Ignore the threat; it must be treated as real until properly evaluated.**

If you inadvertently open a suspect package/letter or if it is leaking liquid or an unknown substance, you should:

- Immediately set the item down gently at the location where it was opened and move away from the area to avoid exposure.
- All potentially exposed persons should leave the area and wash exposed skin with soap and water.
- Return to an area within the building adjacent to the initial exposure and wait for Law Enforcement and Security (For example, a hallway outside the original room).
- Do not allow others into the area. Remember that this is NOT a Medical Emergency yet, but it is a potential contamination problem.
- This is also a potential crime scene - preserve evidence and pay attention to what you have seen or done.

H. Hazardous Materials Spill

1. Large Spill – Hazardous Materials

A Large Spill exists when any of the following occurs:

- Cleanup of a spill of a hazardous material is beyond the level of knowledge, training or ability of the staff in the spill area.
- The spill creates a situation that is immediately dangerous to the life and health of persons in the spill area or facility.
- There are injuries as a result of the spill.

The following procedures should be followed for a Large Spill:

- CALL 911 if the spill is immediately dangerous to life and health, there are injuries from the spill or if there is a chance of explosion.

- ALERT people in the immediate vicinity of the spill and evacuate the room or area. If an explosion hazard is present, take care not to create sparks by turning on or off electrical equipment.
- CONFINE the hazard by closing doors as you leave the room or area. Use eyewash or safety showers in other areas as needed to rinse spilled chemicals off people
- EVACUATE any nearby rooms that may be affected. If the hazard will affect the entire building, then evacuate the entire building. **If there is a chance of explosion from the chemical spill, do not activate the building fire alarm.** Evacuate the building manually by alerting others by voice. Take care not to turn electrical equipment on or off or otherwise cause sparks. If there is no chance of explosion, activate the building fire alarm system by pulling the handle on a local fire alarm box.
- NOTIFY the Facilities Manager – the Facilities Manager will obtain assistance from outside spill response and clean-up contractors if necessary.
- NOTIFY Security.
- ISOLATE contaminated persons. Avoid contamination or chemical exposure.

2. Small Spill – Hazardous Materials

If there is a Small Spill in the area and personnel trained in hazardous material clean-up and the appropriate personal protective equipment and spill kit are available and there are NO injuries, then the following procedures should be followed:

- EVACUATE the immediate area, or the entire building if necessary.
- KEEP others out of the area.
- ASSIST others to safety.
- NOTIFY the Manager of Safety & Risk.
- NOTIFY Security.
- CONTAIN AND LABEL waste from the spill for disposal. (To be performed by personnel trained in clean-up, using appropriate spill kit and personal protective equipment.)
- Store waste in designated area until waste pick-up is scheduled.

Information to have readily available when reporting a spill

- Your name and incident location.
- Details of the incident including:
 - Type of incident, liquid spill, gas leak, biohazardous material, etc.
 - Type and quantity of hazardous material involved, if known.
 - Type of exposure to personnel, skin or eye contact, inhalation, etc.
 - Extent of injuries or damage, if any.

I. Fire

A fire can strike quickly and without warning. When the fire alarm sounds, **YOU MUST EXIT THE BUILDING!** All faculty, staff, and students must evacuate during an Emergency. Failure to evacuate and comply could result in injury or death, as well as, disciplinary actions.

In the event of a fire alarm and/or reported fire, Faculty and Staff members should use the following guidelines to ensure the organized evacuation of all Students, Faculty and Staff.

- **THE FIRST STEP IS TO USE YOUR COMMON SENSE - If the fire is small, you may use a nearby fire extinguisher to control and extinguish the fire. Attempt to use fire extinguishers ONLY if the following apply:**
 - The fire is small, contained and not spreading beyond its starting point.
 - The exit is cleared and there is no imminent peril.
 - The proper extinguisher is readily available.

- **Do not attempt to fight a fire if the following conditions exist:**
 - You don't know what's burning.
 - The fire is in a lab with chemicals or biohazards.
 - There is potential for explosion.
 - The fire is spreading rapidly.
 - You don't have the proper equipment.
 - You can't do so with your back to an exit.
 - The fire might block your means of escape.
 - You might inhale toxic smoke.
 - The fire is too large to handle.
 - Your instincts tell you not to do so.

Portable fire extinguishers are installed throughout all Palm Beach State College buildings, and you should be familiar with their locations. Fire extinguishers can only be used for small fires that can be easily contained, and the proper extinguisher must be used for the fire.

To operate the extinguisher, remember the word **PASS**.

- **P - Pull the pin**
- **A - Aim low**
- **S - Squeeze**
- **S - Sweep**

All fires must be reported to Security immediately.

After the use of a fire extinguisher, please contact Facilities, so that the extinguisher can be replaced.

If the first attempts to put out the fire do not succeed, evacuate the building immediately.

- **THE NEXT STEP IS EVACUATION**

- Alert people in the immediate area of the fire and evacuate the room.
 - Confine the fire by closing doors behind you as you leave the room, ensuring that everyone is out of the room.
 - Activate the building fire alarm system by pulling the handle on a local fire alarm box located along the exit routes. This will automatically notify the fire department and get help on the way. It will also sound the fire alarm bells to evacuate the building and shut down the air handling units to prevent the spread of smoke.
 - FOLLOW YOUR EVACUATION ROUTE and evacuate the building through the nearest exit. **DO NOT USE ELEVATORS!**
 - Advise students to evacuate building and proceed to **the Safe Assembly Areas** as indicated on the room evacuation map.
 - A faculty or staff member should position themselves at the safe assembly area to initiate accountability.
 - Faculty/staff members should not instruct students to proceed in a direction towards obvious danger unless there is no other direction in which to proceed. If no other option exists, the faculty/staff member should instruct the students to crawl on their hands and knees past or under dangerous conditions.
 - If possible faculty/staff member should check bathrooms to ensure everyone is aware of the evacuation process.
 - Faculty and staff should position themselves at intersections of the building to direct pedestrian traffic to safe assembly areas.
 - Assist any person in immediate danger to safety, if it can be accomplished without risk to you.
 - If the Hallway or stairway is filled with smoke, you may have to evacuate horizontally or use a secondary stairway.
 - If you encounter smoke on your way out, **stay low and crawl if necessary**. You are more apt to find breathable air close to the floor. Cover your nose and mouth with a wet cloth, if possible.
 - **Do not use elevators-** Should the fire involve the control panel of the elevator or the electrical system of the building, power in the building may be cut and you could be trapped between floors. Also, the elevator shaft can become a flue, lending itself to the passage and accumulation of hot gases and smoke generated by the fire and they may stall in the event of a power failure or deliver you to the floor where the fire is actually located.
- If you are trapped in a building, the following procedures should be followed:
 - **Feel all doorknobs you encounter before opening any door.**

- **If the doorknob is hot, do not open the door.** Stay in that room.
 - Seal the cracks around the door with any available material.
 - Call 911 and let them know your location and that you are unable to exit.
 - Keep low to the floor and await evacuation by Emergency personnel.
- **If the doorknob is not hot,** brace yourself behind the door and open it slightly. If heat or heavy smoke is present, close the door and stay in that room.
- If smoke and heat fill the hall, close the door, stay in that room, and wait for help.
 - Call 911 and let them know your location and that you are unable to exit.
 - Leave by the nearest clear Exit stairway.
 - If you are able to move around within the building, but **can't exit**, find a safe room farthest from the fire.
- Once outside, you must go directly to the Safe Assembly Area and stay there.
 - If Emergency Responders have not arrived, call 911 immediately.
 - Advise Emergency Responders of the location, nature and size of the fire.
 - If advised that an entire area of the Campus will need to be evacuated, proceed to the identified area and/or shelter location.

PLEASE NOTE that once the Emergency Responders arrive, they are in charge of the scene and you must comply with their directions. Failure to comply with Emergency Responders can lead to criminal arrest or citations.

- Specified Palm Beach State College staff will act as Liaisons to the Emergency Responders. Palm Beach State College Emergency Liaisons will include:
 - Palm Beach State College Chief Fire Official or designee
 - Campus Security Supervisor
 - Facilities Manager
 - Manager of Safety & Risk
 - Academic Program Representative
 - Provost or academic designee
- If you are asked, you may speak to the Responders about the location, type of fire, and number of persons that were in the area. **DO NOT** attempt to talk to the Emergency Responders or ask questions that are not related to the situation. Once the Palm Beach State College liaisons are in place, all other personnel, students and visitors must stand back in the safe assembly area and not interfere with the Emergency.
- **If media approaches you,** refer them to the Palm Beach State College College Relations and Marketing Department.

- Staff, Students and Visitors must stay in the Safe Assembly Area and **under no circumstances should anyone try to go back into the building until the all clear is given by the Fire Department.**

To minimize the risk of fire, please note the following and always be mindful of fire hazards at all times and report hazards to Facilities or Palm Beach State College Chief Fire Official:

- Smoke only in designated areas and extinguish smoking materials properly.
- Candles or other sources of open flame are prohibited on Campuses.
- Fireworks are prohibited on Campuses.
- Avoid overloading circuits and outlets with office equipment and look for exposed wires. If you see any electrical hazards, report to facilities or the Palm Beach State College Chief Fire Official.
- Extension cords must be in good condition and of proper rating. Use only Underwriters Laboratory-approved extension cords. Cords should not run through doorways, partitions or covered with rugs.
- No storage is allowed under stairs or in a means of egress.
- Always store flammables in approved flammable cabinets.
- Gasoline, propane and other fuel items are prohibited in College buildings.
- Cooking is only permitted in approved areas with permanent cooking facilities
- Do not install refrigerators in closets or bathrooms since they require ventilation. Do not cover them with blankets, tablecloths or other materials.
- Means of egress must never be blocked by storage. Make sure all exits are unobstructed and clearly marked.
- Avoid excessive clutter in your workspace.
- Know and practice *at least* two ways out of your building. Take note of how you can reach these exits.
- When you hear a fire alarm, get out!

J. Criminal Activity or Violence

If you witness criminal activity or violence or are a victim (Assault and/or Battery, etc.) you should:

- Attempt to remove yourself from any danger.
- Notify Law Enforcement by calling 911 immediately. **Try to call from a safe location if possible.**
- Notify Security of incident.
- If possible, provide Law Enforcement with the following information.
 - Location of crime
 - Nature of crime and specifics (number of people involved, weapons, etc.)
 - Any injuries
 - Description of suspect(s) (height, weight, sex, race, clothing, hair, etc.)
 - Direction of travel of suspects

- Description of any vehicles involved in the crime

DO NOT pursue or attempt to detain suspects.

If you witness suspicious activity or persons on Campus, or persons who have made threats to commit a crime, call Security immediately.

K. Sexual Assault or Battery

If you are the victim of a sexual crime, you should:

- **Immediately contact Law Enforcement (911), and, *if possible***
- **Call Security**
- **Call a nearby relative or friend for assistance.**

After contacting the police, you should remain calm to avoid destroying or contaminating any available evidence. It is best **NOT** to bathe, shower, brush your teeth, urinate, defecate, douche, change or launder clothing or bedding where evidence may be found. Clothing may be kept as evidence.

If you choose **NOT** to contact Law Enforcement, it is still important to take good care of yourself. You may consider making an appointment with a physician to be screened for sexually transmitted diseases and pregnancy. A police report is **not necessary** to receive victim services.

The Palm Beach State College District Counseling Center offers confidential services at no cost to all students and employees, both male and female. The Counseling Center can recommend resources to deal with the emotional and psychological trauma of sexual crimes. The Palm Beach State College Counseling Center number is 561-868-3980.

L. Violent or Civil Disturbances

Disturbances can encompass a range of behaviors from civil disobedience and mass nonviolent resistance, to violent and organized attempts to destroy an established authority.

A threatening disturbance requires the following action:

- Call Security.
- Call 911 if the disturbance is dangerous or threatening.
- Alert others in the area to the situation.
- If necessary, shelter in place or evacuate the building based on the circumstances of the disturbance.

DO NOT TAKE ANY UNNECESSARY CHANCES by confronting the individuals yourself. When you notify Security, please provide the following:

- Nature of incident.
- Location on campus.
- Description of person(s).
- Description of property.

Avoid provoking or obstructing anyone participating in a disturbance.

- Assist Law Enforcement and Security when they arrive by supplying them with any additional information and ask others to do the same.
- Security will evaluate the situation upon their arrival.

M. Medical Emergency

A Medical Emergency includes any serious injury or illness that requires immediate medical attention. If a major Medical Emergency/illness occurs with any student, employee or visitor:

- NOTIFY 911 for paramedics and ambulance service and if possible, contact Palm Beach State College Security.
- STAY, or have someone else stay, with the patient until help arrives.
- DO NOT move the patient; keep the patient still and comfortable.
- PROTECT victim from injury by removing any potential safety threat to the victim, if possible.
- PROVIDE first aid until help arrives if you have appropriate training and equipment and it is safe to do so.
- SEND someone outside to escort Emergency Responders to the appropriate location, if possible.
- STAY out of the way unless assistance is requested once help arrives.
- Inform Emergency Responders of the following information:
 - Building or location where aid is needed.
 - Specific location within the building.
 - Type of problem, individual's condition.
 - Medical history, if known.
 - Sequence of events.

►A report must be made as soon as possible to Palm Beach State College Security for injuries/illnesses that occur with STUDENTS, VISITORS or EMPLOYEES.

►Security must prepare an Accident – Incident Report to be submitted as soon as possible to Human Resources and the immediate Supervisor for injuries/illnesses that occur with EMPLOYEES.

If a minor injury/illness occurs with any student, employee, or visitor:

- Assess the need for medical attention. If immediate medical attention or medical transport is required, then follow the procedures outlined above.
- **All incidents on Campus involving students, visitors and employees must be reported to Security.**
- **Employees must notify Security and Human Resources of an incident/injury and file a report. Also, employees must notify their immediate supervisors that an incident has occurred.**
- After hours, all incidents should be reported to Security.

N. Wildlife/Stray Animals on Campus

Palm Beach State College Campuses are home to wildlife species. Some of the more common species are: raccoons, opossums, fox, squirrels, bats, snakes, iguanas, alligators, skunks and many birds.

Palm Beach State College Campuses also may have stray animals, i.e., cats and dogs.

- **Wildlife on Campus is protected, and all students, staff and visitors are asked to not harass them in any way. Do not feed wild animals.**
- **Stray animals (dogs and cats) need to be reported to the Campus Facilities Department who will notify Animal Control. Do not feed stray animals.**

While an effort is made to protect wildlife on our Campus, personal contact with wildlife or stray animals can pose a health risk. Never feed, touch or try to pick up any animals.

Stray Animals - Feral Cats & Dogs

Feral cats and dogs are stray and wild (i.e., not domesticated) animals that survive on their own by eating whatever they can catch -- rats, mice, moles and even sick bats. Feral cats and dogs have not been spayed or neutered and multiply rapidly. These animals have not been vaccinated and may be infected with rabies.

Wild Animals (*raccoons, squirrels, etc.*)

Raccoons feed out of dumpsters and also on food left out for feral cats. Rabies is an infectious viral disease that affects the nervous system of humans and other mammals. People get rabies from the bite of an animal with rabies (a rabid animal) and any wild animal (mammals) can have rabies and transmit it to people.

Signs of rabies in animals include:

- Changes in an animal's behavior
- General sickness
- Problems swallowing
- An increase in drool or saliva
- Wild animals that appear abnormally tame or sick
- Animals that may bite at everything if excited
- Difficulty moving or paralysis

If you are bitten by an animal, you should:

- Immediately wash the wound with soap and water for at least 15 minutes to try and rinse away the animal's saliva.
- **Seek medical attention immediately.** All animal bites, regardless of the species or the severity, should be examined by a physician.
- Call 911 if bite is severe.
- Report animal bites to Epidemiology at the Palm Beach County Health Department (561-671-4184).
- Try to remember what the animal looks like, so it can be caught and tested for rabies.
- If the animal is wild, or a stray, call Rabies Control immediately so they can trap the animal.
- Notify Security of incident.

DO NOT

- Try to trap the biting animal yourself.
- Try to kill the animal.
- Approach any wild animal.
- Feed any wild animals.
- Attempt to take action yourself.
- If the animal is someone's pet, you should still call Rabies Control. They will speak to the animal's owner and make sure the animal does not have rabies.
- If the animal is dead - DO NOT TOUCH IT.

If the biting animal tests positive for rabies (or if the biting animal can't be found), you will need to get the rabies vaccine (medicine) as soon as possible. DON'T WORRY; it's not twenty shots in the stomach anymore. Today, the rabies vaccine has only 5-7 shots in the arm and the butt. The shots are spread out on different days, and they help your body fight the rabies virus, so you don't catch the disease. If you get the shots started in time (usually within 7 - 10 days), you shouldn't catch the virus at all. Your body fights it off. Without the treatment, a person bitten by a rabid animal will probably die.

O. Utilities Problems and Failures

All utility problems and failures need to be reported to the Facilities Manager and Security immediately. Please follow the procedures outlined below in the event of Utilities Emergencies.

Power Outage

- Report any power failure immediately.
- Move students to a lit area near windows & entrances during the day (unless there is a severe storm) or to hallways that have Emergency lighting.
- Remain where you are until the extent of the problem is determined. An assessment of the situation will be made and you will be informed of any evacuation or closures.
- Be prepared to evacuate to a Safe Assembly Area upon direction of the College. Loss of power to fume hoods may require the evacuation of laboratories and surrounding areas.
- Take actions to preserve safety and health.
 - Evaluate the Campus work areas for hazards created by power outage.
 - Secure hazardous materials.
 - Turn off and/or unplug non-essential electrical equipment, computer equipment and appliances.
 - Keep refrigerators and freezers closed throughout the outage to help keep them cold.
 - If needed, open windows (in mild weather) for additional light and ventilation.
- If directed to evacuate, follow Palm Beach State College evacuation procedures.
- During a power failure or possible power failure, never use an elevator. If you become trapped in an elevator during a power outage, use the Emergency phone in the elevator to contact Security. Wait for assistance. Try not to panic. Help will be on its way.
- If evacuated or College is closed, do not remain on or reenter the Campus or Campus buildings until an official announcement that it is safe to do so. Closing of the Campus requires an evacuation of everyone with the exception of key staff (Facilities and Security).

Plumbing Problem/Flooding

- Cease using all electrical equipment until repairs have been made.
- If necessary, vacate the area and prevent anyone else from entering by using signs or barricades.
- AVOID standing water due to the potential for electrical shock.
- Call Facilities.
- Call Security.

Gas Leaks – If you smell natural, propane or other compressed gases, you should:

- Cease all operations!
- Do not switch on the lights or any electrical equipment. Remember, electrical arcing can trigger an explosion.