EMERGENCY INFORMATION

**Evacuation**

*When:*
- FIRE ALARM
- POWER OUTAGE
- AS DIRECTED

*What To Do:*
- Leave the building immediately
- Remain calm - walk, do not run
- Last out closes the door
- Leave by the nearest safe exit
- DO NOT USE ELEVATORS
- Assist others, if safe to do so
- Report missing persons or persons left behind to emergency responders
- Report to Safe Assembly Area and await instructions.
- Do not reenter building until “All Clear” is given

**Shelter-In-Place**

*When:*
- SEVERE WEATHER
- HAZARDOUS MATERIAL SPILL

*What To Do:*
- Follow directions given by Security
- Stay away from windows and doors
- Move to an interior room, stairwell, or hallway with no windows on the lowest floor
- Use phones only for emergencies
- Stay in place until the “All Clear” is given

**Lock-Down**

*When:*
- VIOLENCE
- THREAT OF VIOLENCE

*What To Do:*
- Faculty/instructors invite those outside into the classroom
- Use lock-down key to lock door
- Secure and lock windows and close blinds/shades
- Turn off lights and monitors
- Keep quiet
- Silence cell phones
- Do not open doors during a lock-down, even in the event of a fire alarm
- Stay in safe areas until directed by Security, law enforcement or a College administrator

**FIRE, MEDICAL EMERGENCY or VIOLENCE**

Call 911

**Campus Security**

- **Boca Raton** 561-862-4600
- **Lake Worth** 561-868-3600
- **Palm Beach Gardens** 561-207-5600