

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

CAMPUS SECURITY 561-862-4600
BOCA RATON

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

FIRE, MEDICAL EMERGENCY or VIOLENCE ▶ **Call 911**

CAMPUS SECURITY 561-993-1120
BELLE GLADE

CAMPUS SECURITY 561-868-3600
LAKE WORTH

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

CAMPUS SECURITY 561-207-5600
PALM BEACH GARDENS