



Armed Assault and Terrorist Threat/Attack

If Witness incident: Call 911 and Campus Security (ext. 7585)
Off Campus (904) 256 7585

Provide as much information as possible

- Nature of the incident
- Descriptions of people (perpetrators and victims)
- Descriptions of any weapons seen

Additional immediate action steps

- Direct evacuation of people in vicinity
- Keep fire lanes and building access



Civil Disturbances and Riot

Immediate Actions Steps:

- Report incident to Campus Security (Ext. 7585 or (904) 256 7585)
- Continue normal routine if incident is under control
- Remain clear of area where incident is occurring
- If near incident close outside windows and doors

Non Violent, peaceful demonstration

- Conduct university business in a normal manner
- Coordinate movement to/from office and classrooms with Campus Security

Violent, destructive demonstration or riot Personal Safety is paramount in this situation

- Remain clear of the area, if possible
- Beware that law enforcement and emergency medical personnel may be called to campus
- Campus Security Officers will assist law enforcement and medical response personnel.
- Physical Plant personnel will be prepared to make emergency repairs to damaged equipment/buildings



Suspicious Package / Bomb Threat

If suspicious package or object is



Hostage

Witness to Hostage Situation

- Call 911 and Campus Security (ext. 7585 or (904) 256 7585)
- Record description of persons involved (victim, abductor(s), vehicles, direction of travel, etc)
- Remain on scen



Death On Campus

First on Scene Call 911 Do not touch anything!

- Secure the area
- Contact Campus Security (ext. 7585 or (904) 256 7585)
- Await arrival of law enforcement

Campus Security ensure that 911 has been called

- Contact law enforcement
- Secure area do not touch, move, or alter scene
- Post Campus Security officers to ensure scene is secure
- If apparent suicide from hanging, do not remove body from hanging device
- Await arrival of law enforcement

Notification of Next of Kin and Public Affairs

- Notifications of next of kin and arrangements for Chaplin and counseling services will be coordinated through university administration
- Public information will be disseminated through University Marketing & Communications
- Physical Plant and Campus Security will coordinate clean up and security of scene



Fire

Activate Fire Alarm

- Dial 911 for Fire/Rescue
- Contact Campus Security (ext. 7585 or (904) 256 7585)
- Provide good location information
- Direct evacuation of immediate vicinity or building
- Fight Fire with hand held extinguisher
- If fire uncontrollable, isolate area by closing doors and windows do not lock them!

Building Evacuation

- Leave by nearest marked EXIT route
- Alert others to evacuate do not use elevators
- Assist injured or disabled persons



Hazardous Material (HazMat)

On Campus HazMat Incident Person(s) on scene

- Call 911 give detailed information on incident
- Contact Campus Security (ext. 7585 or (904) 256 7585)
- Avoid contact with skin, eyes, and clothing
- Shut windows and doors to stop spread of fumes

Building Area Evacuation

- Depart via nearest marked exit alert others
- Assist injured and disabled person
- Outside remain at least 500 feet from building
- Wait for Campus Security to declare area safe

Campus Security

- Ensure Emergency Response is en route to campus
- Evacuate area control access to avoid danger to others
- Determine nature of spill/leak
- Assist police and rescue personnel
- Maintain access to fire lanes and entrances

Off Campus HazMat Incident Campus Security

- Alert appropriate university offices seek guidance on possible campus evacuation
- Coordinate campus inspections to ensure compliance with evacuation order
- Coordinate with law enforcement to direct departing vehicles to evacuation route(s)





Medical Emergencies

- § **Minor Injury/Illness Administer First Aid**
 - Call Campus Security (ext. 7585 or (904) 256 7585)
 - Provide location of victim to avoid delay in response

- § **Serious Injury/illness Administer First Aid**
 - Call 911 also contact Campus Security
 - § Give your name and exact location of victim
 - § Describe nature and severity of medical problem
 - § If inside, send others to direct Fire/Rescue to area

- § **Chocking victim cannot speak or breathe Call for help!**
 - Perform Abdominal Thrusts**
 - From behind, wrap arms around victim's waist
 - Make fist thumb side against upper abdomen with quick upward thrust
 - Grasp fist with other hand,