



FLORIDA ATLANTIC UNIVERSITY

College of Social Work  
and Criminal Justice



**OPEN IN CASE OF EMERGENCY**  
What to Do & Who to Call Action Guide



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# FAU ALERT SYSTEM

## What is FAU Alert?

The multi-channel alert and notification system used to inform the University community of potential or actual emergency events or threats.

## Where will I receive alerts and notifications?

- Email
- Desk phone call/voicemail
- Text on cell
- MyFAU
- FAU.edu Homepage
- College Homepage
- FAU social media accounts
- By calling 1-888-8FAUOWL (1-888-832-8695)
- Indoor audible tone/voice warning within campus structures
- Outdoor sirens and voice warnings



## CRIMINAL OR VIOLENT BEHAVIOR

**Immediately call 911 if you are the victim of, witness to, or know a victim or witness to any of the following behaviors, either ON or OFF campus:**

Assault/Battery	Domestic Violence	Identity Theft
Aggravated Assault/Battery	Drug Possession/Trafficking	Insurance Fraud
Aiding & Abetting/Accessory	DUI/DWI	Prostitution
Arson	Embezzlement	Public Intoxication
Attempt	Extortion	Rape
Burglary	Forgery	Robbery
Bullying/Cyberbullying	Fraud	Sexual Assault/Harassment
Bribery	Hacking	Shoplifting
Credit Card Fraud	Harassment	Stalking/Cyberstalking
Child Abuse	Hazing	Suicide/Attempted
Child Pornography	Hate Crime	Trespassing
Conspiracy	Homicide	Underage Drinking
Gang Activity/Violence	Indecent Exposure	Vandalism

### Victims Services

FAU Victims Services is available to assist students, staff, and faculty with the traumatizing consequences of being a victim of crime, even if the crime occurred *off campus*. Contact:

- 561-297-0500
- [www.fau.edu/dean/victimsservices](http://www.fau.edu/dean/victimsservices)

### On Campus After Dark

Don't walk alone on campus at night. Call the Night Owls for a free escort to or from the library, parking lots, residential halls or other campus locations. Contact:

- Boca Raton Campus: 561-297-6695
- Davie Campus: 954-236-1332



# ACTIVE SHOOTER/HOSTILE INTRUDER

**First**, quickly determine the most reasonable way to protect your own life.

**Second**, try to remain calm. Your actions will influence others.

## Evacuate

*If there is an accessible escape path*, attempt to evacuate the premises.

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the shooter may be.
- Keep your hands visible.
- Follow the instructions of police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

## Hide Out

If evacuation is not possible, find a hiding place where the shooter is less likely to find you:

- DO hide behind large objects so you are out of the shooter's view and better protected if shots are fired in your direction.
- DO lock or blockade the entrance.
- DO silence your cellphone and any other sources of noise.
- DO try to remain calm.
- DON'T trap yourself or restrict your options for movement.

## Take Action

As a last resort, and *only if your life is in imminent danger*, attempt to disrupt and/or incapacitate the shooter.

- Act as aggressively as possible against them.
- Throw items and use weapons of opportunity.
- Yell and scream as you commit to your actions in attacking the individual.

## When Law Enforcement Arrives

- Follow officers' instructions.
- Put down any items in your hand.
- Immediately raise your hands and spread your fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming, or yelling.
- Do not stop the officers for help, proceed in the direction in which they entered.
- The first officers to arrive on scene will not stop to help injured persons.
- Expect rescue teams to follow the initial officers and treat and remove the wounded.
- Once you've reached a safe location or an assembly point, you will be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.
- Do not leave until authorities have instructed you to do so.





## **BOMB THREAT**

**All bomb threats are to be taken seriously.**

### **If you receive a bomb threat by telephone:**

- Do not hang up or disconnect the caller.
- If possible, transfer the call to FAU Dispatch: 561-297-3500
- If the call cannot be transferred, remain calm and try to obtain as much information as possible from the caller.
  - *When* will it explode?
  - *Where* is it located?
  - *What* does it look like?
  - *What* kind of a bomb(s) is it?
  - *Who/What* is the target(s)?
  - *Who* is the caller and how can they be reached?
  - *Why* was it placed?

### **If you receive a bomb threat by letter or other written means:**

- Immediately call FAU Police (911).
- Keep the letter and the envelope.
- Handle the document as little as possible, to preserve it as potential evidence.

### **If you receive a bomb threat by email:**

- Immediately call FAU Police (911).
- Do not delete the email or forward it, unless asked by authorities to do so.

### **After receiving ANY bomb threat:**

- Immediately call FAU Police (911).
- Do not use cellphones or radios in the threat area.
- Do not pull the fire alarm.



## BOMB THREAT CARD

### Questions To Ask:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb located? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_

**Exact Wording of Threat:** \_\_\_\_\_

### REPORT CALL IMMEDIATELY TO:

**DIAL 911**

**Call Reported To:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

**Phone # call was made to:** \_\_\_\_\_

### Caller's Voice

___ Calm	___ Nasal	___ Rapid
___ Angry	___ Stutter	___ Deep
___ Excited	___ Lisp	___ Soft
___ Slow	___ Normal	___ Whispered
___ Ragged	___ Loud	___ Laughter
___ Disguised	___ Accent	___ Crying
___ Slurred	___ Deep Breathing	___ Familiar/
___ Distinct	___ Clearing Throat	How? _____
___ Raspy	___ Cracking Voice	

### Background Sounds

___ House Noises	___ TV/Radio	___ Motor
___ Long Distance	___ Voices	___ Music
___ Factory Machinery	___ Street Noise	___ Clear
___ Animal Noises	___ Booth	___ Static
___ Office Machinery	___ PA System	___ Other

### Threat Language

___ Well Spoken	___ Incoherent
___ Foul	___ Taped
___ Irrational	___ Message read by threat maker

**- DO NOT HANG UP THE PHONE**

**- Call 9-1-1 from another phone at a safe distance**

**- DO NOT touch any switches or buttons (lights, computer, etc.)**

**- DO NOT use a cellular phone to dial 9-1-1, unless absolutely necessary**

**BOMB THREAT CARD**



### **SUSPICIOUS MAIL OR PACKAGE**

**Any item that is out of place and not easily identified**  
(exs: unopened letters, unattended backpacks)

- Is the item out of place and not easily identified?
- Is the item leaking a fluid or powder?
- Is the item wrapped in duct tape or plastic wrap?
- Are there protruding wires or an unusual odor?
- Is there a reason to suspect targeting the item's location?

### **If You Discover a Suspicious Package**

- Do not open, shake, sniff, touch, taste, or look closely at the contents.
- Notify FAU Police (911).
- Secure the area: This avoids possible spread of contaminants.
- Inform occupants in immediate vicinity to vacate
  - However, advise that they stay within the general area so that they can be interviewed by University Police, EH&S personnel and other responders to determine whether they should undergo decontamination measures, be transported to a medical facility or require medical surveillance.
- If you believe you have been contaminated, wash your hands and any exposed skin with soap and water.
- Make a list of all the people who were in the vicinity of the suspicious package.

### **What Happens Next**

- Police will respond and assess the situation and activate an emergency response team should concern remain in reference to the package.
- An evacuation determination will also be made.
- Depending on the nature of the package and circumstances involved, a criminal investigation may commence.



## MEDICAL EMERGENCY

- Call 911 to immediately notify Emergency Medical Services.
- Provide your name, location and phone number.
- Give as much information as possible regarding the injured/ill and the nature of the injury or illness.
- Do not hang up until told to do so by the emergency operator.
- Stay with the injured/ill or have someone else stay until help arrives.
- Have someone flag down and direct emergency responders.
- Administer first aid if you are trained to do so; keep the injured/ill still and comfortable; do not move the patient unless there is an immediate threat at that location.
- Once help arrives, stay out of the way unless assistance is requested.



### **Public access Automated External Defibrillators (AED)**

are placed in wall-mounted boxes located in areas accessible to all building occupants and the public.

For further information or training in CPR/AED, contact the FAU Department of Environmental Health and Safety:

(P) 561-297-3129

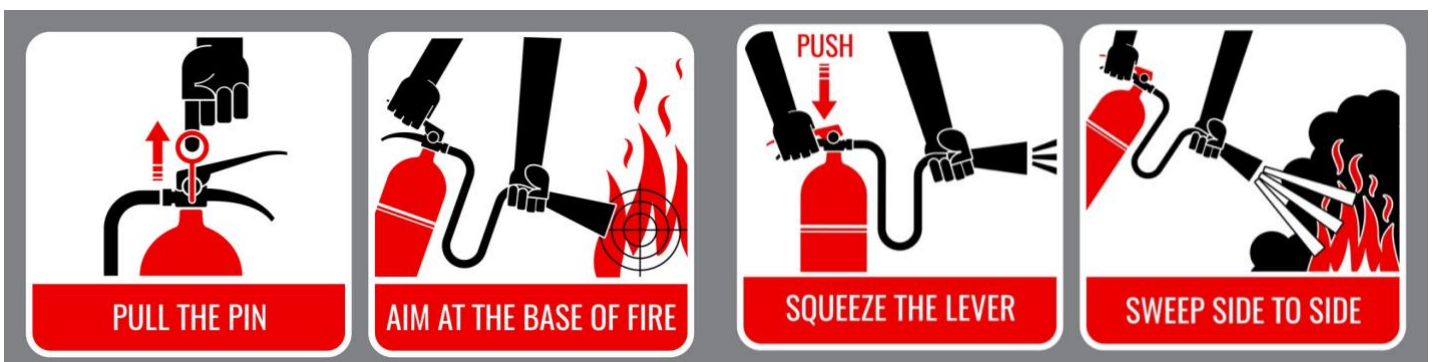
(E) [ehs@fau.edu](mailto:ehs@fau.edu)

(W) [www.fau.edu/ehs](http://www.fau.edu/ehs)



## BUILDING FIRE

- Activate the fire alarm system by pulling one of the nearest pull stations that are located along the exit routes if the alarm is not already sounding.
- If the fire is small enough, locate the nearest fire extinguisher and attempt to put out the fire. Otherwise, evacuate.
- If time permits, turn off, unplug, and/or disable anything that could make the situation worse; grab personal items and evacuate.
- Evacuate the building through the nearest fire-free, smoke-free exit and proceed to the pre-determined outdoor assembly area for the building. Close doors as you leave if safe to do so.
- DO NOT USE ELEVATORS.
- Assist others to evacuate; if unable, move them to the nearest stairwell and call 911 to let them know your location.
- If trapped, secure yourself in a room and attempt to seal cracks to prevent smoke from entering. Call 911 immediately to let them know your location. If there is a window, attempt to signal for help. *Do not break the glass unless absolutely necessary.*
- Call 911 to report the fire after you evacuate the building.
- Remain in the assembly area until allowed to re-enter or given permission to leave.





## **UTILITY FAILURE**

**Electrical/Plumbing/Power Failure,  
Water Main Break/Flooding,  
Water/Gas Leak, etc.**

### **During Normal Business Hours**

Contact Work Control:

- Boca Raton & Jupiter: 561-297-2240
- Broward Campuses: 954-236-1534
- Harbor Branch: 772-242-2246

### **After Hours**

Contact FAU Police Dispatch: 561-297-3500

### **Emergencies Any Time**

Dial 911 if the utility failure causes, or has the potential to cause, danger to personnel or property. If the utility failure is widespread, FAU Police may order the building or area evacuated until the problem has been corrected.



## HAZARDOUS MATERIALS (HAZMAT)

Hazardous materials are liquids, solids, or gases capable of adversely impacting human health and/or the environment if used improperly, accidentally spilled, or released such as laboratory chemicals, paints, fuels, and solvents.

### A Small Non-Toxic Spill

If there is a small spill that *does not* involve highly toxic or noxious hazardous materials, a fire, or an injury requiring medical attention beyond basic first aid:

- During normal business hours: Call EH&S at 561-297-3129
- After hours: Call FAU Police at 561-297-3500
- *If you are properly trained to respond, fully understand the hazards posed by the substance that has spilled, have appropriate personal protective equipment (PPE) and an appropriate spill kit, and can respond without endangering yourself or others:* You may proceed with cleanup.

### A Large or Toxic Spill

If there is a large spill, or a spill that involves highly toxic or noxious hazardous materials, or involves an injury requiring medical attention beyond basic first aid, or if you lack the supplies or training to safely respond:

- If it is necessary to evacuate, move to a safe location, closing doors behind you, but stay in the general vicinity until help arrives so you can warn anyone who might try to unknowingly enter the area.
- Dial 911 and provide all known information (location, type of material, injuries, persons involved, etc.).
- If you need to evacuate the entire building, pull the fire alarm.
- Assist those who requiring it.

### Call 911 Immediately for All:

- Fires
- Accidents or spills involving injuries that require medical attention beyond first aid.

### Information Needed to Report a Spill

- Your name and incident location
- Details of the incident including: The type of incident, for example: chemical spill, gas leak, environmental release; approximate quantity of hazardous material involved; location and time when the incident occurred; extent of injuries (eye contact, inhalation, burns, etc.) and/or property damage; any other pertinent details to help emergency responders.



## INDIVIDUALS WITH DISABILITIES

Electrical/Plumbing/Power Failure, Water Main Break/Flooding,  
Water/Gas Leak, etc.

FAU encourages *all individuals* who may need assistance in an emergency to identify themselves to the University. Once an individual has self-identified, the University will collaborate with the individual to address emergency planning needs. FAU also asks that all members of the University community provide, within the limits of their abilities, assistance to those individuals requiring it, during or after an emergency.

### 1) Identify

- Individuals requiring assistance: Self-identify before an emergency event.
- University community: Identify those who require assistance to get to a safe place during an emergency event.

### 2) Help

- Individuals requiring assistance: Seek assistance to get to a safe place.
- University community: Provide assistance to those who require it to get to a safe place.

### 3) Inform

- Individuals requiring assistance: Inform those providing assistance of how to best assist.
- University community: Inform emergency personnel of the location of those requiring assistance that goes beyond your abilities or means.

### General Guidelines

- **Blind or visually impaired**
  - Offer assistance verbally and guide them to the nearest exit.
  - Do not grab their hands and pull them along. Instead, offer your elbow to them. It is easier to hold onto a sighted person's elbow during an evacuation. If possible, someone should follow behind to protect the individual from being pushed down in the event of crowding.
- **Deaf or hard of hearing**
  - Get their attention and convey information by using hand gestures or writing what is happening and where to go.
  - Guide them to the nearest exit.



- **Immobilized or has a mobility disability** (in a wheelchair, wearing casts and/or using canes/crutches, and those sustaining injuries during the emergency that render them immobile)
  - Give assistance based solely upon their ability to maneuver through doorways and up/down stairs to **REDUCE THE RISK OF PERSONAL INJURY**.
  - They should not be evacuated by untrained personnel unless the situation is life threatening.
  - If located on an upper floor, individuals may be assisted to a stairway entrance or designated area of refuge to await evacuation or further instructions from Fire/Rescue or Police.
  - If the individual is capable of walking with assistance, assist and accompany the individual when descending the stairs.
  
- **Cannot maneuver up or down stairs**
  - **GUIDE THE INDIVIDUAL** quickly to reasonable safety, to a stairway entrance, out of way from the stream of traffic or designated area of refuge.
  - **ACCOMPANY ANY ACTION** by a verbal explanation so that the person being assisted understands what is happening and why these actions are being taken.
  - **CONTACT UNIVERSITY POLICE** immediately if a telephone is available, and provide the following:
    - The individual's name and location within the building
    - The phone number from which the call is being made. If left alone, the individual may wish to remain on the phone with University Police.
  - **IF AVAILABLE, A COMPANION, OR OTHER RESPONSIBLE PERSON** may remain with and assist the individual.
  - **INFORM** the Building Safety Supervisor or emergency personnel of the exact location of the individual(s) with the disability(s). Trained, equipped, emergency personnel will facilitate the evacuation of individuals with disabilities.



# MENTAL HEALTH EMERGENCY

When an individual is threatening harm to themselves or others,  
or is out touch with reality

## FAU COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)

Boca 561 297 3540 | Jupiter 561 799 8635 | Davie 954 236 1210

### Signs of a SEVERE Psychological Crisis:

- Uncontrollable behavior
- Disruptive or threatening
- Hallucinations
- Paranoia

#### How to Respond

**DO NOT** attempt to handle the potentially dangerous situation alone.

**CALL 911** (all suicide attempts should be immediately reported to the police).

**CONSIDER** the safety of the person in crisis and those around to be of first concern.

### Signs of a LESS SEVERE Psychological Crisis:

- Uncontrollable crying
- Feelings of panic
- Withdrawal
- Anger/yelling absent of physical harm

#### How to Respond

If the psychological crisis resolves quickly in response to attention and kindness, no intervention of professional counselors or officers may be necessary.

Plans for follow-up support should be put in place, such as a follow-up conversation, a referral to counseling, an action plan should the situation become acute again, etc.

If the crisis does not resolve, or escalates, follow the response guidelines at left.

### If the Individual in Crisis is a STUDENT

#### 1. Call 911

FAU PD will work with Human Resources or CAPS as deemed appropriate and when necessary, exercise "The Baker Act"(FSS 394).

#### 2. Call 988

Suicide and Crisis Lifeline

#### 3. Call/Refer to CAPS

Boca 561-297-3540  
Jupiter 561-799-8635  
Davie 954-236-1210

#### 4. Inform Dean of Students

561-297-3542: The Student Crisis Awareness Committee should be informed for continued assistance.

## IF YOU ARE EXPERIENCING A PSYCHOLOGICAL CRISIS

### I am a Student

- Go to the nearest hospital emergency room OR
- Call the after-hours crisis line: 561-297-3540 OR
- Contact CAPS for less severe crises: 561-297-2277 (CAPS)

CAPS provides individual and group counseling to currently enrolled FAU students. Professionally trained staff assists students with social, emotional, and academic concerns in a sensitive, caring, and *confidential* manner.

### I am an Employee

- Go to the nearest hospital emergency room OR
- Call your family physician OR
- Contact the FAU Employee Assistance Program: 1-800-865-3200



## TORNADOES

**When are tornadoes most likely?** June through August.

**How long do they last?**

A few seconds to more than an hour.

**How wide are they?**

The path can be from a few dozen yards to a few hundred yards.

**What is the difference between a tornado WATCH and a tornado WARNING?**

Both are issued by the National Weather Service. A *watch* means tornadoes are possible in the area and you should remain alert. A *warning* means a tornado has been sighted or indicated on radar and you should seek shelter immediately.

**What precautions should I take?**

- **If Indoors** (classroom, office, etc.)
  - Go to the lowest building level (if time to do so) to the center of an interior room (closet, interior hallway) away from corners, windows, doors, and outside walls.
  - Avoid places with widespan roofs such as auditoriums, cafeterias, and large hallways.
  - Put as many walls as possible between you and the outside.
  - Get under a sturdy table and use your arms to protect your head and neck.
  - Do not open windows and never exit during extreme weather conditions.
- **If in a Vehicle** (or modular building)
  - Get out immediately and go to the lowest floor of a sturdy, nearby building. Modular buildings, even if tied down, offer little protection from tornadoes.
  - If you cannot get out or no other building is nearby, lie flat and cover your head to protect yourself from flying debris.
  - Never try to outrun a tornado in your vehicle. Instead, leave the vehicle for safer shelter.
  - Do not get under an overpass or bridge.
- **If Outdoors**
  - Flying debris from tornadoes causes most fatalities and injuries. Lightning strikes are highly likely during these events.
  - Lie flat in a nearby ditch or depression and cover your head with your arms.
  - Watch out for flying debris and be aware of the potential for flooding.



## LIGHTNING

Florida is the most prone state with more lightning deaths than any other state.

most lightning with more

Lightning seeks the path of least resistance, and the human body is a very good conductor because of its large water content.

### What precautions should I take?

- Avoid high open ground and isolated large trees.
- Avoid water (pools, lakes, and rivers), beaches, and boats.
- Seek shelter inside a building or vehicle (not convertibles or golf carts).
- Stay away from doors, windows, or metal objects.
- Stay off the telephone and away from electrical devices.



## FLOODING/FLASH FLOODING

*Flooding* occurs as a result of extended rain periods saturating the soil to where additional rain causes surface ponding or overflows storm drains, canals, and ponds. *Flash flooding* occurs when intense rainfall in a brief period dumps more water than the ground can absorb or drainage can handle.

### What precautions should I take?

- **When a Flood WATCH is issued**
  - Listen to local radio or TV for information and advisories.
  - Bring outdoor items indoors.
  - Move files, furniture, and valuables to higher floors or elevate them.
  - Top off vehicle gas tank in case an evacuation is given.
- **When a Flood WARNING is issued**
  - Continue to monitor local radio or TV for information and advisories.
  - Be alert to signs of flooding and be ready to evacuate at a moment's notice.
  - Listen for evacuation instructions; follow recommended evacuation routes.
  - Do not drive over flooded roads.

# HURRICANE GUIDE





# WEATHERING THE STORM

## A Condensed Guide to Hurricane Preparedness

### ARE YOU READY?

Do you know what steps to take if a hurricane threatens? Outlined below is an action plan for faculty and staff in the College of Social Work & Criminal Justice. Please remember, for life-threatening emergencies on any campus, call **911**.

FAU Police are also available around the clock by calling:

- Boca Raton - **561-297-3500**
- Jupiter - **561-339-0015**
- Fort Lauderdale - **954-201-4357 (Option #4)**
- Davie - **954-236-1140**

### BEFORE A HURRICANE

Be prepared. The key to successfully weathering a storm is to be prepared well in advance. Hurricanes and tropical storms are a fact of life in Florida. The question is not whether we will face a storm but when.

#### Confirm or update your personal and emergency contact information in Workday

Now is the time to confirm and update your FAU alert information in Workday. This information is used to disseminate voice and text messages in the event of an emergency. Here's how:

##### To add or change your personal contact information

- Log into Workday ([fau.edu/workday](http://fau.edu/workday)) using your FAUnet ID and password.
- Click your **Profile** icon in the upper right.
- Click **View Profile** under your name. Your **Worker Profile** page displays.
- Click the **Personal** tab.
- Click the **Contact** Tab.
- Click **Edit**. Enter or modify your contact information.
- Click **Submit**.

##### To add or change your emergency contacts

- Log into Workday ([fau.edu/workday](http://fau.edu/workday)) using your FAUnet ID and password.
- Click your **Profile** icon in the upper right.
- Click **View Profile** under your name. Your **Worker Profile** page displays.
- Click the **Personal** tab.
- Click the **Emergency Contacts** tab.

- Click **Add** or **Edit**. Enter or modify your emergency contacts.
- Click **Submit**.

To learn more about FAU's alert system, go to this Web page: [www.fau.edu/emergency/universityalerts.php](http://www.fau.edu/emergency/universityalerts.php)



#### What is the difference between a watch and a warning?

Hurricane season runs from June 1st through November 30th every year. Understanding the difference between National Weather Service watches and warnings is critical to being prepared for any dangerous weather hazard, including hurricanes.

A **watch** means that tropical storm/hurricane conditions are possible within 48 hours. During a weather watch, gather information about the specific threat and prepare for action. Monitor the weather and discuss your protective action plans with your colleagues and supervisor.

A **warning** means a tropical storm/hurricane is expected within 36 hours, and immediate action is required.

Employees also should review the general emergency guidelines at: [www.fau.edu/emergency/](http://www.fau.edu/emergency/).

### WHEN A STORM THREATENS

What do you need to do in the event a tropical storm or hurricane threatens? When a tropical storm or hurricane watch is issued for our service area:

- Monitor your email account and the FAU home page for status updates.
- Make backups of electronic files and place in a secure area.
- Locate covers (plastic bags, plastic sheeting) for computer equipment, fax machines and other equipment.
- Monitor FAU status and storm location (suggestions: [www.fau.edu/advisory](http://www.fau.edu/advisory) or [www.nhc.noaa.gov/](http://www.nhc.noaa.gov/)).



# WEATHERING THE STORM

## A Condensed Guide to Hurricane Preparedness

- Your supervisor or SW-CJ hurricane coordinator will communicate instructions.
- Prepare an inventory of all valuables and keep secure copies for damage assessment.

When a tropical storm or hurricane warning is issued for our service area, the FAU president will announce plans for campus closings. Pay close attention to official announcements as they pertain to your home campus. Remember, our six campuses stretch for 120 miles along the coast. Not all storms will result in the closure of all campuses. If your campus closing is announced, you should:

- Monitor your email account and the FAU home page for status updates.
- Turn off and unplug all electrical equipment.
- Move as much as possible away from windows to an interior area or against an interior wall.
- Raise equipment up off of the floor, if possible.
- Valuables such as instruments, computers, artwork, etc. should be wrapped in plastic, and placed on desks (under desks if located on the top floor) in interior rooms when possible. Be sure to allow time for machines to cool off before wrapping in plastic.
- Small equipment (telephones, electric calculators, etc.) should be placed inside filing cabinets, desks, or other secure location.
- Secure all important documents, books, pictures and other loose items in a cabinet, desk or closet, away from windows if possible.
- Lock (or secure with tape) all filing cabinets.
- Close and lock all doors and windows.
- Employees at all campuses should check with their supervisors before leaving work.

***Please be aware that all faculty and staff are responsible for securing their own workspace! The Dean's Office does not have the staff to secure all college office space. When preparing for a hurricane, it is best to assume a total failure of the building integrity (windows, doors, and roof.)***



### Stay informed and get the facts

Official announcements regarding hurricanes and other emergencies are issued by University Communications prior, during, and after an event. Messages in a time of crisis are immediately posted on the University's home page, [www.fau.edu](http://www.fau.edu). The University's Emergency Information Web page at [www.fau.edu/admin/EmergencyInformation.php](http://www.fau.edu/admin/EmergencyInformation.php) will serve as the complete source for all official information and is updated regularly. The University's Emergency Information Hotline will be activated with a recorded message that is updated regularly throughout the event. The hotline phone number is **888-832-8695 (1-888-8FAUOWL)**.

In addition to the website, look for "Emergency Alert" texts that are sent out at scheduled intervals with key information.

### AFTER THE STORM

All employees must contact their supervisors as soon as possible after a hurricane to inform them of their status. Faculty or staff who are forced to evacuate or temporarily relocate to another area should notify the college of their new location and contact information by communicating with their supervisors. For essential University information, call the University and Campus Status Hotline at **888-832-8695 (1-888-8FAUOWL)**.

### Listen to media reports

Follow all instructions given by the local authorities via radio and/or television. Do not attempt to return to the campus until the "all clear" is sent via the FAU Emergency Notification Alert system. This does not apply to essential units that have designated employees to be available prior to, during, and following a hurricane. Essential employees should get their work schedules and locations directly from their supervisors.

### GET THE OWL READY APP



Owl Ready is the official preparedness and safety app of Florida Atlantic University. It was developed collaboratively between the Department of Emergency Management and the FAU Police Department.



## SHELTER IN PLACE

**“Shelter in place” is a directive to seek immediate shelter indoors when dangerous environmental conditions exist (i.e., severe weather or hazardous material).**

### **Shelter-in-Place — Severe Weather**

- Immediately seek shelter inside the closest sturdy building.
- Once inside, stay away from windows, glass, and unsecured objects that may fall.
- Seek interior rooms and corridors.
- Resist the temptation to go outside and check the weather conditions yourself.
- DO NOT use elevators.
- Monitor emergency communications for specific instructions.
- DO NOT leave until an “All Clear” is received.

### **Shelter-in-Place — Chemical, Biological or Radiological**

Many toxic chemicals have a vapor density greater than that of air and will seek lowest ground. In the case of a shelter in place due to a chemical spill, follow instructions provided by emergency personnel.

- Go inside the nearest building.
- Close all doors, windows, and other inlets from the outside.
- Seal cracks under doors and cover vents if possible.
- Monitor emergency communications for specific instructions.

### **Shelter-in-Place — Hostile Intruder/Active Shooter**

- If possible, close and lock room door, close window blinds and turn off lights.
- Move out of sight/hide.
- Silence electronic device/cell phones.
- Do not attempt to leave unless instructed by emergency personnel.
- Wait for emergency personnel to open the door or directives from them to do so.
- When emergency personnel arrive, show your hands, and do not run towards them.
- Do not shelter in place in restrooms.

***Remember, always use common sense. There are exceptions to all guidance and prescribed directions.***



## EVACUATION

**In the event of fire, bomb threat, hazardous material spill, hostile intruder, utility failure, etc.**

**Get to Know the Building** (see next page for visual aids)

- Know at least two exit locations for the building.
- Pay attention to the locations of emergency equipment (i.e., fire extinguishers, pull stations, emergency telephones, etc.).
- Know the location of the assembly area or building evacuation points.

**If You Hear a Fire Alarm or Get an Evacuation Order**

- Turn off all hazardous experiments or procedures before evacuating. If possible, take secure all valuables, wallets, purses, keys, etc. as quickly as possible.
- Close all doors behind you as you exit.
- Check all doors for heat before you open or go through to avoid walking into a fire.
- Evacuate the building using the nearest exit or stairway. **\*DO NOT USE ELEVATORS\***
- Call 911 from a safe area and provide name, location, and nature of emergency.
- Proceed to pre-determined assembly area/evacuation point of building and remain there until you are told to reenter or leave by the emergency personnel in charge.
- Do not impede access of emergency personnel to the area.
- Inform emergency personnel of the event, conditions and location of individuals who require assistance and have not been evacuated.

**How to Help Individuals Requiring Assistance**

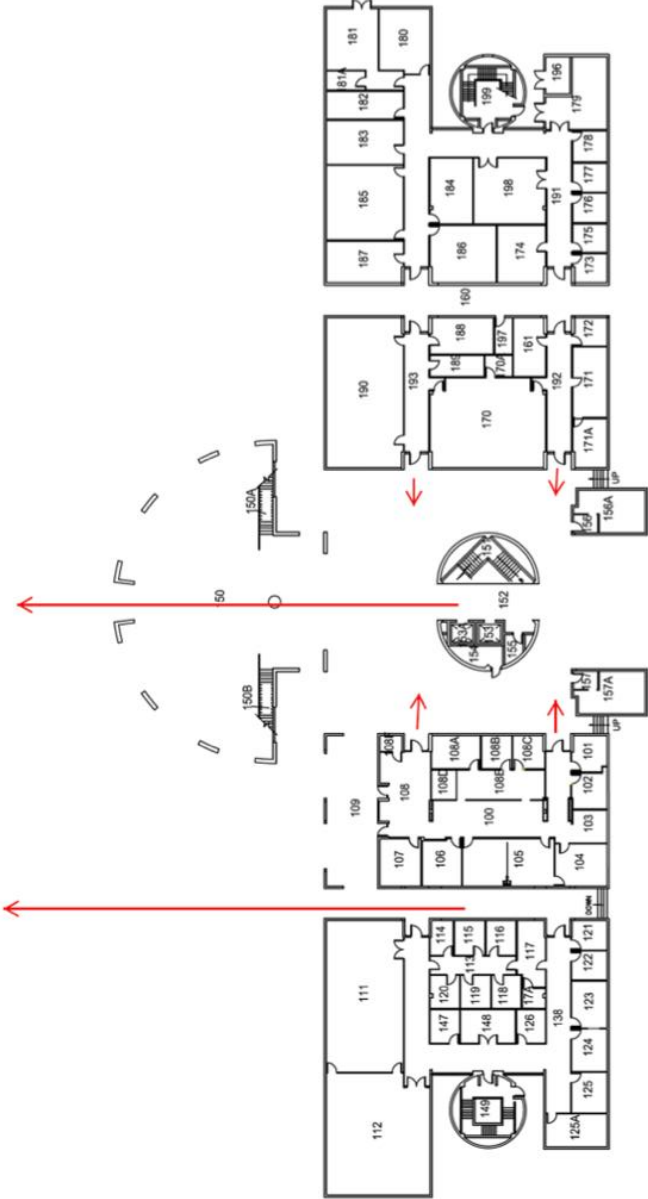
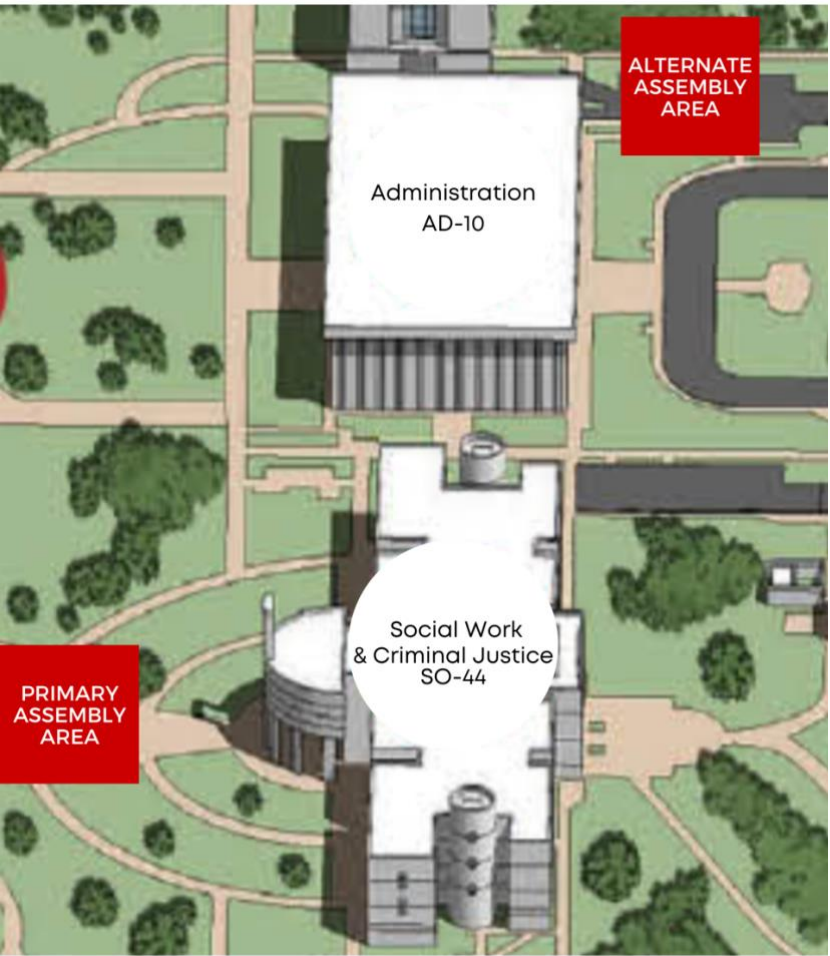
- Know the needs and capabilities of people requiring assistance who are routinely in your work area.
- Ask how you can help anyone requiring assistance before giving it.

**If You are an Individual Requiring Assistance**

- **Prepare in Advance**
  - LEARN the locations of exit corridors, exit stairways and designated refuge areas.
  - PLAN an escape route.
  - TELL a coworker or instructor how to assist you in case of emergency.
- **During an Evacuation**
  - WAIT for assistance near closest stairway, entrance or designated area of refuge.
  - DO NOT USE ELEVATORS

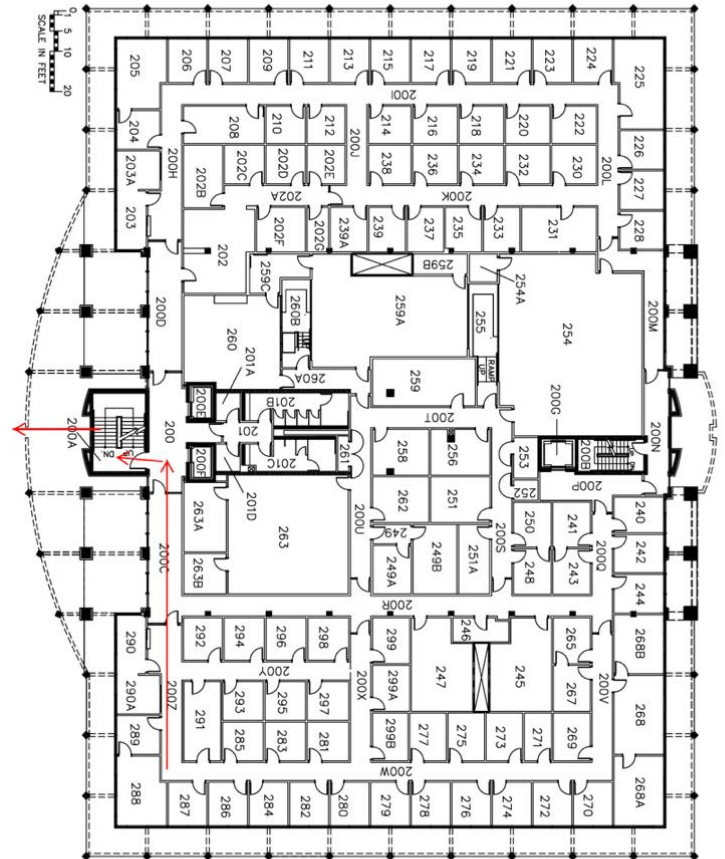
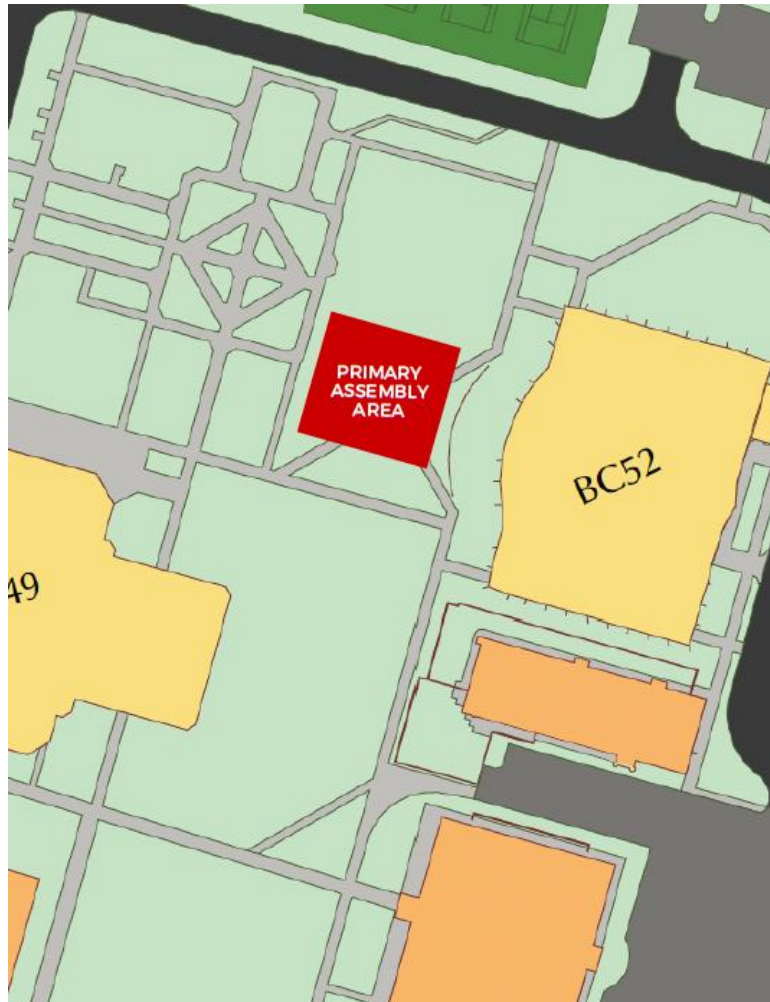


# BOCA RATON – SOCIAL SCIENCE EVACUATION ROUTES & ASSEMBLY LOCATIONS



# DAVIE – EDUCATION & SCIENCE

## EVACUATION ROUTES & ASSEMBLY LOCATION





## PHONE DIRECTORY

### FAU Emergency Contact Numbers

FAU Emergency Contact Numbers		
FAU POLICE DEPARTMENT		Types of Specific Hazards to Report/Inquire
Boca Raton Campus		<ul style="list-style-type: none"><li>• Criminal or violent behavior</li><li>• Active shooter/hostile intruder</li><li>• Facilities-related fire emergencies</li><li>• Bomb threat</li><li>• Suspicious mail/package</li><li>• Medical emergencies</li><li>• Individual with disabilities emergencies</li><li>• Mental health emergencies</li></ul>
Campus Operations (69) - Boca Raton Campus	Main: (561) 297-3500 TDD: (561) 297-2390 Fax: (561) 297-3565 (Dispatch) Fax: (561) 297-4888 (Records)	
Davie Campus		
2912 College Avenue Davie, FL 33304	Security Desk: (954) 236-1140 After Hours: (954) 236-1140	
Ft. Lauderdale Campus		
111 East Las Olas Boulevard Ft. Lauderdale, FL 33301	Main: (954) 201- 4357	
Sea Tech Campus- Dania Beach		
101 North Beach Road Dania Beach, FL 33004	Security Desk: (954) 448 -8530	
MacArthur Campus - Jupiter		
5353 Parkside Drive S.R. 150W Jupiter, FL33458	Main: (561) 799-8700 Duty Officer: (561) 339-0015	
Harbor Branch Campus		
5600 US 1 North Fort Pierce, FL 34946	Duty Officer: (772) 216-1124	

## Other Assisting University Resources

Department	Contact Number	Types of Specific Hazards to Report/Inquire
<b>University and Campus Status Hotline</b>	888-8FAUOWL (832-8695)	Important information about the status of the University during emergency situations, including approaching hurricanes.
<b>FAU Department of Emergency Management</b> Campus Operations (69) - Boca Raton	Main Office: (561) 297-4587	<ul style="list-style-type: none"> <li>• Shelter in place</li> <li>• Evacuation</li> <li>• Hurricane</li> <li>• Tornado</li> <li>• Lightning</li> <li>• Flooding</li> </ul>
<b>FAU Environmental Health &amp; Safety</b> Campus Operations (69) - Boca Raton	Main Office: (561) 297-3129	<ul style="list-style-type: none"> <li>• Hazardous Waste</li> <li>• Biological Waste</li> <li>• Fire Safety</li> <li>• Life Safety</li> </ul>
<b>FAU Facilities and Grounds</b>	<p><b>During normal business hours contact Work Control:</b></p> <p>Boca &amp; Jupiter: (561) 297-2240 Broward Campuses: (954) 236-1534 Harbor Branch: (772) 242-2246</p> <p><b>After hours contact the appropriate campus Police Department Office listed above.</b></p>	<ul style="list-style-type: none"> <li>• Utility and facility related emergency</li> </ul>
<b>Office of Information Technology</b>	All Campuses: Help Desk: (561) 297-3999	<ul style="list-style-type: none"> <li>• Communication emergencies</li> <li>• Computing emergencies</li> <li>• Cyber attack</li> </ul>
<b>Victim Services</b>	Boca – (561) 297- 3500	<a href="http://www.fau.edu/police/victimservices/">http://www.fau.edu/police/victimservices/</a>
<b>Counseling &amp; Psychological Services</b>	Boca – (561) 297-3540 Jupiter – (561) 799-8635 Davie – (954) 236-1210	<a href="http://www.fau.edu/counseling/">http://www.fau.edu/counseling/</a>
<b>Student Health Services</b>	Boca – (561) 297-3512 Broward – (954) 236-1556 Jupiter – (561) 799-8678	<a href="http://www.fau.edu/shs/">http://www.fau.edu/shs/</a>
<b>Student Accessibility Services</b>	Boca – (561) 297-3880 Davie – (954) 236-1222 Jupiter – (561) 799-8585	<a href="http://www.fau.edu/sas/">http://www.fau.edu/sas/</a>
<b>Office of Civil Rights &amp; Title IX</b>	Boca – (561) 297-3004 FL Relay Systems (800) 955-8771	<a href="https://www.fau.edu/ocr9/">https://www.fau.edu/ocr9/</a>