

Emergency Guide

www.flsouthern.edu/emanagement/pdf/EmergencyGuide.pdf

Rev. 3/22/12

TABLE OF CONTENTS

I. Emergency Guidelines

Preface.....	4
Introduction.....	5
Helpful Telephone Numbers.....	6
Emergency Notification System.....	7
Emergency Management Team.....	8-9
Emergency Command Post.....	10
Medical and First Aid.....	11
Evacuation Procedures.....	12
Media Relations.....	13
Disaster Resources.....	14
Homeland Security Advisory System...15-16	
II. Emergency Plans.....	17
Fire.....	18
Utility Failure.....	19
Hazardous Materials.....	20
Chemical or Radiation Spill.....	20
Hazardous Gas Leaks.....	20
Explosion, Downed Aircraft.....	21
Bomb Threat.....	22
Civil Disturbances or Demonstrations .	23-24
Violent or Criminal Behavior.....	25
Psychological Crises.....	26
Pandemic (Avian Flu).....	26

III. Hurricane or Severe Weather Plan

Campus Hotline & Definitions.....	27-28
Essential Personnel.....	28
Functions of Essential Personnel.....	28-29
Protective Procedures for Students, Staff.....	29
Staff Preparations.....	30
Emergency Assistance.....	31
Staff and Resident Student Procedures.....	31
Food Service Emergency Procedures.....	31
General Hurricane Preparation Information.....	32
Residence Hall Staff Hurricane Instructions.....	33
Residential Student Hurricane Instructions...34-35	
Definitions of Hurricane Terminology.....	36
Saffir/Simpson Intensity Categories.....	36
Hurricane Myths.....	37

I. Emergency Guidelines

PREFACE

This emergency procedures guide is intended for use by faculty and staff members at Florida Southern College. While this guide does not address every conceivable situation, it is designed to meet most emergency situations on this campus. Recipients of this guide should become familiar with its contents. In the event of an emergency, it will serve as a quick reference for effective action. It should be kept in an easily accessible location at all times. New employees should become familiar with it as part of the employing unit's orientation program.

INTRODUCTION

The basic emergency procedures outlined in this guide are to protect lives and property through efficient and effective use of College resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President may declare a state of emergency, and these guidelines may be implemented. Because an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate emergencies of differing magnitudes.

Types of emergencies covered by this guide are:

- Fire
- Utility Failure
- Hazardous Materials
- Explosion, Downed Aircraft
- Bomb Threat
- Active Shooter
- Civil Disturbances or Demonstrations
- Psychological Crises
- Pandemic
- Hurricanes or Severe Weather

The College President or her designee serves as the overall Emergency Director during any major emergency or disaster. When the President declares a state of emergency, only registered students, faculty, staff, and affiliates (e.g., persons required by employment) are authorized to be present on campus. Those who cannot produce appropriate identification (registration or employee identification card, or other I.D.) will be asked to leave the campus.

HELPFUL TELEPHONE NUMBERS

Members of the campus community are encouraged to report all crimes in a timely manner. Hazardous situations with the potential to affect public safety should also be reported.

LAKELAND CAMPUS

Emergencies: 911 (9-911 on campus)

863-680-3555 (Ext. 3555 on campus) – Campus Safety & Security

863-834-6900 – Lakeland Police Department

Non-Emergencies:

863-680-4125 (Ext. 4125 on campus) – Campus Safety & Security or 863-680-4305 (Ext. 4305 on campus) – Campus Safety & Security

Lakeland Campus Safety & Security Director: 863-680-4447

EMERGENCY NOTIFICATION SYSTEM

The telephone is the primary means of emergency notification at Florida Southern College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

CAMPUS SAFETY & SECURITY

Campus Safety & Security is the focal point for two-way transmission of official emergency telephone communications to College administrators. Each administrator, upon receiving notification of a campus emergency, is to pass the information along to those departments/offices under his/her direction.

The officer on duty will notify the Campus Safety & Security of any campus emergency as necessary and will initiate the notification system by calling the following College administrators as appropriate:

- President
- Vice President for Finance and Administration
- Vice President for Academic Affairs
- Vice President and Dean of Student Development
- Vice President for External Relations
- Vice President for Marketing and Communication
- Vice President for Advancement
- Vice President for Enrollment Management
- Director of Public Relations
- Chaplain
- Athletic Director

ADMINISTRATORS, DEANS, DEPARTMENT HEADS, FACULTY, AND SUPERVISORS

Every administrator, dean and department head may appoint a specific person as Building/Facility Coordinator for every activity under their control, and has the following general responsibilities during any emergency:

- (1) Inform all employees/students under their direction of the emergency condition.
- (2) Evaluate impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
- (3) Inform all students, staff, and faculty to conform to building evacuation guidelines during any emergency and to report to a designated assembly area outside the building where a head count can be taken.
- (4) Maintain emergency telephone communications with Campus Safety & Security.

EMERGENCY MANAGEMENT TEAM

1. EMERGENCY DIRECTOR

All emergency operations shall be directed by the President or her designee as listed below:

Emergency Director designee: Vice President for Finance and Administration.

The responsibilities of the Emergency Director are as follows:

- (a) Direct the College Emergency response.
- (b) Work with the Campus Safety & Security Director and others in assessing the emergency and preparing the College's response.
- (c) Declare and end, when appropriate, the campus state of emergency.
- (d) Conduct liaison activities with the Emergency Management Team and others as appropriate.

2. EMERGENCY COORDINATOR: Director of Campus Safety & Security

All emergency operations shall be coordinated by the Director of Campus Safety & Security under the direction of the Emergency Director. The responsibilities of the Emergency Coordinator are as follows:

- (a) Coordinate the College Emergency Response.
- (b) Determine the type and magnitude of the emergency and establish the appropriate emergency command post.
- (c) Initiate immediate contact with the President and Emergency Management Team and assess the College's condition.
- (d) Notify and utilize police, Campus Safety & Security, and if necessary, the Campus Auxiliary Safety Team in order to maintain safety and order.
- (e) Conduct liaison activities with an appropriate outside organization such as the fire and police departments.
- (f) Ensure that appropriate notification is made to off-campus staff as necessary.
- (g) Perform other related duties as may be directed by virtue of the campus emergency.
- (h) Prepare a report to the President appraising the outcome of the emergency.

3. EMERGENCY MANAGEMENT TEAM

The Emergency Management Team comprises key College administrators who are responsible for preparing for and responding to campus emergencies.

Name	Department/Title
Dr. Anne Kerr	President
Dr. Kyle Fedler	Provost
V. Terry Dennis	Vice President for Finance and Administration
Dr. Rob Tate	Vice President for External Relations
Dr. Matt Thompson	Vice President for Advancement
Dr. John Grundig	Vice President for Enrollment Management
Pete Meyer	Athletic Director
Rev. Timothy Wright	Chaplain
Henry Haywood	Director of Facilities Maintenance
Bill Carew	Director of Campus Safety & Security
David Weagle	Vice President for Marketing and Communications
Lucia Ross	Director of Public Relations
Maj. Matthew Ignatovig	Professor of Military Science

EMERGENCY COMMAND POST

When a major emergency occurs, or is eminent, Campus Safety & Security will create an appropriate Emergency Command Post as directed by the Emergency Coordinator. Regular department facilities in the Office of Campus Safety & Security will also be kept fully operational at all times.

FIELD EMERGENCY COMMAND POST

If the emergency involves only one building or a small part of the campus, a Campus Safety & Security vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed officer is to staff the command post at all times or until the emergency ends. A small office with desk, chairs, and a telephone may also be required near the scene.

Field Emergency Command Post Equipment to include:

- Barricades and barrier tape, and signs for the scene.
- Two portable hand radios.
- First aid kit.
- Campus telephone directory and local telephone directory to include the Yellow Pages.

GENERAL EMERGENCY COMMAND POST

If the emergency involves a large part of the campus, a Command Post will be set up in the Office of Campus Safety & Security. If this site is unavailable, the Emergency Coordinator will select an alternate location. At least one uniformed officer or Campus Safety & Security dispatcher is to staff the Command Post at all times until the emergency situation ends. A staging area for outside agency assistance shall be established by Campus Safety & Security for operations of the combined on-site Emergency Management Team.

In the event of a hurricane, it may become necessary to set up a command post within one of the residence halls designed for hurricane force winds. In this situation, the Campus Safety & Security Dispatch Center will be moved to the Dubose Room (Thrift Building) to facilitate emergency communications operations. The Vice President for Finance and Administration, in consultation with the President, shall make this determination.

MEDICAL AND FIRST AID

1. If serious injury or illness occurs on campus, immediately dial **Ext. 3555**. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.
2. In case of minor injury or illness, provide first aid care. Use only sterile first aid materials.
3. In case of serious injury or illness, Red Cross trainer personnel (see footnote 1) should quickly perform the following steps:
 - a. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
 - b. Ask victim, “Are you okay?” and “What is wrong?”
 - c. Check breathing and give artificial respiration if necessary.
 - d. Control serious bleeding by direct pressure on the wound.
 - e. Continue to assist the victim until help arrives.
 - f. Look for emergency medical I.D., question witness(es), and give all information to the medical personnel.
4. Every office should have a person trained in first aid and CPR. Training is available through the local American Heart Association/Citizen CPR, Inc.

EVACUATION PROCEDURES

1. BUILDING EVACUATION

- a. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Safety & Security via text messaging, e-mail, voice mail, and announcements by supervisors, department heads, and faculty.
- b. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- c. ASSIST THE HANDICAPPED IN EXITING THE BUILDING. Remember that elevators are reserved for handicapped persons. DO NOT USE THE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE.
- d. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your assembly points.
- e. DO NOT return to an evacuated building until told to do so.

IMPORTANT: After any evacuation, report to your designated area assembly point. Stay there until an accurate headcount is taken.

2. CAMPUS EVACUATION

- a. The campus community will be notified to evacuate by general announcements via text messaging, e-mail, voice mail, Campus Safety & Security public address systems, and announcements by department heads and residential staff.
- b. Campus authorities will give directions as to evacuation routes.
- c. Students, faculty, and staff must leave campus immediately taking ID, shoes, and any prescription medications. Students should not take time to pack extra clothing or belongings.
- d. Each car leaving campus should be full. Students, faculty, and staff who own cars are encouraged to take students, coworkers, neighbors, and acquaintances with them. Drivers are discouraged from taking time to locate particular friends or individuals. The goal is to leave campus, taking as many people as possible.
- e. Community Living Office professional staff will “sweep” residential buildings to ensure that everyone has evacuated. Upon leaving a building, they will pull the fire alarm as one final notification to evacuate should anyone have remained in the building and been overlooked.
- f. Campus Safety & Security will “sweep” other buildings to ensure everyone has evacuated. Upon leaving the building, they will pull the fire alarm as one final notification to evacuate should anyone have remained in the building and been overlooked.

MEDIA RELATIONS

The College has two basic guidelines to observe in crisis situations:

1. Only authorized spokespersons will meet or talk with the media.
2. Only factual information is released; no speculation is to be offered.

OTHER GUIDELINES:

1. All executive and supervisory personnel are to report emergencies to the President and to the spokesperson. They should also be reminded not to speak to outsiders, especially to the media, on behalf of the College.
2. The President and Emergency Management Team will confer and decide on the appropriate communications to the media.
3. Refer all calls from the media directly to Rob Tate, **Ext. 4747** or **Cell (863-860-8726)**.

DISASTER RESOURCES

- | | |
|--|---|
| 1. Local law enforcement agencies | Lakeland Police Dept. 834-6900
Polk County Sheriff's Dept. 533-0444 |
| 2. Local fire department and paramedic units | Lakeland Fire Dept. (non emergency) 834-8200
Lakeland Fire Dept. (to dispatch engine) 911
Polk County E.M.S. 534-0360 |
| 3. State law enforcement agency | Florida Highway Patrol (non-emergency) 499-2300
Florida Highway Patrol (to dispatch trooper) 834-2303 |
| 4. Local ambulance services | Polk County E.M.S. 534-0360 |
| 5. County health department and state health | Polk County 413-2620 |
| 6. Local hospital | Lakeland Regional Medical Center (LRMC) 687-1100
LRMC Emergency Room 687-1132 |
| 7. The American Red Cross | 683-5716 or 294-5941 |
| 8. State Highway Department | 519-2300 |
| 9. County Highway Department | 534-6084 |
| 10. Salvation Army | 682-8179 |
| 11. State National Guard | 648-323 |
| 12. State Office of Emergency Management | (FEMA) 904-487-4918 |
| 13. County law enforcement mutual aid system | 534-0360 |
| 14. The Division of Mines and Geology
Department of Natural Resources | 534-7370 534-7371 |
| 15. Federal Small Business Association | 646-7989 |
| 16. County Board of Commissioners | 534-6000 |
| 17. State Governor's Office | 904-488-4441 |
| 18. County and State Engineers | 813-645-2506 |
| 20. Local television & radio stations | WLFA (NBC) - Channel 8 1-800-228-8888
WTVT (FOX) - Channel 13 1-813-876-1313
WONN 1230 AM - 682-3452
WLKF 1430 AM - 682-3452 |
| 21. National Weather Service (NOAA) | 1-813-645-2506 (recorded weather) |

HOMELAND SECURITY ADVISORY SYSTEM

The following Threat Conditions represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested Protective Measures, recognizing that the heads of federal departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

Low Condition (Green): This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:

- Refining and exercising as appropriate preplanned Protective Measures;
- Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
- Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

Guarded Condition (Blue): This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with any information that would strengthen its ability to act appropriately.

Elevated Condition (Yellow): An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:

- Increasing surveillance of critical locations;
- Coordinating emergency plans as appropriate with nearby jurisdictions; Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
- Implementing, as appropriate, contingency and emergency response plans.

High Condition (Orange): A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
- Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
- Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
- Restricting threatened facility access to essential personnel only.

Severe Condition (Red): A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Increasing or redirecting personnel to address critical emergency needs;
- Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
- Monitoring, redirecting, or constraining transportation systems; and Closing public and government facilities.

II. Emergency Plans

FIRE

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available through Campus Safety & Security at **Ext. 4305**.
2. If a minor fire appears controllable, **IMMEDIATELY** contact the Lakeland Fire Department and Campus Safety & Security. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
3. If an emergency exists, activate the building alarm. **CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS**; you must report the fire by phone.
4. On large fires that do not appear controllable, **IMMEDIATELY** notify the Lakeland Fire Department and Campus Safety & Security. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen – **DO NOT LOCK DOORS!**
5. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
6. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING. DO NOT USE THE ELEVATORS DURING A FIRE.** Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
7. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
8. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air is less toxic. Shout at regular intervals to alert emergency crews of your location.

IMPORTANT: After an evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.

UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (8:00 a.m. through 5:00 p.m., Monday through Friday), immediately notify Facilities Maintenance at **Ext. 4192**.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify Campus Safety & Security at **Ext. 4305**.
3. If an emergency exists, activate the building alarm. **CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS**, you must report the emergency by phone.
4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
5. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that the elevators are reserved for handicapped persons. **DO NOT USE ELEVATORS IN CASE OF FIRE.**
6. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
7. **DO NOT RETURN TO AN EVACUATED BUILDING** until told to do so.

Always observe steps “1” and “2” above whenever the following utility emergencies arise:

ELECTRICAL/LIGHT FAILURE:

It is advisable to have a flashlight and portable radios available for emergencies.

ELEVATOR FAILURE:

If you are trapped in the elevator, use the emergency phone to notify Campus Safety & Security. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel) which will signal for help.

PLUMBING FAILURE/FLOODING:

Cease using all electrical equipment. Notify Campus Safety & Security at **Ext. 4305**. If necessary, vacate the area.

SERIOUS GAS LEAK:

Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER** that electrical arcing can trigger an explosion! Notify Campus Safety & Security at **Ext. 4305**.

STEAM LINE FAILURE:

Immediately notify Campus Safety & Security at **Ext. 4305**.

VENTILATION PROBLEM:

If smoke odors come from the ventilation system, immediately notify Campus Safety & Security at **Ext. 4305**, and if necessary, cease all operations and vacate the area.

HAZARDOUS MATERIALS

CHEMICAL OR RADIATION SPILL

1. Any spillage of a hazardous chemical or radioactive material is reported immediately to Campus Safety & Security.
2. When reporting, be specific about the nature of the involved material and exact location. Campus Safety & Security will contact the necessary specialized authorities and medical personnel.
3. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Campus Safety & Security personnel.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to Campus Safety & Security. Required first aid and clean up by specialized authorities should be started at once.
5. If an emergency exists, activate the building alarm. **CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS;** you must report the emergency by phone.
6. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
7. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING.** Remember that elevators are reserved for handicapped use. **DO NOT USE ELEVATORS IN CASE OF FIRE.**
8. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
9. If requested, assist emergency crews as necessary.
10. **DO NOT RETURN TO AN EVACUATED BUILDING** until told to do so.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.

HAZARDOUS GAS LEAKS (Flammable, toxic, corrosive, cryogenic)

If a gas cylinder or gas supplies on counters in the science laboratories should begin leaking, and if in the judgment of the person or persons responsible for such materials it present any danger to themselves or the other building occupants, the following steps should be taken:

1. If possible and it is safe to do so, shout off the gas source or remove it to the outside.
2. Confine the fumes or fire by shutting the room door.
3. Sound the building fire alarm so evacuation can begin.
4. Call Campus Safety & Security at **Ext. 4305**, giving your name, department, and location of the emergency.
5. Evacuate a safe distance away to the designated meeting place. Do not return to the building unless instructed that it is safe to do so by authorized personnel.
6. Do not walk through or stand in smoke, vapors, or fumes.

EXPLOSION, DOWNED AIRCRAFT

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire has subsided, notify the Lakeland Fire Department and Lakeland Police Department by calling **9-911**, and Campus Safety & Security at **Ext. 3555**. Give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the building alarm. **CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS** – you must report the emergency by telephone.
4. When the building evacuation alarm is sounded or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
5. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
7. If requested, assist emergency crews as necessary.
8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.

BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call Campus Safety & Security on **Ext. 3555**.
2. Any person receiving a phone call bomb threat should ask the caller:
 - a. When is the bomb set to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
 - a. Time of call
 - b. Age and gender of caller
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of the caller
 - e. Background noises
4. Immediately notify Campus Safety & Security at **Ext. 3555** to report the incident.
5. Public Safety Officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Campus Safety & Security. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.
6. If an emergency exists, activate the building alarm. **CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS**, you must report the incident by phone.
7. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
8. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
9. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
10. If requested, assist emergency crews as necessary.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.

CIVIL DISTURBANCES OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstrations:

1. INTERFERENCE with the normal operations of the College.
2. PREVENTION of access to office, buildings, or other College facilities.
3. THREAT of physical harm to persons or damage to College facilities.

If any of these conditions exist, Campus Safety & Security should be notified and will be responsible for immediately contacting and informing the President, the Deans and the Public Relations Office. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

- a. Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.
- b. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 - (1) Arrangements will be made by the Director of Campus Safety & Security to monitor the situation during non-business hours, or
 - (2) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section 2).

2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

- a. In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:
 - (1) Demonstrators will be asked to terminate the disruptive activity by the Vice President for Student Development or his/her designee.
 - (2) Key College personnel and student leaders will be asked by the Vice President for Student Development to go to the area and persuade the demonstrators to desist.
 - (3) The Vice President or his/her designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
 - (4) If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including intervention by civil authorities.
 - (5) Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs is deemed advisable.
 - (6) After consultation with the President and Director of Campus Safety & Security and the Vice President for Student Development, the need for an injunction and intervention of civil authorities will be determined.
 - (7) If determination is made to seek the intervention of civil authorities, the

demonstrators should be so informed. Upon arrival of the Police Department the remaining demonstrators will be warned of the intention to arrest.

3. VIOLENT, DISRUPTIVE DEMONSTRATORS

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the Vice President for Student Development will be notified.

a. **During Business Hours**

- (1) In coordination with the Vice President for Student Development, Campus Safety & Security will contact the Lakeland Police Department.
- (2) The President, in consultation with the above, will determine the possible need for an injunction.
- (3) Campus Safety & Security will provide an officer with a radio for communication between the College and the Lakeland Police Department as needed.

b. **After Business Hours**

- (1) Campus Safety & Security should be immediately notified of the disturbance.
- (2) Campus Safety & Security will investigate the disruption and report and notify the Director of Campus Safety & Security and the Vice President for Student Development.
- (3) The Vice President for Student Development will:
 - (a) Report the circumstances to the President.
 - (b) Notify key administrators and, if appropriate, the administrator responsible for the building area.
- (4) Campus Safety & Security will:
 - (a) If instructed by the President, the Vice President for Student Development will call the Lakeland Police Department for assistance.
 - (b) Notify the College External Relations Office.

VIOLENT OR CRIMINAL BEHAVIOR

Campus Safety & Security is located in Building 10, which is off of Ingraham Avenue, east of Edge Hall and south of the Citrus Building. Safety provides help and protection seven days a week, 24 hours a day on a year-round basis.

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. If you are a victim or a witness to any on-campus offense, AVOID RISKS!
3. Promptly notify Campus Safety & Security as soon as possible and report the incident, including the following:
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of person(s) involved
 - d. Description of property involved
4. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Campus Safety & Security and report the incident.
5. Assist the Safety Officers when they arrive by supplying them with all additional information and ask others to cooperate.
6. Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.
7. ACTIVE SHOOTER

An active shooter is an armed person who either immediately intends to, or has used deadly physical force against other people. The active shooter has very little concern for their own safety or threat of capture. In most cases, there is a defined list of intended victims the shooter is looking for. Typically, the active shooter will continue to seek out and use deadly force until confronted and stopped by law enforcement, suicide or other intervention.

The immediate response for an active shooter is to shelter in place and secure the immediate area. If inside victims should:

- Dial 911, LPD and notify DCSS (**Ext 3555**). Be very specific as to what occurred and your specific location.
- Attempt to provide as much information about the shooter as possible, number of people involved, race/gender/clothing, color/style, physical features, type of weapons, do you recognize the shooter?, etc.
- Turn off lights
- Lock and/or barricade the door
- Turn off radios, computer monitors, speakers, audible tones from cell phones.

- Keep occupants in the immediate area calm, quiet, and out of sight.
- Take adequate cover behind desks, filing cabinets, etc.
- Place signs in exterior windows to identify groups of people still inside buildings and the location of injured people.

If outside during an active shooter incident, you need to run away from the threat. Seek shelter in the nearest building and shut the door behind you. Follow these guidelines:

- Dial 911 and notify DCSS (**Ext 3555**). Be very specific as to what occurred and your specific location.
- Attempt to provide as much information about the shooter as possible, number of people involved, race/gender/clothing, color/style, physical features, type of weapons, do you recognize the shooter?, etc.
- Turn off lights
- Lock and/or barricade the door
- Turn off radios, computer monitors, speakers, audible tones from cell phones.
- Keep occupants in the immediate area calm, quiet, and out of sight.
- Take adequate cover behind desks, filing cabinets, etc.

8. WHAT TO DO IF TAKEN HOSTAGE:

- a. Be patient. Time is on your side. Avoid drastic action.
- b. The initial 45 minutes are the most dangerous. Follow instructions and stay alert. The captor is emotionally imbalanced. Don't make mistakes that could compromise your well-being.
- c. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not start. Treat the captor like royalty.
- d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments.
- e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- f. Be prepared to answer the police on the phone. Be patient, wait. 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 persons held by them. Such direct action further implicates the captor in additional offenses.

PSYCHOLOGICAL CRISES

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior.

If a psychological crisis occurs:

1. Never try to handle a situation on your own that you feel is dangerous or harmful.
2. Notify Campus Safety & Security immediately. Clearly state your name and your exact location. Remove yourself from any dangerous situation immediately.

PANDEMIC (Avian Flu)

A Pandemic Response Team has been assembled by the President of the College that is preparing a comprehensive Pandemic Response Plan. The plan addresses preparedness and response to a pandemic, and portions of the preparedness phase are currently being implemented. Questions about the plan should be addressed to the Vice President for College Relations.

III. Hurricane or Severe Weather Plan

Notice to all FSC personnel:

The following is a telephone number that, during emergency situations, provides a recorded message about the status of the campus

680-4101

I. DEFINITIONS

For the purpose of identification for the various activities described here, the following definitions are established:

A. Hurricane Season: June 1- November 30

B. Hurricane Watch: First warning by the National Weather Service that a hurricane is a definite threat to a portion of the coast of Florida (normally given 36 hours before the storm is expected to strike). Landfall is uncertain and broad geographic areas are alerted. This is the time for preliminary storm preparation. In the event that the Lakeland area falls under a Hurricane Watch, the President will have the Emergency Director (Terry Dennis) schedule a meeting of the Emergency Team. The Director will establish communications with local and state officials who will advise the institution on the development of the emergency and actions to take.

C. Hurricane Warning: Normally issued 24 hours before the storm is expected to strike; more accurate landfall is predicted, with narrower geographic boundaries. In the event of a Hurricane Warning, all non-essential personnel will be advised to leave campus. All residential students will be encouraged to evacuate and remaining students will be consolidated.

II. ESSENTIAL PERSONNEL

Essential Personnel are designated staff members who comprise the Emergency Team and whose primary responsibility shall be the protection of resident students, staff and College property. (If a member must be away, a deputy must be named)

President of the College - Anne B. Kerr, Ph.D. – 680-4100
VP for Finance and Administration- Terry Dennis – 680-4148
Dean of Student Development – Bill Langston – 680-4209
Provost – Kyle Fedler, Ph.D. – 680-4124
Media Relations – Rob Tate – 680-4347 (Cell: 863-860-8724)
Director of Safety & Security – Bill Carew – 680-4447
Director of Facilities Maintenance – Henry Haywood – 680-4192
Director of Community Living – Elizabeth Ching-Bush – 680-6216
Custodial Operations Manager – Jon Camp – 680-4746
ROTC Battalion Commander – Maj. Matthew Ignatovig – 680-3011

III. FUNCTIONS OF ESSENTIAL PERSONNEL

A. All Essential Personnel will revise and review their departmental hurricane procedures with staff by May 15 of each year.

1. In the event of a Hurricane Watch, these departments will implement this plan with the following departmental responsibilities:

- *Business Services:* food, water, telephone communication, coordinate mass transportation if needed, stock emergency supplies (flashlights, batteries, radios)
- *Campus Safety & Security:* implement and enforce Emergency Operations Plan, coordinate the movement of vehicles, assist in the safety/security of persons/property
- *Facilities Management:* secure equipment/buildings and prepare facilities for hurricane, college vehicle movement and readiness, generators, housekeeping supplies

- *Public Relations*: coordinator external communication for the Emergency Operations Plan Team. It will be the responsibility of the Office of Public Relations to coordinate and disseminate appropriate information to the media as quickly as possible.
- *Student Life*: coordinate temporary housing facility

B. In the event that the College closes due to a weather type emergency, the following plan will be put into effect:

1. Emergency headquarters will be the **Dubose Room** (Thrift Building) Room 151, **Ext. 6297**. The Command Post will be staffed by the Emergency Director, Director of Facilities Management, Director of Campus Safety & Security, and Vice President for Marketing and Communication. This staff will remain on site until the emergency condition has passed. (These people will be given radios to maintain contact.)

2. Facilities Maintenance/Housekeeping Personnel will be coordinated out of the Buildings and Grounds Office and Housekeeping, respectively.

3. Student Life Staff will be available in the assigned residence halls to direct remaining students to appropriate housing, where Residential Life will establish a communication center.

C. The critical role is to monitor the situation and respond to emergencies. RAs and Hall Coordinators will be notified.

D. Non-essential personnel will be directed home or to the nearest shelter.

IV. PROTECTIVE PROCEDURES FOR STUDENTS, STAFF

A. Hurricane

1. Follow Evacuation Plan and Temporary Housing Assignment Instructions.
2. If conditions permit, living units will be supplied with emergency food.
3. There are general clean-up materials available in each residence hall so that damage occurring, particularly water intrusion, will be cleaned up promptly following the storm.

B. Tornado

1. Generally speaking, there is little or no warning of a tornado touchdown. However, resident students must be instructed to take shelter in residence hall corridors and to close all doors. Clean-up operations would be supported by equipment and supplies located throughout the residence halls in custodial closets.

C. Flood

1. Facilities Maintenance will provide a ready supply of sandbags to contend with flood situations. Equipment is on hand in the residence halls to clean up water intrusion.

V. STAFF PREPARATIONS

A. Emergency supplies are located in buildings.

B. Custodial emergency supplies will be maintained to contain the following items:

- wet vacuum
- mop and mop bucket, mop wringer
- broom and dust pan
- can liners
- toilet paper
- sponges
- disinfectant
- glass patch
- rags
- absorb - to help absorb and deodorize body fluid spills
- ventilation equipment (blower, fan, etc.)
- wet floor sign
- rubber gloves

C. Housekeeping personnel will be mobilized as required by the Housekeeping Manager.

D. Maintenance

- secure all doors and windows
- replace missing panels, panes or louvers
- X glass panels, windows and doors with masking tape, if appropriate
- fuel up all vehicles and securely lock up all mobile equipment
- identify main potable water valves in preparation for emergency lockoff
- store tools and portable equipment in a safe place so they are readily available
- procure a supply of spares for vulnerable equipment
- take down all campus directional signs

E. Grounds

- store all tools, mowers, etc, in a secure building
- remove to dump or properly store any loose equipment, scrap, wood, etc.
- trim trees with wide spreading branches, especially those close to buildings & utility lines
- remove and store any object that might be a danger in strong wind

During the normal hurricane season, Facilities Maintenance will maintain all areas in a pre-ready status in anticipation of storms. Build up of outside trash will be kept to an absolute minimum and roof areas will be kept clear of all loose objects. All auxiliary and portable power plants and pumps will be at all times kept in top operating condition and test run in accordance with P/M standards. Facilities Maintenance is responsible to see that all windows and doors function properly. All operating hardware must be in working condition at all times. Supervisors will be responsible to maintain radios and beepers in good operating condition and adequate level of supplies. Adequate supplies of flashlights, batteries, plastic rolls, masking tape, rope, mops, buckets, rags, plywood, etc. will be maintained for use by personnel on duty before and during the hurricane.

VI. EMERGENCY ASSISTANCE

A. In the event of an impending hurricane, Student Life staff will go on full alert. First Aid kits will be checked and restocked by the Health Services Department.

B. Medical personnel will be assigned to the Residence Halls housing students.

C. Primary first aid assistance will be available in all Residence Halls housing students. Subsequent medical attention, if required, for resident students and essential staff will be available at the Student Health Center. (RAs should have basic first aid training.)

VII. STAFF AND RESIDENT STUDENT PROCEDURES

A. Hurricane Emergency procedures for all departments shall be implemented upon notification from the Emergency Director, the President, or designee.

B. General hurricane procedures and instructions shall be published and distributed for the following:

- residential students
- staff/faculty

C. Specific instructions from the Emergency Director to all staff and students will be published on an as required basis during the hurricane watch.

VIII. FOOD SERVICE EMERGENCY PROCEDURES

A. Coordinate the protection and preparation of all food and water on campus.

B. If possible, the Dining Hall will provide meal services for those resident students. Access and meal hours may be limited.

C. In the event the emergency should extend over a significant period of time, voluntary assistance of students will be needed in the preparation and distribution of food.

GENERAL HURRICANE PREPARATION INFORMATION

Suspension of Service:

All instructions such as canceling classes, closing of buildings, releasing of non-essential employees, etc., will be issued by the Emergency Director.

Individual Action:

1. Clear desktops, tables and other horizontal surfaces of all paper and other articles susceptible to water damage in case windows are broken.
2. Protect books, valuable papers and equipment by covering with plastic sheeting and masking tape available from Facilities Maintenance otherwise protect by storing inside cabinets, files, or boxes, or remove to interior rooms. Departments need to pick up supplies from Facilities Management.
3. Move desks, file cabinets, worktables and bookcases away from windows or open doorways.
4. Close and latch all windows.
5. Drop all Venetian blinds, close slats and draw curtains.
6. Close and lock all doors.
7. Turn off lights and electrical equipment. Unplug equipment and turn off air conditioners.
8. Clear any laboratory tables and areas of all possible apparatus and glassware. Place items in a protected location.

Resumption of Services

Following the lifting of the Hurricane Warning status, essential personnel will determine which buildings and facilities can be used safely for classes and other purposes and will make appropriate recommendations to the Emergency Director. The President, upon recommendation from the Emergency Director, will issue necessary directives and instructions concerning the resumption of classes and the use of College buildings and facilities. All information will be communicated through local radio and television stations and provided to the main college switchboard number and safety office. (RAs will be used as information channels to students. Radios will be issued to head RAs in each building.)

RESIDENCE HALL STAFF HURRICANE INSTRUCTIONS

Each professional staff member of the Student Life Office will be informed that a Hurricane Watch is in effect, which means hurricane conditions are a real possibility for the Lakeland area within 36 hours. Complete copies of these procedures will be distributed immediately following notification. Each Hall Coordinator will:

Convene a staff meeting as soon as possible and inform staff that a Hurricane Watch exists. This information will be immediately communicated to the residents. Immediate precautionary instructions shall include, but are not limited to:

1. Check all flashlights and personal radios (battery operated) to insure that they are working.
2. Make ready and duplicate any handouts.
3. Instruct office personnel to handle only emergency telephone calls during the storm.
4. All staff will be responsible for their areas before, during and following the storm, leaves will be cancelled and additional duty will be required. Staff members will be responsible for knowing the whereabouts of their residents and will furnish a list to the Director of Student Life.
5. Hall Coordinators must be in contact with the Director of Student Life as needed to update status reports.
6. The Director of Student Life should maintain continuous contact with the Emergency Director for information, updates, and assistance. Obtain a list of student volunteers who would be willing to assist.
7. The Director of Student Life will coordinate the evacuation of all residential students and the relocation of remaining students.

Emergency Assistance:

First Aid Kits must be available for all Student Life staff. Primary First Aid assistance will be available in all Residence Halls housing students. Subsequent medical attention, if required, for resident students and essential staff will be available at the Student Health Center.

Following the Storm:

Student Life staff will focus on the following in cooperation with other appropriate College units:

1. keeping an accurate list of students and their whereabouts
2. locating people needing medical treatment and seeing they get help
3. security of persons and property
4. damage assessment
5. electricity, water, sanitation, communication
6. food
7. secure envelopes of buildings
8. clean up of facilities
9. staffing, scheduling, work assignments.

RESIDENTIAL STUDENT HURRICANE INSTRUCTIONS

All students will be alerted by the Student Life Office to make preparations for a hurricane. Depending on each resident's personal circumstances, all residents will be encouraged to evacuate campus and go to their homes. If conditions warrant, evacuation of all students is desired. (Buildings must be examined to determine strength and safety.) This may not be possible, however, and Student Life will ascertain and coordinate the status of all remaining students. Students are requested to keep their radios tuned to a local Lakeland radio station for storm advisories and general information. The following procedures are recommended in order to provide the maximum amount of safety and protection for those students residing in the residence halls.

The College, however, is not responsible for damages to, or loss of, personal property.

Preparation Before the Hurricane Strikes

1. All furniture including beds should be pulled away from the windows. Electronic equipment should be unplugged and placed off the floors, preferably in a closet.

2. Since the floors can get wet, all articles such as shoes, rugs, clothes bags, suitcases, etc., should be placed on closet shelves or in dresser drawers.

3. All loose objects should be placed in drawers or closets. Paper, books, etc., should not be left on tops of desks or dressers.

4. Valuables should be placed in safekeeping. Closets and drawers should be closed throughout the hurricane. All doors should be locked when the occupants are not in the room.

5. Those students who reside in facilities that are equipped with bathtubs are requested to clean the tub and fill it halfway with water. If the hurricane is a major storm, our water supply may be cut off. If this is the case, the water in the tubs will be needed for washing and flushing toilets. Fill several small containers with water for drinking purposes. If more drinking water is needed it will be made available through the staff as soon as possible.

6. All windows must be closed tightly. All blinds/curtains should be closed.

7. Any resident who owns a car should see that the emergency brake is set and placed in park or reverse gear. All windows should be closed and the car locked. All cars must remain in assigned parking areas.

8. Each student should provide his or her own flashlight in case of power failure. *Do not use candles or other flame-type lighting under any circumstances, fire is uncontrollable during a hurricane. Use battery powered lighting only.*

9. Residents who are unable to evacuate may be assigned to temporary housing.

10. Remaining residents should provide their own snack items. Dining services will provide food when it is possible for the students to come to the dining hall. If food must be brought to the halls, the Student Life Staff will notify students of the schedule and place. Do not use grills.

11. Residents need to notify a member of the Student Life Staff of their destination prior to leaving campus. If you vacate your residence prior to the storm, please make sure all windows and doors are secure.

Procedures During the Hurricane

1. It is essential that all remaining residents stay indoors throughout the entire hurricane. Residents must not leave the assigned residential living unit until directed to do so by a professional Student Life staff member. During the storm, for maximum protection, residents are to close room doors and remain in the hallways. If you are not familiar with a hurricane, there is always a lull in the storm when the eye passes through the area. Once the eye passes though, the storm begins again, but from the opposite direction. **STAY INDOORS.**

2. Residents should proceed to the interior corridors of the residence hall(s) and remain away from danger areas, such as glass windows and doorways in lobby areas.

3. First aid and/or food service will be made available whenever the storm passes or power is restored.

4. Do not attempt to open windows or doors to see what is happening outside.

5. Report all accidents, injuries, broken windows, or excessive water to a Safety staff member.

6. Telephone calls should be made only in case of emergency. The lines, if still working, will be overloaded.

7. “Hurricane Parties” are only for the movies. Do not drink alcohol – everyone must think clearly during a hurricane.

Emergency Assistance: Student Life Staff have First Aid Kits. Primary First Aid assistance will be available in all Residence Halls housing students. Subsequent medical attention, if required, for resident students and essential staff will be available at the Student Health Center.

DEFINITIONS OF HURRICANE TERMINOLOGY

The Eye of a Hurricane - the great spiraling winds of a hurricane surround a relatively calm center called the “eye.” This calm is a deadly deception as maximum force winds and torrential rains border it. Many deaths and injuries have been caused by those venturing out when the eye passes only to be caught later in the maximum destructive force of the storm.

Hurricane - A type of tropical storm with strong winds circulating around an extreme low-pressure area. When wind speed reaches 74 miles per hour the storms are classified as hurricanes.

Hurricane Watch - Issued when a hurricane may threaten a specified land area within 24 to 36 hours.

Hurricane Warning - issued when a hurricane (winds more than 74 miles per hour) is expected in a specific land area within a 24-hour period.

Storm Surge - a sudden violent rush of water that floods the coast as the storm makes landfall. Water levels might reach as high as 20 feet near the coast, even at low tide.

Tornado - rotating column of air revolving around a low-pressure center, having a vortex several hundred yards in diameter, whose whirling may reach speeds up to 300 miles per hour

Tropical disturbance - a moving area of thunderstorms in the tropics that maintains its identity for at least 24 hours.

Tropical storm - a weather formation with distinct circulation and highest wind speeds of between 39 and 73 miles per hour.

Wind shear - intense, upward and downward moving columns of wind.

SAFFIR/SIMPSON HURRICANE INTENSITY CATEGORIES

In use since 1975, the Saffir/Simpson scale categories storms as Category 1-5, based on barometric pressure, sustained wind velocity, and storm surge. A Category 1 is the least destructive, whereas Category 5 is catastrophic.

Category	Sustained	Winds Damage
1	74-95 mph	Minimal
2	96-110 mph	Moderate
3	111-130 mph	Extensive
4	131-155 mph	Extreme
5	>155 mph	Catastrophic

HURRICANE MYTHS

Myth: Windows should be opened to equalize pressure.

Fact: Opening windows is ineffective and frequently contributes to further damage.

Myth: The safest place to be in a hurricane is in the southwest corner of a building.

Fact: Hurricane winds can come from any direction. During the storm the safest place to be is in a small interior room with no windows or skylights.

Myth: Applying tape to a window surfaces will serve to protect the glass from breakage.

Fact: Taping windows affords little to no protection against the impact of wind-borne debris. It can help to alleviate the threat of flying glass, but tape must be removed immediately following the storm to avoid permanent damage to the glass.