

# EMERGENCY GUIDELINES FOR FSC COMMUNITY

## REPORT OF SHOOTER OR PERSON WITH GUN

**Policy:** Active shooter situations are dynamic, evolve quickly, and demand an immediate response to prevent harm to the community. A report of a shooter/person with a gun will initiate a campus “lock down.”

### ACTION STEPS:

1. Any person witnessing a shooting/person carrying a gun should **take cover and call 911 immediately (if campus phone, dial 9-911)**. If gunfire is involved, let the dispatcher know there is an “Active Shooter.” Provide your name and location, location of the shooter, and as many other details as time permits.
2. If possible, **call Campus Safety** to report the threat: **680-3555**. Important: Leave your cell number so that you can be reached.
3. Do not activate the fire alarm.
4. Lakeland Police Department will assume jurisdiction over the event.

## ACTIVE SHOOTER/GUNMAN “LOCK-DOWN” PROCEDURE:

- **Remain in your current location;** do not attempt to leave unless instructed otherwise by LPD. If you are outside, run away from the threat and take shelter.
- **Lock or barricade your door.**
- **Stay clear of windows and doors.**
- **Turn off the lights.**
- **Turn off radios, computers, TVs, and audible tones from cell phones.**
- Drop flat to the ground, if possible behind a desk or cabinet.
- Remain quiet.
- All entrances to the campus will be restricted to the extent possible.
- Stay where you are until LPD gives the “All Clear.”

## ACTIVE SHOOTER/GUNMAN NOTIFICATION POLICY:

- As soon as an event is reported,
- Campus Safety will call the appropriate building offices. **Only LPD personnel will be dispatched to the event.**
  - Campus Safety will send out a message over the Public Address System.
  - Campus Safety will send out a text message.
  - Marketing & Public Relations will send a campus-wide e-mail.
  - Marketing & Public Relations will post a notice to the Emergency Hotline: 680.4101.
  - Marketing & Public Relations will post a notice to the Web Site Home Page Emergency Update.
5. When the situation has stabilized, you will receive further instructions from LPD, Campus Safety, and via text message, campus e-mail, the Emergency Hotline, and the Home Page.

**If you have any questions about the FSC emergency procedure, please call the Director of Campus Safety and Security at 680-4305.**

## WEATHER EMERGENCY UPDATES

The following is a telephone number that can be used during weather emergency situations to hear a recorded message about the status of the campus (i.e. whether the campus is operational and who is required to report to work).

**(863) 680-4101**

## BOMB THREAT

**Policy:** Any bomb threat will be treated as serious, and appropriate evacuation measures will be taken.

### ACTION STEPS:

1. Any person receiving a bomb threat should try to obtain as much information as possible from the caller and **report the threat by calling 911 immediately (if campus phone, dial 9-911)**. Threats received as notes also should be reported by calling 911 immediately.

#### Questions to ask the caller:

- In which building is the bomb?
- Where in the building is the bomb?
- What does the bomb look like?
- When is the bomb set to explode?
- What will make it detonate?
- Why did you plant the bomb?
- What is your name?

#### If possible, keep talking to the caller and record the following:

- Time of call
- Age and gender of caller
- Speech pattern, accent, possible nationality
- Emotional state
- Background noises

2. **Call Campus Safety** to report the threat: **680-3555**.

Important: Leave your cell number so that you can be reached for a debriefing.

3. If you are in the specific location of the reported bomb, immediately **pull the fire alarm**.
4. Campus Safety will direct the evacuation, assisted by other designated personnel.

## EVACUATION PROCEDURE:

- Evacuation is **mandatory** and immediate to ensure everyone’s safety.
- Evacuate the entire building.
- **Take your personal effects** (wallets, purse, keys, key card, medications).
- **DO NOT:**
  - ⊗ Touch any suspicious objects or open any drawers or doors.
  - ⊗ Turn on or off any lights.
  - ⊗ Take the elevator.
- Walk quickly to the nearest exit and go to the nearest parking lot. Remain at least 500 feet away from all buildings.
- Only LPD and Campus Safety personnel are designated to search campus buildings and structures.
- No one will be permitted to re-enter the building until Campus Safety gives the “All Clear.”

## EVACUATION NOTIFICATION POLICY:

- As soon as an event is reported,
- Campus Safety will call the appropriate building offices. LPD and designated FSC personnel will personally alert those in the building(s) of the evacuation.
  - Evacuation personnel will activate the fire alarm(s).
  - Campus Safety will send out a message over the Public Address System.
  - Campus Safety will send out a text message.
  - Marketing & Public Relations will send a campus-wide e-mail.
  - Marketing & Public Relations will post a notice to the Emergency Hotline: 680.4101.
  - Marketing & Public Relations will post a notice to the Web Site Home Page Emergency Update.

5. As buildings are cleared, you will receive further communications via text message, campus e-mail, the Emergency Hotline, and the Home Page.