

Armed Assault and Terrorist Threat/Attack



Sexual Assault

Civil Disturbances and Riot



Suspicious Package / Bomb Threat

Hostage



Death On Campus

Fire



Hazardous Material (HazMat)

Weather Emergency



Medical Emergencies



Armed Assault and Terrorist Threat/Attack

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

- **Provide as much information as possible**
 - Nature of the incident
 - Descriptions of people (perpetrators and victims)
 - Descriptions of any weapons seen

- **Additional immediate action steps**
 - Direct evacuation of people in vicinity
 - Keep fire lanes and building access clear
 - Update law enforcement and rescue personnel
 - Provide initial first aid

- **Campus Security**
 - Support law enforcement and rescue
 - Keep incident area clear of unnecessary people

- **Secure access to campus**



Sexual Assault

- **Victim of Sexual Assault**
 - Attempt to flee
 - Fight back! If facing bodily harm, cooperate until opportunity to flee or resist is present
 - Staying alive is #1 priority
 - Keep mental picture of assailant
 - Call 911 and Campus Security
 - Seek medical attention as soon as possible
 - Do not bathe, shower, or dispose of clothing, etc until after medical examination and interview are complete.

- **Campus Security, students, Staff, Faculty**
 - Assist the victim (Call 911 and Campus Security (Ext. 7585 or (904) 256-7585)
 - Request law enforcement and medical attention
 - Provide pertinent information and on scene observations to authorities



Civil Disturbances and Riot

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

- **Non-Violent, peaceful demonstration**
 - Conduct university business in a normal manner
 - Coordinate movement to/from office and classrooms with Campus Security

- **Violent, destructive demonstration or riot - Personal Safety is paramount in this situation**
 - Remain clear of the area, if possible
 - Beware that law enforcement and emergency medical personnel may be called to campus
 - Campus Security Officers will assist law enforcement and medical response personnel.
 - Physical Plant personnel will be prepared to make emergency repairs to damaged equipment/buildings



Suspicious Package / Bomb Threat

- **If suspicious package or object is found: Call Campus Security (ext. 7585)**
 - Provide description of object and location
 - Evacuate the area - notify others to evacuate

- **Bomb threat received by phone**

The following Info is critical:

 - When will the bomb Explode?
 - Where is the bomb located?
 - What type of bomb is it?
 - What does the bomb look like?
 - Why was the bomb placed on Campus?

- **Building Evacuations**
 - Depart via nearest exit - ensure others do the same
 - Assist disabled persona - elevators may not work
 - Clear the area - remain at least 500 feet from building
 - Return only after Campus Security declared area safe

- **Campus Security**
 - Contact JSO
 - Evacuate area - keep onlookers at least 500 feet away
 - Coordinate with law enforcement and fire/rescue



Hostage

- **Witness to Hostage Situation**
 - Call 911 and Campus Security (ext. 7585 or (904) 256-7585)
 - Record description of persons involved (victim, abductor(s), vehicles, direction of travel, etc)
 - Remain on scene to provide information

- **Campus Security**
 - Avoid confrontation with abductor(s)
 - Control the scene until law enforcement arrives
 - Assist with securing crime scene - maintain clear access to roads, parking, buildings, etc.

- **Hostage Victim (See other tab for Sexual Assault)**
 - Remain calm - be alert for opportunities to escape
 - Avoid unnecessary risk of personal injury or death
 - Do not resist - allow law enforcement to respond
 - Comply with instructions from abductors and police
 - Avoid engaging abductor in conversation - speak only if spoken to
 - Do not stare at abductor
 - Do not start to speculate on what police, family, or friends will do
 - Maintain mental picture of events, movements, etc
 - Attempt escape only if life is in danger! Avoid injury!



Death On Campus

- **First on Scene - Call 911 - Do not touch anything!**
 - Secure the area
 - Contact Campus Security (ext. 7585 or (904) 256-7585)
 - Await arrival of law enforcement

- **Campus Security - ensure that 911 has been called**
 - Contact law enforcement
 - Secure area - do not touch, move, or alter scene
 - Post Campus Security officers to ensure scene is secure
 - If apparent suicide from hanging, do not remove body from hanging device
 - Await arrival of law enforcement

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



Fire

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

- **Building Evacuation**
 - Leave by nearest marked EXIT route
 - Alert others to evacuate - do not use elevators
 - Assist injured or disabled persons
 - If smoke-filled, stay low to floor
 - Outside - remain at least 500 feet from building
 - Wait for Campus Security to declare it safe.

- **If trapped in building on fire**
 - Room **with** window - alert Fire/Rescue by waving cloth outside window
 - Room **without** window - stay low to floor and shout periodically to alert Fire/Rescue personnel



Hazardous Material (HazMat)

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

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

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

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



Weather Emergency

- Hurricane - see Response Plan
- Tornado Watch - tornado/severe thunderstorm possible
- Tornado Warning - tornado sighted in area

- **Tornado Watch/Warning or Heavy Thunderstorm**

- **Campus Security**
 - Monitor NOAA Weather Radio on 24-Hour basis
 - Notification of approaching severe weather, alert:
 - Campus Security Staff
 - VP Student Life, Physical Plant, Provost, and President's Office
 - Campus Community via bullhorn, building loudspeaker, campus phone-mail, email, etc
 - Patrol Campus - keep people indoors

- **Students, Faculty, and Staff**
 - Seek shelter inside - interior hallway/lowest floor
 - Remain away from windows and doors - if available, take shelter under desk of heavy table
 - Do not seek shelter in Gymnasium
 - If outdoor, find shelter in ditch or depression
 - Report injury, damage, flooding to Campus Security ext. 7585, off campus 256-7585
 - Call 911 for Emergency Response, if necessary

- **Physical Plant**
 - Recall staff working in exposed areas on campus
 - Secure loose gear, inspect and secure buildings
 - Inspect campus after storm to assess damage



Medical Emergencies

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

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

- **Chocking - victim cannot speak or breathe - Call for help!**

Perform Abdominal Thrusts

 - From behind, wrap arms around victim's waist
 - Make fist-thumb side against upper abdomen with quick upward thrust
 - Grasp fist with other hand, press into victim's upper abdomen with quick upward thrust
 - Do not squeeze ribcage, upward force comes from hand, repeat until object is expelled

- **Alcohol/Drug Overdose**
 - Call 911 - also contact Campus Security at ext. 7585 or (904-256-7585)
 - If victim is conscious - ask the following questions:
 - Type of drug or alcoholic beverage ingested?
 - How much ingested, when and for how long?
 - Do not induce vomiting - do not provide food or drink
 - Retain any container that might have held substance

- **Mental Health Related Crisis**
 - Stay Calm - remain with person - seek assistance
 - Call 911 and Campus Security (ext. 7585 or (904) 256-7585)
 - Contact Student Counseling Center (ext 7180) for help
 - After hours - Contact Residence Life Staff