



***EMERGENCY
PROCEDURES
QUICK REFERENCE GUIDE***

September 2016

www.irsc.edu

The College's ability to successfully prevent accidents and respond to emergencies requires a team effort by administration, faculty, staff and students.

Procedures suggested in this manual serve as a "Quick Reference Guide" for general emergency situations. No plan can address every specific situation; however, adherence to these procedures enhances and maximizes the safety of students, employees and visitors of Indian River State College (IRSC).

In the event of an emergency that requires orderly evacuation of IRSC buildings, ***the safety of the occupants is our primary concern.*** Preservation of the building and contents is secondary.

Copies are available in the Student Affairs Office or can be accessed online.

OVERVIEW

1. Any Immediate and/or Life Threatening

Emergency..... Call 911 (from campus phone dial 9-911)

- Please call Campus Security to advise the emergency vehicle is en route.

2. Indian River State College Campus Security

- Main Campus..... (772) 462-4755 or 462-7777
- Chastain Campus (772) 419-5666
- Mueller Campus..... (772) 226-2531
- Pruitt Campus (772) 336-6248
- Dixon Hendry Campus..... (863) 610-2090
- Blackburn Educational Building (772) 462-7103
- Tedder Road Site (772) 462-4755

- Frank L. Watkins, Jr.
VP of Student Affairs (772) 462-7474
- Dr. Marta Y. Cronin
VP of Academic Affairs (772) 462-7216
- José L. Farinos
VP of Applied Science &
Technology..... (772) 462-7234
- Paul R. O'Brien
VP of Institutional Technology (772) 462-7376
- Sean C. Donahue
Assistant Dean of Facilities &
Sustainability (772) 462-7751

3. Public Information Offices

- Michelle Abaldo..... (772) 462-7265
(772) 519-1123
- Andrew K. Treadwell..... (772) 462-4804
(772) 418-4508
- Robert Lane (772) 462-7506

4. Main Campus (Fort Pierce) (772) 462-4772

- Sheryl S. Vittitoe
VP of Financial Services, CFO..... (772) 462-7222
- Dr. Christina T. Hart
VP of Enrollment &
Student Services (772) 462-7225

- Dr. Patti Corey-Souza
Coordinator, Health
& Wellness Center..... (772) 462-7826
- Alan Montgomery
Director of Campus Safety/Security... (772) 462-4755
- Carlos Villanueva
Deputy Chief of Campus
Safety/Security (772) 462-4755
- Bob Roenbeck (Evening)
Security Officer Supervisor..... (772) 216-0279
- John Barbieri
Physical Plant Supervisor(772) 519-1188

- 5. **Chastain Campus** (Stuart)..... (772) 419-5600
 - Elizabeth A. Gaskin
Provost..... (772) 419-5604
 - Jan Melichar
Administrative Assistant (772) 419-5602
 - Debra Kohuth
Executive Director, Clark Advanced
Learning Center..... (772) 419-5751
 - Elaine Howell
Academic Support Center Manager ... (772) 419-5612

- Emily Mass (Indiantown)
Program Director..... (772) 419-5690
- Ashley MCKenzie
Counselor..... (772) 419-5605
- Thomas Lind
Maintenance..... (772) 579-7418
- Security..... (772) 419-5666
- Ray Reyes (Days)
Security Officer Supervisor (772) 216-4563
- Orlando Alvarez (Evenings)
Security Officer..... (772) 419-5666

6. **Mueller Campus** (Vero Beach) (772) 226-2500
- Casey Lunceford
Provost..... (772) 226-2505
 - Lorraine Whalen
Administrative Assistant (772) 226-2521
 - Dr. Katie Nall
Program Director..... (772) 226-2525
 - Leslie Simpson
Counselor..... (772) 226-2501
 - Joe Brozenick
Richardson Center (772) 226-2690
 - Chris Lane
Maintenance..... (772) 205-8441
 - Security..... (772) 226-2531

7. **Dixon Hendry Campus** (Okeechobee)... (863) 824-6000
- Russell Brown
Provost..... (863) 824-6004
 - Twyla Blair
Administrative Assistant (863) 824-6001
 - Janine Merriman
Counselor..... (863) 824-6002
 - Cheryl Worlow
Advisor (863) 824-6003
 - Security..... (863) 610-2090

8. **Pruitt Campus** (St. Lucie West) (772) 336-6200
- Dr. Harvey Arnold
 - Provost (772) 336-6205
 - Rhea Cemer
 - Program Director (772) 336-6202
 - Laura Kehres
 - Administrative Assistant (772) 336-6210
 - Anne Galland
 - Counselor (772) 336-6273
 - Angela Lal
 - Schreiber Center (772) 336-6370
 - Elaine Sabol
 - Library (772) 336-6383
 - Security (772) 336-6248

9. **Treasure Coast**
- Public Safety Training Complex** (772) 462-7150
- Evan Berry
 - Assistant Dean of
 - Public Service Education (772) 462-7945
 - Lee Spector
 - Director, Criminal Justice Institute (772) 462-7949
 - Michael Kemp
 - Director, Fire Science (772) 462-7968
 - Security (772) 462-4755 or 462-7777

10. **River Hammock** (Student Housing)

- Icaza Jones
Housing Manager..... (904) 718-8062
- Ann Decker
Executive Director, IRSC Foundation ... (772) 462-7240
- Latrice Thomas
Property Management Specialist (772) 462-7246
- Scott Kimmelman
Athletic Director (772) 462-7760
- Dale Atkinson
Assistant Athletic Director (772) 462-7419
- Security..... (772) 462-4755

11. **Blackburn Educational Building** (772) 462-7100

- André Hawkins
Dean (772) 462-7101
- Vera Whitty
Administrative Assistant..... (772) 462-7100
- Security (772) 462-7103

SECTION I

EMERGENCY NOTIFICATION AND CONTACTS

EMERGENCY PLAN FOR FIRE

1. Notification in the Event of Fire:

✓ Call 911

- Be prepared to relay the exact campus location and building. (Example: The fire is at Indian River State College, Main Campus on the 1st floor of the Kight Center, Room 110)

✓ Sound local fire alarms, if available, and call Campus Security.

2. If you see or smell smoke or gas:

✓ Exit the building immediately.

✓ Call Campus Security. (See Section I for the appropriate numbers.)

3. If a fire has been confirmed:

✓ Call 911 for the local Fire Department.

✓ Sound local fire alarms, if available.

✓ Initiate voice alert if no alarm is available. (Ex., "Fire, Fire, Fire!")

✓ Exit the building immediately.

4. **If you encounter smoke or flames:**

- ✓ Crawl low under the smoke to get clean air.
- ✓ Test doors before you open them by kneeling or crouching at the door.
 - o Reach up as high as you can, and touch the doorknob with the back of your hand.
 - o If doorknob is hot, use another escape route.
 - o If doorknob is cool, open it cautiously and continue along your escape route.
- ✓ Isolate FIRE by closing off doors if possible.
 - o Evacuate using stairwells, not elevators.
 - o Follow directions from those in authority.
 - o STAY CALM.
- ✓ Once you are safe and immediate emergency procedures have been followed, notify appropriate administrative authority.

SECTION II

EMERGENCY PLAN FOR FIRE

EVACUATION PROCEDURES

The following evacuation procedures are presented as general guidelines. Each building and work area has established unique procedures, specific to the facility, to ensure safe evacuation of students, employees and visitors. See Building Manager for specific building procedures.

1. **WHEN TO EVACUATE**

- ✓ In the event of a fire alarm, complete evacuation of the building will be IMMEDIATE AND MANDATORY.
- ✓ For other emergencies that may require partial or total evacuation, Security, Building Managers or other responsible authorities, will notify you.
- ✓ The method of NOTIFICATION of an evacuation will be identified and included in the evacuation plan.

2. **EVACUATION ROUTES**

- ✓ Primary evacuation routes for each floor of each building are the nearest safe stairwells or hallway.
- ✓ Elevators should **NOT** to be used during evacuation.
- ✓ All occupants should be familiar with the evacuation routes, which are posted on each floor.
- ✓ Evacuees should meet at designated area for a headcount.
- ✓ “Assembly points” to be used during an evacuation are identified and included in the Facility Evacuation Plan.

3. **TOTAL EVACUATION**

- ✓ If a condition exists that requires total evacuation of the building, the Emergency Alert system and/or the fire alarm should be used for notification.
- ✓ In buildings without a standard fire alarm system, the Emergency Alert system and/or a voice alert will be used to notify occupants.

4. **METHOD OF EVACUATION**

- ✓ Evacuation should begin with those persons not requiring assistance.
- ✓ Position persons with disabilities near the stairwell farthest from danger.
- ✓ If possible, designate one person to stay with the disabled and another to notify emergency responders of their location.
- ✓ Elevators should **NOT** to be used during emergency evacuation.
- ✓ Flashlights or emergency lighting will be useful in case of electrical power failure.
- ✓ Occupants will proceed to the nearest stairwell in an orderly manner, staying to the right side of the stairs and exiting the building on the ground floor.
- ✓ Close office doors and window as you leave.

EVACUATION PROCEDURES (continued on next page)

SECTION III

EVACUATION PROCEDURES

EVACUATION PROCEDURES (continued)

- ✓ Occupants should be informed to take personal items only if there is time.
- ✓ Occupants should remain quiet in the evacuation process in order to hear directions.

5. BOMB THREAT EVACUATION

- ✓ If the evacuation is due to a bomb threat, be alert, make note of any unusual packages in or near your office area.
- ✓ Do not touch the package, but report it to authorities immediately.
- ✓ See Section VIII of this guide for Bomb Threat Procedures.

6. CONDUCT FOLLOWING EVACUATION

- ✓ DO NOT PANIC.
- ✓ Once in the safe area, stay visible.
- ✓ Occupants not accounted for are assumed to be missing and requiring firefighters rescue.
- ✓ Occupants will proceed to the area outside identified for assembly as warranted by existing conditions.
- ✓ All personnel should follow instructions given by those in charge.
- ✓ Do not return to an evacuated building unless authorities give "ALL CLEAR" designation.
- ✓ Instructors and supervisors should account for occupants from their respective areas.

ACCIDENTAL SPILL OF HAZARDOUS SUBSTANCE

1. NOTIFICATIONS

- ✓ Notify Emergency Contacts (refer to Emergency Contacts, Section I)
- ✓ Contact IRSC Security Office.
- ✓ Contact Student Affairs Office or Campus Provost.
- ✓ Non-business hours, contact IRSC Campus Security Office.

2. ACTION—RESTRICT ACCESS TO AREA OF SPILL

- ✓ Evacuate all personnel from the building containing the hazardous substance.
- ✓ Depending on the severity of the emergency, request assistance from the following parties in order of severity.
 - o Fire Department
 - o Police Department
 - o County Emergency Services and Disaster Agency
 - o State/National Emergency Services and Disaster Agency

3. AFTER EMERGENCY IS OVER

- ✓ Restore the facilities and safety equipment to pre-emergency status before resuming operations.

MAJOR MEDICAL EMERGENCIES

1. Life Threatening

- ✓ Upon observation of the medical emergency, take the following actions:
 - Call or have someone call **911** and then Campus Security, Campus Provost and Health & Wellness Center/Student Affairs Office.
 - State the nature or type of emergency.
 - Give the location of building, floor and room.
- ✓ Identify the person and any other pertinent information which will help prepare responders.
 - Age
 - Gender
 - Symptoms victim is exhibiting
 - Pre-existing health condition (if known)
 - Any medication the victim may have ingested (if known)
 - Stay with the victim until emergency personnel arrive
- ✓ Have another individual in the area meet the emergency personnel to expedite locating the victim inside a building.

- ✓ Following the medical emergency, prepare an incident report regarding the actions taken in response to the emergency. Copies of this report should be provided to the Vice President of Student Affairs, Campus Provost, appropriate administrators and Campus Security.

2. **Not Life Threatening**

- ✓ Injuries which are not life threatening, but which have occurred on College property.
 - o Contact Health/Wellness Center, Campus Provost and Campus Security
 - o First Aid should be provided within the scope of knowledge and skill by anyone who is readily accessible and willing to manage the situation.
- ✓ College personnel will not, as College representatives, provide personal transportation for injured or ill persons.
- ✓ IRSC Campus Security will make a written report for any injury that occurs on College property.
 - o Instructors will submit a report to their Department Chair concerning the circumstances of student injuries occurring in their class activities.
 - o Initial reports should be forwarded to the administrator immediately responsible for the instructional or operational program for appropriate distribution.
 - o Supervisors are responsible for reporting injuries and sickness of employees in compliance with IRSC Workers' Compensation policies.

DISRUPTIVE OR DISORDERLY CONDUCT

1. Incidents involving complaints or minor misconduct by students, visitors or other non-employee individuals should be resolved by faculty/staff personnel when at all possible.
2. The appropriate administrator, Campus Provost or other supervisor on duty is responsible for assisting faculty/staff personnel if they are unable to immediately resolve the incident/complaint.
 - ✓ IRSC Campus Security will respond to complaints/incidents if the situation or conducts warrants intervention.
 - ✓ Factors, which might indicate Campus Security involvement, may include conduct which has escalated beyond the capabilities of the faculty or staff available.
 - ✓ Any student, faculty or staff member should call IRSC Campus Security immediately when conduct may endanger personal safety or property.

3. Report incidents or obtain Campus Security by calling:
- Main Campus.....(772) 462-4755 or 462-7777
 - Chastain Campus (772) 419-5666
 - Mueller Campus..... (772) 226-2531
 - Pruitt Campus (772) 336-6248
 - Dixon Hendry Campus..... (863) 610-2090
 - Blackburn Educational Building (772) 462-7103
 - Treasure Coast Public Safety
Training Complex.....(772) 462-4755 or 462-7777
 - Tedder Road Site(772) 462-4755 or 462-7777

The following may govern student conduct:

- Indian River State College Board Policy 6Hx11-7.24 Student Standards of Conduct
- Indian River State College Student Handbook/Planner; Section on Discipline

WEAPONS ON CAMPUS

Anyone having knowledge of a weapon or an armed person on campus should immediately call 911, then alert the IRSC Campus Security.

1. **Be prepared to provide the following information.**

- ✓ Location of the armed person
- ✓ How the person is armed, i.e. rifle, pistol, knife
- ✓ Actions (and, if known, purpose) of armed individual
- ✓ A complete description of the individual
- ✓ Whether or not any shots have been fired
- ✓ Your name and where you can be located if needed

IRSC Board Policies and State Statutes **do not permit** the possession of firearms in college buildings or on designated college property.*

2. **After notifying Campus Security, Campus Provost and / or appropriate dean's office of the situation (Refer to Emergency Contacts, Section I)**

- ✓ Unless otherwise directed, persons on campus should remain in their office or classroom with doors closed and locked, if possible.
- ✓ If there is danger of shots being fired or if shots have been fired, all persons should lie on the floor and remain as calm as possible.
- ✓ Individuals should remain in a place of safety until assured that any danger has been resolved.

3. A student, faculty or staff member should call IRSC Campus Security immediately when conduct may endanger personal safety or property.

* Only certified law enforcement officers and certain persons designated by the College President are allowed to possess a firearm on campus.

BOMB THREAT PROCEDURES

1. Remain calm, listen and take notes if you received a bomb threat by phone.

- ✓ Remember what you hear!
- ✓ Keep the caller talking while you notify someone nearby that you are on a bomb threat call and to reach Campus Security at (772) 462-4755 or (772) 462-7777 or the appropriate Campus Security site number.
- ✓ If the call is received on a telephone with the caller ID-RECORD THE DISPLAYED NUMBER.

2. Try to get as much information as possible.

- ✓ Questions could include:
 - Where is the bomb?
 - What does it look like?
 - Building in question?
 - Time of setting?
 - Location of the bomb?
 - Can you repeat the message?
 - Can you tell me the reason you are doing this?
- ✓ Record a description of the caller's voice: male, female, excited, slurred, etc.
- ✓ Listen for background noises such as railroad, streets, aircraft.

3. **Immediately call IRSC Campus Security, if not already notified.**
4. **Do not discuss the call with anyone but appropriate authority-in-charge to prevent alarming others.**
5. **The IRSC Campus Security will contact local Police Department, or other agency, for necessary assistance concerning the call.**
6. **Procedures to be implemented will be based on the content of the bomb threat and course of action selected by the authorities.**

SEVERE WEATHER ALERT

A decision to dismiss classes or close campus will be made by the College President or by his designee when weather or other conditions pose a potentially serious threat to the safety of the College's students and employees.

- ✓ Please monitor the IRSC website, www.irsc.edu, Facebook, Twitter and WQCS 88.9FM for information regarding IRSC classes and activities in the case of a hurricane or other emergency.

During Business Hours

1. During business hours, Institutional Advancement issues notices to WQCS, the media, the IRSC website and the Emergency Alert system.
2. If classes are in session and offices occupied, the notification to close may be done in person, by phone, via email or the Emergency Alert system.
3. Should the decision be made to close the College, employees should prepare work and classroom areas as necessary to lessen potential property loss from the adverse event.

Such AS:

- ✓ Disconnect all electric equipment—computer, TV, etc.
- ✓ Move delicate or electrical equipment away from windows toward interior walls.
- ✓ Secure (close and lock) windows and doors when leaving, and turn off all lights.

During Non-Business Hours

1. The College President or his designee will notify Institutional Advancement who will be responsible for notifying the news media of the closing decision.
2. WQCS 88.9 FM and other radio and local television stations will be notified and should be monitored to serve as one source of information when a potential widespread emergency condition is present.
3. WQCS 88.9 FM and the College website www.irsc.edu will have the most accurate, up-to-date information.

EMERGENCY ANNOUNCEMENTS

The Institutional Advancement Office will issue sequenced announcements in the case of an emergency.

Urgent announcements will be announced through loudspeaker systems (Audio Alert Systems) at each campus.

You can access emergency announcements through the following media:

- IRSC website at www.irsc.edu, Facebook, Twitter
- WQCS 88.9 FM
- Local television station news programs and announcement “crawls”

In the case of a major emergency, announcements will be sent to the College’s Emergency Alert system. Students and employees who have submitted their cell phone number and email address will receive a cell phone call (voice - you must say “hello” to activate) and email message regarding the emergency.

Students should go to the IRSC website and click on **MYIRSC** - login - and update their emergency information. At the IRSC website, employees should click on **Faculty & Staff** - select **Employee Information** - login - click on **Change Contact Info** - click **Telephones** and make sure their mobile phone number is listed.

16-7706