





# Armed Assault and Terrorist Threat/Attack

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

**Provide as much information as possible**

- o Nature of the incident
- o Descriptions of people (perpetrators and victims)
- o Descriptions of any weapons seen

**Additional immediate action steps**

- o Direct evacuation of people in vicinity
- o Keep fire lanes and building access





# Civil Disturbances and Riot

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## **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

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If suspicious package or object is



# Hostage

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## **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 scen



# Death On Campus

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## **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

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## **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





# Hazardous Material (HazMat)

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## **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)





# Medical Emergencies

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- § **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,