

EMERGENCY QUICK GUIDE

Prepared by
Safety, Security and Emergency Preparedness



IN ACCORDANCE WITH THE BROWARD COLLEGE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

REVISED 2014

EMERGENCY QUICK GUIDE

The Broward College Comprehensive Emergency Management Plan (CEMP) is the master operations document governing Broward College's (BC) ability to respond to emergencies, and to catastrophic, major and minor disasters on all of their campuses and facilities. The CEMP is compliant with the National Incident Management System (NIMS), and incorporates the principles set forth in the Incident Command System (ICS). The CEMP describes the basic strategies, assumptions, roles, and responsibilities and operational objectives which will guide the Broward College community to be as prepared as possible for the hazards that will most likely occur. The CEMP is designed to protect lives and property through effective use of College, Local, Regional, State, and Federal resources. Since an emergency may be sudden and without warning, the CEMP is intended to be flexible in order to accommodate contingencies of various types and magnitudes. The BC CEMP is not intended to limit the use of good judgment and common sense in matters not foreseen or covered by the elements of this plan.

The BC CEMP is designed to be flexible, adaptable, and scalable. It is always in effect and articulates the roles and responsibilities for Broward College personnel that have emergency management responsibilities.

This Emergency Quick Guide provides general guidelines to follow during an emergency situation.

INTRODUCTION



Follow all directives issued by BC Alert, Campus Safety, and Emergency Responders.

- Close all doors and stay away from windows.
- Duck and cover if necessary.
- If persons are injured, call 911 by any available communications system. If no communications are available, an uninjured person should be sent to find assistance when safe to do so.
- All should remain sheltered until an “All Clear” announcement is given, or a messenger reports the same.

SEVERE WEATHER

First, call 911.

**Then, if safe to do so,
call Campus Safety at
954-201-HELP (4357).**

- If vapor cloud threatens building or campus, shelter in place.
- Shut down air handling system/HVAC.
- Restrict access to the affected area to all but authorized personnel.
- Maintain perimeter security until help arrives.
- Coordinate accountability until help arrives.



HAZARDOUS MATERIAL (HAZMAT) INCIDENT



First, call 911.

**Then, if safe to do so,
call Campus Safety at
954-201-HELP (4357).**

- Report the type of emergency, name of the ill/injured person, and the exact location of the incident.
- If trained, provide first aid/CPR.
- Send another employee to the doorway of the work area to direct EMS personnel from hallways to the ill/injured person.

EMERGENCY MEDICAL



Dangerous Individual / Active Shooter/ Armed Intruder / Hostage Situation

- Anyone who is aware of a Dangerous Individual on or in the vicinity of the Campus should immediately **call 911**.
- Call Campus Safety at **954-201-HELP (4357)** or if it is safe to do so, go to the nearest Emergency Call Box on Campus and inform Campus Safety.
- Follow all directives issued by **BC Alert, Campus Safety, and Emergency Responders**.

IF SAFE TO DO SO:

- Check halls and rest rooms for students.
- Close and lock interior doors and windows.
- Move to a safe corner to reduce visibility.
- Turn off lights (including computer monitors).
- Verify attendance.
- Shelter in place until all clear has been given.

DANGEROUS INDIVIDUAL

First, call 911.

**Then, if safe to do so,
call Campus Safety at
954-201-HELP (4357).**

- DO NOT assume that it is a false alarm or drill.
- LEAVE WORK AREA immediately. Follow the posted exit pathway map (either primary or secondary routes).
- Close doors as you exit your work area.
- Assist others down the stairs (elevators will be shut down during alarms).
- Meet your group at a rally point, when designated.
- Account for all persons present; determine persons not present.
- Report any persons not accounted for to campus safety and/or law enforcement personnel.



FIRE

First, call 911.

**Then, if safe to do so,
call Campus Safety at
954-201-HELP (4357).**

- Follow all directives issued by BC Alert, Campus Safety, and Emergency Responders.
- Evacuate, if appropriate.



BOMB THREAT



First, call 911.

**Then, if safe to do so,
call Campus Safety at
954-201-HELP (4357).**

**Follow all directives issued by
BC Alert, Campus Safety, and
Emergency Responders.**

IN THE ABSENCE OF DIRECTIVES BY
BC ALERT, CAMPUS SAFETY, AND/OR
EMERGENCY RESPONDERS, DO ONE
OR MORE OF THE FOLLOWING WHEN
APPROPRIATE:

- Check halls and rest rooms.
- Close and lock interior doors and windows.
- Turn off lights (including computer monitors).
- Verify attendance.
- Shelter in place until all clear has been given.
- Evacuate.

GENERAL EMERGENCY