

CMS EMERGENCY OPERATIONS INFORMATION [2/15/2022]

INCIDENT

RECOMMENDED ACTION

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| <ul style="list-style-type: none">■ personal injury

■ chemical spill

■ radiation or biological hazard

■ building-wide INTERNAL hazard (e.g., fire, gas leak)

■ building-wide EXTERNAL hazard (e.g., criminal activity, severe weather) | <ul style="list-style-type: none">■ critical: call Campus Police (727-873-4444)■ non-critical: contact Human Resources, MSL 111, 727-553-3375<ul style="list-style-type: none">• for Worker's Comp incidents, see HR staff prior to seeking medical attention (if possible). If HR is unavailable, call Amerisys directly (800-455-2079; CMS Dept Code: 0283)
■ use nearest remediation kit to contain spill■ call USFSP Safety & Compliance (727-873-4216)■ notify CMS Facilities Manager (& Campus Police if warranted)
■ call Div. of Research Integrity & Compliance (813-974-5638)■ notify CMS Facilities Manager (& Campus Police if warranted)
■ if possible, remedy the situation personally (fire extinguisher, gas valve)■ notify appropriate USFSP personnel (e.g., Safety, Police, Physical Plant)■ if unmanageable, use nearest alarm pull station, then evacuate building<li style="color: red;">NOTE: building alarms in MSW do not notify emergency responders - campus police and/or fire department must be called directly.
■ shelter IN PLACE until hazard passes or threat is controlled. If so directed, remain in office lockdown or seek shelter at a secure location. Monitor internal email, phone, or CMS website for information. |
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BUILDING EVACUATIONS: If possible, collect personal items and critical work materials, unplug non-essential equipment. Use stairs instead of elevators, especially in fire situations. Unless otherwise directed, assemble at designated **evacuation muster area on 8th Ave SE** (see campus map). Remain at muster site until given the ALL CLEAR by campus police, Physical Plant or CMS representative in charge.

CAMPUS EVACUATIONS: If time allows, secure workplace and equipment, collect personal items and critical work materials. Since the campus may be closed or inaccessible for an indeterminable time, it is recommended that a TO-GO kit containing duplicates of important electronic files or other work materials be previously-compiled and available to take with you. **St Pete Campus Emergency Information (727-873-4636)** or the CMS or USF SP websites may provide further university-related information. Consult appropriate weather-related website for information on natural hazards.

STORM PROCEDURES: At the Watch or Warning stage for potential hurricanes, plan to secure workplace and equipment. Relocate equipment away from windows and into interior spaces; cover unmovable items with plastic sheeting and secure in place. Follow campus evacuation procedures when directed to do so. For immediate and/or short-term natural hazards, shelter IN PLACE at a secure location until hazard subsides. Personnel in portable buildings should relocate to MSL. Monitor internal email, phone, CMS or USFSP website for information.

ADDITIONAL PHONE / WEBSITE CONTACTS:

- USF SP Physical Plant Office

- CMS Facilities Mgr. (Joe Donnelly)
- Environmental Health & Safety (Tampa)
- USF SP Safety & Compliance Officer (Guy Van Asten)
- CMS internal website
- USF SP Police
- USF Emergency Management

873-4135 (o); 873-4163 (maint. Sup); 727-510-6890 (after hours on-call supervisor)
727-667-2046 (m)
(813) 974-4036 (<http://www.usf.edu/ehs>)
727-873-4216 (o); 727-459-0512 (m)
<http://www.marine.usf.edu/internal/>
<http://www.stpetersburg.usf.edu/police>
<http://www.usf.edu/administrative-services/emergency-management>