

IN CASE OF EMERGENCY...

UNIVERSITY OF SOUTH FLORIDA®
PROTECTIVE ACTIONS GUIDE

If you are in a classroom with students when an emergency occurs, you are in a position of authority. Students will look to you for direction. We realize that this may be an uncomfortable and uninvited position; however, students who participated in focus groups on emergency preparedness unequivocally stated that they would always look to a faculty member for guidance during an emergency.

Should an emergency occur, please refer to the protective actions on this sheet for guidance. Depending on the complexity and type of emergency, normal class schedules may be suspended.

Know Your Location

Provide your location when calling 911.

Emergency Door Locks

If the room is equipped with an emergency door lock system:

- The button should be pressed if there is an immediate threat in your vicinity.
- **Doors must fully closed for locks to engage.**
- Call 911 once the button has been pressed.

Common Protective Actions

- Always be aware of your surroundings.
- Remain calm and help others do the same.
- Create distance between you and the hazard.
- Follow all verbal instructions, messages, and alerts.
- Report any suspicious activities to **University Police** by calling **974-2628**.

If Instructed to **Shelter-in-Place**

- Stay where you are.
- Close all doors and windows and create a seal around them with available materials.

Active Threat

- **Run – Hide – Fight:** If possible, run from the threat. If unable to run, hide out of sight behind adequate cover. If faced with the threat, use your resources to fight back.
- Silence all cell phones and other equipment that may produce sound.
- Continue to evaluate the threat and trust your instincts to keep yourself safe.
- Have **one person** from the room call 911 if you have information to provide or injuries to report.

>> Flip Over for More Information <<

Fire, Smoke, or Explosion

- Activate the nearest fire alarm and evacuate the area.
- Notify others as you evacuate.
- Do not use elevators, use only stairwells.
- Assist individuals with disabilities to areas of refuge within stairwells and notify public safety officials of their location.
- Close doors behind you as you leave to limit spread of fire and smoke.
- **Call 911 when you are safely out of the building.**
- Remain a safe distance from the building in a grassy area, avoiding parking lots.

Severe Weather and Tornadoes

- Move to an interior room on the lowest level of the building, away from doors and windows.
- Monitor weather broadcasts.
- Remain in place until severe weather passes.

Hazardous Materials Release

- Evacuate the area immediately.
- Call Environmental Health and Safety at 974-4036 or University Police at 974-2628 for assistance. If an emergency, call 911.
- If you come in to contact with the material, rinse with copious amounts of water and do not rub skin. Seek medical attention.
- Shelter-in-place if directed.

Power Outages

- Move cautiously to a lighted area.
- Follow instructions from public safety officials.

Bomb Threat or Suspicious Item

- Evacuate the area immediately.
- Notify others around you.
- Call 911 and provide as much information as possible.
- Do not touch or disturb any objects.

Suspicious Person

- Do not physically confront the person or block access to an exit.
- Do not allow anyone to follow you into access controlled areas.
- Call 911 and provide as much information about the person and direction of travel as you can.

Important Phone Numbers

- Emergency: 911
- University Police (non-emergency): (813) 974-2628
- Environmental Health & Safety: (813) 974-4036
- USF Emergency Management: (813) 974-0870

Be Prepared.