Miami Dade College

EMERGENCY ACTION GUIDE

Quick Reference

Emergency Preparedness, Miami Dade College, 300 NE 2nd Avenue, Miami, FL 33132

"Despair is most often the offspring of ill-preparedness"

Don Williams Jr.

EMERGENCY ACTION GUIDES

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Most emergency incidents on campus are going to be identified by students, faculty, staff, or visitors. If students, faculty, staff, or visitors are involved in or witness a life-threatening emergency, it is essential for them to immediately call 911 and the appropriate Campus Public Safety Department.

Each campus has uniformed Public Safety personnel on duty 24 hours per day, seven days per week.

To report an emergency

- Emergency telephones with direct access to the Campus Public Safety Department are located throughout the campus and in all elevators.
- Blue Light Emergency Phones are located in prominent locations on the campus parking lots. In addition, some campuses are equipped with Blue Light Emergency Phones in high traffic areas within buildings. The Blue Light Emergency Phones connect callers directly to the Campus Public Safety Department dispatch center, which will notify police or fire personnel to respond as appropriate to the situation.
- You may report criminal actions and emergencies to any uniformed Miami Dade College Public Safety Officer

To report a crime or an emergency, contact the appropriate Campus Public Safety Department by phone or in person at the offices listed below.

Miami Dade College TDD Line: 800-955-8771

Hialeah Campus Public Safety
1780 West 49th street, Room 1114
Hialeah, FL 33012
305-237-8701

Medical Campus Public Safety
950 NW 20th Street, Room 1153
Miami, FL 33127
305-237-4100

Homestead Campus Public Safety
500 College Terrace, Room D114
Homestead. FL 33030
305-237-5100

North Campus Public Safety
11380 NW 27th Avenue, Room 1175
Miami, FL 33167
305-237-1100

InterAmerican Campus Public Safety
627 SW 27th Ave, Room 1123
Miami, FL 33135
305-237-6046

West Campus Public Safety
3800 NW 115th Avenue, Room 1130
Miami, FL 33178
305-237-8100

Kendall Campus Public Safety
11011 SW 104th Avenue, Room 5118
Miami, FL 33176
305-237-2100

Wolfson Campus Public Safety
300 NE 2nd Avenue, Room 1140
Miami, Florida 33132
305-237-3100

Evacuation

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The unpredictable nature of emergency situations requires quick action and clear thinking to avoid injury. The decision to evacuate is based on factors that give you the best chance of remaining safe and avoid putting yourself in a more harmful situation.



Evacuation is required:

- any time the fire alarm sounds,
- if you smell smoke or know an actual fire is burning,
- an evacuation announcement is made, or
- a College official orders you to evacuate.

In the event of an evacuation:

- Alert those around you who might not have heard.
- Turn off equipment / secure hazardous operations only if possible.
- CHECK all doors for heat before you open or go through them to avoid walking into a fire.
- EVACUATE the building using the nearest exit or stairway. **DO NOT USE ELEVATORS.**
- REMAIN CALM and walk to nearest exit / Close doors and windows as you exit.
- PROCEED to pre-determined assembly area of building and **remain there** until you are told to return by Campus Public Safety.

If you are unable to leave the building due to a physical disability:

- Go to the nearest area where there are no hazards.
- Use a telephone to call **911 and** Campus Public Safety.
- Be sure to give them the room number so they can send help to you.
- If possible, signal out the window to on-site emergency responders.
- One person may remain with you if they wish to assist you.

As an individual requiring assistance, how should I pre-plan an evacuation?

- CREATING a personal plan. Inform students, faculty, or staff members about your disability and let them know specifically what assistance you will need in an evacuation.
- LEARNING the locations of exit corridors, exit stairways, and designated areas of refuge.
- PLANNING a primary and alternate escape route.
- TELLING another student, faculty, or staff member how to assist you during an evacuation.
- NOTIFY someone you're safe by using your phone independently or make prior arrangements with ACCESS to have someone contact you or attempt to locate you through Public Safety.

As a student, faculty, or staff member, what can I do help individuals requiring assistance?

- KNOW the needs and capabilities of people requiring assistance who are routinely in your classroom or work area.
- ASK how you can help anyone requiring assistance before giving it.
- OFFER verbal assistance for individuals who are blind or visually impaired and guide them to the nearest exit.

Dangerous Subject / Active Shooter

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If someone brings a weapon on campus, there are several things to remember that will help protect your life. First, in any serious life threatening emergency, always call 911 and alert Campus Public Safety.

If a dangerous situation has been confirmed on campus, the appropriate First Responders will be called to respond. When law enforcement officials arrive, they won't know the good people from the bad people, so remain calm, show them your hands, and provide them with as much specific information as possible about the individual.

A normal reaction to a hostile intruder situation is to panic. Preplanning your own individual actions for such an incident will greatly improve your initial reactions and increase your chances for survival.

How to respond if an active shooter is in your vicinity:

- **RUN**
  - If there is an escape path, attempt to evacuate.
  - Prevent others from entering the area.
  - Evacuate whether others agree or not.
  - Meet at a predetermined area, do not leave campus.
  - Leave your belongings behind.
  - Call 911 when you are safe.
  - Help others escape if possible.



- **HIDE**
  - Lock and/or blockade the door.
  - Hide behind large objects.
  - Silence your cell phone.
  - Remain very quiet.
- **FIGHT (Last Resort)**
  - Attempt to incapacitate the shooter.
  - Act with physical aggression.
  - Improvise weapons.
  - Commit to your actions.
- **When Law Enforcement arrives on the scene:**
  - Do exactly as the team of officers instructs.
  - Do not approach the officers.
  - Keep your hands visible, fingers spread, and empty.

Bomb Threat

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Understand the goal/motivation of making a bomb threat - usually comes from one of two types:

- **The Prank Caller:** The most frequent goal is to create an atmosphere of panic and anxiety, which hopes to disrupt normal activities or operations at the location where the bomb device is assumed to be placed.

- **The Credible Caller:** The caller has definite knowledge or believes that an explosive device has been or will be placed, and wants to warn of the threat to minimize personal injuries or property damage. The caller may be the person placing the bomb or someone who has become aware of information they believe to be credible.

If you receive a bomb threat by telephone, try to remain calm and obtain as much information as possible from the caller.

- Record the time of call, sex of caller, phone number (if caller ID present).
- What did the caller say?
- Ask:
  - When is it going to explode?
  - Where is the bomb?
  - What does it look like? / What kind of bomb is it?
  - What will cause it to explode?
  - Did you place the bomb? Why?
  - What is your name and address?
- Write down information about the caller:
  - Man or a woman?
  - Approximate age?
  - Unusual speech traits?
  - Tone of voice and attitude?
  - Foreign or regional accent?
  - Background noise?



If the threat was delivered or left in your area, try to recall a description of the deliverer or any suspicious person(s) in the area.

- Immediately notify Campus Public Safety.
- Report the time, location and content of the threat, as well as your location and phone number.
- Take no other action unless directed by Campus Public Safety. Do not create a panic situation.
- Take a quick visual look around your area for any suspicious object(s). Do not touch or move the object.
- If you are told to evacuate the area, take your notes about the call with you.

Fire, Smoke & Explosion

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In the event of fire, smoke, or an explosion:



- Alert those around you to the hazard.
- Evacuate the room, closing doors behind you as you leave.
- Manually activate the fire alarm system as you exit the building.
- Exit and move away from the building – **DO NOT USE ELEVATORS.**
  - If you encounter smoke, stay low, if necessary use your secondary escape route.
- Call 911 from a safe location. Tell the dispatcher:
  - Name of the building.
  - Location of the fire.
  - Description of the fire.
- ALL fires must be reported to Public Safety, including those that have been extinguished.

If your clothing is on fire

- Stop – Drop to the ground or floor and Roll to smother flames.
- Smother flames using a fire blanket.
- Drench with water from a safety shower or other source.
- Seek medical attention for all burns and injuries.

If you are trapped in a building

- If possible, take shelter in a room with an outside window.
- Close all other doors and windows.
- Use clothing, towels, or paper to block around the door or over vents to keep smoke out.
- Stay low and try to avoid the smoke.
- If there is a telephone, call 911 to report your location and situation.
- Signal to rescuers and people outside the building by waving clothing and other light colored objects. Stay where rescuers can see you.
- Remain calm, stay low, and be patient.

Fire Extinguishers

- If you have been trained and it is safe to do so, you may use one extinguisher to attempt to extinguish the fire.
- Only attempt to extinguish small fires.
- Make sure you have a clear escape path.
- If you have not been trained to use a fire extinguisher you should EVACUATE immediately.

Hazardous Materials

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For spills or incidents requiring procedures or personal protective equipment beyond the abilities of the personnel present, take the following actions:

- Alert others in the immediate area and EVACUATE the room.
  - If building evacuation is needed then manually activate the building fire alarm.
- Close doors as you leave the room.
- KEEP others out of the area.
- Call 911 and Campus Public Safety from a safe location and provide the following information:
  - Your name, telephone number, and location.
  - Location of the spill.
  - Name and quantity of material spilled (if known).
  - Any injuries or personal contamination.
- Use eyewash or safety showers as needed to wash spilled chemicals off your body.
  - Flush the affected areas with copious amounts of water for at least 15 minutes.
- If you are contaminated do not spread the material or contaminate others. Tell responders you have the material on you.

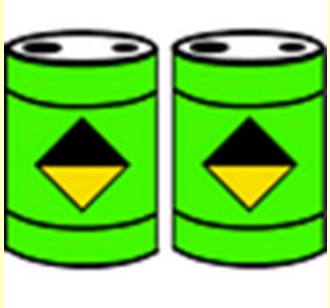
Shelter-In-Place

One of the protective actions that may be issued by Campus Public Safety or Campus Crisis Management Team personnel is SHELTER-IN-PLACE. A Shelter-In-Place protective action may be issued in response to a hazardous materials spill / release in the local area.

This protective action is aimed to keep students, faculty, and staff safe while remaining **indoors**.

Shelter-In-Place means selecting a secure, interior room if possible, with no or few windows, and taking refuge there.

- If outdoors, find a safe location in the nearest building away from doors and windows.
- Once inside, close all doors and windows. If possible, close or seal air vents, door jams and any other larger openings to the outside.
- Close window shades, blinds, or curtains.
- The building's air conditioner may be shut down by the appropriate College personnel to minimize the introduction of outside air into the building.



Severe Weather

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Thunderstorm



- Seek shelter inside of a sturdy building.
- Avoid small sheds or isolated structures in open areas.
- Stay away from windows and doors, and stay off porches.
- Avoid contact with corded phones. Cell phones and cordless phones are fine.
- Avoid contact with plumbing. Do not wash hands, bathe, shower, wash dishes, etc.
- Avoid contact with electrical equipment and cords. Before the storm, unplug or power down sensitive equipment.

Flood



- Always follow official instructions given for your area.
- Never drive through standing water.
- Never walk through moving water.
- Be aware that flash floods can occur quickly. If flooding occurs, move immediately to higher ground.
- Monitor local radio/TV channels for evacuation and other directives.

Tornado: TAKE SHELTER if you see or hear a tornado approaching. There may not be time for an official warning

- If Indoors:
  - GO to the lowest building level (if there is time to do so).
  - GO to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. PUT as many walls as possible between you and the outside.
  - GET under a sturdy table and use your arms to protect your head and neck.
  - DO NOT open windows.
- If outdoors:
  - LIE FLAT in a nearby ditch or depression and cover your head with your arms. BE AWARE of the potential for flooding.
  - DO NOT get under an overpass or bridge. You are safer in a low, flat location.
  - WATCH OUT for flying debris. Flying debris from tornadoes causes most fatalities and injuries.
- In a Vehicle.
  - Abandon the vehicle and go to the nearest shelter or permanent building.
  - If there is no nearby shelter, lie flat in a ditch and cover your head.



Workplace Violence / Crimes

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Your actions may help calm a potentially violent situation, or they may escalate the problem.

- **If confronted, behave in a manner that helps calm a situation**.
  - Stay composed and don't be in a hurry.
  - Be empathetic. Show you are concerned.
  - Try to have the person sit down; sitting is a less aggressive position.
  - Give positive outcome statements, such as, "We can get this straightened out."
  - Give positive feedback for continued talking, "I'm glad you're telling me how you feel."
  - Try to remain out of arms' reach.
  - Have limited eye contact.
- **If confronted, avoid aggravating behaviors:**
  - Do not patronize.
  - Do not yell or argue.
  - Do not joke or be sarcastic.
  - Do not touch the person.
- **If someone becomes agitated:**
  - Leave the scene immediately, if possible.
  - Call Campus Public Safety from a safe place.



- **Common preventive individual safety measures to take:**
  - Avoid scheduling appointments for times when no one else is in the area.
  - Remove sharp and blunt objects from desks.
  - Try to avoid working alone after hours. If you have to work late, advise a friend or family member. When working after office hours, keep doors locked and do not open the door unless you are expecting someone.
  - Do not leave money or valuable belongings lying around; they should be locked in a desk or cabinet and kept out of sight.
  - Lock your office and/or lab doors when they are not in use, even when you are leaving for "just a moment."
  - Always walk in well-lit areas and know your surroundings. If you think you are being followed, go where there are other people. Call 911 or Campus Public Safety as soon as you are in a safe place.
  - Report any strange or unusual activities immediately to your supervisor and Campus Public Safety.
  - Survey your work area and report any locks, windows or lights that are in need of repair.

Behavioral Threat / Crisis

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Each campus has established a Behavioral Threat Assessment Triage team consisting of members from Public Safety, Dean of Students, Dean of Academic Affairs, and Director of Administrative Services.

When the campus Behavioral Threat Assessment Triage team learns about a threat or other disturbing behavior, there is a general sequence of steps they can take to screen the case, determine whether to initiate an inquiry, gather information, evaluate the person and situation involved, and develop and implement a management strategy where necessary.

The major steps of the campus threat assessment and management process include:

1. Identifying persons/cases of concern; encouraging reporting.
2. Screening cases for further investigation/inquiry.
3. Gathering additional information from multiple sources (FULL INQUIRY).
4. Evaluating case and assigning a case priority level.
5. Developing, implementing, and monitoring a threat management plan.
6. Documenting and closing the case.

What are signs of a Major Behavioral Threat / Crisis?

The crisis may manifest as:

Being disruptive or threatening,

Making verbal threats of harm or suicide

Paranoia,

Hallucinations,

Uncontrollable behavior.



Troubled or less severe behavioral crises may involve uncontrolled crying, feelings of panic, withdrawal, or anger/yelling (without indications/threats of physical harm). If the crisis resolves quickly in response to attention and kindness, no intervention of professional counselors or Public Safety officers may be necessary.

What to do if someone around you is experiencing a behavioral crisis?
**A major psychological crisis always requires the intervention of trained personnel.*

- CONSIDER the safety of the person in crisis and those around him/her to be of first concern.
- DO NOT attempt to handle the potentially dangerous situation alone.
- CONTACT a Campus Behavioral Triage Team member, or if warranted,
- CALL 911. *All suicide attempts should be immediately reported to the police.*

Hurricane Preparation

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The potential for hurricanes is a seasonal threat to Miami Dade College whether it impacts on or off campus. Hurricane season extends from June 1st through November 30th each year.

All personnel should document personal inventories; check insurance policies, review/prepare personal plans; check/build evacuation kits; and brief family members of emergency plans.

Hurricane / Tropical Storm Alerts:

- **Tropical Storm Watch:** An announcement that tropical-storm conditions are possible within the specified area.
- **Tropical Storm Warning:** An announcement that tropical-storm conditions are expected within the specified area.
- **Hurricane Watch:** An announcement that hurricane conditions are possible within the specified area. Because outside preparedness activities become difficult once winds reach tropical storm force, watches are issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.
  - **Action:** During a watch, prepare your work area and home; review your plan for evacuation in case a Hurricane or Tropical Storm Warning is issued. Listen closely to instructions from local officials.
- **Hurricane Warning:** An announcement that hurricane conditions are expected within the specified area. Because outside preparedness activities become difficult once winds reach tropical storm force, warnings are issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.
  - **Action:** During a warning, complete storm preparations and immediately leave the threatened area if directed by local officials.

Saffir-Simpson Hurricane Wind Scale

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 rating based on a hurricane's sustained wind speed. This scale estimates potential property damage. Hurricanes reaching Category 3 and higher are considered major hurricanes because of their potential for significant loss of life and damage.

Category	Sustained Winds	Expectations / Types of Damage
Category 1	74 – 95 mph	very dangerous winds will produce some damage
Category 2	96 – 110 mph	extremely dangerous winds will cause extensive damage
Category 3	111 – 129 mph	devastating damage will occur
Category 4	130 – 156 mph	catastrophic damage will occur
Category 5	157 mph or higher	catastrophic damage will occur



Hurricane Evacuation Planning (Storm Surge)

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Storm surge is produced by water being pushed toward the shore by the force of the winds moving cyclonically around the storm.

Several MDC campuses are located in areas that may flood during heavy rain, and all campuses are subject to flooding during hurricanes. If flooding occurs on campus, it could cause significant damage to College facilities and infrastructure, and disrupt the ability to conduct business.

Miami-Dade County updated its storm surge planning zone maps May 2013. The updated maps are a significant change in the areas that are at risk for storm surge, when compared to what was used for the last 10 years. Instead of zones A to C, the new maps have zones A to E and will incorporate all areas of the County at risk of storm surge.

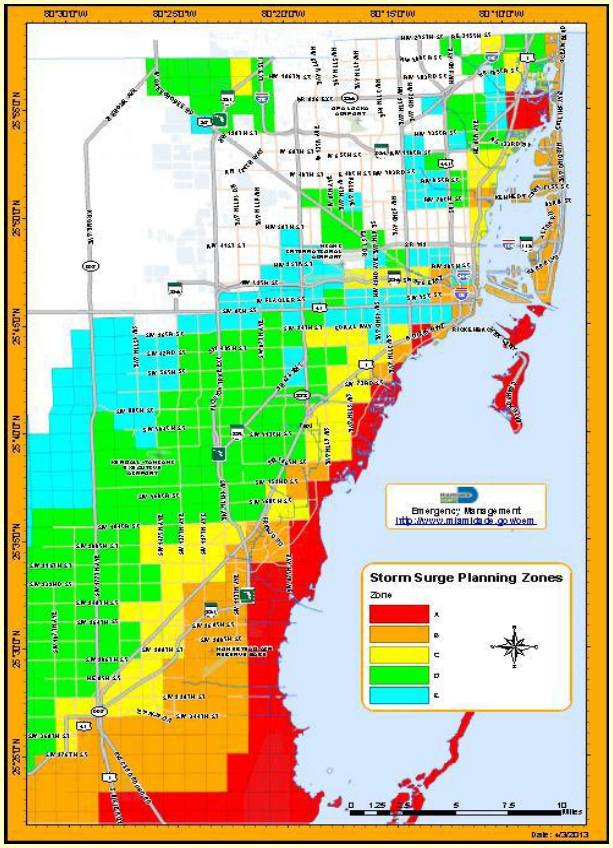
The description of each Storm Surge Planning Zones is as follows:

- Zone A is at greatest risk for storm surge for Category 1 and higher storms.
- Zone B is at greatest risk for storm surge for Category 2 and higher storms.
- Zone C is at greatest risk for storm surge for Category 3 and higher storms.
- Zone D is at greatest risk for storm surge for Category 4 and higher storms.
- Zone E is at greatest risk for storm surge from Category 5 storms.

The Storm Surge Planning Zones are used to identify risk of storm surge and is based on all directions of storms. As a storm is approaching, Miami-Dade County Emergency Management will identify which areas should evacuate for that particular storm. Evacuation Zones will be all of or a portion of the Storm Surge Planning Zones.

Residents should monitor the media and listen for which areas are being told to evacuate.

- Wolfson Campus: Zone B / Orange
- Medical Campus: Zone B / Orange
- Homestead Campus: Zone C / Yellow
- Kendall Campus: Zone D / Green
- InterAmerican Campus: Zone E / Blue
- North Campus: Not Within a Storm Surge Zone
- Hialeah Campus: Not Within a Storm Surge Zone
- West Campus: Not Within a Storm Surge Zone



Extended Power Outages

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What to do when an extended power outage occurs:

- Remain calm and stay where you are.
- Assist others who are not familiar with your area.
- Contact Public Safety to report the extended outage.
  - Tell the dispatcher your name and location.
  - Tell the dispatcher what areas are affected by the power outage.
  - Tell the dispatcher how long the power has been out.
  - Give the dispatcher a call back number in case more information is needed.
- Do not open cold rooms, refrigerators, incubators, or other temperature sensitive areas.
- Unplug electrical appliances/devices (if it can be done safely) to prevent a power drain when electricity is restored.
- Evacuate only if instructed to do so by Public Safety or other College official if safe lighting conditions are present.
- If near elevators, check to see if someone is trapped. See “Elevator Emergency” section if someone is stuck in an elevator during a power outage.

What will happen?

- Public Safety will notify facilities to respond and determine the extent of the outage.
- Responders will also check elevators to determine if anyone is stranded because of the outage.
- Responding personnel will determine if outside help is needed and consult with campus management of the areas affected.
- If an evacuation is necessary, responding emergency personnel will coordinate the evacuation.



Pandemic Outbreak

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A Pandemic Outbreak is a new virus to which humans have little or no immunity. It can quickly spread worldwide and could overwhelm health resources. It differs from seasonal viruses (like the flu) for which you may receive an annual shot, in that a vaccine might not be initially available during the outbreak.

A pandemic occurs when three conditions are met:

1. A new virus subtype emerges.
2. The virus infects humans across the globe.
3. The virus gains efficient and sustainable transmission from human to human.



What can you do?

Students:

1. Cover your nose and mouth when coughing or sneezing.
2. Avoid touching your eyes, nose, or mouth which are transmission points for germs.
3. Wash your hands with soap and water often and thoroughly. You may also use alcohol-based sanitizers.
4. Wash your hands before you eat.
5. Don't go to class if you are ill.
6. If you get sick while in class, if possible, go home.

Faculty, Staff and Administrators:

1. Cover your nose and mouth when coughing or sneezing.
2. Avoid touching your eyes, nose, or mouth which are transmission points for germs.
3. Wash your hands with soap and water often and thoroughly. You may also use alcohol-based sanitizers.
4. Wash your hands before you eat.
5. If you feel ill, stay home and contact your supervisor.

Everyone:

1. Stat informed (self-awareness). Listen to news, information, and guidance concerning the pandemic. The primary sources for this information are the Center for Disease Control at http://www.cdc.gov/ and the World Health Organization at http://www.who.int/.
2. Stay informed of information and direction from Miami Dade College concerning how the pandemic might affect operations. College administration will monitor the pandemic situation and remain in contact with federal, State, and local health officials. The information will be evaluated on an ongoing basis to determine how College operations might be affected.

Elevator Emergencies

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If you find yourself in a trapped elevator:

- Do not try to exit the elevator.
- Use the emergency telephone in the elevator to call for help or call Campus Public Safety from a cell phone or bang on the doors and shout for assistance.
  - Tell the dispatcher your name and that you are stuck in an elevator.
  - Tell the dispatcher what building you are in and which elevator.
  - Tell the dispatcher if others are in the elevator with you and how many.
- Do not attempt to exit the elevator through a hatch or pry open the doors.
- Do not exit the elevator if the doors open and you are between floors, unless instructed to do so by emergency personnel. The elevator could move, endangering your life.
- Wait for trained personnel to assist you from the elevator.
- Facilities will respond and allow safe exit from the elevator. The fire department or elevator company will be called if further help is needed.

If you hear someone calling for help from a trapped elevator:

- Call Campus Public Safety or use a building emergency phone.
- Reassure the persons in the car that you have reported the problem and help is on the way.
- Do NOT attempt to open the elevator doors.

