



EMERGENCY ACTION GUIDE


DEPARTMENT OF
EMERGENCY MANAGEMENT
Florida Atlantic University



FAU ALERT SYSTEM

All FAU Alert Emergency Notifications Will Say:

“FAU ALERT” or “ATTENTION FAU”

FAU Alert is the emergency notification system used to immediately notify the community upon the confirmation of a significant emergency or dangerous situation involving an immediate or potential threat to the health or safety of students or staff affecting or that can affect FAU's campuses.

Students

1. Log into [MyFAU](#)
2. Click "FAU Self-Service (OWLS) "
3. Select “Personal Information”
4. Select “Update FAU Alert Telephone Numbers” and follow instructions

Faculty & Staff

1. Log into [Workday](#)
2. Click “Personal Information ”
3. At the bottom of the screen under “ External Links ”, select “FAU Alert System”
4. Complete and submit the form

Visitors

1. Opt-in daily to the system (Expires every 24 hours)
 - a. Text FAUALERTGUESTo 888777
2. Download the Owl Ready App ([Apple](#) or [Android](#))
3. Call the FAU Emergency Hotline: 1-888- 8FAUOWL (1-888-832-8695)
4. Visit the [University Advisory Page](#) and listen to local officials directives

When An FAU Alert Is Received:
First Seek Shelter, Then Seek Information

Visit the Department of Emergency Management's website for more information

Email : em@fau.edu

Website: www.fau.edu/emergency

Preparing for the Storm

1. Make a Plan

x Be

MEDICAL EMERGENCIES

Immediately Call 911

Provide First Aid If Properly Trained and Safe to Do So

What to Do

1. Immediately call 911
2. If the individual is unresponsive, ask a bystander to find closest AED (if possible)
3. Remain calm and stay with the individual until help arrives
4. Before taking any action, consider the following:
 - a. Is the area safe for you and the individual ?
 - b. Do not move individual unless safety is at risk
 - c. Are there other individuals in distress ?
 - d. If people are nearby, can they assist either with first aid or getting help?
 - e. Will bystanders need guidance so that they do not become injured or ill themselves?
5. Ask for assistance to keep crowds from gathering around the individual
6. Have someone flag down and direct emergency responders

Employees

- x Notify your supervisor of the occurrence
- x To ensure proper documentation of the incident, provide supervisors with detailed information:
 - o Time of incident
 - o Location of incident
 - o Description of injury/illness
 - o Actions taken
 - o Names of witnesses
- x Report all work -related injuries to the Office of Environmental Health & Safety at 561 - 297-3129

Toxic/Hazardous Spills

- x Contact 911 and provide all known information
- x If it is necessary to evacuate, move to a safe location, closing doors behind you, but stay in the general vicinity until help arrives so you can warn anyone who might try to unknowingly enter the area

Non-Deadly Toxic/Hazardous Spill

If you are properly trained to respond, fully understand the hazards posed by the substance that has spilled, have appropriate personal protective equipment (PPE) and an appropriate spill kit, can respond without endangering yourself or others, you may proceed with cleanup.

- x Call EH&S at 561-297-3129 during normal business hours for all accidents or spills that do not result in injuries requiring medical attention beyond basic first aid
- x Call the University Police at 561-297-3500 if after normal business hours

Information to Gather

- x Your name and incident location
- x Details of the incident including:
 - x The type of spill (e.g., chemical, biological materials, gas)
 - x The approximate quantity of hazardous material involved
 - x The location and time when the incident occurred
 - x The extent of injuries (eye contact, inhalation, burns, etc.) and/or property damage

Visit the Office of Environmental Health & Safety (EH&S) website for more information

Phone: 561-297-3129

Email: ehs@fau.edu

Website: <https://www.fau.edu/ehs/>

Identify

Individuals requiring assistance

x Self-

SEVERE WEATHER

Know The Difference

Watch –Conditions are favorable for the development of severe weather. Closely monitor the situation in the event advisories or warnings are issued.

Warning –Severe weather has been observed. Listen closely for instructions provided by emergency officials.

Thunderstorms & Lightning

- x Pay attention to alerts and warnings
- x Move from the outdoors into a building or car with a roof
- x Avoid using electronic devices connected to an electrical outlet
- x Watch for fallen power lines and trees
- x Follow guidance from FAU Alert & University Authorities

Tornadoes

- x Pay attention to alerts and warnings
- x Follow guidance from FAU Alert & University Authorities
- x Seek shelter immediately
- x Move to the interior area of the lowest level of the building (hallways/rooms)
- x Stay away from exterior windows, glass, and skylights
- x Protect yourself by covering your head or neck with your arms and putting materials such as furniture and blankets around or on top of you

Flooding

- x Pay attention to alerts and warnings
- x Follow guidance from FAU Alert & University Authorities
- x Depending on the type of flooding:
 - o Evacuate if told to do so
 - o Move to higher ground or a higher floor
 - o Stay where you are
- x Do not drive through flooded roadways. Never drive around barricades

Visit the Department of Emergency Management website for more information

Email : em@fau.edu

Website: www.fau.edu/emergency

What to Do

- x Pull the nearest fire alarm
- x Evacuate the building using the nearest exit or stairway ; DO NOT USE ELEVATORS
- x Assist others to evacuate
 - o If unable, move them to the nearest stairwell and let the first responders know their location
- x If trapped, secure yourself in a room and attempt to seal cracks to prevent smoke from entering
- x Proceed to Emergency Assembly Point
- x Call 911 from a safe area and provide name, location, and nature of emergency
- x Remain at the assembly point until you are told to re -enter or leave by the emergency

Problem	Crisis	Emergency
<p>Examples:</p> <ul style="list-style-type: none"> x Tearful or upset x Reports of depression or anxiety x Difficulties sleeping x Death of someone close x Victim of violence/assault <p>NOTE: At this level there is with NO indication of suicidal or homicidal thinking</p>	<p>Examples:</p> <ul style="list-style-type: none"> x Statements suggesting suicidal thinking, but you are unclear of immediacy x Communications/ writing contain material raising concern for suicide x Distraught and can't be calmed x Marked change in behavior or mood 	<p>Examples:</p> <ul style="list-style-type: none"> x States intention or commitment to ending their life or harming others x Student made suicide attempt x Disoriented, unconscious, unresponsive x Uncontrollable, disruptive, or threatening behavior
<p>Response to Student:</p> <ul style="list-style-type: none"> x Refer to CAPS 561-297-2277 or schedule appointment online 	<p>Response to Student:</p> <ul style="list-style-type: none"> x Student is with you: refer to CAPS urgently. Call 561-297-2277 (during or after hours) or bring student to CAPS during business hours. If student is unwilling to go, contact PD x Student is not with you: file report through DOS https://www.fau.edu/report/ 	<p>Response to Student:</p> <ul style="list-style-type: none"> x Call 911 or Campus PD 561-297-3500
<p>Response to Employee:</p> <ul style="list-style-type: none"> x Refer to emergency room x Call family physician or therapist (if applies) x Contact the FAU EAP 	<p>Response to Employee:</p> <ul style="list-style-type: none"> x 	

Visit Counseling and Psychological Service's (CAPS) website for more information

Phone: 561-297-CAPS (2277)

Jupiter Campus – 561-799-8635

Davie Campus – 954-236-1210

Website: <https://www.fau.edu/counseling/>

Any item that is out of place and not easily identified should be considered as suspicious. A

If a Bomb Threat is Received

- x Call 911
- x Do not disconnect the caller
- x Try to obtain as much information as possible before the caller hangs up
- x Write down the exact wording of the threat
- x Save any electronic or written messages received

Information to Provide Law Enforcement

- x Location of the active threat
- x Number of individual (s) involved in the threat
- x Physical description of suspect(s)
- x Number and type of weapon (s) held by the suspect(s)
- x Identify threat (s)

What to Look For

- x An individual running with a sense of secrecy , tension, or aggression
- x Individual(s)



BE PREPARED.

BE SAFE.

BE OVVWIDEADY


DEPARTMENT OF
EMERGENCY MANAGEMENT
Florida Atlantic University

