Emergency Response Guide
Active Threat (ALICE)

• Alert/Assess - Use clear and concise language to convey specifics about the safety threat. Always assess your best option based on your location and level of contact with the threat for the protection of your students.

• Lockdown – Secure your location, locking the door, and barricading entry. Lockdown your classroom when you have indirect contact with the threat and you can secure your location, and evading the threat can lead to danger.
  o Remember – once the door is locked, DO NOT open it until you are notified that the lockdown is over by a member of the civil authorities (police, fire, etc.), or by a member of P.K. Yonge’s administration.
  o In addition to locking and barricading the door, turn off the lights and close the blinds in the room you are in so that no one will be able to see into the room. Once done, stay away from the windows. Find the safest area of your room based on the location of the threat.
  o If the fire alarm is activated, do not evacuate unless threatened by smoke or fire.

• Inform - If safe to do so, convey information about the type and location of the threat.

• Counter – As a last resort, resist the attacker if you have direct contact and cannot evade or escape and you have a fear of loss of life/serious injury. Apply learned skills to distract and confuse an intruder.
  o Acting as aggressively as possible against the assailant, committing to your actions

• Evacuate - Run away from the building to a designated rally point or your designated safe area. Run or avoid the threat when you have direct contact with the threat, or you cannot secure your location, or have a clear path of escape.
  o Have an escape route and plan in mind, leave your belongings behind
  o Evacuate regardless of whether others agree to follow
  o Leave your belongings behind
  o Keep your hands visible and follow the instructions of any police officers

Source: P.K. Yonge

Version Date: 07/2019
Bomb Threat

If a bomb threat is called in:

- DO NOT hang up on caller and speak calmly.
- Write down incoming phone number, from caller ID.
- If another person is close by, notify them and tell them to call 9-1-1.
- Keep the caller on the line.
- Be polite and ask:
  - Where is the bomb located? (Building, Floor, Room, etc.)
  - When will it go off?
  - What does it look like?
  - What kind of bomb is it?
  - What will make it to explode?
  - Did you place the bomb?
  - Why?
  - What is your name?
- Attempt to identify characteristics of the caller and their location (age, gender, voice, and background noise).
- After the call, ensure 9-1-1 was notified.
- Public safety officials will decide when and if to evacuate.

Source: University Police Department

Bomb Threat Call Procedure/Checklist:


Version Date: 09/2018
Building Fire / Evacuation

If you encounter Odor/Smoke/Fire/Explosion:

RACE
- Rescue — Persons in immediate danger, if possible. This includes yourself!
- Alarm — Pull fire alarm and call 9-1-1.
- Contain — Fire and smoke by closing doors while leaving the building (especially stairwells).
- Evacuate —
  - Take with you essential personal items ONLY (cell phone, ID, keys, medications, wallet, purse).
  - If the corridor is filled with smoke, stay low and crawl out.
  - Do not use the elevator.
  - Exit to a safe location.
  - Move away from the building at least 100 feet.
  - Attempt to determine if all occupants in your area have evacuated.
  - Do not re-enter the building.

If building evacuation is ordered or fire alarm sounds:
- Teachers will line students up inside the classroom in a safe area.
- The teacher will then carefully open the door and ensure the area is clear of hazards. (if it is not, remain inside if it is safe to do so, and take appropriate measures)
- Take only important personal items (cell phone, ID, keys, medications, wallet, purse).
- Do not use the elevator, if possible.
- If requested, accompany and assist persons with disabilities.
  - If special assistance is needed call 9-1-1 and report your location and situation. Ask others as they leave the building to inform public safety officials on site of your location and situation.
- Move quickly, but in an orderly manner out of the building. DO NOT PUSH OR SHOVE.
- Once out of the building, report to your assigned Rally Point.

If confined or trapped:
- Call 9-1-1 and report your location and situation.
- Feel door, if hot, DO NOT open.
- Keep doors and windows closed to prevent the spread of fire and smoke.
- Stuff towels under door to keep out smoke.
- Attract attention to your position if possible.
- If you have to move, stay close to the floor and crawl.

Source: P.K. Yonge

Additional information available at: http://www.ehs.ufl.edu/emergencies/fire_alarm/

Version Date: 07/2019
Dangerous, Disruptive or Disturbing Behavior - Employee

If an individual is exhibiting dangerous behavior or threatening harm to self or others call 9-1-1 immediately.

If you encounter an employee exhibiting disruptive or disturbing behavior

If you are NOT concerned for your immediate safety or that of others:
- Attempt to deescalate the situation; offer to find someone to assist in problem-solving; meet and work on a solution.
- Notify an administrator.
- If needed, administration will consult with the Employee Assistance Program and/or the HRS Employee Relations Office.
- Work with an administrator to develop a plan.
- Implement the plan and follow up with recommended resources and your supervisor.
- Document your actions and conversations.

If you encounter a troubled employee

If you are NOT concerned for your immediate safety or that of others:
- Notify an administrator
- Consult the Employee Assistance Program and Employee Relations as appropriate.
- Address the situation directly; have someone else present with you.
- Do not make promises of confidentiality.
- Refer employee to campus and community mental health resources.

Resources:
- University Police (352) 392-1111
- Employee Assistance Program (352) 392-2477
- HRS Employee Relations (352) 392-1072
- Alachua County Crisis Center (352) 264-6789
- Office of Victim Services (352) 392-5648

Source: Human Resources Services & P.K. Yonge

Version Date: 08/2019
Dangerous, Disruptive or Disturbing Behavior - Student

If an individual is exhibiting dangerous behavior or threatening harm to self or others call 9-1-1 immediately.

If you encounter a student exhibiting unusual or disturbing behavior
If you are NOT concerned for your immediate safety or that of others:
• Attempt to de-escalate the situation.
• Inform an administrator.
• Notify Student and Family Services.
• Consult with Student and Family Services to assist in problem-solving.

If you encounter a troubled student
If you are NOT concerned for your immediate safety or that of others:
• Listen to the student.
• Take what the student is saying seriously.
• Give them time – don’t rush them when they are talking.
• Stay calm and refer to a school counselor as soon as possible.
• Reassure the student by explaining that they are ‘doing the right thing.’
• Explain what will happen next.
• Acknowledge that they are not to blame.
• Don’t make promises.
• Assure that the student is supervised until escorted to a counselor.
• Pass on what has been said or observed as soon as possible.
• Record what has been said or observed as soon as possible, ensuring you leave an accurate account.

Resources:
• University Police (352) 392-1111
• P.K. Yonge Student and Family Services – (352) 392-1554 x283
• Alachua County Crisis Center (352) 264-6789

Source: P.K. Yonge

Version Date: 8/2019
Extreme Heat

In the event of extreme heat:

- Wear light, loose-fitting warm-weather clothing.
- Avoid exerting yourself outdoors.
- Stay indoors as much as possible.
- Consider going to a cool building if you do not have A/C (example – common areas, dining areas, libraries).
- Drink plenty of fluids to help keep your body cool and hydrated.
- Avoid excessive intake of caffeine and alcoholic beverages.
- LOOK before you LOCK – Never leave people or pets unattended in a vehicle.
- Be aware of prescription medications that interfere with the body’s ability to regulate temperature or that inhibit sweat production.

Excessive Heat Warning – Issued within 12 hours of when the maximum heat index temperature is expected to be 105° or higher for at least 2 days and night time air temperatures will not drop below 75°

Excessive Heat Watch – Issued when conditions are favorable for an excessive heat event in the next 24 to 72 hours.

Heat Advisory – Issued within 12 hours of the onset of extremely dangerous heat conditions.

Excessive Heat Outlook – Issued when the potential exists for an excessive heat event in the next 3-7 days.

Source: Emergency Management


Version Date: 09/2018
Flood

Turn Around Don’t Drown

- Avoid flooded roads, paths, sidewalks and areas, which could be damaged under the flood waters.
- Turn around and go another way.
- Be especially cautious at night when it is harder to recognize flooding dangers.
- Notify University Police (352) 392-1111 of flooding conditions.

Source: Emergency Management

Additional information available at: https://www.weather.gov/safety/flood

Version Date: 08/2019
Hazardous Materials Release / Shelter In Place

In medical emergency situations:
• Call 9-1-1

In the event of a hazardous material release:
• Call 9-1-1
• Do not attempt to clean up the spill unless specifically trained and outfitted to do so.
• Turn off all ignition and heat sources.
• Cover mouth with a cloth and try not to inhale gases, fumes, or smoke.
• Leave the area immediately, and keep others away.
• Stay upstream, uphill, or upwind of the release.
• Provide public safety officials with information about the spill, chemical (if known) and the spill area.
• Re-enter the building only when an “all clear” is provided by public safety officials.

If Advised to Shelter In Place:
• Move inside a building immediately.
• Close and lock all windows and doors.
• Turn off A/C, if possible.
• Enter an interior room and seal the room (doors, windows, and vents) with towels, plastic, or tape for further protection, if possible.

If you are exposed to a hazardous material:
• Call 9-1-1
• Individuals exposed to hazardous material should avoid contact with others.
• Remove all contaminated clothing, being sure not to contaminate other areas of your body.
• Flush with copious amounts of cool water for 15 minutes, being sure not to scrub the chemical on your skin.
• Exposed persons should receive or seek medical attention.

Source: Environmental Health & Safety

Additional information available at http://www.ehs.ufl.edu/emergencies/hazmat_injury/

Version Date: 09/2018
Heightened Security

If an investigation of trespass or other potential danger on or near campus is taking place, staff will be instructed to “Heighten Security”. This process secures the school from potential danger outside the school.

- Teachers are to gather and account for students.
- Secure the classroom and restrict hallway access.
- Increase your awareness and review the Active Assailant procedures.

Source: P.K. Yonge

Version Date: 07/2019
Hostage Situation

In the event of a hostage situation:

- If the attempted hostage taking was preceded by an active shooter-type attack, lockdown, evade and/or resist are likely your best options.

- Hostage taking does not occur instantly. If you have the opportunity, lockdown or evade.

- If taken hostage, comply with the hostage taker’s instructions, UNLESS you believe violence is imminent. If you believe hostages are about to be killed, attempting to evade and/or resist might be your best option.

Source: P.K. Yonge

Version Date: 07/2019
Lightning

**When thunder roars go indoors**
- Stop all outdoors activities
- Seek shelter in a substantial building or hard-topped vehicle.
- Wait 30 minutes after the storm to resume activities.

Source: Emergency Management

Additional information available at: [https://www.weather.gov/safety/lightning](https://www.weather.gov/safety/lightning)

Version Date: 08/2019
Medical Emergency

If you encounter someone experiencing a medical emergency (examples: heart attack, loss of consciousness, large loss of blood, serious accident or seizure):

- Call the school nurse at 352-294-7293 or by radio. Call 911 if the situation is critical.
- Unless trained, do not render assistance above basic first aid.
- AEDs are located in the Front Office, Clinic, Performing Arts Center, Gym (lobby and training room), and Cafeteria.
- DO NOT jeopardize your health and safety to render care.
- DO NOT attempt to move the injured/sick person unless he/she is in immediate danger.
- Have someone meet and escort public safety officials to the victim.
- Provide public safety officials with information about the incident.

Source: P.K. Yonge

Worker’s compensation:
1-800-455-2079
https://hr.ufl.edu/manager-resources/employee-relations/workers-compensation/

Student Health Care Center – Emergencies and Urgent Care: https://shcc.ufl.edu/all-patients/emergencies/

AED Procedures and Information for UF Facilities: http://www.ehs.ufl.edu/programs/hazard_ergo/aed-info/

Version Date: 08/2019
Severe Thunderstorm Warning / Tornado Warning

If a Severe Thunderstorm Warning or Tornado Warning is issued:

- Seek shelter in a sturdy building. Vehicles, trailers and modular buildings may not provide good protection.
- Move to interior areas away from windows, doors, and outside walls.
- Stay indoors until the warning has expired.
- Report campus damages to the University of Florida Police Department (352) 392-1111.

Source: Emergency Management

Additional information available at: [https://emergency.ufl.edu/weatherready/hazards/](https://emergency.ufl.edu/weatherready/hazards/)

Version Date: 08/2016
Suspicious Packages / Mail

If you come in contact with a suspicious packages / mail:

**Opened Package** – If you have opened a package containing an unknown substance, powder, or threat:

- Place it down immediately.
- If powder spills from container DO NOT attempt to clean up.
- Leave the room and close the doors as you exit.
- Advise others to avoid the area.
- Move to a location that will minimize exposing others.
- If possible wash hands with soap and water.
- Call 9-1-1

**Unopened Package** – If a suspicious package is received or found:

- Do not go near package.
- Advise others to avoid the area.
- Call 9-1-1
- Follow instructions from public safety officials.

Source: University Police Department

Additional information available at: [https://about.usps.com/posters/pos84.pdf](https://about.usps.com/posters/pos84.pdf)

Version Date: 08/2016
Utility Outage / Disruption

In the event of a utility outage or disruption:
If an emergency call 9-1-1.

Power Outage:
• If you are in an unlighted area, proceed cautiously to an area that has emergency lighting.
• If instructed to evacuate, proceed cautiously to the nearest exit.
• Notify P.K. Yonge Building Services.

Water Leak
• Shut down and protect critical equipment, if safe to do so.
• Notify P.K. Yonge Building Services.

Natural Gas, Fumes or Vapors:
• Notify P.K. Yonge Building Services.
• If you begin to feel ill or suspect a leak, evacuate the building/leave the area and call 9-1-1

Work Management Centers
• P.K. Yonge Building Services: (352) 392-1554 *257
  maintenance@pky.ufl.edu
• Facilities Work Management: (352) 392-1121
  www.facilitieservices.ufl.edu/get-help/work-request/

Source: P.K. Yonge

Version Date: 09/2019