

EMERGENCY GUIDEBOOK

A Safety Preparedness Reference Guide for Faculty and Staff

If you **SEE** something, **SAY** something.

Did you SEE something suspicious on campus or at a university event? Then SAY something to the Department of Security. Report ANY suspicious activity.

EMERGENCY NUMBERS

Police/Fire/EMT 911

Department of Security

Emergencies 321-674-8111 | On Campus Ext. *8111

Non-Emergencies 321-674-8112 | On Campus Ext. *8112

Department of Security Director 321-674-8113 | On Campus Ext.*8113

Student Counseling Center 321-674-8050 | On Campus Ext.*8050

Dean of Students 321-674-8080 | On Campus Ext. *8080

In addition to the Department of Security, Florida Tech has other groups that support emergency preparedness. These groups include:

- Crisis Management Team (CMT)
- Campus Assessment Response and Evaluation (CARE) Team
- Emergency Preparedness Committee (EPC)
- Hurricane Emergency Implementation Team (HEIT)

EMERGENCY NOTIFICATION

SAFETY ALERTS

Florida Tech uses a system called RAVE to deliver safety and emergency alert notifications university wide. The Department of Security uses RAVE to communicate with the Florida Tech community directly via phone, text message and email.

UNIVERSITY EMAIL ALERTS

Every student and employee with a university-provided email account will receive safety alerts in their fit.edu inbox. No action is needed to receive these alerts as all fit.edu emails are added automatically.

RAVE delivers the messages via official, internal distribution lists (“employeeedist” and “studentdist”). This ensures that all students and employees will receive emergency alerts via university email. Individuals may not opt-out of communications sent to these distribution lists.

MANAGE YOUR ALERTS

NON-UNIVERSITY EMAIL, TEXT AND PHONE

Students, faculty and staff are encouraged to use the “Get RAVE” link on the Department of Security’s website (floridatech.edu/security) to add additional email addresses, phone numbers (text, voice messages) and to manage your preferences. Signing up within RAVE allows you to receive safety and security alerts.

FLORIDA TECH SAFE

Safety, security and peace of mind at your fingertips.

Florida Tech SAFE is a mobile app designed to serve and protect the health and well-being of every Panther. It is available for use by students, staff and faculty members, as well as parents, visitors and other members of the extended Florida Tech community.

Download the free, customizable app on your mobile device, and you'll be able to:

- » **Trigger a "Mobile BlueLight" to call security and notify the department of your location**
- » **Allow a friend, family member or security officer to virtually "walk" you home**
- » **Anonymously report a crime or submit a tip to security**
- » **Chat with a member of the security team**
- » **Access emergency plans and other safety documentation**
- » **And more!**

Florida Tech SAFE will also serve as an additional channel for critically important crisis and emergency communications. So, please be sure to keep push notifications **ENABLED** when you install the app. Remember, staying informed is one of the best ways to stay safe!



**Download the free
Florida Tech SAFE app today! »**



MEDICAL EMERGENCY

Remain calm and call for assistance.

- Contact the Department of Security (and call 911), provide as much information as possible about the situation and conditions of the injured or ill person.
 - **Department of Security (Emergencies)**..... 321-674-8111 | On Campus Ext. *8111
 - **Police/Fire/EMT**..... 911

Do not move the injured or ill person.

- If it is SAFE to do so, comfort them and reassure them that help is on the way.
- Do not touch the person if you are not certified in first aid and/or do not have personal protection gear, due to potential danger of encountering bodily fluids.

If you are certified in first aid and it is SAFE to do so, provide care to the person to the extent you are capable.

- Follow all directions given to you by the Department of Security and/or authorized personnel.

PERSON IN EMOTIONAL CRISIS

Remain calm and call for assistance.

- Contact the Department of Security and provide as much information as possible about the situation.
 - **Department of Security (Emergencies)**..... 321-674-8111 | On Campus Ext. *8111

Help keep the person calm.

- Do not put yourself in danger.
- Do not block the person's exit route.

FIRE

- Evacuate the building immediately when alarm is activated or there is evidence of fire.
- Manually activate the nearest fire alarm system if alarm isn't already sounding.
- Close doors and windows behind you.
- **DO NOT** use elevators.
- Call the Department of Security to report the location of the smoke/fire.
 - **Department of Security (Emergencies)**..... 321-674-8111 | On Campus Ext. *8111
- Notify fire personnel if you suspect someone is trapped in the building.
- **If trapped in a room/building**, close as many doors and windows as possible between you and the fire.
 - Place cloth material (wet, if possible) around/under the door.
 - Attempt to signal someone outside the building.

HAZARDOUS MATERIAL SPILL

Remain calm and evacuate the area.

- In the event there is a hazardous material spill, remain calm, immediately evacuate if it is safe to do so.

Call for assistance.

- As soon as you or another person can, contact the Department of Security or local emergency service.
 - **Department of Security (Emergencies)**..... 321-674-8111 | On Campus Ext. *8111
 - **Police/Fire/EMT**..... 911
- Provide as much information as possible, including:
 - The location and identity of hazardous material(s) involved.
 - How many people are affected.
- Follow all instructions given to you by the Department of Security and/or emergency response personnel.

EVACUATION

Remain calm and evacuate the area.

- Gather personal belongings **ONLY** if it is safe to do so. **DO NOT** delay evacuation.
- Evacuate the building using the nearest safely accessible exit, closing doors and windows behind you.
- **DO NOT** use elevators.
- Assist persons with special needs as able.
- Meet outside at the area specified by the instructor and await further instructions (assemble in the designated areas as instructed by the Department of Security and/or emergency personnel).
- **DO NOT** attempt to re-enter the building until instructed to do so.

SUSPICIOUS PACKAGE/OBJECT

Remain calm and evacuate the area.

- DO NOT touch or disturb the item.
- DO NOT use a cell phone near the item.
- Evacuate immediately.

Call for assistance.

- When you are a safe distance from the package/object, call the Department of Security.
 - **Department of Security (Emergencies)**..... 321-674-8111 | On Campus Ext. *8111
- Provide as much information as possible, including:
 - Location of item
 - Description of package/object
 - Size
- Follow instructions given to you by the Department of Security and/or authorized personnel.

INTRUDER ON CAMPUS

Remain calm and call for assistance.

- If you come across or learn of an intruder—or someone who is threatening the safety of individuals on campus—contact the Department of Security as soon as it is safe for you to do so.
 - **Department of Security (Emergencies)**..... 321-674-8111 | On Campus Ext. *8111
- Be prepared to give the full description of the individual, as well as their location.

Remove yourself from danger.

- DO NOT approach the person.
- If safe to do so, get to a SAFE AREA.

ACTIVE SHOOTER

An active shooter is an event in which **one or more persons are actively engaging in killing or attempting to kill people** in a populated area.

In most cases, active shooters use firearms and there is no apparent pattern or method to their selection of victims.

These situations are dynamic and evolve rapidly, **with immediate deployment of law enforcement officers** to stop the shooting and mitigate harm to innocent people.

If you hear gunfire or see a person with a gun, take immediate steps to protect yourself. The steps outlined below are a guide, but you need to use good judgment and common sense based on the incident at hand.

Always be aware of your surroundings. Think about what if and how. Don't wait for an incident to occur before you think about these things—think and plan in advance.

RUN, HIDE, FIGHT

If faced with an active shooter incident, there are THREE things you can do that make a difference.

RUN when an active shooter is in your vicinity.

- If there is a way out, and you can get out, GET OUT! This is your best option.
- Get out whether others agree or not.
- Leave your belongings behind.
- Stop others from entering the danger zone.
- Call 911 or utilize a campus phone or any blue light phone as soon as it is safe to do so.

HIDE if evacuation is not possible.

- Lock and/or barricade the door, find a place to hide.
- Turn off the lights.
- Silence your cell phone.
- Spread out.
- Hide behind large objects, if possible.
- Remain very quiet and do not leave until directed by law enforcement officers.
- Your hiding place should:
 - Be out of the shooter's view.
 - Provide protection if shots are fired in your direction.
 - Do NOT trap or restrict your options for movement (if possible).

FIGHT AS A LAST RESORT and only if your life is in danger.

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.
- Once the shooter is incapacitated, contact the police or Department of Security.
 - **Police/Fire/EMT**..... 911
 - **Department of Security (Emergencies)**
321-674-8111 | On Campus Ext. *8111

SANCTUARY

- Gleason Performing Arts Center (campus map grid D6).
- Officer(s) will be there.
- If you go there, you will be searched.
- If you leave before the event is over, you may return, but *you will need to* be searched again.

POLICE RESPONSE

When law enforcement arrives:

- Keep your EMPTY hands raised and visible, with your fingers spread apart.
- Remain calm and follow instructions.
- Avoid pointing or yelling.
- The first police officers to arrive will not respond to, or aid those who are injured. *They will go directly to the shooter.*
- Know that help for the injured is on its way. Rescue team officers and emergency personnel will care for the injured as soon as possible.
- The area is a crime scene. Police officers may secure all witnesses until identified and questioned.

LOCKDOWN

In the event that an emergency situation requires it, the Department of Security will lock down some or all of the buildings on campus.

You will be notified of a lockdown by RAVE's mass notification system, which includes a variety of modalities to provide swift and accurate information to the campus community.

In the event of a lockdown, remain calm.

- Lock your doors, close your windows and shut blinds.
- Put cell phones on silent.
- If you are in an area that does not lock, use all available items (desks, tables, chairs, etc.) to barricade doors.
- If you can do so SAFELY, inform others in your area of the lockdown.
- If someone needs assistance and you can do so SAFELY, help get them to the lockdown area.
- Stay low on the floor away from windows and doors and under desks, if possible.
- DO NOT leave the area until you are told to do so by the Department of Security and/or law enforcement personnel.

WEATHER

In the event of severe weather, the National Weather Service, as well as the Brevard County Emergency Management Office, will issue a warning or advisory.

- If you hear of a weather alert, stay inside your building away from windows and other areas with glass, and contact the Department of Security.
 - **Department of Security (Emergencies)**..... 321-674-8111 | On Campus Ext. *8111
- DO NOT use your cell phone or any type of portable phone during a thunderstorm.
- If you are outside, immediately go into a building to avoid potential injury.
- Stay inside your building and await further instructions from the Department of Security/emergency services personnel.

NATURAL DISASTERS

HURRICANE/TORNADO

If there is a possibility of a hurricane or tornado, remain calm and immediately take cover in the lower sections of a building—including basements and lower covered stairwells.

FLOOD

Remain calm and immediately get to a safe area that is above the flooding

- If outside, seek higher ground.
- If inside a building, go to the upper levels.
- Contact the Department of Security or local emergency service and inform them of the situation.
 - **Department of Security (Emergencies)**..... 321-674-8111 | On Campus Ext. *8111
 - **Police/Fire/EMT** 911
- If there are others who need assistance getting to the safer areas, and you can do so SAFELY, please assist them.
- DO NOT leave the safe area until you are instructed by the Department of Security and/or emergency services personnel.

COUNSELING SERVICES

The Student Counseling Center supports the university's mission of student success by providing a variety of mental health and wellness services to assist students with their overall health, so they can successfully reach their own personal, academic and career goals.

Services include:

- Counseling
- Crisis Intervention and Management
- Education and Training
- Outreach and Consultation
- Self-Help Resources and Referral Services

For more information:

- **Website:** floridatech.edu/student-counseling-center
- **Phone:** 321-674-8050 | On Campus Ext.*8050
- **Email:** counselingcenter@fit.edu
- **Location:** Second floor of the Sunrise Center (campus map grid C8)



floridatech.edu

GRID	BUILDING NAME	BUILDING NUMBER	GRID	BUILDING NAME	BUILDING NUMBER
A1	Bisk College of Business	2202 S. Babcock St.	A1	Miller Building	401
A2	Bookstore (first floor Denius Student Center)	412	A2	Music House	255
A3	Bottege Field	213	A3	Music Program Studios	267
A4	Bowman Hall	213	A4	Nelson Health Sciences	505
A5	Campbell Hall	116	A5	Olin Engineering Complex	501
A6	Cataraese Varsity Training Center (Starbucks, Twisted Bliss Smoothies)	510	A6	Olin Life Sciences Building	500
A7	Clemente Center for Sports and Recreation	510	A7	Olin Physical Sciences Center	502
A8	Columbia Village	010-060	A8	Olin Sports Complex	511
A9	Concessions Building	629	A9	Parther Aquatic Center	511
A10	Crawford Building	420	A10	Parther Dining Hall and Grocery	520
A11	Denius Student Center	412	A11	Parther Field	512
A12	Edgewood House	249	A12	Parther Food Court (inside Denius Student Center) (Ernst Bros. Baggys, Firehouse Subs, Coornic Creamery)	412
B1	Academic Quad	401-407	B1	Parther Field	512
B2	Admissions (first floor L3Harris Commons)	710	B2	Parther Food Court (inside Denius Student Center) (Ernst Bros. Baggys, Firehouse Subs, Coornic Creamery)	412
B3	All Faiths Center	610	B3	Parther Plaza	413
B4	Bisk College of Business	927	B4	Parking Decks	516
B5	Bookstore	412	B5	Patterson Botanical Garden (ground floor Evans Hall)	119
B6	Bottege Field	213	B6	Partherium	413
B7	Bowman Hall	213	B7	Parther Plaza	413
B8	Campbell Hall	116	B8	Parking Decks	516
B9	Cataraese Varsity Training Center (Starbucks, Twisted Bliss Smoothies)	510	B9	Patterson Botanical Garden (ground floor Evans Hall)	119
B10	Clemente Center for Sports and Recreation	510	B10	Partherium	413
B11	Columbia Village	010-060	B11	Parther Plaza	413
B12	Concessions Building	629	B12	Parking Decks	516
B13	Crawford Building	420	B13	Patterson Botanical Garden (ground floor Evans Hall)	119
B14	Denius Student Center	412	B14	Partherium	413
B15	Edgewood House	249	B15	Parther Plaza	413
C1	Academic Quad	401-407	C1	Partherium	413
C2	Admissions (first floor L3Harris Commons)	710	C2	Parther Plaza	413
C3	All Faiths Center	610	C3	Parking Decks	516
C4	Bisk College of Business	927	C4	Patterson Botanical Garden (ground floor Evans Hall)	119
C5	Bookstore	412	C5	Partherium	413
C6	Bottege Field	213	C6	Parther Plaza	413
C7	Bowman Hall	213	C7	Parking Decks	516
C8	Campbell Hall	116	C8	Patterson Botanical Garden (ground floor Evans Hall)	119
C9	Cataraese Varsity Training Center (Starbucks, Twisted Bliss Smoothies)	510	C9	Partherium	413
C10	Clemente Center for Sports and Recreation	510	C10	Parther Plaza	413
C11	Columbia Village	010-060	C11	Parking Decks	516
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C13	Crawford Building	420	C13	Partherium	413
C14	Denius Student Center	412	C14	Parther Plaza	413
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D7	Bowman Hall	213	D7	Parking Decks	516
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E14	Denius Student Center	412	E14	Parther Plaza	413
E15	Edgewood House	249	E15	Parking Decks	516
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🚒 AED (Automated External Defibrillator) Locations

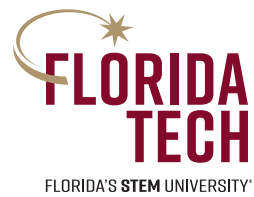
- 🚲 Fix-It/Pump-It Bicycle Stations
- 📞 Emergency Call Box

📍 Located off campus:

- Risk College of Business**
2202 S. Babcock St., Melbourne
- Applied Research Laboratory (ARL)**
328 W. Hibiscus Blvd., Melbourne
- Center for Aeronautics and Innovation**
1050 W. NASA Blvd., Melbourne
- Florida Tech Aviation**
(Erni Buehler Center for Aviation Training and Research) 801 Harry Goode Way, Melbourne
- Center for Advanced Manufacturing and Innovative Design (CAMID)**
2495 NE Palm Bay Rd., Palm Bay
- Parther Bay**—1540 Skippers Way, Palm Bay

NORTH

SOUTH



Department of Security

Florida Institute of Technology
150 W. University Blvd.
Melbourne, FL 32901-6975