



Northwest Florida State College

Emergency Procedures Quick Reference Guide



Fire or Explosion

- If a person is on fire, have them stop, drop and roll.
- DO NOT ATTEMPT TO FIGHT FIRES UNLESS YOU ARE PROPERLY TRAINED.
- If you are the first person to learn of a fire or explosion, activate the nearest fire alarm pull station and notify the President's Office (5360) and the campus/center administrative office as soon as possible.
- When you hear a fire alarm, evacuate the building immediately.
- Escort students to a safe area. Report any missing students to administration.
- Wait for directions from the President's Office or the campus/center administrative office.

Hazardous Material Release

- If you observe or detect a chemical spill or leak, immediately notify the President's Office (5360) and the campus/center administrative office.
- Remove everyone from the immediate area.
- Do not touch, attempt to collect or spread the chemical.
- Wait for directions from the President's Office or the campus/center administrative office.
- If a decision is made to SHELTER IN PLACE (stay where you are), close all doors and windows, turn off the heating/ventilation/air conditioning system and all fans (if able) to prevent the spread of airborne particles.

Bomb Threat

- If you are the first person to learn of a bomb threat, call 9-1-1 and immediately notify the President's Office (5360) and the campus/center administrative office. Do not use or allow students to use two-way radios or cell phones.
- If you are the recipient of the threat, keep the caller on the phone and obtain as much information as possible. Document all information.
- Evacuate the building immediately.
- Wait for directions from the President's Office or the campus/center administrative office.

Active Shooter

- When you become aware of a gun or weapon on campus or observe an armed suspect, immediately call 9-1-1 and notify the President's Office (5360) and the campus/center administrative office.
- Close blinds and conceal your students from view. Close all doors (lock, if equipped). Do not approach an armed suspect or attempt to take matters into your own hands.
- Do not move; wait for instructions from the President's Office or the campus/center administrative office.
- DO NOT OPEN YOUR DOOR EXCEPT FOR LAW ENFORCEMENT OR A KNOWN CAMPUS ADMINISTRATOR.

Severe Weather – Thunderstorms

- Move outdoor classes/activities indoors.
- Close all windows and doors.
- Continue class activities. Be alert for further instructions.

Tornado Warning

- Cease class activities. Move to a safer location, away from windows and doors.
- Instruct students to remain calm.
- Do not leave your students.
- Wait for directions from the President's Office or the campus/center administrative office.



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Sexual Battery

- If a sexual battery is in progress or just occurred, **Call 9-1-1**.
- For all reports of sexual battery, immediately notify the President's Office (**5360**) and the campus/center administrative office.
- Never leave the victim alone.
- If the person has not already done so, do not allow him/her to use the restroom or to "wash up."
- Protect any possible incident location until law enforcement arrives.

Drugs

- If you suspect drug dealing, possession, or use is in progress, immediately notify local law enforcement.
- If a student mentions suspicious or known drug activity by another student, but does not want to disclose that information to you, advise them to call law enforcement or Emerald Coast Crimestoppers at 1-888-654-TIPS (8477).

Suicide Threat/Attempt

- Take the threat seriously. **Call 9-1-1** and immediately notify the President's Office (**5360**) and the campus/center administrative office.
- If the person is armed, immediately evacuate students and yourself.
- If the person is not armed, do not leave them alone.
- Express to the person that you are concerned. If possible, isolate him/her from others.
- If a student mentions that another person is considering suicide, but does not want to disclose that information to you, advise them to call the Crisis Hotline at 850-244-9191.

Emergency Numbers

To report a crime in progress, fire, heart attack, serious injury or any life threatening incident, immediately call 9-1-1 (9 + 9-1-1 from campus phone).

Public Safety Agency Non-emergency Numbers

Niceville Police Department.....	729-4030
Okaloosa County Sheriff's Office.....	651-7400
DeFuniak Springs Police Department.....	892-8511
Walton County Sheriff's Office.....	892-8111
Crestview Police Department.....	682-2055
Fort Walton Beach Police Department.....	833-9546
Florida Poison Information Center.....	1-800-222-1222

Medical Emergency

- Stay with the victim. If the victim is conscious, ask what the problem is. If the victim is unconscious, check for breathing and bleeding. Only trained individuals should administer first aid.
- **Call 9-1-1** and immediately notify the President's Office (**5360**) and the campus/center administrative office.
- Keep the victim still, comfortable, and warm.
- Search for any emergency identification (i.e. ID bracelet).
- Wait for emergency help to arrive.
- All faculty and staff are encouraged to attend an Automated External Defibrillator (AED)/CPR course.

College Emergency Contact Numbers

Niceville Campus Security.....ext. 5335 or	582-9119
Fort Walton Beach Campus Security.....ext. 5535 or	582-9112
Sikes Center Security.....ext. 4141 or 699-5676	
Chautauqua Center Security.....ext. 4100 or 699-5691	
South Walton Center Security.....ext. 4160 or 200-4160	
Physical Plant.....ext. 5380 or 729-5380	
Information Technology (IT).....ext. 5396 or 729-5396	
Vice President's Office.....ext. 5363 or 729-5363	
President's Office.....ext. 5360 or 729-5360	
E-mail.....	safety@nwfsc.edu