



EMERGENCY & SAFETY  
PROCUEURES MANUAL  
Last updated: Fall 2016

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## **SSF Emergency Safety Information**

Note: Your scholarship house is equipped with emergency safety equipment. All residents should familiarize themselves with the location and proper use of the equipment.

1. Every house has elected a Fire Marshall to serve for the semester or year. The Fire Marshall is responsible for posting the fire escape route in an area of the house where all residents can see it.

If there is a fire, all residents should exit the house using the posted route. An alternate route should only be used if the fire blocks the proper exit. When exiting the building residents should walk (not run), taking a blanket or towel if available, and wearing shoes if possible. The Fire Marshall (or House Manager) should count people and see that everyone has left the building. Residents should move away from the building, going across the street if necessary.

(Note: if the Fire Marshall does not know the proper route to take in case of fire, he or she should contact the office immediately).

2. All houses are equipped with fire extinguishers. There are extinguishers in the laundry room, kitchen, and hallways. The extinguishers are not toys and should only be used in case of a fire. To use the extinguisher, pull the pin out of the top and

squeeze the handle. Please remember to pull the pin out! Once an extinguisher has been used, please notify the office so the extinguisher can be recharged.

3. All houses have an electronic fire detection system installed. This system is monitored by Georgia Florida Alarms. The equipment includes smoke detectors in all rooms, a heat sensor in the kitchen, and pull stations in the living areas and hallways.

When any of the detectors is activated, a siren will sound in the house. A signal is sent via your telephone line to the nearest station where a dispatcher will receive the signal. The dispatcher will immediately contact the Leon County Fire Department. Then, the dispatcher will telephone your house. If a resident answers the phone and relays a false alarm message, the dispatcher will cancel the police and fire department (not applicable in Gainesville. The Fire Department will come regardless). If no one answers the telephone, the dispatcher will assume the residents vacated the building and will tell the police and fire department to continue. While they are in route, the dispatcher will call SSF and notify of the fire.

If the system is activated and smoke is not obvious, a resident should answer the call from the dispatcher and relay to the dispatcher that it is a false alarm. The Fire Marshall and House Manager should do a walk-through of the entire house checking to see which unite was falsely activated. An activated smoke detector is determined by a small red light at its base. If the red light is on constantly, the detector is in alarm because of fire or malfunction. If the red light is flashing, that detector is fine.

**WARNING:** if a resident of your house is responsible for activation of a pull station or detector in a nonemergency (especially if that unit must be replaced after being activated), the resident/or house will be charged for all maintenance costs! In the case of an authorized fire drill, the fire marshal will not be charged unless the drill is performed incorrectly and causes damage to the system.

**WARNING:** if the fire department is dispatched too many times on drills or fire alarms, the city will assess the house a charge (different for each community but can range anywhere from \$75 to \$500). If the dispatcher notifies the office with information about a false alarm or tampering with system and the House Manager or Fire Marshal failed to notify the office prior, the House Manager will be held accountable.

**WARNING:** if during a routine inspection of the house, SSF finds the system inactive due to the reset button being disarmed, or the siren switch off, and the office was previously not notified of a problem with the system, the house will be fined \$25 per resident including HM.



# How to Hold a Fire Drill

\*\*\*Each house must hold 2 fire drills each semester \*\*\*

- Be sure the residents have seen the emergency exit route for the house and know what to do if there is a fire or fire drill. Pick two places residents should meet in case one exit is blocked off due to smoke or fire.
- The Fire Marshall and House Manager should decide on a time and day to hold a fire drill. Depending on your house's rules, you can announce it to the house or hold a surprise drill.
- Call your fire monitoring company - and notify maintenance at your campus and tell them you are holding a fire drill.
- Push the button on the panel marked "DRILL"
- Everyone should evacuate the building. The police and fire department will not be sent since you notified the dispatcher. If they do call the house, tell the dispatcher there is 'NO EMERGENCY' (They shouldn't call if you notified them prior to setting the alarm which is a critical step in this process).
- When the drill is over, push the "RESET" button on the panel.
- Call your fire monitoring company Georgia Florida Alarms and tell the dispatcher the drill is over and the system is reset.



# Hurricane Preparedness

## Hurricane Watch

Hurricane conditions are a threat within 48 hours. Review your hurricane plans. Get ready to act if a warning is issued, and stay informed.

## Hurricane Warning

Hurricane conditions are expected within 36 hours. Complete your storm preparations and leave the area if directed to do so by authorities.

## SSF Official Procedures

- A house manager meeting will take place in order to relay important information
- An Emergency House Meeting should be held to review the following:
  - Leaving/Staying sign-up list so all residents are accounted for
  - Where to go if we are in the direct path of a major storm
  - All SSF policies and consequences are adhered to regardless of conditions
  - If friends need a place to stay they must be in appropriate house (males in male house, females in female house)
  - All furniture secured (move inside or placed in shed)
  - Areas prone to flooding during heavy rain (ex: by doorways) should be addressed immediately
  - Once storm passes, notify office of any emergencies and/or damage
  - If extended power outage expected, foods can be moved to other houses if power still available, everyone should help with this process and/or grounds clean up
- After storm passes, asses any damage to the house and report to SSF Maintenance.

## How to Prepare Your House

- Listen to a NOAA Weather Radio for critical information from the National Weather Service (NWS).
- Check your disaster supplies. Replace or restock as needed.
- Bring in anything that can be picked up by the wind (bicycles, lawn furniture).
  - **Make sure residents bring bicycles in and other personal belongings they may have outside.**
- Close your windows and doors. SSF office will decide if boarding up windows with plywood is necessary.
- Turn your refrigerator and freezer to the coldest setting. Keep them closed as much as possible so that food will last longer if the power goes out.
- Unplug small appliances.
- Keep in mind any special medical needs that a resident may have.
- Advise residents to fill their car's gas tank in case an emergency evacuation is necessary.
- Share the hurricane evacuation plan with members of your house.
- Residents should remain in the house unless local authorities advise to evacuate the area or strongly recommend seeking an official shelter in the community.
- Plan routes to local shelters.
- Obey evacuation orders. Avoid flooded roads and washed out bridges.
- **Remember: Local Authorities Will Tell you What to Do.** Stay in touch with local authorities. They are in touch with the state or federal authorities and will know which route to take and what local conditions might be. If you follow their instructions, you are more likely to arrive in a safe location .
- **SSF will use the PHONE TREE PLAN IN CASE OF AN EMERGENCY (see below)**

**CAMPUS SPECIFIC:**

- **[For Gainesville]** For shelter information, check the UF website <http://www.ufl.edu> local or <http://emergency.ufl.edu/>, newspapers, radio stations or TV news.
- **[For Gainesville]** Alachua County Rumor Control Hotline: (352) 264-6557 . This number is activated when a storm is approaching. Operators are available 24 hours a day with the latest information on the storm, shelters, and evacuation procedures.

**Below is a Hurricane Preparedness Shopping Guide. Work in combination with BM's and house officers to ensure that there is enough food and supplies for all residents in the house**

## SSF Hurricane Preparedness Shopping Guide

### Non-Perishable Food:

**Tip: Buy things you would normally eat – don't go crazy with random purchases. Small, preferably single serving cans (should not require cooking or refrigeration).**

- Dried fruit, peanut butter and jelly, ready-to-eat canned meats/fruits/vegetables
- Canned/packageged soups
- High energy foods like crackers, granola bars, trail mix
- Comfort/stress foods – cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags.
- Paper cups, plates, and plastic utensils
- Non-electric can opener
- Aluminum foil
- Plastic storage containers
- Lots of ice (you can freeze your water supply)

### General Hygiene/Sanitation:

**Take inventory of what you currently have in your house.**

- Paper towels, toilet paper, towelettes, soap, baby wipes, liquid hand sanitizer
- Plastic garbage bags (large and small), garbage ties (for personal sanitation uses)
- Household chlorine bleach, disinfectant spray & wipes
- Damp Rid
- Air fresheners
- Plenty of absorbent towels

### First Aid Kit/Emergency Backpack:

**Assemble a first aid kit for your house. These items will hopefully be included in your Emergency Kits.**

- House Emergency Procedures Folder

- Adhesive bandages various sizes -- Sterile gauze pads (various sizes)
- Germicidal hand wipes or waterless alcohol-based hand sanitizer
- Non-latex gloves -- Adhesive tape -- Anti-bacterial ointment -- Antiseptic spray
- Cold packs (non refrigerated type) -- Scissors -- Tweezers -- Rubbing alcohol
- CPR breathing barrier, such as a face shield -- Thermometer, Safety pins.
- Wind-up or battery-operated clock
- Hand-held radio (Battery operated or wind-up)
- Paper, pencil
- Map of the area (for locating shelters).
- Masking and/or duct tape
- Plastic sheet/drop cloth
- Bug repellent
- (2-3) Flashlights with extra batteries and bulbs
- Shut-off wrench to turn off household gas and water
- Whistle

### Not evacuating and staying home?

**Home tips for being prepared & staying safe.**

- Ensure you have enough food, water, medications, and other supplies in your survival kit to last at least 1 week.
- Turn refrigerator to coldest setting and keep closed.
- Close all the curtains. Set your a/c on a low setting prior to the storm hitting.
- Turn off propane tanks.
- Unplug small appliances.
- Fill bathtub and other containers with water for cleaning and flushing.
- Additional water is stored for drinking.
- Stay away from the windows or block them with large furniture.
- Close all interior doors and brace outer doors.

- Select an interior room to use as a safe room.
- Plan as though you were evacuating and have enough cash on hand to sustain purchasing of gas, food, and other supplies in the days following the storm.
- Plan to cook on a camp stove or grill in the days immediately after the storm passes.

# Phone/Text Tree

In case of an emergency it is important to be able to reach every resident quickly and efficiently. The House Manager and all other core house officers should each be assigned a group of residents that they are responsible to contact in an emergency situation.

House Manager	President	Vice President	Treasurer
1	1.	1.	1.
2.	2.	2.	2.
3	3	3	3
4.	4.	4.	4.
5	5	5	5
6.	6.	6.	6.
7.	7.	7.	7.

# Thunderstorm Safety

A Thunderstorm is considered severe if it produces hail at least 1 inch in diameter or has wind gusts of at least 58 miles per hour. Every thunderstorm produces lightning, which kills more people each year than tornadoes or hurricanes. Heavy rain from thunderstorms can cause flash flooding, and high winds can damage homes and blow down trees and utility poles, causing widespread power outages.

## Know the Difference

**Severe Thunderstorm Watch** - Severe thunderstorms are possible in and near the watch area. Stay informed and be ready to act if a severe thunderstorm warning is issued.

**Severe Thunderstorm Warning** - Severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property.

Every year people are killed or seriously injured by severe thunderstorms despite advance warning. While some did not hear the warning, others heard the warning and did not pay attention to it. The information in this section, combined with timely watches and warnings about severe weather, may help save lives.

## Be Prepared for Thunderstorms and Severe Weather

- Discuss thunderstorm safety and lightning safety with all members of your household
- Pick a safe place in your home for household members to gather during a thunderstorm This should be away from windows, skylights and glass doors that could be broken by strong winds or hail
- Make a list of items to bring inside in the event of a severe thunderstorm
- Make trees and shrubbery more wind resistant by keeping them trimmed and removing damaged branches
- Put together an emergency preparedness kit (SSF has provided every house with one excluding water requirements)

–Water—one gallon per person, per day

–Food—non-perishable, easy-to-prepare

–Flashlight

–Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)

–Extra batteries

–First aid kit

–Medications (7-day supply) and medical items

- Multi-purpose tool
- Sanitation & personal hygiene items
- Copies of personal documents
- Cell phone with chargers
- Family & emergency contact information
- Extra cash

## Responding appropriately during a thunderstorm

- Listen to local news or NOAA Weather Radio for emergency updates. Watch for signs of a storm, like darkening skies, lightning flashes or increasing wind.
- Postpone outdoor activities if thunderstorms are likely to occur. Many people struck by lightning are not in the area where rain is occurring.
- If a severe thunderstorm warning is issued, take shelter in a substantial building or in a vehicle with the windows closed.
- If you can hear thunder, you are close enough to be in danger from lightning. If thunder roars, go indoors! The National Weather Service recommends staying inside for at least 30 minutes after the last thunder clap.
- Avoid electrical equipment and telephones. Use battery-powered TVs and radios instead.
- Shutter windows and close outside doors securely. Keep away from windows.
- Do not take a bath, shower or use plumbing.
- If you are outside and cannot reach a safe building, avoid high ground; water; tall, isolated trees; and metal objects such as fences or bleachers. Picnic shelters, dugouts and sheds are NOT safe.

## Take the appropriate steps to stay safe

- Never drive through a flooded roadway. You cannot predict how deep the water may be.
- Stay away from storm-damaged areas to keep from putting yourself at risk from the effects of severe thunderstorms.
- Continue to listen to a NOAA Weather Radio or to local radio and television stations for updated information or instructions, as access to roads or some parts of the community may be blocked.
- Stay away from downed power lines and report them immediately.

## If Lightning Strikes

Follow these steps if someone has been struck by lightning:

- **Call for help.** Call 9-1-1 or the local emergency number. Anyone who has sustained a lightning strike requires professional medical care.
- **Check the person for burns and other injuries.** If the person has stopped breathing, call 9-1-1 and begin CPR. If the person is breathing normally, look for other possible injuries and care for them as

necessary. People who have been struck by lightning do not retain an electrical charge and can be handled safely.

- Always make sure that electronic equipment is on a safety strip plug in.

## **Let Your Family Know You're Safe**

If your community has experienced a disaster, register on the American Red Cross [Safe and Well](#) web site to let your family and friends know you are safe. You may also call 1-866-GET-INFO to register yourself and your family.

# Tornado Safety

A tornado is a violently rotating column of air extending from the base of a thunderstorm down to the ground. Tornado intensities are classified on the Fujita Scale with ratings between F0 (weakest) to F5 (strongest). Although severe tornadoes are more common in the Plains States, tornadoes have been reported in every state.

## Know the Difference

**Tornado Watch** - Tornadoes are possible in and near the watch area. Review and discuss your emergency plans, and check supplies and your safe room. Be ready to act quickly if a warning is issued or you suspect a tornado is approaching. Acting early helps to save lives!

**Tornado Warning** - A tornado has been sighted or indicated by weather radar. Tornado warnings indicate imminent danger to life and property. Go immediately under ground to a basement, storm cellar or an interior room (closet, hallway or bathroom).

## How to Prepare for a Tornado

- During any storm, listen to local news or a NOAA Weather Radio to stay informed about tornado watches and warnings.
- Know your community's warning system. Communities have different ways of warning residents about tornados, with many having sirens intended for outdoor warning purposes.
- Pick a safe room in your home where household members may gather during a tornado. This should be an interior room on the lowest floor with no windows (bathroom/storage).
- Practice periodic tornado drills so that everyone knows what to do if a tornado is approaching.
- Consider having your safe room reinforced. Plans for reinforcing an interior room to provide better protection can be found on the [FEMA](#) web site.
- Move or secure lawn furniture, trash cans, hanging plants or anything else that can be picked up by the wind and become a projectile.
- Watch for tornado danger signs:

–Dark, often greenish clouds – a phenomenon caused by hail

–Wall cloud – an isolated lowering of the base of a thunderstorm

–Cloud of debris

–Large hail

–Funnel cloud – a visible rotating extension of the cloud base

–Roaring noise

# What to Do During a Tornado

- The safest place to be is an underground shelter, basement or safe room.
- If no underground shelter or safe room is available, a small, windowless interior room or
- Go to the nearest sturdy building or shelter immediately, using your seat belt if driving.
- Do not wait until you see the tornado.

If you are caught outdoors, seek shelter in sturdy building. If you cannot quickly walk to a shelter:

- Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter.
- If flying debris occurs while you are driving, pull over and park. Now you have the following options as a last resort:
  - Stay in the car with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible.
  - If you can safely get noticeably lower than the level of the roadway, exit your car and lie in that area, covering your head with your hands.
- Your choice should be driven by your specific circumstances.

# What to Do After a Tornado

- Continue listening to local news or a NOAA Weather Radio for updated information and instructions.
- If you are away from home, return only when authorities say it is safe to do so.
- Wear long pants, a long-sleeved shirt and sturdy shoes when examining your walls, doors, staircases and windows for damage.
- Watch out for fallen power lines or broken gas lines and report them to the utility company immediately.
- Stay out of damaged buildings.
- Use battery-powered flashlights when examining buildings – do NOT use candles.
- If you smell gas or hear a blowing or hissing noise, open a window and get everyone out of the building quickly and call the gas company or fire department.
- Take pictures of damage, both of the building and its contents, for insurance claims.
- Use the telephone only for emergency calls.
- Clean up spilled medications, bleaches, gasoline or other flammable liquids that could become a fire hazard.
- Check for injuries. If you are trained, provide first aid to persons in need until emergency responders arrive.

## As you rebuild:

- **If structural damage occurs, Southern Scholarship Foundation will seek out alternative housing for the time it takes to restore your home.**

The Red Cross encourages those in tornado-prone areas to use the [Tornado Safety Checklist](#), which provides information on what you can do before, during and after a tornado strikes.

## Let Your Family Know You're Safe

If your community has experienced a disaster, register on the American Red Cross [Safe and Well](#) web site to let your family and friends know you are safe. You may also call 1-866-GET-INFO to register yourself and your family.

## Disaster Relief Phone Numbers

- If you have left the disaster area please contact the FDLE to report of your safety 1-850-410-7000
- State of Florida Emergency Information 24-hour hotline (FEIL):  
1-800-342-3557
- FEMA (Federal Emergency Management Agency) Registration:  
1-800-621-3363
- Florida Power and Light: 1-800-OUTAGE (Tallahassee)
- Gainesville Regional Utilities (Gainesville)
- Physical Plant (FGCU)
- American Red Cross: 1-800-435-7669

# Active Shooter

When a hostile person is actively causing deadly harm or the imminent threat of deadly harm within your house or surrounding SSF property, we recommend the following procedures be followed:

- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call 911 then notify SSF Staff by any means available.
- Make sure to silence your cell phone.
- Don't stay in an open space or hallway.
- Do not pull a fire alarm. A fire alarm would signal residents in the house to evacuate and thus place them in potential harm as they exit.
- Barricade yourself in the room with furniture or anything you can push against the door.
- Lock the windows and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway, kitchen, or living room you must decide what action to take
  - You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through looking for victims
  - If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile while in the building. Use trees, vehicles, or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.

- Make sure when running that you keep your hands visible.
- Do not attempt to move those that are injured or try to persuade others to evacuate – focus on getting yourself to safety and helping those that are willing to evacuate.
- If the person is causing death or serious physical injuries to others and you are unable to run or hide, you may choose to play dead if there are other victims around you
- The last option you have if caught in an open area may be to fight back. This is dangerous but depending on your situation, this could be your last option. Make sure that you act with as much aggression as possible, improvising items to use as weapons against shooter.
- If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.

Once police arrives, obey all their commands.

## Warning Signs

If you come in contact with any individuals who display the following tendencies you must contact SSF staff. You may also contact a counseling service administrator if you are concerned for the person's well-being or safety.

- Threatens harm or talks about killing other residents, faculty or staff
- Constantly starts or participates in fights
- Loses temper and self-control easily
- Swears or uses vulgar language most of the time
- Possesses or draws graphic images of death or violence
- Assaults others constantly
- Possesses weapons or has a preoccupation with them
- Becomes frustrated easily and converts frustration into uncontrollable physical violence

# Water Damage

Serious water damage can occur from numerous sources such as broken pipes, clogged drains, damaged windows, or construction damage.

If a water leak occurs or there is flooding

- Contact your campuses maintenance team.
- If there are electrical appliances or outlets near the leak, use extreme caution to avoid electrocution.

If there is any possible danger, evacuate the area immediately

- If you know the source of the leak and are confident in your ability to stop it (i.e. unclog the drain, turn off water, unplug appliances from wall and floor sockets etc.) then do so.
- Be prepared to assist as directed in protecting object that are in jeopardy. Take only essential steps to avoid or remove immediate water damage, such as covering object with plastic sheeting and moving small or light objects out of harm's way.