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INTRODUCTION

The FSEHS Emergency Response Plan is intended to provide planning and preparation guidelines and procedures in the event of an emergency in an effort to avoid a significant impact on critical operations within the School of Education. As stated in the NSU Public Safety Emergency Response Manual, whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the president or the president’s designee, may declare a State of Emergency.

The Emergency Response Plan is designed to supplement the NSU Emergency Operations Procedures Manual by providing procedures and information for all employees at Fischler. This manual is designed to reduce confusion and disruption during an emergency by providing guidelines for handling the situation at hand and outlining plans for a timely, efficient, and controlled recovery.

Please become familiar with these emergency procedures and remember to keep a copy of this manual available for use as a resource tool. Your understanding of procedures will be our best assurance to reduce panic and confusion. The manual is available on F.I.N. Since emergencies may be sudden and without warning, the procedures contained within are designed to be flexible to accommodate contingencies.

If you have any questions or suggestions, please contact the nearest Sector Captain (Appendix A) assigned to your floor. Thank you for your continued cooperation and support.

UNIVERSITY CLOSURES

The responsibility for declaring the closing of the university and NSU properties is the authority of the University President. In the event of an emergency, the University President may close a part of, or all of the university's campuses, regional sites, and/or locations. In the event of the announcement of an emergency, including severe weather conditions, the University President will decide when, if and which portions of the university will be closed. NOTE: Only the University President may declare NSU or any of its properties closed.

If the University President orders the closing of the university, the appropriate directives will be relayed by the Vice Presidents and Deans to staff in their respective areas of responsibility. NSU Office of Public Affairs will contact broadcast and print news organizations for immediate broadcast notification.

NSU emergency procedures are available on the NSU Public Safety Web site: [http://www.nova.edu/cwis/pubsafety/].
EMERGENCY DECISION TEAM (EDT)

The Emergency Decision Team (EDT) is charged with maintaining communication with the Provost and disseminating information to the Communication Team and the Sector Captains, conducting planned emergency meetings prior to and following a potential emergency as described in this manual, and directing emergency action of Fischler employees.

EMERGENCY DECISION TEAM MEMBERS

<table>
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<tr>
<th>PRIMARY</th>
<th>CONTACT INFO</th>
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EMERGENCY [During an emergency crisis as described in this document]

___  Alert the Office of Internal Communications (OIC) to notify the Sector Captains and the Communication Team.
___  Attend Emergency Decision Team (EDT) Meetings
     ___ EDT Members will meet, as needed and if necessary, when an emergency crisis has been determined.
     ___ Immediately following the EDT meetings, the Emergency Decision Team will meet with the Communication Team and the Sector Captains at a location to be designated. Depending on the emergency, it may be necessary for communications to be kept at a minimum.
___  Maintain communication via satellite phones with critical personnel, if approved by Public Safety
___  Determine, with Provost, when the FSEHS Emergency Response Plan should be activated.
___  Notify Communication Team of Emergency Response Plan activation.
___  Brief Executive Team on a regular basis.

RECOVERY [Following an emergency crisis]

___  Compile overview of employee status reports from Executive Deans.
___  Notify critical personnel when they are expected to return to work to complete damage assessment.
___  Complete damage assessment.
___  Compile damage assessment reports.
___  Conduct a post-crisis meeting.
___  Contact respective Communication and Sector Captains to enact the Return to Work Directives, if appropriate.
COMMUNICATION TEAM

The Communication Team is comprised of departmental representatives responsible for determining appropriate communication with all faculty, staff, and students (regardless of location), prior to, during, and after an emergency crisis.

Administration/EDT Representatives:
Dr. Kimberly Durham, ext. 8601, Mobile: 954-520-9502, Email: durham@nova.edu
Dr. Nelson Diaz, ext. 8390, Mobile: 954-448-6422, Email: ndiaz@nova.edu

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EMERGENCY [During an emergency crisis]

___ Maintain contact with the Administration/EDT Representative.
___ Always carry cell phone to increase availability.
___ Attend Communication Team meetings when an emergency crisis has been issued.

RECOVERY [Following an emergency crisis]

___ Establish and maintain contact with faculty, staff, and students to notify them of FSEHS status. Depending on the emergency crisis, this may not be accomplished.
___ In the event that NSU experienced downtime, send appropriate notification to faculty, students, and staff as to how the downtime will affect current courses, registration (if applicable), pay periods, etc. utilizing mass e-mail, www.schoolofed.nova.edu, F.I.N., and/or WebCT.

DEFINITION OF A CRISIS

A crisis is defined by Webster as “…an unstable or crucial time or state of affairs in which a decisive change is impending; one with the distinct possibility of a highly undesirable outcome.” This could be a wide variety of situations at the Fischler School, including but not limited to the following:

- Accidents
- Agitated Person on Campus
- Assault
- Bomb Threat/Explosion
- Fire
- Death at the Center: Natural, Accidental, Homicide, or Suicide
- Emergency Evacuation
- Mass Involvement of Students or Employees in Large Group Crisis (Asphyxiation, Food Poisoning, and/or Communicable Disease)
- Nuclear Conflict
- Operational Crisis (Hazardous Material release, Toxic Substance or Gas Leak, Ruptured Water Lines, Climate Control in Extreme Weather, and Power Outrage)
- Riot / Political or Community Demonstration
- Security Breach / Vandalism
- Tornadoes, Hurricanes, and Other Natural Disasters
- Inclement Weather
- Act of Terrorism.

TYPES OF EMERGENCIES

- Medical emergencies
- Fire emergency
- Hurricane emergency (see FSEHS Hurricane Manual)
- Chemical spill
• Tornado or lightning strike
• Bomb threat
• Suspicious mail/package
• Civil disturbance
• Intruder

NORTH MIAMI BEACH CAMPUS EVACUATION

The North Miami Beach (NMB) campus is not designated as a shelter. In the event of a mass evacuation due to an emergency, as ordered by local/state officials, the Provost will consult with the University President and will act on his orders, and all personnel will be directed by the Sector Captains to initiate a campus evacuation.

In the event of an evacuation, the Executive Administration and Sector Captains will ensure that all Fischler employees have vacated the NMB campus and/or Griffin Road and DeSantis buildings.

Role of Sector Captains during Evacuation

Sector Captains must check and clear areas in their sector before leaving their area. This includes offices, unlocked store rooms, and bathrooms. When all clear the Sector Captains will exit the building and follow everyone to the parking lot located across from the parking garage (Northwest corner of the property). Once in the parking lot everyone must check in with their Sector Captain or the sector captain must locate everyone from their area. Specific evacuation procedures are as follows:

Main Building

• DO NOT USE ELEVATORS OR INTERNAL STAIRWELLS. USE ONLY EXITS DESIGNATED AS EMERGENCY EXITS
• Everyone must exit to the parking lot located across from the parking garage (Northwest corner of the property). People on the first floor will exit through the nearest emergency exit and proceed to the parking lot. Everyone on other floors will exit using one of two emergency exits. West emergency exit - everyone will proceed quickly down the stairs to the ground floor, this exit will take everyone out of the building by the parking garage and everyone will then proceed to the parking lot. East emergency exit – everyone will proceed quickly down the stairs to the ground floor, this exit will take everyone out of the back of the building by the canal. Everyone will then follow the sidewalk to the right and go around the building and the parking garage to the parking lot – do not go between the building and the parking garage. Do not go into the parking garage. Once in the parking lot everyone must check in with their Sector Captain or the Sector Captain must locate everyone from their area.
• No one can reenter the building until an “All Clear” is given. Then everyone can return to their work area.
Technology and Education Buildings

DO NOT USE ELEVATORS OR INTERNAL STAIRWELLS. USE ONLY EXITS DESIGNATED AS EMERGENCY EXITS.

- Everyone must exit to the parking lot located across from the parking garage (Northwest corner of the property). People on the first floor will exit through the nearest emergency exit and proceed to the parking lot. Everyone on the other floors will exit using one of two emergency exits. West emergency exit – everyone will proceed quickly down the stairs to the ground floor and then proceed to the parking lot. East emergency exit – everyone will proceed quickly down the stairs to the ground floor. Everyone will then proceed quickly to the parking lot. Do not go into the parking garage. Once in the parking lot everyone must check in with their Sector Captain or the Sector Captain must locate everyone from their areas.
- No one can reenter the building until an “All Clear” is given. Then everyone can return to their work area.

Individuals with Disabilities

Public Safety for the North Miami Beach Campus is aware of the individuals in the building who have physical challenges. The responsibility of the Sector Captains during an emergency is to clear their designated areas and ensure that individuals with challenges become a priority in the case of a fire or evacuation. When an alarm is sounded the Sector Captain should locate individuals who need assistance and ensure that they are safely escorted from the building. If the Sector Captain needs assistance he/she can radio Public Safety.

**EMERGENCY PREPAREDNESS CARD**

Sector Captains should be sure that every employee has a copy of the Emergency Preparedness Plan card. Sector Captains and employees should follow the following procedures during an actual emergency:

a. Fire – Dial 9 (outside line) then 911, Pull Alarm, Call Sector Captain, Sector Captain will notify Public Safety, Evacuate: Use Emergency Exits
b. Medical Emergency or Accident – Dial 9 (outside line) then 911, Call Sector Captain, Sector Captain will notify Public Safety
c. Bomb Scare, Human Bomb – Call Sector Captain, Sector Captain will notify Public Safety, Evacuate: Use Emergency Exits
d. Violent Incident – Cooperate, Dial 9 (outside line) then 911, Evacuate (if possible): Use Emergency Exits, Call Sector Captain, Sector Captain will notify Public Safety
e. Suspicious Mail/Package – Call Sector Captain, Sector Captain will notify Public Safety
f. Any other incidents – Call Sector Captain, Sector Captain will notify Public Safety
IMPORTANT NUMBERS/HOTLINES

DIAL 9 FOR AN OUTSIDE LINE AND THEN 911
THE UNIVERSAL TELEPHONE CONNECTION FOR IMMEDIATE RESPONSE
BY THE LOCAL POLICE, FIRE DEPARTMENT, OR PARAMEDICS.

FSEHS EMPLOYEE HOTLINE: 954-262-2300
[HOTLINE IS ONLY ACTIVATED IN CASE OF AN EMERGENCY.
INCLUDES FISCHLER INFORMATION
AND/OR RETURN-TO-WORK DIRECTIVES]

NOVALERT: 954-262-8999
EMERGENCY LINE
[PUBLIC SAFETY DEPARTMENT]
www.nova.edu/cwis/pubsafety

NSU MAIN SWITCHBOARD: (954) 262-7300
CALL CENTER: 954-262-8500

FSEHS PUBLIC SAFETY: (954) 262-8998
USE THIS NUMBER TO REPORT POTENTIALLY HAZARDOUS CONDITIONS
OR SITUATIONS THAT ARE NOT AN IMMEDIATE THREAT TO LIFE OR SAFETY.

NORTH MIAMI BEACH POLICE DEPARTMENT: (305) 949-5500

FSEHS WEBSITE:
www.schoolofed.nova.edu

FISCHLER INFORMATION NETWORK (F.I.N.):
http://www.nova.edu/bin/fsehs_net
FSEHS SECTOR CAPTAINS – Roles and Responsibilities

The role of the Sector Captain is to be the first point of contact with the NSU security officers and administration in situations requiring immediate attention in regard to safety and emergencies at North Miami Beach. There are at least two Sector Captains (with back-ups) assigned to each floor of the Main building and the Technology building (see Appendix A).

General Duties include:

1. Each Sector Captain is given a radio in order to communicate with other Sector Captains and security during an emergency.
2. The Sector Captains understand the importance of preparation and prevention in emergency situations.
3. The Sector Captains will receive CPR and first aid training to assist in emergencies until help arrives.
4. They know where key emergency resources are located on their floor or area.
   a. Fire Extinguishers
   b. First Aid Kits
   c. Fire Exits
5. Sector Captains familiarize new employees with the emergency evacuation procedures including fire exits.
6. They make sure that all employees have a copy of the “Emergency Response Plan” and it is posted in a prominent area in each employee’s work area.
7. Report all emergencies to Public Safety or call 911 in life threatening situations.
8. Ensure that everyone has evacuated their area and the building during fire drills and/or other evacuations.
9. Be aware of individuals in their area with physical challenges.
10. Report any suspicious activity that could threaten the safety of university employees or others present in the building.
11. Serve on the Hurricane Preparedness Committee and assist with preparations in the event of a hurricane watch.
12. Ensure a back-up is available during their absence.
EMERGENCY PROCEDURES

MEDICAL EMERGENCIES

Medical emergencies may occur that require immediate action; examples include:

- Obvious fracture
- Bleeding of a severe nature
- Severe pain
- Seizures
- Unconsciousness
- Inability to move
- Severe difficulty breathing
- Sudden swelling or hives
- Absence of breathing
- Paleness or bluish color to the skin

FOR MEDICAL HELP

Dial 9, 911 – Provide Emergency Personnel with:

• Your EXACT location – Address, Building, Floor, etc.
• Type of injury, illness, or symptoms (bleeding, fracture, etc.)
• Your Name
• Stay on the line – Police or Fire personnel may request that you wait. Help will be sent, then you will be asked for additional information.
• Alert another employee to contact the Sector Captain in your area regarding the medical emergency.
• After calling 911, call NSU Public Safety (extension 8998). Public Safety will verify that you have called 911 and ask for the same information. Public Safety will dispatch AED/CPR certified Public Safety officers and will escort emergency services directly to your location to support prompt response.
• Once emergency medical services (EMS/fire rescue) have arrived and treated the victim, it will be the victim’s prerogative whether they want to be transported.

RENDERING HELP TO THE INJURED

• Do NOT move the victim (unless he/she is in a dangerous area)
• If someone else is available and competent enough to use a phone, direct them in no uncertain terms to dial 911 and to come back and advise once they have done so. If no one else is available, dial 911 yourself before initiating any first aid.
• Administer CPR/First Aid (only if trained)
• Keep others away from the victim
• Stop the bleeding
• Know your limitations on the type of aid to render – do not overreact!
• For minor illness or injury, first aid kits are located on each floor
• Do not overreact.

If you have fallen or injured yourself in the building or on the sidewalks or parking area surrounding your building, notify your supervisor.
**Fire Emergency**

If there is a fire in the building, or on the premises, **pull the nearest fire alarm**

Dial 9, 911 for the fire department – provide:
- The EXACT location of the fire – Address, Building, Floor, etc.
- Type of Fire (trash can, smoke, flames, etc.)
- Your Name
- Contact the Sector Captain in your area who will notify Public Safety
- Use Emergency Exits to evacuate the building. Follow Fischler School instructions to evacuate the building.
- After calling 911, call NSU Public Safety (extension 8998). Public Safety will verify that you have called 911 and ask for the same information. Public Safety will dispatch AED/CPR certified Public Safety officers and will escort emergency services directly to your location to support prompt response.

**When a Police Officer is Needed**

- Dial 9, 911
- Provide the EXACT location and type of problem (disturbance, vandalism, etc.)
- Your name
- Keep other persons away from the scene
- Ensure your own personal safety and the safety of those around you. Do not approach any area where there is any suspicion of a risk or danger.
- Call your Sector Captain
- Do not touch or disturb anything
- If possible, get a description of suspect, vehicle, etc.
- Attempt to keep others safe and calm
- As with all other emergencies, After calling 911, call NSU Public Safety (extension 8998). Public Safety will verify that you have called 911 and ask for the same information. Public Safety will dispatch AED/CPR certified Public Safety officers and will escort emergency services directly to your location to support prompt response.

**Fire Extinguishers**

Fire extinguishers are located on every floor and should be used to prevent the spread of fire only if you can do so WITHOUT putting your life in danger.
- Remove fire extinguisher
- Place yourself between the fire and an exit
- Pull out the locking pin of the fire extinguisher
- Carefully approach the flame in a low crouch position with arm fully extended
- Aim at the base of the fire
- Squeeze handle intermittently to release contents in short bursts
- Release handle to stop and repeat steps d-g, as needed
**ELEVATOR FAILURE**

If an employee, a student, or a visitor to the Fischler School is in an elevator that stops between floors or the doors will not open, use the elevator phone or alarm button to call for help. Public Safety will handle all calls and requests for assistance.

Never attempt to pry open the doors or overhead hatch of a stopped elevator. Such actions by unskilled personnel may result in an injury.

**HURRICANE**


**CHEMICAL SPILL**

Report spillage of a hazardous material to Public Safety (ext. 8998) immediately. When reporting, be specific as to the nature of material involved and exact location. Public Safety will alert necessary specialized authorities and medical personnel.

Public Safety will vacate the affected area immediately and seal it off (when possible) to prevent further contamination of other areas.

Anyone who may be contaminated by the spill is to avoid contact with others as much as possible. Remain in the vicinity and provide names to Public Safety. Required first aid and clean up by specialized authorities should commence immediately.

If a building evacuation is warranted, **DO NOT RETURN TO THE EVACUATED BUILDING** unless instructed to do so by Public Safety or a Sector Captain or a member of the Emergency Decision Team.

If exposure occurs:

- Inhalation – move to fresh air
- Eyes – flush with water for 15 minutes
- Skin – wash with soap and water
- Swallowing – seek immediate medical help

**TORNADOES**

Generally, there is a brief warning period prior to a tornado. When a TORNADO WATCH is announced, this means that tornadoes *may* occur. When a TORNADO WARNING is issued, **take shelter immediately** – a tornado has been sighted.

Sector Captains will be alerted immediately if there is a tornado watch or warning in the area.
Stay away from windows, exterior walls, and exterior doors. Go to an interior room and get on your knees. Put your head on the floor facing an interior wall. Fold your arms over the back of your head.

For more information regarding how to protect yourself from tornadoes, print the Novalert brochure - “Protect Yourself From Tornadoes and Lightning Strikes” [http://www.nova.edu/cwis/publsafety/forms/operationmanual.pdf]

**LIGHTNING STRIKES AND FLOODING**

Lightning seeks the path of least resistance between cloud and earth and the path will course through any object which stands out because of its height or isolation. That object might be a building, a pole, a tree, an antenna, or a human body.

The time reference from seeing the stroke of lighting to hearing the thunder is the Flash-to-Bang measurement of lighting distance:

For each five second count, lighting is one mile away. So 25 seconds = five miles away, 20 seconds = four miles away. At a count of 15 seconds (3 miles) take immediate defensive actions.

**Before the Storm**

The surest way to avoid being struck by lightning is simply to put off outdoor activity.

- Check the latest weather forecast.
- Look out for darkening skies, flashes of light, or increasing winds.
- If you hear thunder, you are close enough to be struck by lightning; seek shelter immediately.

**Take Cover**

- Find shelter in a building or car (not a convertible); keep the windows closed.
- Avoid trees, telephone poles, and metal objects such as golf clubs, umbrellas, lawn tools, fences, and bicycles.
- Get off lawns and fields; if stranded, get away from water and find shelter.
- If boating or swimming, get to dry land and find shelter immediately.
- If trapped in the woods, take cover under shorter trees.
- If caught outdoors, squat low to the ground and place your hands on your knees with your head between them. Do not lie flat—this will make you a bigger target.

**If Someone is Struck**

- A person struck by lightning carries no electrical charge and can be handled safely.
- Call for help immediately. If at the North Miami Beach campus, call Public Safety.
- Check the person for burns, breathing, and pulse.
- Give first aid, mouth-to-mouth resuscitation, and CPR if needed.
BOMB THREAT GUIDELINES

In the event that a bomb threat is made, it is important to be familiar with the guidelines outlined below, including the Bomb Threat Procedure Form (see Appendix B).

NOTIFICATIONS

When a bomb threat is received, the following notifications should be made:

1. Dial 9, 911 and provide information about the threat
2. Contact the Sector Captain in your area who will notify Public Safety
3. Complete the Bomb Threat Procedure Form immediately after the caller has hung up so that information about the call and caller is fresh.
4. Use Emergency Exits to evacuate the building

RESPONSES TO A BOMB THREAT

DO NOT EVER TOUCH ANY OBJECT OR PACKAGE THAT YOU THINK MIGHT BE A BOMB!

The responding law enforcement agency, NSU Public Safety, and the NSU facility administrator will confer and decide how to proceed. These individuals will decide on additional emergency response, how to search the building, and when it is necessary to evacuate the building. Bomb searches are usually conducted by NSU Public Safety and NSU Physical Plant personnel. A building administrator may accompany the search team. The police and fire personnel responding will assist and sometimes accompany the building search team. However, most law enforcement officials believe that NSU personnel have more knowledge as to how the building is configured and what condition or object might be suspicious. When identified, suspicious conditions or objects will be handled by the police and fire officials.

Responding protective units usually include police officers, fire department trucks and crews, emergency rescue vehicles and ambulances including paramedics and transport crews, and specific bomb search and handling teams – some with search dogs and other bomb detection and handling equipment.
RESUMPTION OF BUSINESS

In the case of a false bomb threat, the purpose is usually to disrupt business operations or university functions. The FSEHS Provost, Emergency Decision Team, and Public Safety will work with law enforcement officials to prevent disruption of business and the return to normal as soon as conditions are considered safe.

Safety is our primary focus in any life threatening incident. When safety can be reasonably assured by life safety professionals, business operations will resume.

*It is recommended that you keep a copy of the [Bomb Threat Procedure Form](http://www.nova.edu/cwis/pubsafety/forms/operationmanual.pdf) (see Appendix B) by the telephone to be utilized during a bomb threat call.*

SUSPICIOUS MAIL/PACKAGE

The FBI and U. S. Postal Service authorities have issued tips for handling and reporting suspicious mail.

DO NOT TOUCH ANY OBJECT OR PACKAGE THAT YOU THINK IS SUSPICIOUS IN NATURE!

Contact the Sector Captain in your area who will notify Public Safety.

Characteristics of a suspicious package include:

- No return address
- Possibly mailed from a foreign country
- Excessive postage
- Restrictive markings like “Personal” or Special Delivery
- Misspellings in the address
- Addressed to a title rather than an individual
- Badly typed or written
- Uneven in shape
- Rigid or bulky packaging
- Strange odor
- Oily stains, discoloration, or crystallization on the packaging
- Excessive tape or string
- Arrives unexpected or from someone unfamiliar to you
- Protruding wires
- The city or state in the postmark does not match the return address
CIVIL DISTURBANCE OR INTRUDER

CIVIL DISTURBANCE

A civil disturbance is defined as an emergency caused by one or more disturbances, which presents a significant general threat to the community.

If you deem that an emergency exists:
- Dial 9, 911 and provide information about the disturbance.
- Contact the Sector Captain in your area who will notify Public Safety.

If it is determined that the disturbance presents an immediate threat to the building and its occupants, steps will be taken to secure or evacuate the building. Efficient control during a disturbance can prevent physical injury to employees and diminish potential property loss.

INTRUDER

An intruder is defined as a person(s) that does not have an approved reason for being on the premises. Please bear in mind that some visitors to the NMB campus could be visiting faculty, administrative guests, students, or patients of the NSU Clinics.

Be alert for persons who do not appear to have reason to be in the building (e.g., wandering, loitering). Attempt to determine why the person is there by offering assistance. If you do not feel comfortable approaching the individual, contact Public Safety at ext. 8998. Public Safety will determine if the person is an intruder and will take necessary steps to remove the person from the premises (which could involve contacting local police).

1. Greet the intruder in a polite and non-threatening manner with another staff member present.
2. Identify yourself as an employee of the Fischler School.
3. Ask the intruder for identification.
4. Inquire as to purpose of presence.
5. If it is determined that the intruder has no rightful reason to be on campus, contact Public Safety at extension 8998 immediately.
**EMERGENCY LOCKDOWN**

**In the Past**

Safety procedures at colleges and universities have historically focused on Facility Evacuation or Fire Drill exercises. These exercises are typically performed on a regular basis throughout the year. Facility Evacuation procedures are the appropriate response for fire emergencies and for certain other threats, such as bomb threats and internal hazardous releases.

**New Threats**

Over the last few years, terrorist attacks and hostile intruder situations have emerged as serious threats. These threats require what is called “Emergency Lockdown” or “Shelter-in-Place” procedures and are to be executed – the exact opposite of a Facility Evacuation. Terrorist attacks and hostile intruder situations constitute life-threatening events and conducting a Facility Evacuation or failing to respond properly could be a fatal mistake. Note that Emergency Lockdown procedures are also appropriate for other situations such as external hazardous releases, and with some modification, tornado emergencies.

**Responding to the New Threats**

Faculty and staff are frequently the initial responders to an emergency situation. In particular, faculty are viewed as role models and leaders by their students. In an emergency situation, students will likely follow the advice of the faculty. Yet, very few of these initial responders have any formal training in emergency response.

Threats that trigger an emergency lockdown are likely life-threatening. Initially, these exercises may cause some stress for all involved but it is critically important that employees know the proper action steps. In the long term, these exercises will give everyone some level of empowerment in an actual emergency situation that might otherwise be overwhelming.

**Communications**

The need to communicate emergency instructions during a crisis situation is central to the effectiveness of executing the Emergency Response Plan. Communicating accurate and sufficiently detailed information represents an important challenge. Typically, alarms alert everyone to conduct a Facility Evacuation. Although detailed information (fire, bomb threat, etc) cannot be communicated, the basic advice to evacuate the facility is disseminated. At a minimum, some type of code or alarm will be utilized to alert everyone to a dangerous condition outside of the building and that an Emergency Lockdown needs to be performed.

**Responsibilities and Procedures**

Fire Evacuation alarms will not be sounded in an Emergency Lockdown.
During a prime alert, the responsibility of all personnel is to provide for personal safety of colleagues, isolate problem areas, stay organized, and remain in control. If an Emergency
Lockdown situation is identified, the individual should immediately contact the floor Sector Captain or Public Safety, to provide all known information. The Sector Captain notifies Administration. Other Sector Captains will be advised if Emergency Lockdown Procedures are to be implemented.

During a lockdown, the Center will take several security measures:
- Doors and windows in all the buildings are locked
- All students and employees remain inside the building
- No one is permitted to leave or enter any campus building
- Text messaging and cell phone usage should be kept to a minimum

**Secured Room**

Sector Captains will alert all employees when a situation arises necessitating the implementation of the Emergency Lockdown procedure. A Secured Room is any location inside a campus building that can be deemed a secure location. A Secured Room is used when it is safer to remain in an area that can be secured than to move through or leave the building where the potential threat may be encountered and there is no possibility of uncontrolled fire or explosion. Remain in the secured room until notified that the lockdown has ended.

**Main Building**

1st Floor: Suites 100, 174, 175  
1st Floor Medical: Medical Records Room, Residence Room 102, Exam Room 111  
1st Floor Dental: Rooms A, B  
1st Floor Optical: Conference Room 149  
2nd Floor: Room 200A, Suite 209  
3rd Floor: Kitchen/Lounge Area  
4th Floor: Kitchen/Lounge Area  
5th Floor: Rooms 511, 501, 502, 505 (workroom)

**Technology Building**

1st Floor: Tech Auditorium  
2nd Floor: Gymnasium  
3rd Floor: Suite 300, Room 333  
4th Floor: Kitchen/Lounge, Rooms 401B, 401C

**Education Building**

1st Floor: Auditorium A, B  
2nd Floor: Auditorium C, D  
3rd Floor: Rooms 301, 304, 309

**Griffin Road Building**

1st Floor: Rooms 102, 104, 106  
2nd Floor: Rooms 234, 209  
3rd Floor: Rooms 301, 319/322
DE SANTIS BUILDING (MAIN CAMPUS)

Fischler School employees at the De Santis Building will follow the emergency preparedness procedures for that building.

**Emergency Code System**

The emergency code system is designed to provide a quick and efficient manner in which to communicate emergencies. The following five codes indicate emergencies that may occur during any given day.

**CODE BLACK – LOCKDOWN**

- All doors closed and locked
- Sector Captains acknowledge CODE BLACK via radio 3 times
- Faculty and staff report to designated Secured Rooms
- Sector Captains will identify employees out of office
- Maintain calm environment by remaining calm
- If real threat, please say, “CODE BLACK STILL IN EFFECT”
- If false threat, please say, “CODE BLACK ALL CLEAR.”
- If a gun shot or explosion is heard, lay down on the floor
- Remain in Secured Room until notified by Public Safety

**CODE BLUE – MEDICAL EMERGENCY**

- Sector Captains acknowledge CODE BLUE via radio 3 times
- Maintain calm environment by remaining calm
- Identify building floor and room number; notify Public Safety
- Announce “ALL CLEAR” after Public Safety intervenes

**CODE RED – FIRE**

- Sector Captains acknowledge CODE RED via radio 3 times
- Dial 9, 911 for the fire department – provide:
  - Name, EXACT location of fire – Address, Building, Floor, etc.
  - Type of Fire (trash can, smoke, flames, etc.)
- After calling 911, call NSU Public Safety (ext. 8998), and verify that you have called 911 and provide the same information. Public Safety will dispatch appropriate emergency services directly to your location to support prompt response
- Use Emergency Exits to evacuate building; follow Fischler School instructions to evacuate building
- If real threat, please say, “CODE RED STILL IN EFFECT”
- If false threat, please say, “CODE RED ALL CLEAR”
- Re-entry into building permitted after announcement of “ALL CLEAR”
CODE GREEN – WHEN A PUBLIC SAFETY OFFICER IS NEEDED
- Contact Sector Captain(s) who will notify Public Safety
- Sector Captains acknowledge CODE GREEN via radio 3 times
- Dial 9, 911 – provide:
  - Name, EXACT location and type of problem (disturbance, vandalism, etc.)
  - After calling 911, call NSU Public Safety (ext. 8998), and verify that you have called 911 and provide the same information. Public Safety will dispatch appropriate emergency services directly to your location to support prompt response
  - Ensure your personal safety and safety of others; do not approach any area where there is suspicion of risk or danger
  - Keep others away from scene; attempt to keep others safe and calm
  - Do not touch or disturb anything
  - If possible, get a description of suspect, vehicle, etc.

CODE ORANGE – BOMB THREAT/EXPLOSION
- Contact Sector Captain(s) who will notify Public Safety
- Sector Captain(s) acknowledge CODE ORANGE via radio 3 times
- Dial 9, 911
- Complete Bomb Threat Procedure Form immediately after caller has hung up so that information about the call and caller is fresh
- Use Emergency Exits to evacuate building
- If real threat, please say, “CODE ORANGE STILL IN EFFECT.”
- If false threat, please say, “CODE ORANGE ALL CLEAR.”
- Re-entry into building is permitted after announcement of “ALL CLEAR” is made
HOMELAND SECURITY INFORMATION

The FSEHS Provost and Administrators are committed to the safety of all Fischler employees.

The information below is also available on pages 115-116 of the NSU Emergency Operations Procedures Manual http://www.nova.edu/cwis/pubsafety/forms/operationmanual.pdf

NSU has extensive planning and systems designed to react and respond to a threat situation. These plans include a number of procedural manuals, brochures, posters, guides, and contact telephone numbers. Please refer to the Public Safety website: www.nova.edu/cwis/pubsafety/ for more information. Public Safety also has a 24 hour, 7 days a week NOVALERT emergency contact number, (954) 262-8999.

In addition, the NSU administration is in constant contact with our international security consultants who interpret threat intelligence and design proactive safety and security programs for NSU.

NSU’S Response to Homeland Security Threats

• Higher alert level has been communicated to all personnel.
• Security plans have been reviewed for fire; bomb threats; chemical, biological, radiological, nuclear, and explosive threats; suspicious mail; cyber attacks; evacuation; employee phone lists; and business continuity plans.
• NSU’s emergency operation plans are distributed to deans, department heads, and protective personnel.
• Security and emergency communication procedures are continually inspected and tested to ensure that security plans can be mobilized for an increased threat level.
• All emergency telephone, radio and satellite communication systems are in place and operational.
• NSU staff members and Public Safety work closely to monitor vulnerable location visitation, confirming that every visitor to these areas is authorized. All visitors to sensitive areas are escorted.
• NOVALERT emergency brochures, flyers, and posters are posted and visible.
• Facilities Management, OIT, and the Public Safety Department have confirmed the availability of personnel that can assist with 24 x 7 coverage of critical facilities.
• The University Mail Center staff members inspect deliveries, packages, mail, etc. and will notify a supervisor if there is a concern.

Heightened Security is not intended to induce fear and panic. NSU’s faculty, staff, and students should go about their normal day, while at the same time, paying particular attention to the following list. Any suspicious behavior should be immediately reported to our Public Safety Department at ext. 8999.
**SUSPICIOUS BEHAVIOR/CIRCUMSTANCES**

- people in buildings or areas who do not appear to be conducting legitimate business
- people monitoring areas, buildings, or entrances
- unauthorized people in restricted, sensitive or private areas
- people requesting information with no apparent need for that information
- people wearing clothing not consistent with the weather conditions at mass population events (bulky coat in warm weather, etc.)
- abandoned parcels or other items in unusual locations or high traffic areas
- individual attempting to access utility locations (water, electrical, petroleum, telecommunications, information systems)
- people who appear to be working in unison, committing the above

**YOU SHOULD ALSO BE ALERT TO**

- abandoned vehicles
- vehicles parked near buildings or public and common areas
- unexpected/unfamiliar delivery trucks
- unfamiliar vehicles parked for long periods
- vehicles containing unusual/suspicious parcels or material
- vehicles arriving and being left behind at odd hours
- substances leaking or spilling from vehicles

**BUILDING/Office SECURITY**

- Don’t prop open building/residence hall entrance doors/windows. Rectify these situations when you observe them.
- Account for and secure keys. Don’t leave them unattended or give them to unauthorized people. Report lost keys to a building manager or department head.
- Account for and secure all sensitive material/information when not able to attend to it.
- Account for and secure sensitive deliveries in a timely manner.
- Secure all areas when not attended.
- Be aware of unfamiliar people in or visitors to your office/lab, etc.
- Protect access codes, combinations, and cards; change codes regularly. Report compromised codes to the person in charge of the area.
- Be prepared. Take time to familiarize yourself with building evacuation plans/routes.
- Report suspicious tampering with physical security (doors, locks, etc.).
- Talk with co-workers; know what is out of place (unclaimed items, etc.).

Please remember to call Nova Southeastern University’s Public Safety Department at ext. 8999 to report any suspicious activity, behavior, or circumstances or to ask any questions about this information.
In the event of an emergency requiring evacuation, a member of the Emergency Decision Team will alert Sector Captains to begin evacuation of all buildings.

Once the alarm is sounded, calmly proceed to the nearest emergency exit or stairwell and promptly exit the building. It is required that you move to the area which has been designated as a safe distance from the building. Please note that the parking garage is not considered a safe place or refuge. **The emergency designated area is located on the Northwest side of the building, in the parking area.**

**DO NOT USE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE.**

When traveling down the stairwells as a result of an evacuation, please remember to proceed in a calm and orderly manner to the lowest floor. Exit on the ground floor and move away from the building. Sector Captains are responsible to ensure that all floors are cleared so please exit immediately if instructed to do so by a Sector Captain.

After the emergency has been resolved and it has been declared safe to reenter the building, you will be given the “All Clear” that it is now appropriate to enter the building. Prior to the “All Clear” announcement, you will **not** be permitted to enter the building for any reason.

If, at the time of evacuation, you are conducting business on the telephone you may politely end the call. A sample of what you could say is:

> “An emergency situation is occurring in our building and we have been advised to evacuate. Please call back and we will be glad to assist you. I apologize for any inconvenience. Good bye.”

**Individuals with Disabilities:**

Public Safety for the North Miami Beach Campus is aware of the individuals in the building who have physical challenges. The responsibility of the sector captains during an emergency is to clear their designated areas and ensure that individuals with challenges become a priority in the case of a fire or evacuation. When an alarm is sounded the sector captain should locate the individuals who need assistance and be sure that they are safely escorted from the building. If the Sector Captain needs assistance they can radio Public Safety.
RETURN TO WORK DIRECTIVES

Following an emergency that has resulted in the closing of NSU, the University president will decide when employees will report to work; this information will be conveyed to the Education Provost who will, in turn, contact the Emergency Decision Team.

The Emergency Decision Team will contact their respective Emergency Resource and Action Teams.

The Sector Captains will ensure the information is passed on to supervisors.

Supervisors will in turn contact all employees in their department/area to pass along the return-to-work directives.
HOTLINES, WEBSITES, RADIO AND TV STATIONS

FSEHS Employee Hotline: 954-262-2300

Novalert [Public Safety Department]: 954-262-8999

FSEHS Public Safety: 954-262-8998

WEBSITES
American Red Cross Disaster Services
www.redcross.org

Broward County American Red Cross Chapter
http://www.arcbcc.org/
954-797-3800

American Red Cross of Greater Miami and The Keys
http://www.miamiredcross.org/
305-644-1200

State of Florida Department of Emergency Management, Bureau of Preparedness and Response
www.dca.state.fl.us/fdem/bpr/EMTOOLS/

Homeland Security guide to individual preparedness
www.ready.gov

FEMA’s guide to citizen preparedness
www.fema.gov/areyouready

RADIO STATIONS

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TELEVISION STATIONS

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GLOSSARY OF TERMS

Civil Disturbance: An emergency caused by one or more disturbances, which presents a significant general threat to the community.

Critical personnel (CP): Individuals identified to report to the NMB campus, Griffin Road building, and Fischler offices at the De Santis building as soon as practical after an emergency situation to assess damages (if any). Critical personnel are the members of the Emergency Decision Team and members of the Communication and Hurricane Action teams who have been identified as critical personnel.

Emergency Decision Team (EDT): Executive administrators charged with maintaining communication with the Provost and disseminating information to the Communication and Hurricane Action Teams, conducting planned emergency meetings prior to and following a potential severe weather incident, and directing emergency actions of Fischler employees. Only the EDT members, or the Provost, have the authority to activate the FSEHS Emergency Plan.

Intruder: A person(s) that does not have an approved reason for being on the premises

Sector Captains: Sector Captains are the first point of contact with the NSU security officers and administration in situations requiring immediate attention in regard to safety and emergencies at North Miami Beach. There are at least two Sector Captains (with back-ups) assigned to each floor of the Main building and the Technology building.

Tornado Watch: A tornado watch is issued when weather conditions are favorable for producing a tornado(es).

Tornado Warning: A tornado warning is issued when one or more tornadoes has been spotted.
Appendixes
### APPENDIX A

#### SECTOR CAPTAINS AND BACK-UPS

<table>
<thead>
<tr>
<th>RADIO</th>
<th>SECTOR CAPTAIN</th>
<th>BACK-UP</th>
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<tr>
<td>1</td>
<td>Lucy Burgos</td>
<td>Justin Phillingane</td>
<td>8730</td>
<td><a href="mailto:burgos@nsu.nova.edu">burgos@nsu.nova.edu</a></td>
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<tr>
<td>15</td>
<td>Latoya Hanna</td>
<td>Rosie Gonzalez</td>
<td>7820</td>
<td><a href="mailto:hlatoya@nsu.nova.edu">hlatoya@nsu.nova.edu</a></td>
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<td>2</td>
<td>Chris Mendez</td>
<td>Gloria Kitchen</td>
<td>8504</td>
<td><a href="mailto:chrimen@nsu.nova.edu">chrimen@nsu.nova.edu</a></td>
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<tr>
<td>25</td>
<td>Camille Coke</td>
<td>Krystle Kirkland</td>
<td>8426</td>
<td><a href="mailto:coke@nsu.nova.edu">coke@nsu.nova.edu</a></td>
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<td>19</td>
<td>Francis Rivera</td>
<td>Synobie Hanna</td>
<td>8383</td>
<td><a href="mailto:friver@nsu.nova.edu">friver@nsu.nova.edu</a></td>
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<td>Nadia Salmon</td>
<td>8511</td>
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<td>8</td>
<td>Jennifer Q. Nottingham</td>
<td></td>
<td>8624</td>
<td><a href="mailto:jquina@nsu.nova.edu">jquina@nsu.nova.edu</a></td>
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<tr>
<td>20</td>
<td>Cathy Knoll</td>
<td>Kim Rivera</td>
<td>8544</td>
<td><a href="mailto:knoll@nsu.nova.edu">knoll@nsu.nova.edu</a></td>
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<tr>
<td>1st Floor Fulfillment Services</td>
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<td>Gerardo Lopez</td>
<td>8682</td>
<td><a href="mailto:gerardo@nsu.nova.edu">gerardo@nsu.nova.edu</a></td>
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<td>28</td>
<td>Lenny Jacobskind</td>
<td>Mike Guerdon</td>
<td>8358</td>
<td><a href="mailto:lenny@nsu.nova.edu">lenny@nsu.nova.edu</a></td>
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<td>10</td>
<td>Naveed Peerani</td>
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<td>8492</td>
<td><a href="mailto:peerani@nsu.nova.edu">peerani@nsu.nova.edu</a></td>
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<tr>
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<td>Keith Kavanaugh</td>
<td>James Jackson</td>
<td>8724</td>
<td><a href="mailto:kavan@nsu.nova.edu">kavan@nsu.nova.edu</a></td>
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<td>26</td>
<td>Nancy Stanford</td>
<td></td>
<td>7778</td>
<td><a href="mailto:nstanfor@nsu.nova.edu">nstanfor@nsu.nova.edu</a></td>
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<td>Marcia Diggins</td>
<td>5082</td>
<td><a href="mailto:nwhyte@nsu.nova.edu">nwhyte@nsu.nova.edu</a></td>
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<tr>
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<td>Marcia Diggins</td>
<td>Nigel Whyte</td>
<td>8737</td>
<td><a href="mailto:marcdigg@nsu.nova.edu">marcdigg@nsu.nova.edu</a></td>
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<td>4139</td>
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<td>1665</td>
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<td></td>
<td>7830</td>
<td><a href="mailto:bajrak@nsu.nova.edu">bajrak@nsu.nova.edu</a></td>
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<td>Kay-Ann Daley</td>
<td></td>
<td>7945</td>
<td><a href="mailto:dkayann@nsu.nova.edu">dkayann@nsu.nova.edu</a></td>
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<td></td>
<td>Iska Harriott</td>
<td></td>
<td>8502</td>
<td><a href="mailto:harriott@nsu.nova.edu">harriott@nsu.nova.edu</a></td>
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<tr>
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<td>Levar Howard</td>
<td></td>
<td>8502</td>
<td><a href="mailto:levar@nsu.nova.edu">levar@nsu.nova.edu</a></td>
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<td></td>
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<td><a href="mailto:marinels@nsu.nova.edu">marinels@nsu.nova.edu</a></td>
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<td></td>
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<td>Latesha Ware</td>
<td></td>
<td>8432</td>
<td><a href="mailto:wlatesha@nsu.nova.edu">wlatesha@nsu.nova.edu</a></td>
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<td>Elisa Serio</td>
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<td>Elba Wilkinson</td>
<td></td>
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<td><a href="mailto:wilkinsn@nsu.nova.edu">wilkinsn@nsu.nova.edu</a></td>
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<td>Stephen Borde</td>
<td></td>
<td>8998</td>
<td><a href="mailto:borde@nsu.nova.edu">borde@nsu.nova.edu</a></td>
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APPENDIX B

BOMB THREAT PROCEDURES FORM

CALL LOCAL POLICE IMMEDIATELY – 9-911
CALL PUBLIC SAFETY – EXT. 8998 OR 8999

KEEP THE CALLER ON THE LINE IF POSSIBLE – ASK:

When is the bomb going to explode? ____________________________________________
Where is the bomb now? ______________________________________________________
What does it look like? _______________________________________________________
What will cause it to go off? _________________________________________________
Did you place the bomb? ___________________________________________________
Why? _______________________________________________________________________
What is your name? _________________________________________________________

Exact wording of threat: ____________________________________________________________________
________________________________________________________

If you have caller ID – what name and/or number is shown?

Caller information: Sex _____ Age _____ Other _____
Voice: ☑ Calm ☑ Angry ☑ Excited ☑ Soft ☑ Loud ☑ Deep ☑ Normal
☑ Slurred ☑ Whispered ☑ Disguised ☑ Familiar ☑ Silent ☑ Breather
☑ Other __________________________________________________________

Accent Description: ☑ Southern ☑ Hispanic ☑ Other ________________

Background Sounds: ☑ None ☑ Street ☑ Factory ☑ Airplane ☑ Music
☑ P.A. System (any words heard):
☑ Motor ☑ Household ☑ T.V. ☑ Clear ☑ Distant
☑ Office (typewriters, etc.): ____________________________________________

Language: ☑ Well Spoken ☑ Incoherent ☑ Taped ☑ Obscene
☑ Irrational Message read by threat maker
☑ Office: ____________________________________________________________

Threat taken by __________________ Title _________________ Dept. _____________
☑ Others Hearing the Caller
☑ Has this person called Previously? _________ When:_____________________
☑ Police Officer Responding: _____________________________
☑ Public Safety Officer: _____________________________________________

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APPENDIX C

SECTOR CAPTAINS PROCEDURES

1. Evacuation: Sector Captains must check and clear areas in their sector before leaving their area. This includes offices, unlocked store rooms, and bathrooms. When all clear the sector captains will exit the building and follow everyone to the parking lot located across from the parking garage (Northwest corner of the property). Once in the parking lot everyone must check in with their sector captain or the sector captain must locate everyone from their area. Specific evacuation procedures are as follows:

a. North Miami Beach Campus, Main Building
   - DO NOT USE ELEVATORS OR INTERNAL STAIRWELLS. USE ONLY EXITS DESIGNATED AS EMERGENCY EXITS
   - Everyone must exit to the parking lot located across from the parking garage (Northwest corner of the property). People on the first floor will exit through the nearest emergency exit and proceed to the parking lot. Everyone on the floors will exit using one of two emergency exits. West emergency exit – everyone will proceed quickly down the stairs to the ground floor, this exit will take everyone out of the building by the parking garage and everyone will then proceed to the parking lot. East emergency exit – everyone will proceed quickly down the stairs to the ground floor, this exit will take everyone out of the back of the building by the canal. Everyone will then follow the sidewalk to the right and go around the building and the parking garage to the parking lot – do not go between the building and the parking garage. Do not go into the parking garage. Once in the parking lot everyone must check in with their sector captain or the sector captain must locate everyone from their area.
   - No one can reenter the building until an all clear is given. Then everyone can return to their area.

b. Technology and Education Buildings
   - DO NOT USE ELEVATORS OR INTERNAL STAIRWELLS. USE ONLY EXITS DESIGNATED AS EMERGENCY EXITS
   - Everyone must exit to the parking lot located across from the parking garage (Northwest corner of the property). People on the first floor will exit through the nearest emergency exit and proceed to the parking lot. Everyone on the floors will exit using one of two emergency exits. West emergency exit – everyone will proceed quickly down the stairs to the ground floor and then proceed to the parking lot. East emergency exit – everyone will proceed quickly down the stairs to the ground floor. Everyone will then proceed quickly to the parking lot. Do not go into the parking garage. Once in the parking lot everyone must check in with their sector captain or the sector captain must locate everyone from their area.
   - No one can reenter the building until an all clear is given. Then everyone can return to their area.
• Public Safety for the North Miami Beach Campus is aware of the individuals in the building who have physical challenges. The responsibility of the sector captains during an emergency is to clear their designated areas and ensure that individuals with challenges become a priority in the case of a fire or evacuation. When an alarm is sounded the sector captain should locate the individuals who need assistance and be sure that they are safely escorted from the building. If the Sector Captain needs assistance they can radio Public Safety.

• Sector Captains’ should be sure that everyone has a copy of the Emergency Preparedness Plan card. Sector Captains and employees should follow the following procedures during an actual emergency:

1. Fire – Dial 9 (outside line) then 911, Pull Alarm, Call Sector Captain, Sector Captain will notify Public Safety, Evacuate: Use Emergency Exits
2. Medical Emergency or Accident – Dial 9 (outside line) then 911, Call Sector Captain, Sector Captain will notify Public Safety
3. Bomb Scare, Human Bomb – Call Sector Captain, Sector Captain will notify Public Safety, Evacuate: Use Emergency Exits
4. Violent Incident – Cooperate, Dial 9 (outside line) then 911, Evacuate (if possible): Use Emergency Exits, Call Sector Captain, Sector Captain will notify Public Safety
5. Suspicious Mail/Package – Call Sector Captain, Sector Captain will notify Public Safety
6. Any other incidents – Call Sector Captain, Sector Captain will notify Public Safety

• Sector Captains role during a hurricane. Hurricane Preparedness procedures:

1. Review the FSEHS Hurricane Manual
2. Ensure that a FSEHS Hurricane Pack is located in each office space (this step should also be completed each time the Hurricane Packs are used in the event of a weather crisis).
3. Develop list of additional equipment and materials necessary to secure the contents of the floor; provide list to On-Campus Administration/Emergency Decision Team (EDT) Representative.
4. Conduct a Hurricane Review meeting(s) with all staff on the floor to provide an overview of Fischler hurricane preparedness and procedures; provide two (2) copies of the FSEHS Hurricane Manual to each full-time employee (copies will be provided by the On-Campus Administration Representative).
5. Maintain a listing of all personnel on your floor. This report can be obtained from the F.I.N. phone directory. Obtain home numbers and alternate cellular numbers for supervisors located on your floor.
6. Compile lists of necessary remote storage items provided to you by supervisors; provide overall report of necessary storage items to On-Campus Administration/EDT Representative.

7. Notify Administration/EDT Representative that all storm preparations have been carried out.

EMERGENCY [During an emergency hurricane crisis]

a. Attend daily Communication Team meetings when a hurricane warning has been issued for the South Florida Region. Meetings will be held twice daily at 11:00 a.m. and 3:00 p.m. in a location to be designated until all storm warnings for the area have been lifted.

b. Notify employees of impending weather crisis (when authorized by the Provost or EDT member) – instruct them to begin steps in FSEHS Hurricane Manual Emergency phase.

c. Place additional plastic sheets at the reception area of your floor to be available to protect books or other equipment within office spaces.

d. Ensure that all sensitive equipment, files, radios, typewriters and computers are protected.

e. Close and protect all windows, shutters and doors.

f. Remove food and perishable items from refrigerators/kitchen areas. Set refrigerator to coldest setting.

g. Ensure that all copiers, typewriters, microwave ovens, etc. are unplugged.

h. Secure all loose objects.

i. Notify Administration/EDT Representative that all emergency preparations have been carried out.

RECOVERY [Following an emergency hurricane crisis]

a. Determine overall condition of offices/floor and notify the On-Campus Administration/EDT Representative.

b. Arrange for the removal of potential hazards by contacting Building Operations immediately.

c. Conduct a final and thorough damage assessment and record damages; provide recorded damages to Administration/EDT Representative.

d. Remind returning staff members to remove and store all Hurricane Packs for future usage.
Education Building - 3rd Floor

Emergency Exit

Classroom 301
Classroom 302
Classroom 303
Classroom 304A
Classroom 304B
Classroom 305
Classroom 306
Classroom 307A
Classroom 307B
Classroom 308
Classroom 309

Office 310
APPENDIX E

SPECIAL INFORMATION

Don’t be a Victim

Protect your good name from bad people,
If your wallet or purse is ever stolen, call the police,
Then NSU Public Safety.

CALL TO CANCEL YOUR CREDIT CARDS

<table>
<thead>
<tr>
<th>Credit Card</th>
<th>800-307-7309</th>
<th>School Credit Unions</th>
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<tbody>
<tr>
<td>VISA</td>
<td>800-336-8472</td>
<td>Broward (954) 486-2728</td>
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<tr>
<td>American Express</td>
<td>800-528-4800</td>
<td>Miami-Dade (305) 248-8006</td>
</tr>
<tr>
<td>Discover</td>
<td>800-347-2683</td>
<td>Palm Beach (561) 996-4859</td>
</tr>
<tr>
<td>Diners Club</td>
<td>800-234-6377</td>
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Federal Trade Commission 877-ID-THEFT and/or 877-FTC-HELP (to report ID theft)

OTHER IMPORTANT NUMBERS

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<th>Organization</th>
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<th>Notes</th>
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<tr>
<td>Social Security Administration</td>
<td>800-772-1213</td>
<td>(to replace your card)</td>
</tr>
<tr>
<td>Department of Drivers Licenses</td>
<td>800-500-1240</td>
<td>(to renew your driver’s license)</td>
</tr>
<tr>
<td>Department of Motor Vehicles</td>
<td>(850) 922-9000</td>
<td>(Tallahassee)</td>
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<tr>
<td>Broward County Tag Agency</td>
<td>(954) 765-4697</td>
<td><a href="http://www.broward.org">www.broward.org</a></td>
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<tr>
<td>Miami-Dade County Tag Agency</td>
<td>(305) 375-5678</td>
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<tr>
<td>Palm Beach County Tag Agency</td>
<td>(561) 355-2622</td>
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IMPORTANT WEB SITES FOR SAFETY TIPS AND OTHER INFORMATION

- [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft) (report identification theft)
- [www.sheriff.org](http://www.sheriff.org) (valuable links to your local police)
- [www.dc.state.fl.us](http://www.dc.state.fl.us) (learn about criminals in your area)
- [www.nova.edu/cwis/pubSafety](http://www.nova.edu/cwis/pubSafety) (statistics, safety tips, and more)

A Security Fraud Alert may be added to alert potential creditors to confirm your identification before granting credit in your name. Security alerts are generally added when you suspect that your identification information is being, or could be used, in a fraudulent manner. Send a written statement to all three credit organizations detailing the fraud.

HERE ARE THE THREE NATIONAL CREDIT REPORTING ORGANIZATIONS

- Experian Information Solutions, Inc.
  [www.experian.com](http://www.experian.com)
  P.O. Box 2002, Allen, TX 75013
  888-397-3742 • Security Fraud Alert 800-311-4769

- TransUnion (formerly TRW)
  [www.transunion.com](http://www.transunion.com)
  P.O. Box 2000, Chester, PA 19022
  800-888-4213 • Security Fraud Alert 800-680-7289

- Equifax Credit Information Services, Inc.
  [www.equifax.com](http://www.equifax.com)
  P.O. Box 740241, Atlanta, GA 30374
  800-685-111 • Security Fraud Alert 800-525-6285

For other nonemergent information, service, or reporting, call the NSU Public Safety office at (954) 262-1141.
APPENDIX F

CRIME PREVENTION/SAFETY TIPS

Personal Safety
- Always be aware of your surroundings.
- Try to stay in well-lit areas.
- Walk confidently at a steady pace on the side of the street facing traffic.
- Walk close to the curb. Avoid doorways, bushes, and alleys.
- Wear clothes and shoes that give you freedom to move.
- Don’t walk alone at night and always avoid areas where there are few people.
- Be careful when people stop and ask you for directions; always reply from a distance.
- If you are in trouble, attract help in any way that you can. Scream, yell for help, or yell, “fire!”
- Keep your head. Stay as calm as possible, think rationally, and evaluate your resources and options.
- If ever attacked, go to a safe place and call the police. The sooner you make the report, the greater the chances the attacker will be caught.

Home Safety
- Check the identification of any sales or service people before letting them in.
- Don’t let any stranger in your home when you are alone.
- Never give the impression that you are alone if strangers telephone or come to the door.
- If you come home and find a door open or signs of a forced entry, don’t go in. Call the police from the nearest phone.
- Keep written records of all furniture, jewelry, and electronic products. If possible, keep these records in a safe deposit box or fireproof safe.
- Secure sliding glass door locks.
- Don’t hide spare keys in mailboxes, planters, or under doormats.
- Place a dollar bill next to a door or window where you think a thief would enter. Then, if that dollar is not there, get out! Someone may have been or is still in your house.

Vehicle Safety
- Close all windows, lock all doors, and take the keys with you.
- Never hide a second set of keys anywhere on your car.
- Never leave your car’s engine running even if you will only be gone for a minute.
- Park in well-lighted areas.
- Activate any antitheft devices you have.
- Don’t leave your registration or title in your car; make copies of this information.
- Park your car with wheels turned toward the curb, and apply your emergency brake to reduce the risk of your car being towed.
- Push or recline your passenger seat forward; if you return to your car and the passenger seat has been returned to its normal position, chances are someone has entered your vehicle.
- Check under your car and have keys ready when approaching your vehicle.
- Before you invest in any alarms, check with several established companies and decide what level of security fits your needs.

Travel Safety
- If you do travel alone, leave your route and destination times with family or friends.
- Keep your car locked at all times.
- Keep the windows rolled up so that a person cannot reach inside. If confronted by someone on foot, drive away immediately if safe to do so.
- Make sure your car is in good working order and has plenty of gas before you drive.
- Don’t leave packages or valuables in plain sight in your car; keep them in your trunk.
- If you are being followed by another car, honk your horn and drive to the closest public place such as a police or fire station, restaurant, or gas station. Never go home if you think you are being followed.
- If you are involved in a minor accident, do not get out of your car until fire, police, or medical assistance arrives. This is a favorite ploy of kidnappers and sexual battery offenders.