

Finger Lakes Community College



Emergency Action and Response Plan

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1. Quick Reference

We each have a responsibility to know how to respond in an emergency. In addition to knowing how to report an emergency, FLCC has four different “emergency response” positions that faculty, staff, and students may be expected to take when there are safety concerns in or near campus buildings and property.

- Shelter-In-Place
- Evacuation
- Lockout
- Lockdown

Depending on the type of emergency and where you happen to be when the emergency occurs, you’ll need to take one (or more) of these actions. Refer to Section 5 (Responses to Specific Hazards) for more detailed information on what individuals should do.

1.1. Report an Emergency

- Call: 9-1-1

1.2. Shelter-In-Place

Shelter-in-Place describes the course of action when faculty, staff, and students are required to remain indoors, perhaps for an extended period, because it is safer inside the building or space than outside.

When Shelter-In-Place is initiated, occupants should:

- Select locations to shelter-in-place based upon the type of emergency and relocate as necessary based on instructions by administration and emergency responders
- Avoid overcrowding by selecting multiple rooms
- Be prepared to shelter-in-place for an extended period
- Remain sheltered-in-place until given the “all clear” or other instructions

1.3. Evacuation

Evacuation takes place when the situation is safer outside than inside the building, and that building occupants can safely reach the evacuation without danger.

When evacuation is initiated, all occupants should:

- Evacuate immediately using the nearest available marked EXIT
- Proceed to the closest emergency assembly area.

1.4. Lockout

Lockout is executed to secure campus buildings and grounds during incidents that pose an imminent concern outside the building. The primary objective of a lockout is to quickly ensure all occupants are secured inside the building and away from the outside danger.

When Lockout is initiated:

- All outdoor activities shall cease and be immediately moved indoors.

- As soon as all students and staff are in the building, all exterior doors shall be locked.
- Normal activity will continue within the building (unless directed otherwise).
- It is unnecessary to turn lights off or close blinds (unless directed).
- Do not respond to the fire alarm unless actual signs of fire are observed, or an announcement is made.
- Report any suspicious activity observed either indoors or outdoors by calling 911 or Campus Police.
- A lockout will be lifted when notification is made by administration and/or law enforcement.

1.5. Lockdown

This course of action will be executed to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the college. The primary objective of a lockdown is to quickly ensure all college staff, students, and visitors are secured in rooms away from immediate danger.

A Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. Executing a Lockdown should involve locking and barricading the door, hiding from view, remaining silent, and to use countermeasures for evacuation to the reunification point.

1. **IF SAFE**, immediately gather students from hallways.
2. Lock your door(s).
3. Barricade your door(s).
4. Turn off lights.
5. Have students/staff move to the designated safe area of the room, ****REMAIN SILENT****
6. Prepare countermeasures and evacuation plans.
7. Staff should position themselves in a location that gives them an advantage to manage their classroom or area effectively and take the following action during a lockdown:
 - Do not allow anyone, under any circumstance, to leave your secured area.
 - Do not answer or communicate through your door or classroom phone.
 - Silence cell phones and limit use to only relay pertinent information to 911 (i.e., description/location of active shooter/victim injuries).
 - Do not respond to fire alarms unless actual signs of fire are observed. Doing so could compromise the safety of those already secured.
 - Document and attend to any injuries to the best of your ability.
 - Take attendance and include additions and missing students' last known location.
 - **Do not respond** to Public Address (P.A.) system or other announcements. However, please carefully listen to the announcements since important information may be relayed this way.
 - If an intruder enters the classroom, use **WHATEVER** means necessary to protect yourself and the students. You must be prepared to fight for your life and use physical force or possibly deadly force to stop the intruder. Potential tactics include:
 - Moving about the room to lessen accuracy.
 - Throwing items (books, computers, phones, etc.) to create confusion.
 - Assaulting the shooter/intruder – use whatever objects you have in the classroom as a weapon, such as blunt force objects (fire extinguishers, chairs, etc.) to incapacitate the intruder – **FIGHT!**
 - Tell students to get out in any way possible – **RUN!**

- Staff/students participating in any outdoor activity upon the initiation of a lockdown should go to the reunification point as long as it is safe to do so.
- A Lockdown will be lifted when notification is made by administration and/or law enforcement following building clearing procedures by law enforcement.

1.6 Medical or Rescue Duties

Only trained emergency responders are assigned to perform medical or rescue duties. No other employees are assigned to perform medical or rescue duties during emergencies. Emergency responders will provide rescue and medical assistance for injured persons at each location as listed in the site-specific information appendix for each location. First aid and defibrillation should be provided by trained persons only.

2. Emergency Notification and Signals

In the event of an emergency, all building occupants must respond to emergency signals and notifications. Emergency notification may be made using any one or a combination of the following:

- The sounding of an alarm
- FLCC Alert notification (text, e-mail, screen message, instant message)
- Verbal orders, in particular from law enforcement
- The sound of gunfire
- Alert notification from another source, such as the National Weather Service
- Reverse 911 messages or 911 hyper-reach messages

2.1 Critical Operations

There are no critical operations at any FLCC sites that would require anyone to delay evacuation or other response to emergency notification or signal.

2.2. Accountability Following an Emergency

Department representatives are responsible for taking note of all personnel and occupants assigned to them. A sample Personnel Accountability Checklist is available in Section 6.2.

Department representatives should immediately report to Campus Police (at Main Campus) or Campus Center Administrators (at Campus Centers) the name and last known location of anyone not accounted for.

3. Evacuation

If evacuation is necessary, all occupants will evacuate immediately using the nearest available marked exit and proceed to the closest emergency assembly area. In the event of fire or fire alarm activation, all building occupants are to evacuate immediately.

In some emergency situations other than fire, the fire alarm system may be automatically or manually activated to initiate a complete building evacuation.

3.1 Evacuation Exits and Procedures

In the event evacuation is necessary, all occupants will evacuate immediately using the **nearest** available marked exit and proceed to the closest emergency assembly area. In the event of fire or fire alarm activation, all building occupants are to evacuate immediately.

For gatherings exceeding 1,000 people, trained crowd managers will direct and assist the event attendees in evacuation during an emergency and assist emergency response personnel where requested.

Evacuation exit routes are shown in the site-specific information appendix for each location.

DO	DO NOT
Use the stairs (where applicable)	Use the elevators (where applicable)
Move with deliberate speed and quietly	Rush or scream
Assist others as needed	Re-enter the building
Move at least 50 feet away from the building to the Emergency Assembly Area	Congregate around doors or access areas

3.2 Areas of Refuge

An area of refuge is a specified area that is in close proximity or has direct access to an exit where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance during emergency evacuation. Persons who use an area of refuge during an emergency evacuation should contact 911.

If applicable, specific locations for Areas of Refuge may be found in the site-specific information appendix for each location.

3.3 Emergency Assembly Areas

After an emergency evacuation, employees and occupants are to proceed to the designated emergency assembly areas, provide accountability information to the designated person, await further instructions, and remain at least 50 feet away from the building. Designated emergency assembly areas are found in the site-specific information appendix for each location.

4. Public Assemblages and Events

When required by the code enforcement official:

- Fire watch personnel will remain on duty when the building is open to the public or the activity is being conducted. Fire watch personnel shall keep diligent watch for fires, obstructions to means of egress, and other hazards during the time such place is open to the public or such activity is being conducted, take prompt measures for remediation of the hazards, and assist in the evacuation of the public from the structures.
- During the event, emergency vehicles, including emergency medical services vehicles, will ingress and egress through the usual ingress and egress to the building.
- The fire protection system will remain active during the event.
- Parking will occur in the parking lot for the building until the lot is at normal maximum capacity, and then parking will occur in additional designated locations without blocking the roadway.
- For gatherings exceeding 1,000 people, trained crowd managers will direct and assist the event attendees in evacuation during an emergency and assist emergency response personnel where requested.
- FLCC Campus Police Officers will be present at the event and will assist with directing traffic and parking.

5. Response to Specific Hazards

Hazards most likely to impact the site have been identified with specific response actions individuals should take to each.

These hazards include:

- Fire
- Medical Emergencies
- Medical Emergencies Involving Hazardous Materials
- Hazardous Material Spill
- Utility Failure
- Severe Weather
- Active Violence
- Bomb Threat
- Civil Disturbance
- Earthquake

5.1. Fire

What you should do:

- Evacuate the building using the nearest available stairwell or exit. Do not use elevators.
- If an alarm is not sounding, call 911 and pull a red fire alarm pull station, if possible.
- Close doors on your way out, if possible.
- Assist mobility-impaired persons to areas of refuge if they are unable to safely exit.
- Report to the designated emergency assembly areas (see site-specific information).
- Await further instructions.

All building occupants are to evacuate the facility. There are no critical operations that would require employees to remain behind during an emergency evacuation.

What you should know:

- All facilities are fully equipped with an automatic fire alarm system, a telephone system, and, in some instances, the ability to utilize voice communications.
- Most facilities contain both audible and visual notification devices (horns and strobes) for alarms.

Portable fire extinguishers are located throughout each facility and may be used in emergencies. Employees are not trained in the use of fire extinguishers.

5.2. Medical Emergencies

What you should do:

- **Call 911** or direct someone to do so and provide the following information:
 - Building name and exact location within the building
 - Your name and phone number
 - Nature of the emergency /description of the injured person's injury or illness
 - Follow the instructions of the 911 operator
 - **Do not hang up until advised to do so by the operator**
- Render first aid if you are trained to do so.
- Retrieve or direct someone to retrieve the nearest AED.
- Stay calm. Keep the injured person warm with a coat or blanket.
- Do not move the injured person unless there is a danger of further injury.
- Do not give the injured person anything to eat or drink.

What you should know:

- Medical emergencies and accidents may occur at any time and may involve a student, employee, or visitor.
- Some emergencies may only require first aid care, while others may require immediate medical attention.

5.3. Medical Emergency Involving Hazardous Materials

What you should do:

- Evacuate the building if the hazardous material cannot be contained or controlled
- Verbally notify others to evacuate the area to ensure no additional hazardous material exposures occur
- **Once you are in a safe place, call 911** or direct someone to do so and provide the following information:
 - Building name and exact location within the building
 - Your name and phone number
 - Nature of the emergency /description of the injured person's injury or illness
 - The name of the hazardous material/chemical to which the person was exposed
 - Follow the instructions of the 911 operator
 - **Do not hang up until advised by the operator (unless calling from the hazard area).**
- Locate and review the Safety Data Sheet (SDS) of the hazardous material/chemical to determine exposure-response and have it available for emergency responders.
- Irrigate with water from an emergency shower or eyewash station as directed by the SDS.

What you should know:

- Be familiar with the SDSs for each chemical that you are working with so that you are familiar with exposure-response procedures.
- Be familiar with the location of the SDSs for the chemicals you are working with.
- Wear personal protective equipment as prescribed by the SDS.
- Avoid working with hazardous material alone so that a partner can assist you in the event of an exposure incident.

5.4. Hazardous Materials Release

Hazardous material spills, including biological or chemical materials, pose a serious risk if not promptly and properly responded to by the individuals who initially identify the spill and the appropriate emergency response staff.

Prior to working with hazardous materials

- Prior to working with hazardous materials, be familiar with the SDS for each chemical you are working with so you are familiar with exposure-response procedures.

During a hazardous materials release:

- Evacuate the spill area. Alert others in the immediate area to leave the area.
- Restrict access to the affected area. Close doors to the affected space.
- If the spill is outdoors, try to protect drainage areas and soil from contamination. Cover drains to prevent spills from entering storm drains.
- Once you are in a safe place, dial 911 and provide the following information:
 - Building name and location of the spill
 - Your name and phone number
 - Name of substance or materials released
 - Characteristics of spill (color, smells, visible gases)
 - Injuries, if any
- Follow the instructions of the 911 operator
- Do not hang up until instructed by the operator, unless calling from the hazard area
- DO NOT eat or drink anything or apply cosmetics in the area impacted by the spill
- You may be instructed to Shelter in Place.
- You may remain inside the building unless directed to evacuate by law enforcement, emergency responders, Campus Police, or FLCC Administration

When an emergency response is required:

Incidents of disaster magnitude are more likely to occur outside, such as a truck accident involving large quantities of toxic material.

An emergency response is not required for incidental spills classified as minor spills that pose no threat to human health, property, or the environment.

An indoor release of over 500 milliliters of a liquid or 1 pound of a solid for known chemicals or any size of acutely toxic, radioactive, or unidentified chemical or combination of chemicals shall constitute an emergency and require emergency response efforts:

If an outdoor release poses a threat to human health, property, or the environment, then an emergency response is required.

Cleanup must only be conducted by qualified personnel with the appropriate training, protective equipment, and cleanup materials.

5.5. Utility Failure

5.5.1 Power Outage:

What you should do:

- **Notify FLCC Campus Police at 585-785-1900** and provide the following information:
 - Location of the site affected
 - Type of problem or outage
 - Follow the instructions provided by Campus Police, utility employees or emergency responders
 - **Do not hang up until advised to do so by Campus Police.**
- Advise employees/students of the problem and actions to be taken once a determination has been made.

What you should know:

- Depending on the extent and expected duration of the outage, an Incident Management Team (IMT) may be activated to determine follow-up responses such as relocation, consolidation of food service, etc.
- During failure of electricity, gas (outage), water, or other utilities, FLCC will remain in operation if possible.
- There is no need to immediately evacuate. Wait for instructions. You may be advised to Shelter in Place.

5.5.2 Natural Gas Odor (Leak):

What you should do:

- Evacuate the building and report to the designated emergency assembly areas. **DO NOT PULL THE FIRE ALARM.** Verbally notify everyone to evacuate quickly and orderly.
- Notify **911** and provide the following information:
 - Location of the site affected
 - Type of problem
 - Follow the instructions of the 911 operator
 - **Do not hang up until advised to do so by the operator**
 - **Notify Campus Police (Main Campus), Campus Center Administrator (Campus Centers)**

What you should know:

- Wait for instructions.
- The Incident Management Team may be activated to determine follow-on responses such as relocation, consolidation of food service, etc.
- During failure of electricity, gas (outage), water, or other utilities FLCC will remain in operation if possible.

5.5.3 Carbon Monoxide Detection

What you should do:

- Activate the nearest fire alarm pull station and evacuate the building.
- Report to the designated emergency assembly areas.
- Notify **911** and provide the following information:
 - Location of the alarm
 - Type of problem
 - Follow the instructions of the 911 operator
 - **Do not hang up until the operator advises you to do so.**
 - **Notify Campus Police (Main Campus), Campus Center Administrator (Campus Centers)**

What you should know:

- Carbon monoxide is an odorless, tasteless, colorless gas that is deadly. It is a by-product of a fuel-burning process.
- Carbon monoxide detectors at most FLCC locations are tied into the central fire alarm system. When carbon monoxide is detected, the system will initiate a building-wide evacuation and automatically notify emergency response personnel. The FLCC Childcare Center alarms are local and will not automatically notify emergency response personnel.
- Following building evacuation, the local fire department will respond, investigate the cause of the alarm, and take necessary action to mitigate the situation or cause. Facilities and other personnel may be required to provide assistance as directed by emergency response personnel.
- Once the source of CO has been identified and eliminated, and levels of CO have been reduced to a safe level, the fire department will attempt to reset the detector and allow occupants to reenter the building.
- The Incident Management Team may be activated to coordinate FLCC support processes.

5.6. Severe Weather

What you should do:

- If it is safe to do so, you may evacuate by vehicle.
- If vehicle evacuation is not safe, remain or move indoors.
- If you cannot move indoors, stay in low areas away from power lines, trees, and buildings. Cover your head.
- Go to a safe level of the building, generally lower levels, and stay away from windows.
- Follow instructions from authorities.

What you should know:

Campus Police monitors reports regarding weather conditions from the following sources:

- Ontario County Office of Emergency Management
- National Weather Service
- Ontario County Sheriff's Office 911
- Wayne County Sheriff's Office 911 (Newark Campus Center)
- Local News Media

Immediate weather threats (such as a tornado) may be communicated by local, state, federal authorities or FLCC Campus Police and may include instructions for immediate actions such as sheltering in place, seeking a safe location, or evacuating.

- Each individual is encouraged to consider weather and driving conditions in the area that they are traveling from in addition to the weather conditions at the site.

5.7 Earthquake

What you should do:

Indoors

- If possible, stand in a doorway, against an interior wall, or seek protection underneath furniture, such as a desk or table.
- Place your arms over your head to protect yourself from head injuries.
- Move away from windows that may break and large or heavy objects that may fall.
- Wait for the shaking to cease before leaving the building.

Outdoors

- Move away from trees, power lines, utility poles and buildings.
- If you are driving, pull your vehicle over to a location away from trees, bridges, power lines, utility poles, and buildings.
- Wait for the shaking to cease before leaving your vehicle.

Afterwards

- Once the shaking has stopped, begin to evacuate carefully. Take items such as keys, wallets, medicines, or other emergency supplies only if they are within reach.
- While leaving the building, be cautious about falling objects and structural damage. Be alert for persons who are injured or trapped.
- If available, turn on a radio or television for information.
- Phone systems may become overloaded, which may delay emergency response. Only use the phone during this time if it is an emergency.

What you should know:

- Aftershocks may occur after an earthquake.

5.8. Active Violence

What you should do:

General:

- As a general rule, DO NOT approach the person with the weapon
- Move immediately out of the area to a safe location if you can. Notify others of the danger as you leave an area
- Move toward any law enforcement or Campus Police when told to do so. (Keep hands on head and do what police officials tell you)
- If you are in a classroom, room, or office without an outside exit, TAKE COVER:
 - Secure the door. If the door has no lock and the door opens in, a door wedge or improvised device can be used if available. Use heavy furniture or equipment to barricade the door if available
 - If the door has a window, cover it if you can
 - Lock windows
 - Turn off lights
 - Silence cell phones
 - Get out of sight, stay low and quiet
 - If in a room with others, spread out if possible
- If you are outdoors, look for appropriate cover locations (trees, walls, boulders, parked vehicles)
- If you can, **call 9-1-1** and inform them of the situation. Provide them with:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of assailants (if known)
 - Identification or description of assailant(s)
 - Number of persons who may be involved
 - Your exact location
 - Injuries to anyone, if known
- Do not reenter the area, and take steps to prevent others from doing so until authorities arrive
- Once you are in a safe area, do not leave unless a law enforcement official escorts you out
- Remain as calm and as quiet as you can
- Do not attempt to rescue others unless you have been trained or can reach them in a safe manner
- Above all, do not endanger yourself

When trapped with a gunman:

- Do not provoke the gunman.
- If no shooting is occurring, do what the gunman says and do not move suddenly
- If shooting starts, you must decide to:
 - Stay still, look for a place to hide out of sight of the gunman
 - Run for an exit while zigzagging
 - Attack the gunman

What you should know:

- Once notified of an active shooter, local police will likely be the first responders on the scene
- Police are trained to respond to an active shooting incident by proceeding to the origin of audible gunfire
- Police will move quickly into the affected area until the shooter is located and stopped or is no longer a threat to life or safety
- If you are wounded or with someone who may be wounded, expect the officers to bypass you in their search as they must find the shooter and eliminate the threat first
- To assist police, please remain calm and patient during this time to prevent any interference with police operations
- If you know where the suspect is and/or have a description, tell law enforcement directly or by calling 911
- Rescue teams will follow to aid you and others; this may take a considerable amount of time
- FLCC or 911 will provide updates using many modes of internal and external channels when confirmed information is available
- Fully cooperate with law enforcement directives

5.9. Civil Disturbances

What you should do:

- Report disruptive circumstances **by calling 911**
- Do not argue with participant(s)
- Have employees, visitors, or students leave the immediate area of disturbance
- Lock all doors if threatening behavior is observed
- Stay away from windows and exterior doors
- Remain inside building unless instructed otherwise by law enforcement or Campus Police
- Law enforcement or Campus Police will issue further instructions upon arrival

What you should know:

- Inserting yourself in a violent situation may only lead to you and others getting hurt
- Let the authorities deal with the situation

5.10. Bomb Threat

What you should do:

Telephone threat:

- Keep the caller on the telephone as long as possible to obtain further information
- Listen carefully to all information provided by the caller and to make a note of any voice characteristics, accents, or background noises, as these may also be important clues
- A list of questions to ask is provided in Appendix 6.3
- Have someone call 911 as soon as possible

Suspicious object:

- Do not touch or move the object
- Do not use cell phones in the immediate area
- Verbally notify others to evacuate the area
- Call 911

Written threat:

- Handle the written threat as little as possible
- Note the date, time, and location you received the written threat
- Call 911
- Provide the written threat to law enforcement or Campus Police

What you should know:

- The Bomb Threat Report Form (found in Appendix 6.3) is intended to obtain important information relative to the severity of the threat as well as identify the person responsible for making the threatening call
- Be calm and patient – DO NOT interrupt the caller
- When the incident is reported to law enforcement or Campus Police, they will take appropriate measures and employ resources to thoroughly investigate the threat including notification to law enforcement; organizing employees to conduct facility searches if necessary, and notifying the FLCC community
- Have a copy of the Bomb Threat Checklist/FLCC Emergency Guide near your phone

6. Appendices

6.1. Roles and Responsibilities

Campus Center Administrators / Site Directors

- Ensure all department employees in the building are aware of the EAP
- Ensure all department employees in the building follow the plan
- Ensure employees understand where meeting locations are including emergency assembly areas and safe locations within the building
- Debrief incidents using EAP as a guide

Individual Staff and Faculty

- Know the building's Emergency Action Plan
- Take appropriate action according to the Plan
- Do not delay when instructed to evacuate, shelter-in-place, or other action directed by authorities
- Know where meeting locations are, including emergency assembly areas and safe locations within the building

Classroom/Lab Instructors (class in session)

- Inform students in the class of evacuation / shelter guidelines
- Assist students with evacuation, shelter-in-place, or other action as directed by authorities
- Do not delay when instructed to evacuate, shelter-in-place, or other action directed by authorities
- Be prepared to communicate if anyone is missing

Students and Attendees

- Follow instructions from classroom/lab instructors
- Do not delay when instructed to evacuate, shelter-in-place, or other action directed by authorities

Campus Police

- Serve as plan administrator
- Facilitate incident debriefing using EAP as a guide
- Take security measures to protect employees and students
- Decide which emergency response to initiate
- Maintain records and property as necessary
- Incorporate recommendations and continual improvements into EAP based on incident/annual review

Environmental, Health & Safety

- Serve as Fire and EHS Contact
- Develop and maintain a written EAP for regular and after-hours work conditions
- Conduct drills to acquaint employees with emergency procedures and to judge the effectiveness of the plan
- Ensure awareness/familiarity with EAP through employee training & plan availability
- Facilitate incident debriefing using EAP as a guide
- Maintain records as necessary
- Ensure the facility meets all applicable fire and life safety codes and regulations
- Incorporate recommendations and continual improvements into EAP based on incident/annual review

6.2. Personnel Accountability Checklist

The information for this checklist comes from Department Representatives based on their knowledge of personnel working in the building. If updates are necessary, please contact the appropriate Department Representative.

Chart last updated: _____

√	First Name	Last Name	Department

6.3. Bomb Threat Report Form

INSTRUCTIONS: Be calm. Be courteous. Listen. Do not interrupt the caller. Notify supervisor / security officer by a prearranged signal while the caller is on the line.

Report the call to law enforcement or Campus Police at 911

DATE:		TIME:	
SOURCE OF TELEPHONE CALL			
Name or number displayed on your phone.			
Call from on or off campus?			
EXACT WORDING OF THE THREAT:			
QUESTIONS TO ASK:			
1. When is the bomb going to explode?			
2. Where is the bomb right now?			
3. What kind of bomb is it?			
4. What does it look like?			
5. What will cause it to explode?			
6. Why did you place the bomb?			
7. What is your name and address?			
TRY TO DETERMINE THE FOLLOWING - CIRCLE AS APPROPRIATE			
Caller's Identity	Male Female Adult Juvenile Age ____ years		
Voice	Loud Soft High-pitched Deep Intoxicated Other ____		
Accent	Local Foreign Region (describe) _____		
Speech	Fast Slow Distinct Distorted Stutter Slurred Nasal		
Language	Excellent Good Fair Poor Foul Other _____		
Manner	Calm Angry Rational Irrational Coherent Incoherent Deliberate Righteous Laughing Intoxicated		
Background Noise	Office Machines Factory Machines Bedlam Trains Animals Music Voices Airplanes Street-Traffic Party-atmosphere Mixed Other		
ADDITIONAL INFORMATION			

6.4. Example Alert Notifications

1. Emergency Message

FLCC Alert. Seek shelter indoors and close windows and doors. Do not enter campus. Wait for additional instructions.

2. Building Emergency Message

FLCC Alert. Building emergency at _____. Stay away from _____. Wait for instructions.

3. Active Violence

FLCC Alert. Person with a gun seen near _____. Do not enter campus. Lock or barricade doors. Wait for instructions.

4. Active Shooter

FLCC Alert. Shots fired near _____. Do not enter campus. Lock or barricade doors. Wait for instructions.

5. Severe Weather Warning Message

FLCC Alert. (Severe T-storm/Tornado) warning until _____ AM/PM. Seek shelter indoors at lowest level, away from windows.

6. Bomb Threat

FLCC Alert. Bomb threat has been made against FLCC. Evacuate _____ Hall. Do not enter campus. Wait for instructions.

7. Campus Closure Message

FLCC Alert. FLCC is closed as of (time and date). Campus will reopen at (time and date).

8. Test Message

FLCC Alert TEST. This is a test of Alert System. No action is needed. This is only a test.

9. All Clear Message

FLCC Alert. Emergency is over. All Clear. Emergency is over. All Clear.