

NOVA SOUTHEASTERN UNIVERSITY

Emergency Response Guide

Recommended response actions for the most common types of emergencies.

For all NSU community members.

For all Campuses/ Regional Campuses/ Sites.

NSU
Florida

NOVA SOUTHEASTERN
UNIVERSITY

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Section 1

General Emergency Information

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07. Persons with Special Needs

The information contained in this guide is designed to assist you in responding to emergencies in the safest and most effective means possible. However, the information presented should only be considered as a recommendation, as all emergencies are unique with a limitless number of variables which can influence the effectiveness of the recommendations presented. You must consider the specific aspects of the emergency with your personal judgment, common sense, and any information you have received to determine the best response for you as an individual.

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01 Important Phone Numbers

EMERGENCY - ALL Campuses/ Student Education Centers/ Sites in the United States

Life-Threatening Emergency	911
NSU Public Safety Department (NOVALERT)	954-262-8999
NSU Emergency Information Hotline (<i>for all NSU community members</i>)	800-256-5065
NSU Housing Emergency Information Hotline (<i>for NSU resident students only</i>)	954-262-7777
Poison Control Center	800-222-1222

EMERGENCY - SPECIFIC To Each Campus/ Student Education Center/ Site

Main Fort Lauderdale-Davie Campus - <i>Davie Police</i>	911 or 954-693-8200
East Campus - <i>Fort Lauderdale Police</i>	911 or 954-761-5700
Eye Care Institute - <i>Fort Lauderdale Police</i>	911 or 954-828-5700
Fort Myers SEC - <i>Lee County Sheriff's Office</i>	911 or 239-477-1000
Jacksonville SEC - <i>Jacksonville Sheriff's Office</i>	911 or 904-630-0500
Las Vegas Site - <i>Las Vegas Metropolitan Police</i>	911 or 702-795-3111
Miami-Kendall SEC - <i>Miami-Dade Police</i>	911 or 305-595-6263
Miramar Site - <i>Miramar Police</i>	911 or 954-431-4600
Museum of Art Fort Lauderdale - <i>Fort Lauderdale Police</i>	911 or 954-761-5700
Naples Site - <i>Collier County Sheriff's Office</i>	911 or 239-774-4434
North Miami Beach Campus - <i>North Miami Beach Police</i>	911 or 305-949-5500
Oceanographic Center - <i>Hollywood Police</i>	911 or 954-967-4646
Orlando SEC - <i>Orange County Sheriff's Office</i>	911 or 407-836-5500
Tampa SEC - <i>Hillsborough County Sheriff's Office</i>	911 or 813-247-8200
West Palm Beach SEC - <i>Palm Beach Gardens Police</i>	911 or 561-799-4445

Bahamas SEC - <i>Royal Bahamas Police Force</i>	919 or 242-322-4444
Jamaica Site - <i>Jamaica Constabulary Force</i>	119 or 876-927-9910

IMPORTANT NSU Phone Numbers

Corporate Compliance Hotline	888-609-6682
Employee Assistance Program (provided by Magellan)	800-416-0835
Human Resources	954-262-7870
Lost and Found (Public Safety Department)	954-262-8999
Main Number/ University Switchboard	954-262-7300
Physical Plant	954-262-8800
Public Affairs/ University Relations	954-262-5348
Residential Life and Housing	954-262-7052
Student Affairs	954-262-7280
Student Counseling	954-262-7050
Sexual Assault Treatment Center	954-761-7273

** It is very important for all NSU community members to know all their local emergency numbers and have them programmed into their cellular phone or personal directory.*

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02 Reporting An Emergency

Emergency: Any threat to life and/ or property that requires immediate response from police, fire, or medical services.

Examples of emergencies include, but are not limited to:

- Serious injury or illness.
- Person with a gun.
- Fire.

** If you are unsure if an incident is an emergency, treat one as is.*

Recommended Emergency Response Actions

- Get to a safe location.
- Do not approach, touch, or interfere with the emergency situation except for self-protection or protection of others.
- Keep others away if possible.
- Observe the situation from a safe distance, and note as many details as possible (such as descriptions of persons, vehicles, actions, etc.).
- Call 911; be prepared to tell the dispatcher:
 - Your exact location.
 - Nature of the emergency.
 - Your name and phone number from which you are calling.
- * Do not hang up until you are told to do so, or have to do so for self-protection. The dispatcher may continue to ask questions while help is enroute.*
- After calling 911, call NSU Public Safety (NOVALERT): 954-262-8999.
- Watch for arrival of emergency personnel and direct them.
- After emergency personnel arrive, stay out of the way but do not leave.

Important Preparedness Note:

- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. Section 1092(f)), commonly known as the Clery Act, requires NSU community members to report the following crimes to the NSU Public Safety Department. Treat these crimes as emergencies and report them in accordance with the above Recommended Response Actions: Murder and Non-Negligent Manslaughter, Negligent Manslaughter, Sexual Offenses (Forcible and Non-forcible), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson and Hate Crimes as defined by the Federal Bureau of Investigation's Uniform Crime Reporting Handbook.

** Refer to NSU's Campus Safety Handbook for more information about the Clery Act.*

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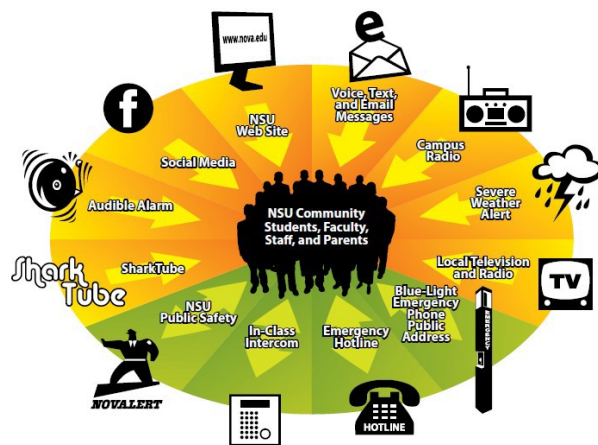
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03 Emergency Notification System (ENS)

Emergency Notification System (ENS): Nova Southeastern University has a multi-modal mass notification system designed to alert the entire NSU community in the event of an emergency which significantly threatens the health and safety of persons on any Campus/ SEC/ Site. A multi-modal approach is utilized because no single communications mode has the ability to reach every member of the NSU community.

Emergency messages may be sent through some or all of the following modes:

- Voice Message (to cell, office & home phones)
- Text Message (to cell phones)
- Email
- Classroom Emergency Intercoms
- Exterior Public Address Systems
 - Athletic Field Giant Voice Speakers
- Blue Light Telephones (with Public Address)
- LCD "Sharktube" Displays
- Campus Signage
- Emergency Information Hotline: 800-256-5065
- NSU Public Safety Officer Announcement
- Campus Radio: 88.5 FM
- Local News Media
- Severe Weather Prediction System
- Facebook: www.facebook.com/NovaSoutheastern



Recommended Response Actions

- Assess the facts presented in the message and determine the best course of action for you as an individual:
 - Evacuate.
 - Shelter-in-Place.
 - Avoid the Area.
- See the Recommended Emergency Response Actions section of this guide for more information.

****All NSU community members must enter and update their emergency contact information into the WebSTAR system to ensure they receive emergency messages: <http://webstar.nova.edu>***

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03 Emergency Communication Tools

NSU Provides Emergency Communication Tools for Community Members: Nova Southeastern University makes multiple emergency communication tools available to enable university community members to report emergencies and request help in the shortest time possible.

Blue Light Telephones are free standing or wall mounted communications units, marked with a constantly illuminated blue light on top and the word “EMERGENCY” on the side, which are located throughout outdoor areas and parking structures on many of NSU’s Campuses/ SECs/ Sites. They provide a direct voice connection to the NSU Public Safety Department. To utilize any Blue Light Telephone, simply press the red “EMERGENCY” button on the face of the unit once, wait until you hear a Public Safety Dispatcher answer, and speak normally as you would with any other speaker phone (there is no need to press the button again). The blue light on top of the phone unit will also begin to flash to ensure responding personnel can immediately locate you.



Classroom Emergency Intercoms are wall mounted communications units, marked with the words “EMERGENCY USE ONLY” across the top, which are located within numerous classrooms near the instructor’s podium on many of NSU’s Campuses/ SECs/ Sites. They provide a direct voice connection to the NSU Public Safety Department when activated. To utilize any Classroom Emergency Intercom, simply press the button on the face of the unit once, wait until you hear a Public Safety Dispatcher answer, and speak normally as you would with any other speaker phone (there is no need to press the button again).



University Landline Telephones are standard telephones which are located within many administrative, research, clinical, and common-use areas on all of NSU’s Campuses/ SECs/ Sites. In an emergency, any university community member may use a University Landline Telephone to call the Public Safety Department (NOVALERT): 954-262-8999. The Public Safety Department can also be reached by dialing Ext. 28999.

** **Personal Cellular Telephones**, which nearly all NSU community members have, are generally the most immediate and effective means to report emergencies and request help. Therefore, it is critical that all NSU community members have all their local emergency numbers, and the NSU Public Safety Department’s (NOVALERT) number, saved in their cell phone. See the “Important Phone Numbers” tab within this guide to locate emergency numbers.*

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Evacuation: The primary purpose for evacuation is to put distance between you and a hazard, because it is safer than enacting barriers and Sheltering-in-Place. Depending on the type of emergency, evacuation procedures and scope may vary. You must consider the specific aspects of the emergency with your personal judgment, common sense, and any official information you have received from NSU to determine if evacuation is the best response.

Recommended Response Actions

- If it is safe to do so, and time permits:
 - Quickly collect your most important personal items (cell phone, wallet, keys, medication, clothing for the weather and season). You may not be able to re-enter the building for hours, days, or even longer.
 - Stop/ shut down any hazardous operations or equipment.
 - Employees/ residents should lock their workspace/ room door behind them, and close the doors they pass through on their way out.
 - Leave the area immediately. If within a building, use the nearest safe exit.
- Side note: Whenever entering a building make it a habit to locate all of the possible exits so that in the event that an emergency occurs in that area you are able to locate the nearest exit as quickly as possible.
- Assist and inform others, including persons with special needs (See the Persons with Special Needs tab), if safe to do so.
 - Walk quickly, but do not run.
 - Do not use elevators.
 - Go to your designated Emergency Assembly Point (which should be at least 300 feet away from the hazard), unless otherwise instructed or common sense indicates it is not safe to do so.
 - If safe to do so, faculty and employee supervisors should consider conducting an accountability check to ensure all their students and employees have safely evacuated.
 - Follow the instructions of emergency responders.
 - Provide relevant information (such as unaccounted or trapped persons) to emergency responders.
 - Do not return to the evacuated building/ area until told to do so by emergency responders.

Important Preparedness Notes:

- Upon entering any building, pre-determine the nearest exits and the best evacuation routes to follow.
- Most evacuations encompass one building/ area. However, it is important to be prepared for the possibility of a multi building/ area evacuation or a Campus/ SEC/ Site-wide evacuation as well.

* See the other Emergency tabs within this guide for more specific Recommended Response Actions by emergency type. The specific emergency may require modification of the above evacuation Recommended Response Actions.

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06 Sheltering

Shelter-in-Place: The primary purpose for Sheltering-in-Place is to put barriers between you and a hazard, because it is safer than facing the uncertainty of an evacuation. Depending on the type of emergency, appropriate areas to shelter may vary. You must consider the specific aspects of the emergency with your personal judgment, common sense, and any official information you have received from NSU or other reliable information sources to determine if Sheltering-in-Place is the best response for the situation.

Examples of barriers include, but are not limited to:

- Walls.
- Locking door.
- A room without windows.
- A wet towel or other materials that can restrict air movement.
- Furniture.
- Vehicle.
- Thick vegetation such as bushes.

** The specific type of threat will dictate the best barriers to choose.*

Be advised the more secure an area to take shelter in the harder it will be to leave, if, said area were to become unsafe.

Recommended Response Actions

- If it is safe to do so, and time permits, stop/ shut down any hazardous operations or equipment.
- Find a safe location, which may involve moving within your immediate area.
- Enact barriers between you and the threat.
- If the location has doors and/ or windows, close and lock them all.
- Stay away from the area closest to the threat.
- Follow the instructions of emergency responders.
 - Provide relevant information (such as a description of the hazard) to emergency responders.
- Seek additional information as possible.

** See the other Emergency tabs within this guide for more specific Recommended Response Actions by emergency type. The specific emergency may require modification of the above Shelter-in-Place Recommended Response Actions.*

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07 Special Needs

Persons with Special Needs: It is essential for persons with special needs to prepare for emergencies, and have a practiced plan in place for each of the most common types of emergencies. Personnel from the following offices are available to discuss emergency procedures with students and employees, and ensure they are familiar with evacuation routes, areas to Shelter-in-Place, and other response procedures specific to their classroom, work, and housing assignments.

Students: Student Disability Services provides information and individualized accommodations for students with identified disabilities. students and employees, and ensure they are familiar with evacuation routes, areas to Shelter-in-Place, and other response procedures specific to their classroom, work, and housing assignments.

Students: Student Disability Services provides information and individualized accommodations for students with identified disabilities.

For more information, contact the office at 954-262-7185 or visit their website at: www.nova.edu/disabilityservices

Recommended Response Actions

For NSU Community Members:

- Check on fellow students and employees with known special needs during an emergency.
- Ask the individual with a special need:
 - If they need assistance.
 - How you can properly provide assistance.
 - If any items need to accompany them.

For Persons with Special Needs:

- If you need assistance during an emergency, get the attention of fellow students and employees and tell them:
 - That you need assistance.
 - How they can properly provide assistance to you.
 - If any items need to accompany you.

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07 Special Needs (Continued)

Recommended Response Actions for Assisting with Evacuation

Mobility Impairment:

- If a special needs individual cannot exit the building on their own, ask if they need assistance and let them tell you:
 - How you can properly provide assistance.
 - If any items need to accompany them.
- If the special needs individual chooses to wait for professional evacuation assistance, offer to escort the individual to the nearest Area of Refuge (often an exterior/ perimeter stairwell landing).
 - After you leave the building, immediately tell emergency responders where the person awaiting evacuation is located.
- Some individuals with mobility impairments may be able to ascend/descend stairs with minor assistance.
- It is not recommended that you carry anyone with a mobility impairment. You could bring harm them or yourself.

Blindness or Visual Impairment:

- If a special needs individual cannot exit the building on their own, ask if they need assistance and let them tell you:
 - How you can properly provide assistance.
 - If any items, or a service animal, need to accompany them.
- Offer your elbow to provide guidance navigating the evacuation route. This may be especially helpful if there is debris or a crowd.
 - Never grasp the arm of a person you are assisting; they will hold your arm.
 - Explain as you are walking where you are going and what you understand to be occurring.
- If the individual does not want to hold your elbow, give verbal instructions using directional terms (straight, your left, your right) and estimated distances.
- Upon reaching the designated Emergency Assembly Point, or other safe area, advise the individual where they are located.
 - Do not leave the individual unless you have to and emergency responders have been advised.

Deafness, Hearing Loss, or Language Difficulty:

- Get their attention by waving hands, eye contact, or if necessary gentle touch on a shoulder.
- Communicate the emergency situation including the need to evacuate.
 - It may be necessary to gesture, point, mouth words, or write a brief statement.
- Offer visual instructions to show the safest route, or direction by pointing toward exits or Evacuation maps.
- Offer to escort them from the building.

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Recommended Emergency Response Actions

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- 09. Bomb Threat/ Suspicious Package
- 10. Civil Disturbance or Demonstration
- 11. Concerning/ Disruptive/ Threatening Behavior
- 12. Explosion
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- 14. Hazardous Materials/ Suspicious Odor
- 15. Hostage Situation
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- 17. Medical: Injury/ Illness
- 18. Missing Person
- 19. Suspicious Activity
- 20. Utility Failure: Electric, Elevator, Water, Gas
- 21. Weather: Flooding, Lightning, Thunderstorms, Tornadoes

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Active Shooter/ Armed Intruder: An individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Recommended Response Actions

- Quickly determine the most reasonable way to protect your own life.
 - Faculty and staff should remember that students and visitors are likely to follow their lead.
- **RUN - Evacuate (Get Out):** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind.
 - Evacuate regardless of whether others agree to follow.
 - Leave your belongings behind.
 - Help others evacuate, if possible.
 - Prevent individuals from entering an area where the active shooter may be.
 - Keep your hands visible.
 - Follow the instructions of any police officers.
 - Do not attempt to move wounded people.
 - Call 911 when you are safe.
 - Unless there is a fire, do not pull the fire alarm.
- **HIDE - Shelter-In-Place (Hide Out):** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
 - Be out of the active shooter's view.
 - Provide protection if shots are fired in your direction (such as an office with a closed and locked door).
 - Not trap you or restrict your options for movement.
- To prevent an active shooter from entering your hiding place:
 - Lock the door.
 - Block the door with heavy furniture.
- If the active shooter is nearby:
 - Lock the door.
 - Silence your cell phone and/or pager.
 - Turn off any source of noise (such as radios and televisions).
 - Hide behind large items (such as cabinets and desks).
 - Remain quiet.

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Active Shooter/ Armed Intruder (Continued)

- **FIGHT - Protect Yourself (Act Out):** Take action against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her.
 - Throwing items and improvising weapons.
 - Yelling.
 - Committing to your actions.
- **Dial 911, if possible:** Information to provide to law enforcement:
 - Location of the active shooter.
 - Number of shooters, if more than one.
 - Physical description of shooter(s).
 - Number and type of weapons held by the shooter(s).
 - Number of potential victims at the location.
- **How to react when law enforcement arrives:**
 - Remain calm, and follow officers' instructions.
 - Put down any items in your hands (such as bags or jackets).
 - Immediately raise hands and spread fingers.
 - Keep hands visible at all times.
 - Avoid making quick movements toward officers such as holding on to them for safety.
 - Avoid pointing, screaming and/or yelling.
 - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

About the Law Enforcement Response: Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Officers usually arrive in teams of four (4); may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment; may be armed with rifles, shotguns, handguns, may use pepper spray or tear gas to control the situation; and may shout commands, and may push individuals to the ground for their safety.

** These Recommended Response Actions have been provided by the US Department of Homeland Security. For more information, visit their website at: www.dhs.gov/active-shooter-preparedness*

Bomb Threat: A threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists. Typically delivered by telephone, the majority of such threats are intended to cause disruption, revenge, or play practical jokes, rather than warning of real devices.

Suspicious Package: Any item that an average person would consider unusual given the time, place, location, or characteristics of the item, and is believed to contain a hazard designed to harm people such as a bomb or hazardous material. Suspicious packages may or may not be found in conjunction with a Bomb Threat.

Recommended Response Actions

- If you receive a bomb threat via phone:
 - Attempt to identify the below listed characteristics of the caller.
 - Ask the caller the below list of questions.
 - Handwrite or type notes so you do not forget characteristics or responses to questions.
- If you receive a bomb threat through any other means of communication (such as email, written note, or mailed letter):
 - Save the communication, and if in physical form, touch it as little as possible.
- If you come across a suspicious package:
 - Review the below package characteristics.
 - Do not touch, smell, taste, or open the package.
- Call 911; be prepared to tell the dispatcher:
 - Your exact location.
 - Nature of the emergency.
 - Your name and phone number from which you are calling.
 - * Do not hang up until you are told to do so, or have to do so for self-protection. The dispatcher may continue to ask questions while help is enroute.
- After calling 911, call NSU Public Safety: 954-262-8999
- If possible, avoid using a cell phone or two-way radio.
- Unless you are certain a bomb threat/ suspicious package is real and will harm people before Police/ Public Safety personnel arrive:
 - Do not pull the fire alarm, unless there is a fire.
 - Do not evacuate or search the building, unless instructed by Police/ Public Safety personnel.
 - Inform your supervisor, but do not alert everyone in your immediate area.
- If you are instructed by police/ Public Safety personnel to search your area:
 - Look for anything unusual given what is normally in your area.
 - If you find a suspicious package, do not touch it and notify Police/ Public Safety personnel.

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Bomb Threat (Continued)

If you receive a bomb threat via phone, ask the following questions:

- What time/day is the bomb going to explode?
- Where is the bomb located?
- What does it look like? What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? Why?
- What is your name and address?

* Note the exact wording of the initial threat as best as possible.

* Note if anybody else heard the call; use speakerphone if possible so others can hear.

If you receive a bomb threat via phone, attempt to identify the characteristics of the caller:

- Sex and age.
- Tone: Calm, Angry, Excited, Soft, Loud, Deep, Normal, Slurred, Nervous, Calm.
- Volume: Whispered, Disguised, Familiar, Silent, "Breather", Distant, Clear.
- Language: Well Spoken, Incoherent, Taped, Obscene.
- Accent.
- Background Noise: Street, Factory, Airplane, Music, Television, Office.
- Other identifiable characteristics in the caller's voice.

If you come across a suspicious package, consider if it has the following characteristics:

- Appearance of item being modified: Protruding wires, uneven in shape, rigid, or bulky.
- Strange odor.
- Oily stains, discoloration, or crystallization on the outside of the item.
- If a mailed item, it may have:
 - No return address, return address from a foreign country, or the city/ state in the postmark does not match the return address.
 - Excessive postage.
 - Excessive packaging such as tape or string.
 - Restrictive markings like "personal" or "special delivery".
 - Addressed to a title rather than an individual, or misspellings in the address.
 - Arriving unexpected or from someone unfamiliar to you.

* These Recommended Response Actions have been provided by the US Federal Bureau of Investigation and US Postal Service.

Civil Disturbances and/or Demonstrations: Unwanted, unwelcome, and uninvited behavior that threatens, intimidates, demeans, alarms, annoys, or puts a person in fear for their safety. Such activities may or may not include picketing, marches, parades, sit-ins, rallies, trespassing, research destruction, or riots. Most demonstrations are pre-planned, peaceful, and a legal exercise of civil rights.

Recommended Response Actions

In Response to a Demonstration:

- Avoid the area.
- Do not provoke, obstruct, or engage in any verbal or physical contact with demonstrators.
- Call NSU Public Safety: 954-262-8999 to ensure awareness of the situation.
- If demonstrators disrupt normal activities, do not intervene and call NSU Public Safety: 954-262-8999.

In Response to Civil Disturbance:

- Decide whether it is best to evacuate or shelter-in-place.
- Call 911; be prepared to tell the dispatcher:
 - Your exact location.
 - Nature of the emergency.
 - Your name and phone number from which you are calling.
- * Do not hang up until you are told to do so, or have to do so for self-protection. The dispatcher may continue to ask questions while help is enroute.
- After calling 911, call NSU Public Safety: 954-262-8999.
- Do not engage in any verbal communications with those causing the disturbance.
- Do not become physically involved with those causing the disturbance.
- Listen/ watch attentively and note as many details as possible:
 - Write physical descriptions of individuals (clothing, physique, accent) and vehicles (make, model, color, license plate) involved.
 - Write what is happening, noting actions, locations, and items.
- If important property, data, or research is threatened, secure the most high-value resources as best as possible, if it is safe to do so.
- Stay in a safe area until emergency responders arrive.
- Provide information to emergency responders.

Concerning, Disruptive, or Threatening Behavior

Disruptive Behavior: Communications (verbal or written) or actions which prevent or significantly impair effective classroom or workplace activities, but do not threaten personal safety.

Threatening Behavior: An expressed or implied imminent threat to harm an individual(s) that causes a reasonable fear that personal harm is about to occur.

Psychological Crisis: An individual who is in an abnormal state of mind that may result in imminent harm to himself/ herself or others, such as a state of extreme anger, panic, or depression.

Suicide Threat: A verbal or written statement indicating an individual's plan to harm himself/ herself.

Recommended Response Actions

In Response to Disruptive Behavior:

- Do not ignore disruptive behavior.
- Consider discussing your concerns with the individual.
- Document exactly what you are concerned with, and what you witnessed, heard, read.
- Keep evidence that supports your concern.
- Notify NSU Public Safety: 954-262-8999

In Response to Threatening Behavior:

- Decide whether it is best to evacuate, shelter-in-place, or avoid the area.
- If possible, signal to someone that you need help.
- Call 911; be prepared to tell the dispatcher:
 - Your exact location.
 - Nature of the emergency.
 - Your name and phone number from which you are calling.
- * Do not hang up until you are told to do so, or have to do so for self-protection. The dispatcher may continue to ask questions while help is enroute.
- After calling 911, call NSU Public Safety: 954-262-8999.
- Do not engage in an argument; de-escalate the situation as best as possible.
- Do not become physically involved.
- Note as many details as possible (such as descriptions of persons, vehicles, actions, etc).
- Stay in a safe area until emergency responders arrive.
- Provide information to emergency responders.

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Concerning, Disruptive, or Threatening Behavior (Continued)

In Response to Psychological Crisis/Suicide Threat:

- Take all threats seriously.
- Monitor the person making the threats from a safe distance.
- Do not try to approach or reason with the person making threats.
- Call 911; be prepared to tell the dispatcher:
 - Your exact location.
 - Nature of the emergency.
 - Your name and phone number from which you are calling.
- * Do not hang up until you are told to do so, or have to do so for self-protection. The dispatcher may continue to ask questions while help is enroute.
- After calling 911, call NSU Public Safety: 954-262-8999.
- Stay in a safe area until emergency responders arrive.
- Provide information to emergency responders.

**Trained NSU personnel are available to provide assistance to students experiencing temporary emotional crisis or psychological needs 24 hours a day, 7 days a week; contact the Student Counseling Center: 954-262-7050. A Counselor in Residence is also an available resource to residential students.*

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Explosion: Explosions can be triggered by natural, chemical, electrical, magnetic, mechanical, or nuclear reactions, and may accompany or follow other emergencies such as fires, floods, and power outages. There is the potential for structural damage, falling debris, and significant pressure fluctuations with any explosion, which may cause great personal injury.

Recommended Response Actions

If you are in a Building Affected by an Explosion:

- If the explosion is about to occur or is occurring, take cover under a desk, table, or sturdy/ strong object which can provide protection from falling debris.
- After the explosion, leave the area cautiously through the nearest safe exit.
- As you evacuate:
 - Assist and inform others, including persons with special needs (See the Persons with Special Needs tab), if safe to do so.
 - Move carefully, open doors cautiously, and stay away from anything that could fall on you.
 - Do not touch anything except what you have to in order to evacuate.
 - Do not use elevators.
- Go to your designated Emergency Assembly Point (which should be at least 300 feet away from the hazard), unless otherwise instructed or common sense indicates it is not safe to do so.
 - If safe to do so, faculty and employee supervisors should consider conducting an accountability check to ensure all their students and employees have safely evacuated.
- Call 911; be prepared to tell the dispatcher:
 - Your exact location.
 - Nature of the emergency.
 - Your name and phone number from which you are calling.
- * Do not hang up until you are told to do so, or have to do so for self-protection. The dispatcher may continue to ask questions while help is enroute.
- After calling 911, call NSU Public Safety: 954-262-8999.
- Follow the instructions of emergency responders.
 - Provide relevant information (such as unaccounted or trapped persons) to emergency responders.
- Seek additional information as possible.
- Do not return to the evacuated building/ area until told to do so by emergency responders.

If you are Notified that an Explosion Occurred Elsewhere on Campus:

- Assess situation and decide whether to evacuate or shelter-in-place.
- Stay away from the affected area.
- Follow directions issued through the Emergency Notification System (ENS) or by emergency responders.
- Only call 911 if you have important and relevant information.
- Seek additional information as possible.

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Fire

Fire: A serious emergency that presents multiple hazards including burning heat, toxic smoke, and structural collapse.

Recommended Response Actions

Rescue

- Assist others, including persons with special needs (See the Persons with Special Needs tab), if safe to do so.

Alert

- Inform the people around you there is a fire.
- Activate the nearest fire alarm (usually a pull station), even if the fire is known to be small.
- Call 911, but only once you are in a safe location. Be prepared to tell the dispatcher:
 - Your exact location.
 - Nature of the emergency.
 - Your name and phone number from which you are calling.
- * Do not hang up until you are told to do so, or have to do so for self-protection. The dispatcher may continue to ask questions while help is enroute.
- After calling 911, call NSU Public Safety: 954-262-8999.

Confine

- Close doors behind you to inhibit the fire from spreading.

Evacuate

- Leave the area immediately. If within a building, use the nearest safe exit.
- If smoke is present, stay low and crawl. Use a wet cloth, if possible, to cover your nose/ mouth.
- Do not use elevators.
- Go to your designated Emergency Assembly Point (which should be at least 300 feet away from the hazard), unless otherwise instructed or common sense indicates it is not safe to do so.
 - If safe to do so, faculty and employee supervisors should consider conducting an accountability check to ensure all their students and employees have safely evacuated.
- Follow the instructions of emergency responders.
 - Provide relevant information (such as unaccounted or trapped persons) to emergency responders.
- Do not return to the evacuated building/ area until told to do so by emergency responders.

For Fire Response, Remember the Acronym:

R.A.C.E.

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13 Fire

If trapped in a room:

- Call 911 and NSU Public Safety: 954-262-8999.
- Close as many doors as possible between you and the fire.
- Place wet cloth material around or under the door to prevent smoke from entering the room.
- Signal to someone outside.

If forced to advance through flames:

- Hold your breath.
- Move quickly.
- Protect your head and hair.

Fire Extinguisher Use:

- Only use a fire extinguisher if:
 - The fire is very small and has not spread from its originating point.
 - You have been properly trained to safely operate a fire extinguisher.
 - You have the proper type of fire extinguisher for the type of burning material.
 - Your exit is clear and you can extinguish the fire with your back to the exit door
- If you cannot put out the fire, leave immediately.

Pull safety pin from handle.

Aim at base of fire.

Squeeze the trigger handle.

Sweep from side to side at base of fire.

For Fire Extinguisher Use, Remember the Acronym:

P.A.S.S.

Important Preparedness Notes:

- Upon entering any building, pre-determine the nearest exits and the best evacuation routes to follow.
- All students and employees are required to evacuate any NSU building in the event of a fire alarm.

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Hazardous Materials: Any item or agent (biological, chemical, physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

Suspicious Odor: A strange odor can indicate the presence of hazardous materials, which may come from various sources including improperly stored chemicals, faulty refrigeration, equipment malfunctions, and engines operated near outside air intakes.

Recommended Response Actions

- Leave the area immediately. If within a building, use the nearest safe exit.
 - Remove potential sources of ignition.
 - Do not walk in or touch the hazardous material.
 - If possible, hold your breath or cover your mouth/ nose with a cloth while quickly leaving the area. Try not to inhale any of the material.
- Assist and inform others, including persons with special needs (See the Persons with Special Needs tab), if safe to do so.
 - Unless there is a fire, do not pull the fire alarm.
- Call 911, but only once you are in a safe location. Be prepared to tell the dispatcher:
 - Your exact location.
 - Nature of the emergency.
 - Your name and phone number from which you are calling.
 - * Do not hang up until you are told to do so, or have to do so for self-protection. The dispatcher may continue to ask questions while help is enroute.
- After calling 911, call NSU Public Safety: 954-262-8999.
- If it is upwind of the spill/leak, go to your designated Emergency Assembly Point (which should be at least 300 feet away from the hazard). Otherwise, find another safe location.
 - Stay away from accident victims until the hazardous material has been identified.
- Follow the instructions of emergency responders.
 - If you think you may have been exposed to a hazardous material, inform emergency responders immediately.
 - Assist with obtaining information regarding the hazardous material.
- Seek additional information as possible.
- Do not return to the evacuated building/ area until told to do so by emergency responders.

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Hazardous Materials (Continued)

If you are Notified of a Large Hazardous Materials Release:

- Stay informed and follow directions from emergency responders.
- If told to evacuate, do so immediately. While evacuating, avoid touching or inhaling the hazardous material by covering your mouth with a cloth or shirt.
- If told to shelter-in-place, do so immediately.
 - Take refuge in a small interior room with few, if any, windows or other connections to the outside environment.
 - Close windows and doors.
 - Seal gaps under doorways and around windows with wet towels, duct tape, plastic sheeting, or other impervious materials.
 - Turn off the ventilation system, if possible.

Assisting Victim Exposed to Hazardous Materials:

- Call 911, but only once you are in a safe location. Be prepared to tell the dispatcher:
 - Your exact location.
 - Nature of the emergency.
 - Your name and phone number from which you are calling.
- * Do not hang up until you are told to do so, or have to do so for self-protection. The dispatcher may continue to ask questions while help is enroute.
- Follow directions from dispatcher on how to best assist the victim. The type of hazardous material will dictate whether it is best to:
 - Evacuate the area.
 - Move victim to fresh air.
 - Take the victim to an eyewash station or safety shower.
 - Remove the victim's contaminated clothing.
 - Call the Poison Control Center for more information: 800-222-1222.
- After calling 911, call NSU Public Safety: 954-262-8999.
- See the Medical tab of this guide if the victim is injured too.

Important Preparedness Notes:

- All students and employees must be familiar with the hazardous materials they are working with, observe appropriate safety precautions, and consult with Environmental Health & Safety on any questions.
- Safety Data Sheets (previously known as Material Safety Data Sheets) must be available for any hazardous material students and employees are working with.

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Hostage Situation: One or more individuals being held against their will, generally as a means of security or negotiations for the fulfillment of certain conditions by another.

Recommended Response Actions

- At the outset of a hostage incident, the hostage taker(s) is typically tense, high-strung, and may behave irrationally.
 - It is extremely important that you remain calm and alert, and control your own behavior.
- Do not struggle or try to escape unless you are certain of being successful.
 - Avoid resistance and sudden or threatening movements.
 - Do not try to be a hero, by endangering yourself and others.
- Consciously put yourself in a mode of passive cooperation: Talk normally, do not complain, avoid belligerency, and generally comply with orders and instructions.
- If questioned, keep your answers short.
 - Do not volunteer information or make unnecessary overtures.
 - Avoid political discussions or other confrontational subjects.
- If possible to safely do so without being noticed, call 911.
 - If it is not possible to safely speak to the dispatcher, leave the phone line open so the dispatcher can listen to the situation.
- After calling 911, call NSU Public Safety: 954-262-8999.
- Make a concerted effort to relax. Prepare yourself mentally, physically, and emotionally for the possibility of a long ordeal.
- Try to remain inconspicuous, avoid direct eye contact and the appearance of observing your captors' actions.
- It is generally advisable to eat what they give you, even if it does not look or taste appetizing, unless you suspect it may be harmful. A loss of appetite is normal.
- Try to establish a rapport with your captors.
- Think positively and avoid a sense of despair. You are a valuable commodity to your captors, and it is important to them to keep you alive and well.

If you Observe a Hostage Situation:

- Assess situation and decide whether to evacuate or shelter-in-place.
- Call 911, but only once you are in a safe location. Be prepared to tell the dispatcher:
 - Your exact location.
 - Nature of the emergency.
 - Your name and phone number from which you are calling.
- * Do not hang up until you are told to do so, or have to do so for self-protection. The dispatcher may continue to ask questions while help is enroute.
- After calling 911, call NSU Public Safety: 954-262-8999.

* These Recommended Response Actions have been provided by the US Department of State.

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16 Hurricane

Tropical Storm: A low-pressure, rotating storm with sustained winds from 39 mph to 74 mph.

Hurricane: An intense, low-pressure, rotating storm with sustained winds from 74mph (Category 1) To more than 157 mph (Category 5).

Hurricane Season: June 1st through November 30th.

Hurricane/ Tropical Storm Watch: Respective storm conditions are possible within 48 hours.

Hurricane/ Tropical Storm Warning: Respective storm conditions are expected within 36 hours.

Recommended Response Actions

- NSU has a Comprehensive Emergency Management Plan which addresses Hurricane/ Tropical Storm preparation, response, and recovery. When there is a threat to any NSU Campus/ SEC/ Site, the plan is activated and executed under the direction of the University President and Senior University Leadership.
 - At any point, an official decision may be made to close and evacuate the Campus/ SEC/ Site.
 - It is critically important that all NSU community members continually monitor all official NSU communications, and follow any directions given.

Before

- Implement your personal or family Hurricane/ Tropical Storm preparedness plan (See the Personal Preparedness tab) when a Watch is issued, if not before.
 - Based on all the information available, decide whether to evacuate or shelter-in-place. Evacuation is generally the best protective measure, so long as you have ample time to do so before the forecasted impact.
 - Make sure your emergency kit is ready for use.
 - Residential students living in on-campus student housing must follow directions issued by the Office of Residential Life and Housing.
- Review NSU Emergency Management Plans: <https://www.nova.edu/publicsafety/cemp.html>
- Make sure your emergency contact information is up-to-date in the WebSTAR system.
- Contact your family members to let them know what is happening.
- Continually monitor all official NSU Severe Weather Alerts and other communications, and follow any directions given. Call the NSU Emergency Information Hotline: 800-256-5065. In addition, monitor reputable weather information and local news media.
- If an official decision is made to close and/ or evacuate a Campus/ SEC/ Site:
 - Understand that the University is not a shelter, and NSU community members are not allowed to remain on a Campus/ SEC/ Site when it is closed.
 - Residential students living in on-campus student housing must follow directions issued by the Office of Residential Life and Housing: 954-262-7777
 - Employees must prepare their offices, laboratories, classrooms, and other workspaces for wind and water intrusion: Completely clear all desks, laboratory tables, and countertops; Disconnect all electrical equipment; Protect all property with plastic sheeting and tape, plastic bins, and Ziploc bags (contact Physical Plant for supplies); Secure glass, heavy, and sharp objects appropriately; Take personal items with you; Back-up all important data; Do not tape window glass.

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During

- Remain indoors, in interior rooms and hallways.
- Do not open exterior doors or windows to see what is happening outside.
 - Beware of the eye of the storm. The eye is the center of the hurricane, which may bring a temporary period when the air is calm.
- Refrain from using alcohol or other impairing substances.
- Continually monitor all official NSU Severe Weather Alerts and other communications, and follow any directions given. Call the NSU Emergency Information Hotline: 800-256-5065. In addition, monitor reputable weather information and local news media.
- Residential students living in on-campus student housing must follow directions issued by the Office of Residential Life and Housing: 954-262-7777.

After

- When the “all-clear” is issued, exit your location with extreme care.
 - Be very cautious of both visible and hidden safety hazards such as fallen objects, downed power lines, and other dangers.
 - Do not enter structures, vehicles, or areas that are damaged.
- Contact family members by any available means, and advise you are okay.
- Continually monitor all official NSU communications, and follow any directions given. Call the NSU Emergency Information Hotline: 800-256-5065.
- If a Campus/ SEC/ Site was closed and evacuated, check the NSU emergency website or call the NSU Emergency Information Hotline for opening information.
 - Do not enter NSU property until you have confirmed that the Campus/ SEC/ Site has been re-opened.
- Residential students living in on-campus student housing must follow directions issued by the Office of Residential Life and Housing: 954-262-7777.

Important Preparedness Notes:

- The best time to prepare for a hurricane is long before one is threatening your area. Get ready for hurricanes by following four simple steps: Be informed, make a plan, build a kit, and get involved (See the Personal Preparedness tab).

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Injury: An acute physical trauma affecting the body, which poses an immediate risk to a person's life or long-term health.

Illness: A sickness or health condition affecting the body or mind, which poses an immediate risk to a person's life or long-term health.

Body Substance Isolation: Any time an individual treats a sick or injured person, the risk of exposure to disease is present for both the individual and the person being treated. Therefore, the individual providing treatment should protect both themselves and the person they are treating through standard Body Substance Isolation precautions, which include but are not limited to: hand washing, wearing gloves, wearing a mask and eye protection, and using other protective barriers and devices that inhibit the transfer of any bodily fluids.

Recommended Response Actions

- Only provide the level of care that you are trained to.
- Do not move the victim unless there is an immediate threat to their safety (fire, vehicle traffic, hazardous materials, or other hazard).
- Unless your safety is threatened, do not leave the victim.
- Call 911. Be prepared to tell the dispatcher:
 - Your exact location.
 - Nature of the emergency.
 - Your name and phone number from which you are calling.
- * Do not hang up until you are told to do so, or have to do so for self-protection. The dispatcher may continue to ask questions while help is enroute.
- After calling 911, call NSU Public Safety: 954-262-8999.
- Follow the below guidelines for the specific type of medical emergency.
- If other people are available, direct them to assist you with very specific task directions and ask that they advise you once they have completed the task.
- If you are touching an injured or ill person, be mindful of Body Substance Isolation.
- Watch for arrival of emergency personnel and direct them.
- After emergency personnel arrive, stay out of the way but do not leave.

Asthma Attack:

- Help the person sit in a comfortable position and help them take their medication.
- Call 911 if the attack becomes severe, they don't have their medication, or they don't improve with medication.
- After calling 911, call NSU Public Safety: 954-262-8999.

Bleeding:

- Put pressure on the wound with whatever is available to stop or slow down the flow of blood.
- Tie a tourniquet between the injury and the heart (if possible).
- Call 911 if the bleeding is severe.
- After calling 911, call NSU Public Safety: 954-262-8999.

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Burns:

- Cool the burn under cool running water for at least 10 minutes.
- If the burn requires further medical care, loosely cover the burn with plastic wrap or a clean plastic bag. Otherwise, it does not need plastic covering.
- Call 911 if necessary.
- After calling 911, call NSU Public Safety: 954-262-8999.

Choking:

- Hit the choking person firmly on their back between the shoulder blades 5 times to dislodge the object. Then give 5 quick abdominal thrusts.
- Call 911 as soon as possible.
- After calling 911, call NSU Public Safety: 954-262-8999.

Diabetic Emergency:

- Give the diabetic person something containing sugar, such as sugar tablets, orange juice, sugar-containing candy, or a non-diet drink.
- Call 911 if they don't improve, have trouble breathing, or lose consciousness.
- After calling 911, call NSU Public Safety: 954-262-8999.

Heart Attack:

- The person may have persistent vice-like chest pain, or isolated unexplained discomfort in arms, neck, jaw, back, or stomach.
- Call 911 as soon as possible.
- After calling 911, call NSU Public Safety: 954-262-8999.
- Give them aspirin, as long as they are not allergic. The best is one not enteric (coated).
- Make sure they are in a position that is comfortable for them (e.g. sit them on the floor, leaning against a wall or chair).
- Give them constant reassurance while waiting for emergency responders.

Heat Stroke:

- The person's skin may be hot or red, and may also be dry or moist; they may be experiencing changes in consciousness, as well as vomiting and a high body temperature.
- Call 911 as soon as possible.
- After calling 911, call NSU Public Safety: 954-262-8999.
- Move the person to a cooler place. Remove or loosen tight clothing and apply cool, wet clothes or towels to the skin. Fan the person. If they are conscious, give small amounts of cool water to drink. Make sure they drink slowly.
- If needed, continue rapid cooling by applying ice or cold packs wrapped in a cloth to the wrists, ankles, groin, neck, and armpits.

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Lightning Strike:

- Lightning victims do not carry an electrical charge, are safe to touch, and need urgent medical attention.
- Call 911 immediately.
- After calling 911, call NSU Public Safety: 954-262-8999.
- If the victim is unconscious, or has another medial issue, see the other above/ below sections.

Poisoning:

- Establish what they have taken, when, and how much.
- Call the Poison Control Center: 800-222-1222.
- Call 911 if they become unconscious, have a change in behavior, have difficulty breathing, or if you think they are suicidal.
- After calling 911, call NSU Public Safety: 954-262-8999.
- Do not make the person sick or give them anything to drink unless advised to do so by the Poison Control Center.

Seizure:

- Do not restrain the person seizing but put a blanket or clothing next to their head, but not under it, to protect them from head injury. Placing under their head may compromise the airway.
- After the seizure, roll the person to their side with their head tilted back.
- Call 911.
- After calling 911, call NSU Public Safety: 954-262-8999.

Stroke:

- Think F.A.S.T.
 - Face: Is there weakness on one side of their face?
 - Arms: Can they raise both arms?
 - Speech: Is their speech easily understood?
 - Time: To call 911.
- Call 911 immediately.
- After calling 911, call NSU Public Safety: 954-262-8999.
- Talk to the person to reassure them while you wait for emergency responders.

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Unconscious Individual:

- Check for breathing by tilting their head backwards and looking and feeling for breaths.
- If Breathing:
 - Move them onto their side and tilt their head back.
 - Call 911 as soon as possible.
 - After calling 911, call NSU Public Safety: 954-262-8999.
- If NOT Breathing:
 - Call 911 as soon as possible.
 - After calling 911, call NSU Public Safety: 954-262-8999.
 - If no breaths are felt, start chest compressions. Place the heel of your hand on the center of the chest and the heel of your other hand on top of the first, lacing your fingers together. Push firmly down in the middle of the chest and then release. Push hard and fast, at a rate of 100 compressions per minute, until emergency responders arrive.
 - After calling 911, call NSU Public Safety: 954-262-8999.

Important Preparedness Note:

- AED stands for Automated External Defibrillator. It is a medical device that analyzes the heart's rhythm. If necessary, it delivers an electrical shock, known as defibrillation, which helps the heart re-establish an effective rhythm. Sudden Cardiac Arrest can be treated most effectively by a combination of CPR and Defibrillation.
 - Every NSU Campus/ SEC/ Site is equipped with one or more AEDs, and marked with a conspicuous sign indicating where it is located (See the AED Location List tab).
 - Make sure you identify where the closet AED is to the location where you attend class or work.



* These Recommended Response Actions have been provided by the American Red Cross and National Oceanic and Atmospheric Administration. For more information, download the American Red Cross First Aid Smartphone App: www.redcross.org/mobile-apps/first-aid-app

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Missing Person: A person may be considered missing if the person's absence is suspiciously different from his/her usual pattern of behavior and/or unusual circumstances may have caused the absence.

Recommended Response Actions

- Attempt to contact the missing person, or other individuals who may know their whereabouts.
- Call NSU Public Safety: 954-262-8999.
- Be prepared to provide as much information about the situation as possible.

Missing Residential Student

- In the event that a student is determined to be missing, the Office of Residential Life and Housing will attempt to notify the listed emergency contacts for the student as well as those emergency contact persons identified in BANNER within 24 hours.
 - For each such student who is under 18 years of age, and not an emancipated individual, the Office of Residential Life and Housing is required to notify a custodial parent or guardian no later 24 hours after the time that the student is determined to be missing.
- When a report of a missing student is received by the Office of Residential Life and Housing, the department will conduct a preliminary investigation in order to verify the complaint and to determine the circumstances which exist relating to the reported missing student.
 - If the student's absence is verified, within 24 hours the incident will be reported and shared with the Nova Southeastern University Office of the Dean of Student Affairs, Public Safety and the Local Police Department. All entities will continue the investigation to locate the missing student. If, after further investigation, the missing student is not located, all entities will determine the most efficient manner of continuing the investigation.

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Suspicious Activity: Anything that an average person would consider unusual given the activity, time, place, and/or location. These types of incidents usually involve a suspicious person, vehicle, and/or object.

Examples of suspicious activity include, but are not limited to:

- People in buildings or areas who do not appear to be conducting legitimate business.
- People monitoring areas, buildings, or entrances.
- People requesting information with no apparent need for that information.
- People wearing clothing not consistent with the weather conditions (such as a winter coat in the summer).
- Unfamiliar vehicles parked for long periods

** If you are unsure if a situation is suspicious, treat it as such.*

Recommended Response Actions

Suspicious Vehicle or Person:

- Keep a safe distance from the vehicle or person.
- Call NSU Public Safety.
- Be as detailed as possible when describing the suspicious person or vehicle.

Personal Descriptive Characteristics:

- Sex/Gender
- Race/Ethnicity
- Height/Weight/Age
- Clothing Type/Color
- Hair Style/Color
- Distinguishing marks
- Location
- Direction of travel
- Method of travel

Vehicle Descriptive Characteristics:

- Color
- Year
- Make
- Body Style/Model
- License plate number and state
- Distinctive Marks/Accessories
- Location
- Direction of travel
- Occupants (number and description)

Suspicious Package:

- See the Bomb Threat/ Suspicious Package tab.

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Utility Failure: Electric, Elevator, Water, Gas

Utility Failure: Utility failures can be caused by a wide variety of events. If you are involved in an emergency which triggers a utility failure, flip to the tab for the emergency you are dealing with for more specific Recommended Response Guidelines.

Recommended Response Actions

Power/ Electrical/ Light Failure:

- Call NSU Public Safety: 954-262-8999.
- Proceed cautiously outdoors or to an area that has emergency lighting.
 - Emergency lighting is installed in all university buildings, and will illuminate for a brief period of time after power failure to allow for safe evacuation if necessary.
 - Some buildings are equipped with emergency generators that activate automatically.
 - Laboratory personnel should secure all experiments and unplug any electrical equipment whose unsupervised operation could lead to fire, chemical release, or other unplanned condition.
- Assist others, including persons with special needs (See the Persons with Special Needs tab).
- Do not use candles or other type of open flame for lighting.
 - Many cellular telephones can provide lighting.
- Do not use elevators.
- Do not leave class or work unless told to do so by an authorized person.
- In most cases, power will be restored shortly or you may be relocated to another area.

Elevator Failure:

- Activate the elevator emergency button/ telephone.
- Call NSU Public Safety: 954-262-8999.
- Do not attempt to evacuate the elevator or help others evacuate.
- Do not pry open elevator doors or climb through the elevator roof escape hatch.
- Standby for emergency responders.

Water Supply Failure:

- Call NSU Public Safety: 954-262-8999.
- Do not consume tap water until told it is safe to do so by authorized personnel.
- If water is leaking, do not turn on lights or use any electrical equipment and evacuate the area.

Gas Leak:

- Stop whatever you are doing.
- Do not turn on lights or use any electrical equipment including cell phones.
- Leave the area immediately, using the nearest safe exit.
- Assist and inform others, including persons with special needs (See the Persons with Special Needs tab), if safe to do so.
- Go to your designated Emergency Assembly Point (which should be at least 300 feet away from the hazard), unless otherwise instructed or common sense indicates it is not safe to do so.
- Call 911.
- After calling 911, call NSU Public Safety: 954-262-8999.

Thunderstorms, Tornadoes

Weather: Severe weather conditions can form quickly with little or no notice, and pose a significant threat through multiple hazards including flooding, lightning, thunderstorms, tornadoes, and others. Be alert to National Weather Service (NWS) Watches and Warnings, and immediately take protective actions when received.

NSU Severe Weather Prediction System: NSU has a Severe Weather and Lightning Prediction System installed at some Campuses/ SECs/ Sites. This system is utilized by key personnel for event planning, facility management, and when necessary, the ordering of NSU athletic fields to be evacuated. Components of the Emergency Notification System (See the Emergency Notification System tab), including Exterior Public Address Systems, may be used to broadcast audible Severe Weather and Lightning Warnings as well as all-clear messages to some NSU athletic fields. All severe weather alerts are also made available to the entire NSU community the NSU Hurricane Website: www.nova.edu/hurricane

Recommended Response Actions

- Go to or stay inside a solid structure.
 - Be alert to flying or falling objects.
 - Stay away from windows, mirrors, glass, and unsecured objects.
 - Proceed to a fully enclosed central hallway of the building, or a closed room with no windows.
 - Do not use elevators.
- Assist and inform others, including persons with special needs (See the Persons with Special Needs tab), if safe to do so.
- Call NSU Public Safety: 954-262-8999 if you have an emergency.

Lightning/ Thunderstorms:

- There is no safe place outside when thunderstorms are in the area. If you hear thunder, you are likely within striking distance of the storm.
- Immediately move to a safe shelter, which is a building with electricity and/or plumbing or a metal-topped vehicle with windows closed. Picnic shelters, dugouts, and small buildings without plumbing or electricity are not safe.
 - Stay off corded phones. You can use cellular or cordless phones.
 - Stay off computers and other electrical equipment that put you in direct contact with electricity.
 - Avoid plumbing, including sinks, baths and faucets. Do not wash your hands, take a shower or wash dishes.
 - Stay away from windows and doors, and stay off porches.
 - Do not lie on concrete floors or lean against concrete walls.
 - Wait 30 minutes after the last lightning or thunder before going back outside.
- Assist and inform others, including persons with special needs (See the Persons with Special Needs tab), if safe to do so.
- If a person is struck by lightning, see the Medical: Injury/ Illness tab.

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Thunderstorms, Tornadoes (Continued)

Lightning/ Thunderstorms (*Continued*):

- If you absolutely cannot get to a safe shelter, you are not safe but can consider the following options which may help you slightly lessen the threat of being struck by lightning:
 - Immediately get off elevated areas such as hills, mountain ridges, peaks, or rooftops.
 - Never lie flat on the ground.
 - Never shelter under an isolated tree.
 - Never use a cliff or rocky overhang for shelter.
 - Immediately get out and away from ponds, lakes and other bodies of water.
 - Stay away from objects that conduct electricity (power lines, barbed wire fences, antennas).

Tornadoes:

Occasionally tornadoes develop so rapidly that advance warning is not possible. Remain alert for signs of an approaching tornado such as a dark, often greenish sky, large hail, or a loud roar similar to a freight train.

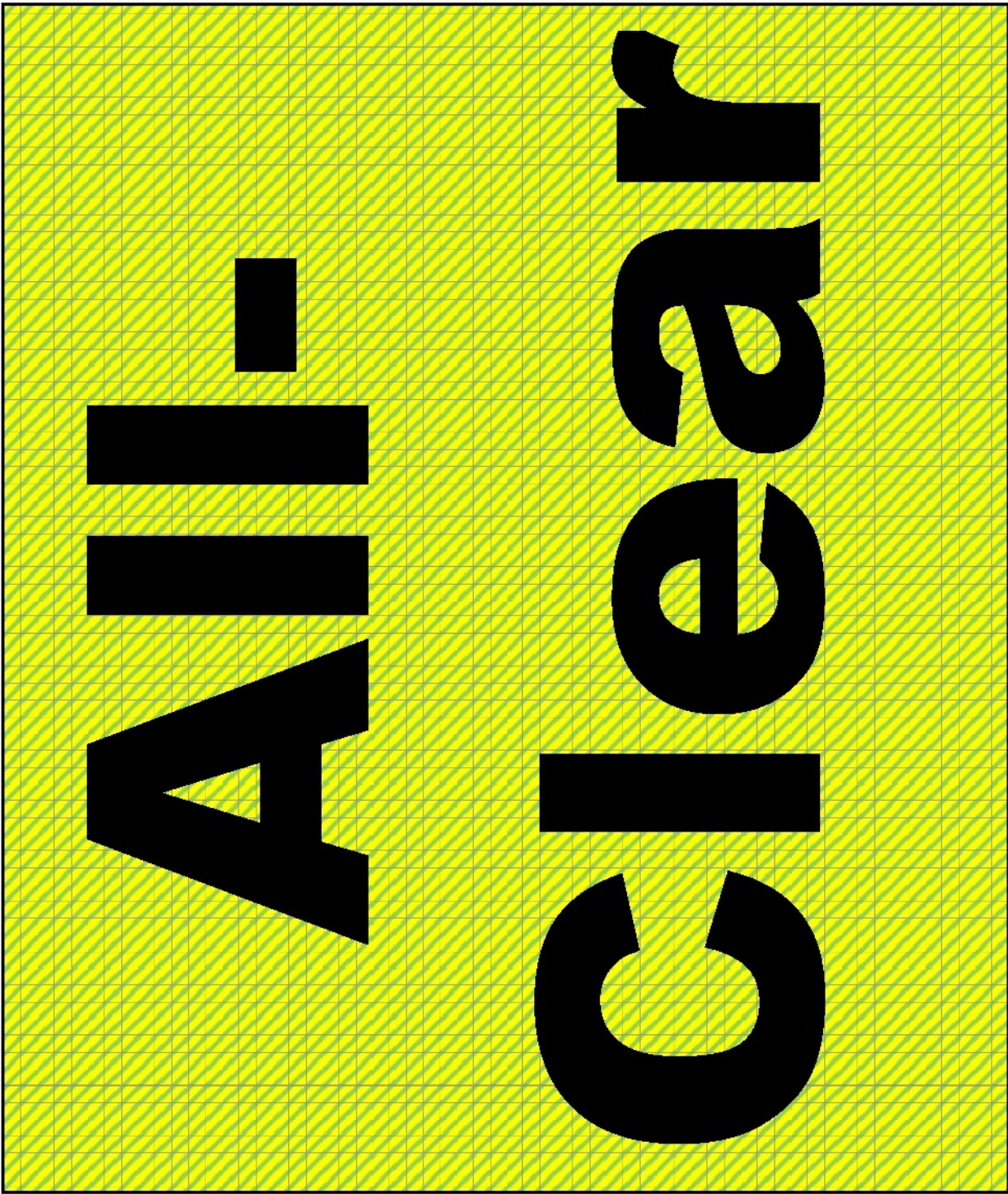
- There is no safe place outside when a tornado is in the area.
- Immediately move to an underground shelter, basement, or safe room.
 - If no underground shelter or safe room is available, a small, windowless interior room or hallway on the lowest level of a sturdy building is the safest alternative.
 - Mobile homes are not safe during tornadoes. Abandon mobile homes and go to the nearest sturdy building or shelter immediately.
- If you cannot quickly walk to a shelter;
 - Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter.
 - If flying debris occurs while you are driving, pull over and park. Now you have the following options as a last resort:
 - Stay in your vehicle with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible.
 - If you can safely get noticeably lower than the level of the roadway, exit your car, and lie in that area, covering your head with your hands.
- Your choice should be driven by your specific circumstances.
- Call NSU Public Safety: 954-262-8999.

Flooding:

- Move to a higher floor in your building or evacuate to higher ground.
- Do not walk or drive through standing or fast-moving water: "Turn Around – Don't Drown".
- Call NSU Public Safety: 954-262-8999.

* *These Recommended Response Actions have been provided by the National Oceanic and Atmospheric Administration. For more information, visit their website: www.nws.noaa.gov*

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Section 3

Additional Information

- 22. Personal Preparedness
- 23. Crime Prevention/ Personal Safety Practices
- 24. AED Location List

The information contained in this guide is designed to assist you in responding to emergencies in the safest and most effective means possible. However, the information presented should only be considered as a recommendation, as all emergencies are unique with a limitless number of variables which can influence the effectiveness of the recommendations presented. You must consider the specific aspects of the emergency with your personal judgment, common sense, and any information you have received to determine the best response for you as an individual.

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Be Informed:

Understand that all of NSU's Campuses/ SECs/ Sites are vulnerable to many hazards. Therefore, knowing what to do before, during, and after an emergency is a critical part of being prepared. Some of the basic protective actions are similar for multiple hazards, and now is the best time to learn more about the effects of these hazards and how you should respond.

- Review NSU's Emergency Management Plans: <https://www.nova.edu/publicsafety/comp.html>
- Review your local Emergency Management Plans: www.ready.gov
- Sign up for emergency alerts to ensure situational awareness: www.ready.gov/alerts
- Educate yourself on all hazards, and how to best prepare: www.ready.gov/be-informed
- Know where hurricane shelters are located: www.floridadisaster.org/shelters
- When selecting a home, consider the integrity of the structure as well as its elevation and proximity to other natural and man-made hazards

Make a Plan:

Develop a personal and/ or family emergency plan. Your family may not be together when a disaster strikes so it is important to plan in advance: how you will get to a safe place; how you will contact one another; how you will get back together; and what you will do in different situations. Keep a copy of this plan in your emergency kit or another safe place where you can access it in the event of a disaster.

- Utilize a personal and/ or family emergency planning template:
 - NSU Template: <https://www.nova.edu/publicsafety/comp.html>
 - FEMA Ready Template: www.ready.gov/sites/default/files/FamEmePlan_2012.pdf
 - Red Cross Template: www.redcross.org/prepare/location/home-family/plan
- Ensure your plan includes important phone numbers and websites such as:
 - NSU Public Safety Department (NOVALERT): 954-262-8999
 - NSU Emergency Information Hotline: 800-256-5065

Build a Kit:

A disaster supplies kit is simply a collection of basic items your household may need in the event of an emergency. Try to assemble your kit well in advance of an emergency. You may have to evacuate at a moment's notice and take essentials with you. You will probably not have time to search for the supplies you need or shop for them.

You may need to survive on your own after an emergency. This means having your own food, water, and other supplies in sufficient quantity to last for at least 72 hours. Local officials and relief workers will be on the scene after a disaster but they cannot reach everyone immediately. You could get help in hours or it might take days. Additionally, basic services such as electricity, gas, water, sewage treatment, and telephones may be cut off for days or even a week, or longer. Your supplies kit should contain items to help you manage during these outages.

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Build a Kit (*Continued*):

Build a kit with these essential disaster items to ensure your basic needs are met during the first 48-72 hours after a disaster:

- Water: Potable (one gallon per person per day, minimum of 3 day supply)
- Food: Non-perishable packaged or canned (minimum of 3 day supply)
- Prescription Drugs/ First Aid Kit
- Battery-powered radio (with NOAA Weather station and tone alert)/ Extra Batteries
- Flashlight/ Extra Batteries
- Personal hygiene items (including hand sanitizer, moist towelettes, garbage bags, plastic ties, sunscreen, deodorant, toothbrush)
- Important documents in a waterproof container (insurance, medical records, bank account numbers, social security card, etc.)
- Clothing (including jeans, sturdy shoes, hat, gloves, rain gear)
- Basic tools (including a manual can opener, pliers, screwdriver)
- Duct tape and plastic sheeting
- Cash
- Telephones (corded landline phone and fully-charged extra cell phone battery)
- Miscellaneous Items (whistle, compass, paper, pencil, matches, bleach, fire extinguisher)
- Mess kit (plates, cups, utensils, napkins)
- Special items for infants, children, elderly, persons with functional needs, and pets

Get Involved:

There are many ways to Get Involved especially before a disaster occurs. The whole community can participate in programs and activities to make their families, homes, and communities safer from risks and threats. Here are a few ways you can help:

- Volunteer to support disaster efforts in your community. Get trained and volunteer with a Community Emergency Response Team, Medical Reserve Corps unit and/or other Citizen Corps Partner Program or Affiliate organization. Many local faith-based and community organizations have programs active in supporting disasters too.
- Be part of the community planning process. Connect and collaborate with NSU Public Safety.
- Join or start a preparedness project. Find an event or identify local resources, build a team, choose a project, set goals and serve your community by improving the preparedness of your friends, colleagues, and neighbors.
- Support major disasters by donating cash or goods which may help meet the needs of your community in times of disaster.

* *These Recommended Personal Preparedness Actions have been provided by the Federal Emergency Management Agency. For more information, visit their website: www.ready.gov*

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All NSU community members have a role in keeping their Campus/ SEC/ Site safe. Shark Watch, the NSU crime prevention program, asks that all students, employees, and visitors immediately report any safety concerns or issues to NSU Public Safety (NOVALERT): 954-262-8999



Personal Safety:

- Use common sense: If something doesn't look or feel right, it probably isn't.
- Always be aware of your surroundings: Continually look and listen to what's going on around you.
- Show that you're confident: Walk with a sense of purpose, keep your head up, and make eye contact.
- React to potential problems before they can develop: Don't wait for an uncertain or uncomfortable situation to go wrong; leave, call 911, or take other protective actions.
- If you see something, say something: Call NSU Public Safety: 954-262-8999.
- Utilize Safety Escorts provided by NSU Public Safety: they are available 24/7: 954-262-8999
- Stay in well-lit areas.
- 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.
- 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.
- Educate yourself: Take time to review personal safety information from an accurate and trustworthy source.

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.
- Secure sliding glass door locks.
- Don't hide spare keys in mailboxes, planters, or under doormats.

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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.
- 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.
- When approaching your vehicle, have your keys in hand.
- 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.
- 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 the car until fire, police, or medical assistance arrives.

Property Safety:

- Never leave property unattended: The majority of crimes at NSU involves the theft of unattended or unsecured property. You can't be a victim if you don't create the opportunity.
- Always lock everything: Lock your property in a secure area, lock your door, your car, your bicycle, and anything else you have with a lock on it.
- Never leave anything visible inside your vehicle: If somebody walking by your car can see property inside, they may break the lock or a window and take it.
- Record serial numbers: Keep a record of serial numbers, models, brand names, and a description of all of valuables in case they are ever lost or stolen.
- Report, report, report: Report all thefts and all suspicious activity to Police/ Public Safety; the problem is unknown unless you report it!

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Building/Office Safety:

- Do not 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 you are not able to attend to it.
- Account for and secure sensitive deliveries in a timely manner.
- Secure all areas when nobody is going to be around.
- Be aware of unfamiliar people in or visitors to your office/ lab.
- 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 coworkers; know what is out of place.

Residence Halls Safety:

- Lock your door whenever you leave your room or go to sleep.
- Do not prop or tamper with the locks on the hall entrance or room doors.
- Do not bring people back to the University community who you do not trust and know well.
- Protect your property by engraving it with your name, driver's license number and state abbreviation.
- Report safety concerns and crimes to the residence hall staff immediately. Additionally, immediately report any crime to Public Safety: 954-262-8999.

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Automated External Defibrillator (AED): A medical device that analyzes the heart's rhythm. If necessary, it delivers an electrical shock, known as defibrillation, which helps the heart re-establish an effective rhythm. Sudden Cardiac Arrest can be treated most effectively by a combination of CPR and Defibrillation.

Every NSU Campus/ SEC/ Site is equipped with one or more AEDs, and marked with a conspicuous sign indicating where it is located. Make sure you identify where the closet AED is to the location where you attend class or work.



- 6100 Griffin Rd. (Communication Clinic)
- Administrative Services Center
- Aquatic Center/Competition Pool
- Athletics Services Building, 1st floor next to workout area
- Athletics Services Building, 2nd floor next to elevator
- Athletic and Student Affairs Building (7 Portable Units)
- Campus Support Building
- Carl DeSantis Bldg., 1st floor
- Carl DeSantis Bldg., 5th floor
- Coordinator, east side—Vehicle 627
- Coordinator, Rolling Hills—Vehicle 601
- Coordinator, west side—Vehicle 603
- Cultural Living Center Residence Hall
- Dental Clinic (Oakland Park Blvd.)
- Don Taft UCenter, 1st floor front lobby east wall
- Don Taft UCenter, 1st floor next to room 1437 Sports Medicine
- Don Taft UCenter, 1st floor of arena NE corner
- Don Taft UCenter, 1st floor of arena SE corner
- Don Taft UCenter, 1st floor by Performing and Visual Arts Wing
- Don Taft UCenter, 1st floor west doors leading to pool
- Don Taft UCenter, 2nd floor booster area in pantry
- Don Taft UCenter, 2nd floor next to room 2319
- Don Taft UCenter, 2nd floor next to room 2428
- Don Taft UCenter, 3rd floor by rock climbing wall
- East Campus Alumni Hall
- East Campus Tower Building
- Eye Care Institute at Fort Lauderdale
- Farquhar Residence Hall
- Fort Myers SEC
- Founders Residence Hall
- Grande Oaks Golf Club
- Grande Oaks Maintenance

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- Hearing and Balance Clinic
- Horvitz Administration Bldg.
- HPD Dental, 1st floor, 2nd floor, and portable unit
- HPD Dental Clinic at the Joe DiMaggio Children's Hospital
- HPD Dental Clinic at Memorial Hospital
- HPD Lab/Library
- HPD Physical Plant
- HPD Terry Building, 3rd floor
- HPD Terry Building, 5th floor
- HPD Terry Building, lobby
- HPD Ziff Center, 1st floor
- HPD Ziff Center, 3rd floor
- Jacksonville SEC
- Jim & Jan Moran Family Center Village, Buildings A and B
- Las Vegas Site
- Leo Goodwin Sr. Hall
- Leo Goodwin Sr. Residence Hall
- Mailman-Hollywood Bldg.
- Maltz Bldg., 1st floor
- Maltz Bldg., 2nd floor
- Miami-Kendall SEC
- Miramar Site
- Museum of Art | Fort Lauderdale
- North Broward Hospital District/NSU Specialty Care Center
- NMB Campus Education Building
- NMB Campus Technology Building
- North Miami Beach Campus, Fischler Bldg.
- Oceanographic Center Schure Building
- Oceanographic Center 5 Wide Modular
- Oceanographic Center 6 Wide Modular
- Oceanographic Center Foreman Bldg.
- Oceanographic Center, Center of Excellence for Coral Reef
- Ecosystems Research
- Orlando SEC
- Palm Beach SEC (Palm Beach Gardens)
- Parker Bldg., first floor by elevator
- Parker Science Annex
- Rolling Hills Residence Hall, Buildings A and C
- Rosenthal Bldg.
- Rumbaugh-Goodwin Institute, Plantation site
- Sherman Library
- Tampa SEC
- The Commons Residence Hall

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24 AED Locations (Continued)

- University Park Plaza Call Center
- University Park Plaza North
- University Park Plaza South
- University Park Plaza—Anesthesiology
- University Park Plaza—Women’s Resource Institute
- University School Athletics (2 Portable Units)
- University School Dauer Bldg.
- University School Lower School Bldg.
- University School Sonken Bldg.
- University School Sonken East Annex
- University School Sports Center
- Vettel Residence Hall

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NSU Florida

NOVA SOUTHEASTERN UNIVERSITY

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