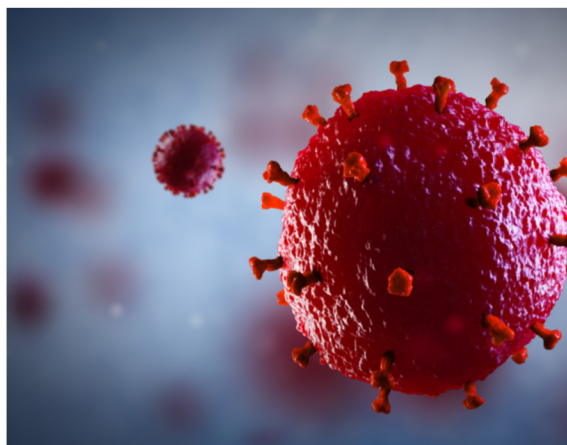
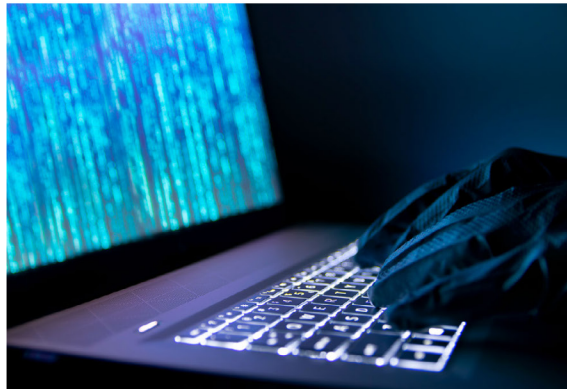


FLORIDA STATE UNIVERSITY

# EMERGENCY PREPAREDNESS GUIDE

*Are you prepared for the unexpected?*





## On-Campus Contacts

### General Emergencies (24/7)

9-1-1

### FSU Police Department (24/7)

(850) 644-1234

[www.police.fsu.edu](http://www.police.fsu.edu)

### FSU Alert Hotline (24/7)

(850) 644-INFO (4636)

[www.alerts.fsu.edu](http://www.alerts.fsu.edu)

### FSU Emergency Management

(850) 644-9111

[www.emergency.fsu.edu](http://www.emergency.fsu.edu)

### Dean of Students

(850) 644-2428

[www.dsst.fsu.edu](http://www.dsst.fsu.edu)

### Employee Assistance Program

(850) 644-2288

[www.eap.fsu.edu](http://www.eap.fsu.edu)

### FSU Campus Roadside Assistance

(850) 629-8569

\*\$17.95 service fee

\*Only available on Main Campus

### FSU Facilities

(850) 644-2424

[www.facilities.fsu.edu](http://www.facilities.fsu.edu)

### University Counseling Center (24/7)

(850) 644-TALK (8255)

[www.counseling.fsu.edu](http://www.counseling.fsu.edu)

### University Health Services

(850) 644-6230

[www.uhs.fsu.edu](http://www.uhs.fsu.edu)

### HealthiestYou (24/7 Medical Care)

(855) 870-5858

\*\$55 fee for students without FSU student insurance plan. Check with your insurance company for possible reimbursement

### University Housing

(850) 644-2860

[www.housing.fsu.edu](http://www.housing.fsu.edu)

Residence Hall Front Desk: (\_\_\_\_) \_\_\_\_-\_\_\_\_

RA on Duty: (\_\_\_\_) \_\_\_\_-\_\_\_\_

### Victim Advocate Program (24/7)

Call: (850) 644-7161

Text: (850) 756-4320

Email: [victims-advocate@fsu.edu](mailto:victims-advocate@fsu.edu)



#### TIP:

*There are lots of people on- and off-campus who are here to help! Always reach out when you're in need.*



## Off-Campus Contacts

### General Emergencies (24/7)

9-1-1

### City of Tallahassee Police Department (24/7, Non-Emergencies)

(850) 606-5800

[www.talgov.com/publicsafety/tpd](http://www.talgov.com/publicsafety/tpd)

### City of Tallahassee Utilities (24/7)

(850) 891-4968

[www.talgov.com/you/you](http://www.talgov.com/you/you)

### Leon County Sheriff's Office (24/7, Non-Emergencies)

(850) 606-3300

[www.leoncountysos.com/](http://www.leoncountysos.com/)

### Leon County Emergency Management

(850) 606-3700

[www.leoncountyfl.gov](http://www.leoncountyfl.gov)

### American Red Cross (24/7)

1-800-RED-CROSS (1-800-733-2767)

[www.redcross.org/NorthFlorida](http://www.redcross.org/NorthFlorida)

### Suicide & Mental Health Crisis Care (24/7)

2-1-1 Big Bend (Local, North Florida): 2-1-1

National Hotline: 9-8-8

2-1-1 Big Bend Confidential Hotline: (850) 617-6333

[www.211bigbend.org](http://www.211bigbend.org)



## Government Resources

### Florida Division of Emergency Management (FDEM)

[www.floridadisaster.org](http://www.floridadisaster.org)

[www.FLGetAPlan.com](http://www.FLGetAPlan.com)

### Federal Emergency Management Agency (FEMA)

[www.fema.gov](http://www.fema.gov)

[www.ready.gov](http://www.ready.gov)

### National Weather Service of Tallahassee

[www.weather.gov/tae](http://www.weather.gov/tae)

### National Hurricane Center

[www.nhc.noaa.gov](http://www.nhc.noaa.gov)



## Emergency Notifications

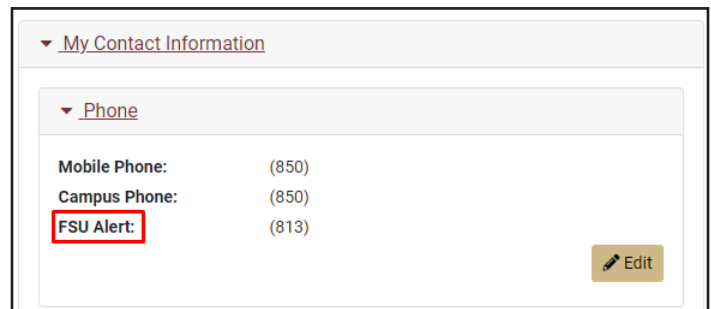
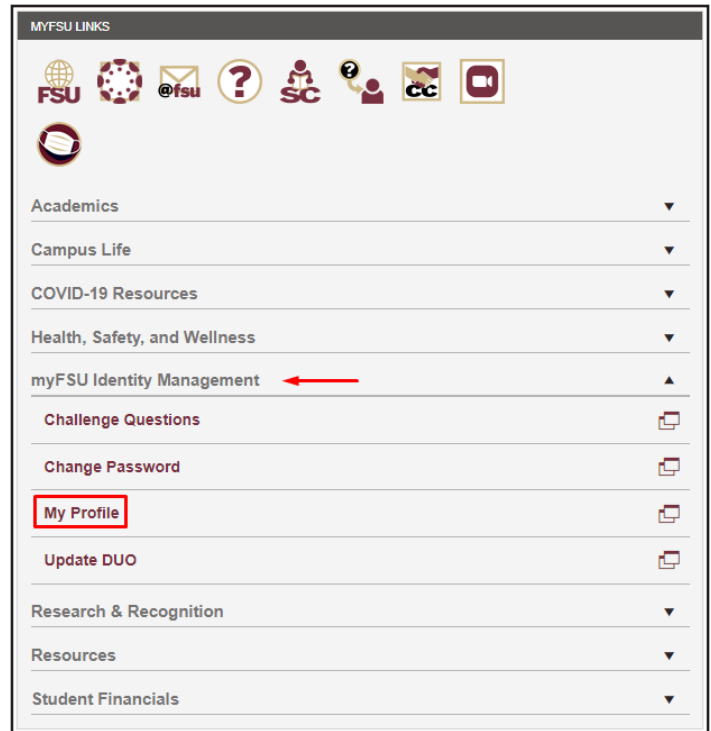
FSU Alert is the official source for emergency alerts, warnings, and information for Florida State University. This system can send alerts to over 50,000 students, faculty, and staff through the following delivery methods in 3 minutes or less:

- Official FSU Email
- SMS Text
- Indoor and Outdoor Sirens
- Classroom beacons
- SeminoleSAFE Mobile App
- Desktop alerts
- Facebook and Twitter (@FSUAlert)
- alerts.fsu.edu

Multiple alerting methods allow redundancy in case of a failure in any one system. For the most immediate alert delivery, download the SeminoleSAFE app and register for SMS Text alerts.

### To update your contact information for FSU Alerts:

1. Log into MyFSU
2. Click on the **"MyFSU Identity Management"** drop-down in the "MyFSU" Links box on the left
3. Click **"My Profile"**
4. Click the **"Edit"** button under your phone contact information
5. Add or change a phone number using the phone type **"FSU ALERT"** and mark it as **"Preferred"** (*only one FSU ALERT number allowed*)
6. Click **"Save"** at the bottom



**TIP:**  
Download the **SeminoleSAFE App** to receive alerts, view detailed emergency response guides, check the weather, and more!

## Campus Closures, Class Cancellations & More

All information regarding campus closures, class cancellations, evacuation, and re-openings will be communicated through:

- FSU Alert Hotline, (850) 644-INFO (4636)
- FSU Email
- @FSUAlert Twitter and Facebook
- www.alerts.fsu.edu

Some emergency events can occur quickly or without advanced warning. Information regarding class cancellations, campus closures, or evacuations will be communicated with students, faculty, and staff as quickly as possible.

### On-Campus Residents

University Housing and Resident Assistants will communicate with on-campus residents about University-mandated evacuations and procedures.

If voluntarily evacuating:

- Tell your RA when you're leaving and where you're going
- Take all important items with you, like medications, jewelry, passports, or other documents or valuables
- Unplug electronics
- Remove perishable items from refrigerators in case of power outages. Leave refrigerators plugged in, but place towels by refrigerator door to soak up melted ice and leaking water if the unit defrosts



# Make a Plan

Fill out this information to always know who to contact and where to go during emergencies.

### Household Information

Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Other #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

Important Medical or Other Info: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Other #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

Important Medical or Other Info: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Other #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

Important Medical or Other Info: \_\_\_\_\_  
\_\_\_\_\_

### Emergency Contacts

Name: \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Other #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Other #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Other #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

### Other Important Numbers

Poison Control: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Doctor: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Dentist: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Medical Insurance: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Policy #: \_\_\_\_\_

Homeowner/Rental Insurance: \_\_\_\_\_  
\_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Policy #: \_\_\_\_\_

Veterinarian: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

### Emergency Meeting Places

Address: \_\_\_\_\_  
\_\_\_\_\_

Instructions: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Instructions: \_\_\_\_\_  
\_\_\_\_\_



**TIP:**  
Take a picture of this page to keep on your phone and send to friends and family



## Get a Kit

Gather the following items in case you need to shelter-in-place or evacuate for a few days.

- Water (1 gallon per person per day for several days + 1/2 gallon per day for pets)
- Food (non-perishable items and dry goods for several days)
- Manual can opener
- Hand-crank or battery-powered weather radio
- Flashlight
- Batteries
- Medications
- Portable phone chargers
- Cash
- Extra clothes
- Toiletries (soap, toothbrush & toothpaste, feminine hygiene products, etc.)
- First aid kit
- Blanket or sleeping bag

Also consider the following items, if needed:

- Pet supplies (leash, food, medication, toys)
- Baby/Child supplies (formula/food, diapers, medication, toys, books)
- Recovery tools (tarp, rope, trash bags, dust masks, duct tape, etc.)



## Be Informed

Have several ways to obtain emergency information.

FSU Alerts are the best way to get FSU-specific emergency information. Use these other methods to receive non-FSU alerts, or if the FSU Alerts system is down:

- City of Tallahassee
  - [www.talgov.com](http://www.talgov.com)
  - Facebook: CityofTLH
  - Twitter: @COTNews
- Florida Division of Emergency Management
  - [www.floridadisaster.org](http://www.floridadisaster.org)
  - Facebook: FLSERT
  - Twitter: @FLSERT
- Leon County
  - [www2.leoncountyfl.gov/ei/](http://www2.leoncountyfl.gov/ei/)
  - Facebook: LeonCountyFL
  - Twitter: @LeonCounty
- NOAA Weather Radios
  - Tallahassee Frequency: 162.400
  - East Point Frequency: 162.500
- National Weather Service Tallahassee
  - [www.weather.gov/tae](http://www.weather.gov/tae)
  - Facebook: NWSTallahassee
  - Twitter: @NWSTallahassee
- WFSU-FM
  - Tallahassee: 88.9 FM
  - Downtown Tallahassee: 93.7 FM



**TIP:**  
Keep your supplies in a backpack, suitcase, or other storage bin that is easy to move in case you need to evacuate



## Hazards Facing FSU

Florida State University is vulnerable to a number of natural and technological, or human-caused, hazards, such as:

- Tropical Storms and Hurricanes
- Tornadoes
- Flooding / Flash Flooding
- Severe Thunderstorms
- Structural Fires
- Utility Disruptions
- Law Enforcement Action (terrorism, bomb threat, active threat, civil disturbance, etc.)
- Cyberattack
- Wildfire
- Wintery Precipitation (snow, sleet, freezing rain)
- Hazardous Materials
- Epidemic / Pandemic Infectious Disease
- Drought
- Extreme Cold & Heat
- Sinkholes / Subsidence / Geological Movement
- Transportation Disaster (aviation, rail, mass transit)

### "Watch" vs. "Warning"

The National Weather Service will issue a "watch" or a "warning" for most weather-related hazards. What's the difference between them?

#### Watch

Conditions are "possible."  
Longer lead time / not immediately expected

"We have the ingredients to make tacos."

#### Warning

Conditions are "imminent" or "occurring." Take immediate protective actions

"We are having tacos. Right now."



TACO WATCH



TACO WARNING

Source: Normal Fire Department (Normal, Illinois)



## Protective Actions

### Prepare your Office

Keep updated digital and hard copies of all important information, like critical contact numbers, emergency plans, policies and procedures, etc.

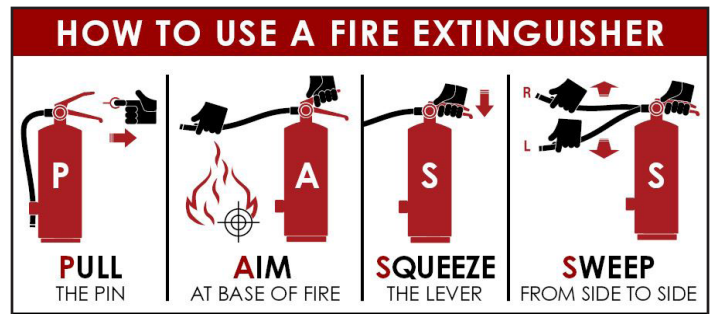
- Digital files can be kept on cloud-based servers, such as SharePoint, or on external drives, like flash drives

Unplug electronics, raise equipment off the floor, if possible, and cover with plastic sheeting or trash bags in case of water intrusion.

Learn your building evacuation plan and participate in fire drills.

Do not hang anything from sprinkler heads.

Know where fire extinguishers are located and how to use them.



### Prepare your Home

Take pictures of items, such as furniture, electronics, appliances, jewelry, etc.

Make sure your insurance is up-to-date and covers what you need.

- Homeowners insurance typically does not cover flood damage, so you may need to purchase additional flood insurance

Strengthen your home as best you can.

- Install hurricane-rated roof straps, windows, or shutters
- If you do not have hurricane-rated windows or shutters, board up windows with wood

Prepare an evacuation plan in case of fire or hurricane.

- Most house fires start while cooking - keep a fire extinguisher in a kitchen cabinet
- Travel tens of miles, not hundreds, to evacuate a hurricane



## During an Emergency

### Personal Protective Actions

If under some kind of weather warning, shelter in an interior room without windows.



If under a flash flood warning, seek higher ground or stay on high ground, if safe.

- **TURN AROUND, DON'T DROWN®.** Do not walk or drive through flooded areas. The water could be deeper than you think or can be moving fast and sweep you away.

WHEN THUNDER ROARS, GO INDOORS. Seek shelter in a permanent structure if you hear thunder or see lightning.

- Picnic areas, tents, vehicles, or other semi-covered outdoor structures are not safe.



Listen for information and instructions from trusted sources, such as law enforcement or other first responders and FSU Alerts or other official FSU communications.



## Recovery

### Damage Assessment

Take photos of all damaged items.

Wear closed-toe shoes, long pants and long sleeved shirts, and a dust mask if cleaning up.

Do not walk or drive through flooded areas. There could be unseen hazards, such as sharp debris and downed power lines, that you cannot see.

### Power Outages

Report power outages to your utility company.

Place all generators outside. Running generators indoors can cause carbon monoxide poisoning from the emissions.

Frozen food can be stored safely for two days if the freezer door is kept shut.

Refrigerated, perishable foods should be moved into an ice-filled cooler after four hours.

### Get Involved!

**Campus Emergency Response Volunteers (CERV)** is FSU's volunteer corps for on-campus emergencies.

CERV can assist during shelter operations, distributing goods throughout campus, providing basic first aid, and more.

To learn more about CERV or join the team, reach out to: Aisling Carr, CERV Coordinator  
ascarr@fsu.edu

Want other ways to connect to the community through FSU? Reach out to **FSU's Center for Leadership & Social Change!**

thecenter.fsu.edu  
(850) 644-3342

For other off-campus opportunities, look to:

- Volunteer Leon  
volunteer.volunteerleon.org
- Volunteer Florida  
volunteerflorida.org
- VolunteerMatch  
volunteermatch.org

**FLORIDA STATE UNIVERSITY IS**  
**UNCONQUERED®**  
**BY DISASTERS**



**FSU Emergency Management**

Section of FSU Public Safety  
Division of Finance and Administration  
Florida State University

296 Champions Way, UCC 1500  
Tallahassee, FL 32306

[emergency.fsu.edu](http://emergency.fsu.edu)  
(850) 644-9111  
[contact@emergency.fsu.edu](mailto:contact@emergency.fsu.edu)

FSU Emergency Management (FSU-EM) facilitates the University's all-hazards emergency framework that drives actions for a variety of emergency conditions. This is accomplished by engaging stakeholders in plan development, training, exercises, outreach, and activation of the emergency operations center. FSU-EM also coordinates the University's emergency alert and notification process and maintains constant situational awareness of conditions that could adversely affect the health, safety, and/or general welfare of the campus population.