

Emergency Notification and Evacuation

Emergency Notification

Normally the University's first responders (University Police) are the ones who confirm the existence of an emergency event of a threat. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, University Police will contact the Emergency Operations Center (EOC) Director or his/her designee. The EOC Director or his/her designee will, without delay, and taking into account the safety of the campus community, collaborate with the Public Information Officer to determine the content of the notification and initiate emergency notifications to alert all of the campus community, unless the notifications will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. In the event of an emergency one or more of the notification methods may be employed.

The USFSP notification methods currently include:

- MoBull text message-visit the [MoBull web page](#) for instructions on how to log in with your NetID to update or subscribe to this emergency communications service. The service is free; however, standard text messaging rates may apply. Check with your carrier for details on your plan. It is strongly recommended that all faculty, staff and students in the USF System subscribe to this important service.
- E-mail message to employees and students
- Update on USFSP homepage – <http://www.usfsp.edu>
- Emergency Information phone line (727) 873-4636
- The USFSP Cisco Unity voicemail system can instantly send a voice mail message to all office phones.
- E-mail message to news media outlets

The notification methods are designed to reach the following groups:

- Students
- Employees
- Campus Affiliates
- News Media Outlets
- The larger community will be notified via notifications sent to news media outlets

The following individuals or their designee are authorized to determine whether a notification should be issued:

- Regional Chancellor
- Regional Vice Chancellor, Administrative and Financial Services
- Regional Vice Chancellor, Academic Affairs
- Regional Associate Vice Chancellor, Student Affairs
- Regional Vice Chancellor, External Affairs

Evacuation

The purpose of evacuation drills is to prepare occupants for an organized evacuation in case of a fire or other emergency. At USFSP, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with location of exits and the sound of the fire alarm facilities equipped with alarm systems. In addition to educating the occupants of the building about the evacuation procedures during drills, the process also provides the University an

additional opportunity to test the operation of fire alarm system components. Evacuation procedures are tested annually.

Procedures to Report Emergencies on Campus

Any emergency situation involving a threat to life or property should be immediately reported to the University of South Florida St. Petersburg Police Department (USFSPPD). The caller should stay on the line until the Dispatcher terminates the call. ***Do not hang up!*** The Dispatcher will summon police, fire or medical assistance. Dial (727) 873-4140 or 911 to report an emergency on campus.