

TRINITY

COLLEGE

OF FLORIDA

SAFETY PROCEDURES &

AWARENESS GUIDE

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Emergency Procedure Responsibilities

Internal (Administration and Students)

- Each department head is responsible for notifying their personnel.
- Emergency messages will be sent via email and text to staff, faculty, and students.

External (Parents and Public)

- Students will be directed via email from Al Depoutot, Vice President for Student Development.
- All media relations relating to an event or emergency will be handled by the Vice President for Enrollment. To protect our public image, it is preferable to have fewer points of contact with the press.

Directory

- *Safety Team Phone, 727-237-4431*

- *Director of Facilities & Security - Jeremy Alvarez, Cell 727-365-3724*

jeremy.alvarez@trinitycollege.edu

- *President - Mark O'Farrell*

mofarrell@trinitycollege.edu

- *Vice President for Student Development - Al Depoutot, Cell 727-487-4570*

adepoutot@trinitycollege.edu

- *Vice President for Enrollment – Anthony Abell*

anthony.abell@trinitycollege.edu

- *Vice President for Academic Affairs - Eric Bargerhuff*

eric.bargerhuff@trinitycollege.edu

- *IT Department - 727-376-6911, ext. 346,*

helpdesk@trinitycollege.edu

- *Title IX Coordinator - Leslie Tombleson-Rewald, Cell 727-470-8533*

lrewald@trinitycollege.edu

Emergency Services Communication

Interaction with Emergency Services

Primary contact for interaction with Emergency Services

- Security/Medical Issues - Director of Facilities & Security, Safety Team Member, or whoever has the most information

Medical Emergencies

- Members of the Student Development staff should transport all students needing non-life-threatening medical attention to the ER.
- For life threatening emergencies, call 911.
- Student Development must be notified immediately so they can notify parents.

Aftermath

Student Debriefing

- Vice President for Student Development and Director of Student Life are the primary contacts for student-wide information and specific student notification.
- General statements will be posted on the College website at trinitycollege.edu.

Internal Reports

- Incident Reports are completed by the Director of Facilities & Security and Safety Team Members.

Counseling

- Student Development staff will direct all individuals in need of counseling.
- Counselors are available upon request.

Evacuation

Preparation

- The Director of Facilities & Security will direct all people on campus in the event of an evacuation.
- Sandbags, food, and supplies will be provided in the event of a weather emergency.
- Network shutdown and data backup will be conducted by the IT Department.
- Student Development will be in contact with the local shelter in case of weather emergency and direct all students in preparing for evacuation.

Evacuation Procedure (Students)

- Student Development staff will inform students of the need for evacuation.
- Daytime Emergency – Students will meet in the chapel for instruction.
- Nighttime Emergency – Resident Advisors will gather and inform all resident students.

Emergency Services

Law Enforcement - Pasco Sheriff's Office

Emergency - 911

Non-emergency - 727-847-5878

Fire - Pasco Emergency Services

Emergency - 911

Non-emergency - 727-847-8102

Medical - Pasco Emergency Services

Emergency - 911

Non-emergency - 727-847-8102

Emergency Management

Poison Control

800-222-1222

Nearest Hospitals

Medical Center at Trinity, 9330 FL-54 Trinity, FL 34655

727-834-4000

Mease Countryside Hospital, 3231 McMullen Booth Road, Safety Harbor FL 34695

727-725-6111

Health Department

Pasco County Public Health - 727-619-0300

Weather Service

National Weather Service - 813-645-2323

Utilities

Pasco County Utilities - 727-847-8131

After Hours - 727-847-8144

Duke Energy - 800-228-8485

Animal Control

Pasco County Animal Control - 727-834-3216

Florida Fish and Wildlife Conservation Commission - 813-272-2516

Elevator Failure

If Trapped - 911

There is a phone located in each elevator.

Natural Gas

Clearwater Gas - 727-462-6633

Water & Wastewater

FGUA - 727-372-0115

General Safety

Situational Awareness

Pay attention to your environment and the people around you. Do not ignore things that seem to be out of place, people acting strangely, or people in areas that they shouldn't be or normally wouldn't be. Avoid anything or anyone that makes you feel uneasy and report the suspicious activity to the Director of Facilities & Security or the Safety Team. Your situational awareness is your first line of defense, use it effectively and efficiently.

REPORT UNUSUAL BEHAVIOR BEFORE IT IS A PROBLEM

Plan Ahead

In addition to situational awareness, planning is another skill that will keep you safe. Know where you are going and what you are doing at all times. Tell someone else where you are going and what you are doing. Do things in groups or at least with another person whenever possible. There is power in numbers, so use this to your advantage. Regardless of whether you are alone or in a group, plan for various scenarios wherever you are. Look at your surroundings and decide ahead of time how you would react to an attacker. What will you do? Where will you go? Is there anyone around to help? Where is the nearest exit?

When Walking

If you are walking, stay in well-lit areas, away from alleys, bushes, and secluded areas. Minimize distractions, like walking with earbuds in, which can keep you from hearing potential danger. Look up from your cell phone and know what is around you. Keep your head up and always walk with purpose to avoid a "victim posture."

Attackers look for easy targets. Again, let someone know where you are going and when you expect to return.

If a driver stops to ask directions, avoid getting close to the car, and only accept rides from people you know well. If a car appears to be following you, turn and walk in the opposite direction. If you are approaching someone on a sidewalk after dark, allow extra space and listen to any uneasy feeling you may have. Tell the person not to get close if you feel uneasy. If they still approach, you have identified a threat and will have extra time to react. If attacked, yell loudly or scream to attract attention. Attackers do not usually want to be noticed by others. Never go with the attacker or get in a car even if he/she presents a weapon or makes a threat. Yell, fight back, run. After you have safely cleared the area, contact law enforcement.

Traveling in Your Car

Have your keys ready when you approach your vehicle and check inside before entering, including the back seat. Always lock your doors. Avoid isolated roads and shortcuts and park in well-lit areas. If you are being followed, drive to the nearest open business, police station, or fire station.

Active Shooter

Our college is a publicly accessible area during business hours, with many visitors. Be aware of who belongs and who doesn't. Note unusually large bags, unusual clothing, fixated or unusual behavior. Those with ill intentions or mental illness will usually not respond normally to greetings or look directly at you. The average response time to our area is approximately four minutes. So, what can you do in response to an active shooter? Run. Hide. Fight.

Run

If you know where the shooter is located and have a clear open route to escape, choose this as your first important option. Be aware; there may be multiple shooters and other threats inside or outside. Escape quietly and warn others. If you are in the open, run in the opposite direction of sounds. Do not go to check out what is going on. Assume the worst and escape. Help others to escape, but do not allow anyone else's hesitation to hinder your escape.

Hide

Close and lock doors. Turn off lights and remain quiet. Silence all cell phones. Seek cover and concealment down low and behind tables. Stay away from all windows and do not exit your secure area until Law Enforcement Officers or Campus Security extract you. Remain calm and quiet. Equip yourself with items you can throw or use as a weapon against an attacker, if they should enter the room.

Fight

If escape is not possible, use natural weapons, those objects found around you, to assist you in distracting and/or attacking. Items like chairs, books, backpacks, fire extinguishers, pens, and staplers, may work well if weaponized against the attacker.

Fight works best as a coordinated attack by several individuals, because you will more easily overpower an attacker. If within arm's reach of a gun-wielding attacker, remember to direct the muzzle away from you as you attempt to gain control over the firearm. Don't stop fighting until the attacker is no longer a threat and you are in control of the weapon or the attacker has left your area. If you do have control of the weapon, please notify law enforcement who has it or where it can be found to avoid any potential for threat misidentification.

Law Enforcement Response

Officers will move to confront the attacker. Do not expect Law Enforcement Officers to stop and render first aid to any victims. These officers will be searching for all possible threats. If you are capable of providing first aid to anyone with you, please do so. Emergency Medical Services will not be able to help until Law Enforcement clears the area of threats. Remain calm, putting down any items you may have, and keep your hands visible. Comply immediately with any instructions that officers give you. If you know where the assailant is, please calmly tell them. You may be instructed to leave the building, but do not leave the area as all witnesses will need to be identified and questioned.

Bomb Threat

All bomb threats will be approached as a potentially life-threatening situation. Security will do an immediate sweep of the building to assess the validity of the threat and determine whether it is safe to initiate an evacuation. An immediate evacuation is not recommended because there may be an explosive device near the exit points.

If You Receive the Call

- Remain calm on the phone and gather information.
 - Where is the bomb?
 - What does the bomb look like?
 - What kind of bomb is it?
 - When and/or how will the bomb detonate?
 - Why was the bomb planted?
- Suspicious packages should not be touched.
- Alert Campus Security so they can call 911 and secure the area.
- **Do not** use a cell phone.
- **Do not** turn light switches on or off.
- **Do not** turn the fire alarm on.
- Campus Security will assess the feasibility of an evacuation.
- Campus Security and/or Safety Team will secure all entrances to the building so that nobody enters other than emergency personnel.
- If a note is found, avoid touching. Save envelope and letter.
 - When was it found?
 - Where was it found?
 - Who gave it to you?

Crime in Progress

Call 911 and instruct someone to call Campus Security and/or Safety Team. Remain calm and remain on the line with emergency services. Do not approach or attempt to stop the violator. Move far away to avoid possible injury. Note description of the person and vehicle including make, model, color, plate number, and any distinctive features of the vehicle.

Evacuation

Events like fire, gas leak, etc. will trigger our evacuation protocol. Calmly proceed to the nearest safe exit and do not return to the building until instructed by emergency or administrative personnel. Help any disabled people to exit safely. Several people may be necessary to help those in wheelchairs safely evacuate. **Do not use the elevator.** Take a count of all students in your class and recount as your class assembles outside in your designated area. Bring a first aid kit to provide aid to those injured.

Fire

Activate the fire alarm and remain calm. Evacuate the building and **CALL 911**. If the fire is small, use a fire extinguisher, firing at the base of the flame in a sweeping motion. Take a count of those in your class. Smoke is toxic, avoid breathing it in. Stay low and cover your mouth. Crawl along outside walls and exit as quickly as possible. Confirm count in a safe location to assure everyone has exited the building. If trapped in the building, open a window and hang a shirt, bag, or jacket out the window to get attention of rescuers. Remain near the window and shout to gain attention.

Lock-Down/Shelter-In-Place

Lockdown

The Director of Facilities & Security, will be responsible for announcing lockdown and coordinating with Emergency Services. There are three different types of lockdowns that we need to be prepared for. For each of these lockdowns, messages will be sent out through internal communication methods.

- **EMERGENCY LOCKDOWN**

- An active threat has presented itself and everyone on campus is in immediate danger.
- If you are on campus, lock yourself in a room, turn off the lights, and stay away from windows. Put your cell phone on silent. Seek cover down low.
- Stay calm and quiet and **DO NOT EXIT THE ROOM** until you are directed to do so by Campus Security or Law Enforcement.
- If you are not on campus, stay away until you receive notification that the lockdown has been lifted.

- **PREVENTATIVE LOCKDOWN**

- There is no active threat on campus, but there is an active threat in the surrounding area.
- Everyone on campus needs to immediately get inside the nearest building. All entrances will be locked and the entrance gate will be lowered.
- Stay away from entrances and windows. Business may continue inside the buildings, but nobody may exit the building they occupy until the lockdown has been lifted.

- **SHELTER-IN-PLACE**

- This is due to environmental threats that require everyone to stay inside and/or seek shelter in the nearest building.

- Stay away from windows and entrances.
- Expect further instruction from Campus Security, Staff, and Faculty.
- Do not exit the building until the shelter-in-place order has been lifted.

Sexual Offenses

Any sexual offense must be reported. Call 911 to report a crime and report this to Trinity College's Title IX Coordinator [Leslie Tombleson-Rewald, Cell 727-470-8533, lrewald@trinitycollege.edu](mailto:Lrewald@trinitycollege.edu). Trinity College has a Title IX Coordinator to handle any complaints of sexual misconduct and inappropriate behavior. Never hesitate to report anything. Nothing is too small to report if it makes you feel uncomfortable.

Domestic Violence/Abuse

According to the UN, domestic abuse is defined as, "a pattern of behavior in any relationship that is used to gain or maintain power and control over an intimate partner. Abuse is physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviors that frighten, intimidate, terrorize, manipulate, hurt, humiliate, blame, injure, or wound someone." If you or someone you know is experiencing, please report it to a trusted member of the staff or faculty here at Trinity College, call the domestic violence hotline at 800-799-7233, or text START to 88788.

Rape

Rapists look for victims they can overpower. Most victims know their attacker. Always walk with purpose and head up. Look around and be aware. Do not wear ear buds in public, turn volume down, wear in only one ear, and do not walk looking at

cell phones. Go places on and off campus with friends. Always have keys out and ready when going to your car. Do not be a victim, use situational awareness.

Grooming

Grooming is another type of sexual predatory behavior that works to first gain relationship through gifts and/or by establishing a close relationship. A groomer often uses his or her influence to manipulate a younger or naive victim. A groomer will then begin to seek alone time with the victim. The groomer may offer a ride, overnight stay, or private study time. He or she may establish physical contact that will slowly lead to inappropriate touching or sexual acts. Victims often feel that the trust they originally gave this person has now been violated, but they do not know how to address the issue.

Stalking

Stalkers can look and act like anyone else. They may not seem frightening to anyone but to the victim, however, a stalker is a serious threat. A stalker will follow and harass a victim on and off campus, at home, or wherever the victim goes. To avoid stalkers, adjust photo settings on your smartphone to not show a GPS tag, adjust social media to "only friends," and be situationally aware. A stalker may willfully, maliciously, and repeatedly follow or show up to harass a victim or their immediate family. Report this behavior immediately and seek out legal action, if necessary.

Special Safeguards

Staff are never allowed to leave campus alone with a student of the same or opposite sex. For your protection and the student's protection, always have a second person present. An accusation will hurt the college's reputation as much as an actual crime. Take precautions to never be alone with a student. Don't leave an opportunity for a crime or accusation.

Dangerous Wildlife

Trinity College has many potentially dangerous animals that are occasionally spotted on campus. Some of the wildlife we have seen includes coyotes, snakes, bobcats, alligators, deer, and otters. If you do see an animal that needs to be removed, contact the Director of Facilities & Security.

- Do not walk in runoff or flooded areas.
- If you come across wildlife, regardless of what it is, treat it as dangerous.
- Avoid any wildlife that you come across on campus and do not attempt to feed any wildlife.
- Make noise and gestures to attempt to scare the wildlife away if they are in your path.
- Run away to a building if they appear to be hostile.
- If you are bitten by an animal, call 911 for medical attention. If you are bitten by a snake, it is crucial that you be able to describe the snake to the 911 operator so they can attempt to identify what snake bit you, and what the appropriate anti-venom to use.

Suspicious Activity or Package

Suspicious Person

If you are here regularly, you should know what is normal and what is not. If you see something suspicious, do not ignore it. Contact the Director of Facilities & Security or a member of the Safety Team immediately.

- Do not confront the person.
- Do not let anyone you don't know into a locked building. They should have their own key or fob if they belong in that area.
- Do not attempt to block or detain a person trying to exit.
- Do not threaten to call security or police, just call quietly and discreetly.

Suspicious Packages or Backpacks

Again, if you are here regularly, you should know what is normal and what is not. If you see something suspicious, do not ignore it. Contact the Director of Facilities & Security or a member of the Safety Team immediately.

- Please note what seemed suspicious about the package.
 - Is it wrapped in an odd way?
 - Is it from an unusual location?
 - Is it making sounds or are wires visible?
 - Did the package arrive unexpectedly or through a non-traditional carrier or delivery service?
- If there is reason to believe that this is a dangerous device, the building will be evacuated, all doors will be locked, and 911 will be called.

Weather Emergency

Hail

- Stay inside or get inside.
- Stay away from windows.
- Account for everyone that should be with you.

Flooding

- Stay away from flooded areas.
- Stay inside buildings.
- Move to upper floors, if necessary.

Hurricane

- Plan for the worst.
- Follow the advice of state and local governments.
- Look out for recommendations by administration.
- If not evacuating, follow shelter-in-place protocol.

Thunderstorms

- Stay inside or get inside.
- Stay away from all windows.
- Close shades, blinds, verticals.
- Minimize use of electrical equipment.

Tornados

- Stay inside or get inside.
- Close outside doors and windows.
- Close shades, blinds, verticals.
- Keep away from windows and seek shelter in a solid inner room on the 1st floor if possible; small interior rooms such as bathrooms and hallways on the 1st floor are preferable.
- If not able to move to shelter, take cover under desks or tables.
- Cover your head with your arms.
- Wait for instructions from administration.

Violence Prevention/Assessment

Disruptive Behavior

Any behavior that disrupts classes, activities, or the normal work function of the college is considered disruptive. This includes yelling, profanity, physical gestures, clenching fists, verbal abuse, threats, delusional behavior, and refusal to identify oneself.

Threatening Behavior

This behavior includes written, verbal, or physical gestures or intimidation, (move at another person aggressively, "watch your back", "I'll get you", "This isn't over"). In this age of internet and social media, these threats may be online as well.

What are the warning signs?

Below is a list of signs and behaviors that may be indicators of potential violence. If you observe any of these signs, or a change in behavior, report this to the Director of Facilities & Security.

- Challenging or resisting authority
- Withdrawing from activities, family, friends, co-workers, etc.
- Is this student or employee a "loner"?
- Sudden changes in lifestyle, demeanor, or appearance
- Possible substance abuse behavior
- Blame-shifting to others for life, work, studies, relationships, etc.
- Suspicious of others, holding grudges, paranoia
- Entitled to special rights, rules don't apply to them
- History of violence or aggression

What Behaviors should I report immediately?

- Persistent, obsessive attention to others and/or stalking
- Intimidating words or behavior, harassing or mistreating others
- Threatening references to, or fascination with, incidents of violence
- Threats to harm self or others
- Proposing disruption or violence
- Strong feelings of need for revenge, being wronged, humiliated, or degraded

What should I do if I am confronted with aggressive behavior?

- De-escalate by using calm, non-confrontational approaches that defuse the situation and mindset.
- Control the situation with behavioral limits, "Please lower your voice" and "Please stop shouting." Talk slowly and softly to incentivize the other person to match you.
- Be respectful to avoid any physical or verbal outbursts.
- Offer an apology even if you haven't done anything wrong. It's not about who is at fault. It is about de-escalating and escaping the current situation.
- Focus on commonality and areas of agreement, then work toward peaceful resolution.

What should I do if I feel threatened or in danger?

- Leave the room or area. Contact the Director of Facilities & Security or a member of the Safety Team.
- Signal for help. Wave somebody down. A special department safety code is a great way to discreetly alert others.
- Do not step out of the class or isolate yourself in an office as this individual may suddenly become violent. Maintain a safe distance. Do not turn your back. Note what they have in their hands. Leave the door to the office or classroom open so that others can hear and respond.

- Never attempt to restrain an individual or remove them from the building.
- You should defend yourself by blocking strikes or objects thrown at you. Attempt to de-escalate the situation so that it never gets to this point.
- Always report threats on or off campus to the Director of Facilities & Security or a member of the Safety Team. Staying silent can potentially result in a potentially life-threatening situation for everyone on campus.

March, 2022