



Indian River
State College

Emergency Procedures

Quick Reference Guide

For Students, Faculty and Staff
Effective: August 2026



EMERGENCY CONTACTS

Life-Threatening? Call 911 First

Indian River State College Campus Safety 772-462-4755

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Overview

At Indian River State College, we all play a part in creating a safe and welcoming environment -- administration, faculty, staff, and students alike. This Quick Reference Guide is intended to help everyone navigate emergencies with confidence.

Emergencies can happen without warning, and while we can't predict every possible scenario, sticking to these procedures will help keep our students, employees, and visitors safe.

In this guide, you'll find some key actions to take during different emergencies. Our goal is to minimize any potential impact and ensure everyone's safety. Keep in mind that every situation is unique, so be prepared to adapt our emergency procedures to whatever challenges you face.

Take a moment to familiarize yourselves with this guide -- it's a handy resource for maintaining a secure campus. And remember, using good judgment and common sense is always important, especially in unexpected situations that might not be covered here. Together, we can build a safer community and respond to any emergency with confidence.

If you have questions about the Emergency Procedures Quick Reference Guide or would like additional information or assistance with emergency preparedness, please contact the Indian River State College Campus Safety Department at 772-462-4755.



In an emergency requiring the orderly evacuation of Indian River State College buildings, the safety of occupants is our **primary** concern, while the preservation of the building and its contents is secondary.

Emergency Notifications and Contacts



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Campus Safety Contacts

Campus / Location	Main	Phone
Massey Campus (Fort Pierce)	772-462-4772	772-462-4755
Chastain Campus (Stuart)	772-419-5600	772-419-5666
Mueller Campus (Vero Beach)	772-226-2500	772-226-2531
Pruitt Campus (Port St. Lucie)	772-336-6200	772-336-6248
Dixon Hendry Campus (Okeechobee)	863-824-6000	863-610-2090
Blackburn Educational Building	772-462-7100	772-462-7103
Indian River Academy	772-462-4755	772-462-4755
River Hammock (Student Housing)	772-462-4755	772-462-4755
Treasure Coast Public Safety Complex	772-462-7150	772-462-4755

Campus Communications Contacts

Lindsay Skully	(772) 462-7085
Hudson Lana	(772) 462-7243
Victoria Villanueva Marquez	(772) 462-7037

Emergency Announcements

Indian River State College Campus Safety will initiate sequenced announcements in the event of an emergency. Marketing, Media & Brand will communicate event updates.

How to Receive Emergency Alerts

Digital Channels

- The College Website: www.irsc.edu
- IRSC Facebook, Twitter & Instagram
- **RiverAlert** SMS / Email via Emergency Alert system

Broadcast Media

- WQCS 88.9 FM
- Local TV news programs & crawls



RiverAlert serves as your lifeline during campus emergencies, delivering critical information when seconds matter most.

Using Everbridge technology, our comprehensive notification system provides timely alerts to our college community through multiple communication channels, providing the information you need to stay safe during emergencies.

Keep Your Contact Information Updated

All active students, faculty, and staff are automatically enrolled in our **RiverAlert** emergency notification system.

To ensure that you are reachable, verify that your contact information is current ...

1. Log in to WorkDay at MyPioneerPortal
2. Employees: Visit **irsc.okta.com**
3. Students: Visit **go.irsc.edu**
4. Update your mobile number and email address
5. Choose "View Profile," click "Contact,"
6. Select "Edit," update info, then "Submit"



- ❖ Ensure your cell phone settings allow emergency alerts from Indian River State College
- ❖ If your phone is on the National Do Not Call List, you must opt in by texting **RiverAlert** to **888777**
- ❖ When you receive an emergency notification, confirm receipt by following the prompts to avoid receiving repetitive alerts for that event

Emergency Plan For Fire

If You Encounter Smoke or Flames

1	Crawl low under the smoke to breathe cleaner air.
2	Test doors before opening — kneel and touch the doorknob with the back of your hand.
3	If the doorknob is HOT: use another escape route. If COOL: open cautiously and continue.
4	Isolate fire by closing off doors when possible.
5	Evacuate via stairwells — NEVER use elevators.
6	Follow directions from those in authority. STAY CALM.
7	Once safe, notify the appropriate administrative authority.

	DO ✓ Crawl low under smoke ✓ Test door before opening ✓ Use stairwells ✓ Close doors behind you ✓ Follow authority directions	DO NOT ✗ Use elevators ✗ Open hot doors ✗ Panic or run ✗ Return without ALL CLEAR
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Evacuation Procedures



FIRE ALARM = IMMEDIATE, MANDATORY EVACUATION

For other emergencies requiring evacuation, Indian River State College Campus Safety, Building Managers, or other responsible authorities will notify you if evacuation is necessary.

Evacuation Routes

- ❖ Primary routes: nearest safe stairwells or hallways on each floor.
- ❖ Elevators must NOT be used during any evacuation.
- ❖ All occupants should be familiar with posted evacuation routes.
- ❖ Meet at the designated assembly area for a headcount.

Method of Evacuation

1	Begin evacuation with persons who do not require assistance.
2	Position persons with disabilities near the stairwell farthest from danger.
3	If possible: one person stays with anyone who needs assistance; another notifies emergency responders of their location.
4	Proceed to the nearest stairwell in an orderly manner — stay to the right, exit at ground floor.
5	Close office doors and windows as you leave. Leave personal items behind.
6	Stay quiet so directions can be heard clearly.
7	In case of power failure, use flashlights or emergency lighting.

After Evacuation

- ❖ Do NOT panic. Once in a safe area, stay visible.
- ❖ Anyone unaccounted for will be assumed missing and requiring rescue.
- ❖ All personnel must follow instructions from those in charge.
- ❖ Do NOT return to an evacuated building unless authorities give the ALL CLEAR.
- ❖ Instructors and supervisors must account for occupants from their areas.



BOMB THREAT EVACUATION ~ SPECIAL NOTE

During a bomb threat evacuation:

- ❖ Stay alert and note any unusual packages near your area.
- ❖ Do NOT touch any suspicious package — report it to authorities immediately.
- ❖ For additional information, see *Bomb Threat Procedures* section.

Accidental Spill of Hazardous Material

Immediate Notifications

1	Notify Emergency Services at 911.
2	Contact Indian River State College Campus Safety at 772-462-4755.
3	Contact the Student Affairs Office.
4	During non-business hours: contact Indian River State College Campus Safety.



RESTRICT ACCESS TO SPILL AREA
Evacuate all personnel from the building containing the hazardous substance.

Request Assistance in Order of Severity



	State/National Emergency Services
	Country Emergency Services
	Police Department
	Fire Department



AFTER THE EMERGENCY
Restore all facilities and safety equipment to pre-emergency status before resuming operations.

Disruptive or Disorderly Conduct

Faculty and staff should resolve minor misconduct incidents whenever possible. If the situation escalates, follow this Escalation Path:

1	Faculty/staff attempt to resolve the incident directly.
2	If unresolved, contact the appropriate administrator or supervisor on duty.
3	If conduct has escalated beyond staff capabilities, Indian River State College Campus Safety will intervene.
4	Call Indian River State College Campus Safety IMMEDIATELY if personal safety or property may be in danger.



EMERGENCY CONTACTS

Life-Threatening? Call 911 First

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Weapons On Campus



WEAPONS ON CAMPUS ARE PROHIBITED

Anyone with knowledge of a weapon or armed person on campus:

- ❖ Call **911** IMMEDIATELY
- ❖ Call Indian River State College Campus Safety 772-462-4755

Information to Provide When Calling

- ❖ Location of the armed person
- ❖ How the person is armed (rifle, pistol, knife, etc.)
- ❖ Actions and purpose (if known) of the individual
- ❖ Complete physical description of the individual
- ❖ Whether shots have been fired
- ❖ Your name and where you can be located

RUN – HIDE - FIGHT



If there is an accessible escape route, leave immediately and help others escape if possible.

Remain in your office or classroom with the door closed and locked. Stay out of sight and stay quiet.

As a last resort, act with aggression to disrupt or incapacitate the threat. Commit to your actions.

**IMPORTANT – CAMPUS FIREARMS POLICY**

- ❖ Indian River State College Board Policies and Florida State Statutes DO NOT permit possession of firearms in College buildings or on designated College property.
- ❖ Only certified law enforcement officers, certified Indian River State College Campus Safety Officers, and certain persons designated by the College President are permitted to possess a firearm on campus.
- ❖ Governing policies: Indian River State College Board Policy 6Hx11-7.24 (Student Standards of Conduct) and the Indian River State College Student Handbook/Planner.

Bomb Threat Procedures

If You Receive a Bomb Threat by Phone

1	REMAIN CALM. Listen carefully and take notes — remember everything you hear.
2	Keep the caller talking. Notify someone nearby that you are on a bomb threat call.
3	Have that person contact Indian River State College Campus Safety: 772-462-4755.
4	If caller ID is displayed — RECORD THE NUMBER immediately.

Questions to Ask the Caller

- ❖ Where is the bomb?
- ❖ What does it look like?
- ❖ Which building is in question?
- ❖ What is the time of detonation?
- ❖ Can you repeat the message?
- ❖ Can you tell me why you are doing this?
- ❖ Record: caller's voice (male/female/excited/slurred)
- ❖ Listen for background noises (traffic, aircraft, etc.)



AFTER THE CALL

- ❖ Call Indian River State College Campus Safety immediately if not already done.
- ❖ Do NOT discuss the call with anyone other than the appropriate authority — to prevent unnecessary alarm. Campus Safety will contact local police or other agency for assistance.
- ❖ Response procedures will be based on the content of the threat and the judgment of authorities.

Severe Weather Alert

A decision to dismiss classes or close campus will be made by the College President (or designee) when weather or other conditions pose a potentially serious threat to safety.

During Business Hours

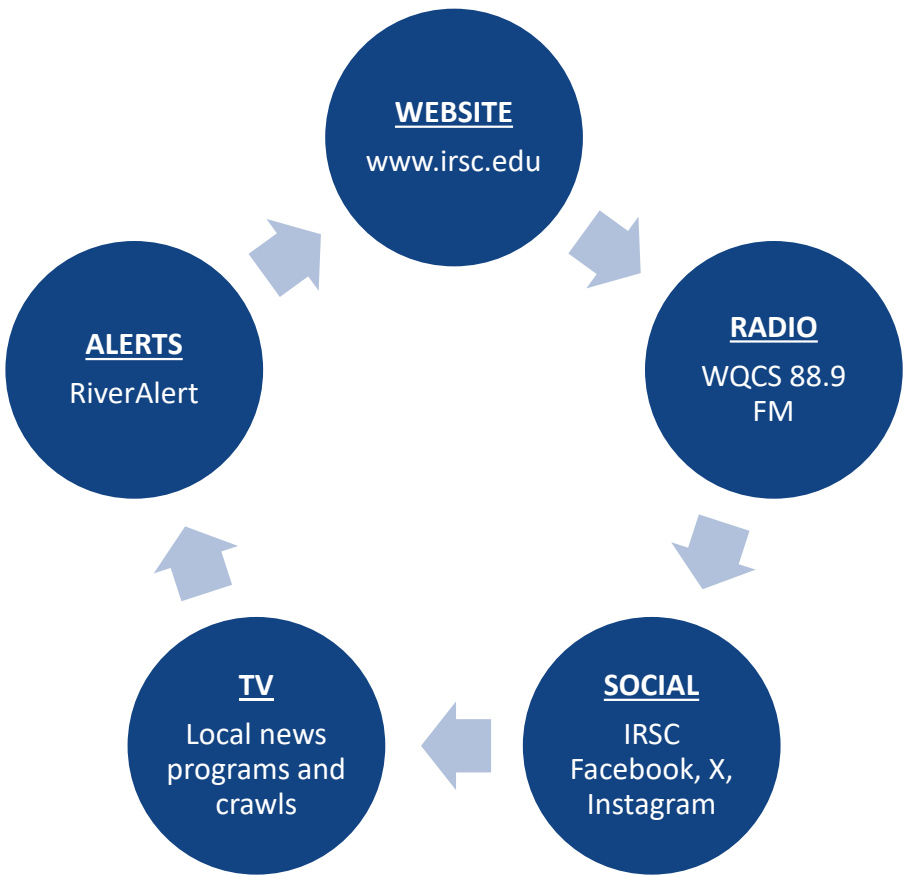
- Marketing, Media & Brand issues notices to WQCS 88.9 FM, media, Indian River State College website, and **RiverAlert**, the Emergency Alert system.
- Notification to close may come in person, by phone, via email, or **RiverAlert**.
- Employees will receive directions for securing work and classroom areas.

During Non-Business Hours

- College President or designee notifies Marketing, Media & Brand.
- WQCS 88.9 FM and local TV stations will be notified.
- Most accurate updates: WQCS 88.9 FM and www.irsc.edu.
- **RiverAlert**

Stay Connected

Monitor these Information Sources for severe weather updates



Medical Emergencies

Life-Threatening Emergency



EMERGENCY CONTACTS

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As necessary, Health & Wellness Center / Student Affairs Office.

Information to Provide

- ❖ Nature / type of emergency
- ❖ Building, floor, and room number
- ❖ Victim's age and gender
- ❖ Symptoms the victim is exhibiting
- ❖ Pre-existing health conditions (if known)
- ❖ Any medications ingested (if known)

Actions To Take

- ❖ Stay with the victim until emergency personnel arrive.
- ❖ Send someone to meet emergency personnel at the building entrance to guide them.
- ❖ After the emergency, prepare an incident report and provide copies to: VP of Student Affairs, appropriate administrators, and Campus Safety.

Non-Life-Threatening Injuries

- ❖ Contact Health and Wellness, and Indian River State College Campus Safety.
- ❖ Provide first aid within your scope of knowledge if you are willing and able.
- ❖ College personnel may not transport injured/ill persons in a personal vehicle in their official capacity.
- ❖ Campus Safety will make a written report for any injury occurring on College property.
- ❖ Instructors submit a report to their Department Chair for student injuries in their activities.
- ❖ Supervisors are responsible for reporting employee injuries per Indian River State College Workers' Compensation policies.