

2026

College of Nursing: *Building Emergency Action Guide*



This guide provides readily available safety and security information to the building occupants of the College of Nursing.

TABLE OF CONTENTS

Chapter 1: BUILDING EMERGENCY INFORMATION	3
1.1. BUILDING #1003 EMERGENCY INFORMATION	3
Chapter 2: EMERGENCY RESPONSE EQUIPMENT	4
2.1. FIRST AID KITS AND AEDS	4
2.2. FIRE ALARM PULL BOXES	4
2.3. FIRE EXTINGUISHERS	4
2.4. LOCKDOWN BUTTONS	4
Chapter 3: EMERGENCY NOTIFICATION SYSTEMS AND TEAMS	5
3.1. UCF ALERT (CAMPUS-WIDE NOTIFICATIONS)	5
3.2. HEALTH SCIENCES CAMPUS READINESS TEAM	5
3.3. CAMPUS EMERGENCY RESPONSE TEAM (CERT)	5
3.4. POLICE SAFE ESCORT PROGRAM	6
3.5. EMERGENCY BLUE LIGHT PHONES	6
Chapter 4: BUILDING EVACUATION	7
4.1. EVACUATION OVERVIEW	7
4.2. EVACUATION PROTOCOL	8
4.3. FIRE	8
4.4. UCF BUDDY PLAN: PERSONS WITH DISABILITY (PWD)	8
Chapter 5: Shelter in Place	9
5.1. SEVERE WEATHER OVERVIEW	9
5.2. SHELTER IN PLACE - SEVERE WEATHER SHELTER ZONE LOCATIONS	9
Chapter 6: BUILDING LOCKDOWN	11
6.1. LOCKDOWN PROTOCOL AND NOTIFICATIONS	11
6.2. LOCKDOWN TRAINING	12
Chapter 7: Other Hazard Awareness	13
7.1. ACTIVE ASSAILANT	13
7.2. BOMB THREAT	13
7.3. HAZMAT	15
7.4. EMERGENCY PROCEDURES POSTERS	15
ANNEX:	17

This planning template is maintained by the Health Sciences Campus Operations Department and in coordination with the University of Central Florida Department of Emergency Management. Any concerns or questions can be forwarded to Anthony.mottarella@ucf.edu or Stefan.cindrich@ucf.edu.

CHAPTER 1: BUILDING EMERGENCY INFORMATION

1.1. Building #1003 Emergency Information

College of Nursing Emergency Information	
Building Number	#1003
Building Address	6825 Lake Nona Blvd, Orlando, FL, 32827
Building Population	400-500 occupants
Building Emergency Action Guide Point of Contact	Anthony Mottarella, Anthony.mottarella@ucf.edu
After Hours Police Escort Service Number	(407) 823-5555
Defibrillator (AED) Locations	Located on each floor by the elevators
Emergency Call Box Locations	(10) Blue Light Telephones scattered around the HSC
Fire Alarm Locations	Throughout the building
Fire Extinguisher Locations	Accessible on each floor, every 75 feet
First Aid Kit Locations	Located within each floor's kitchenette and by each elevator floor landing
Areas of Refuge	North and South Stairwells
Lockdown Button Locations	106A, 106B, 106C, 202, 228, 328, 314
Severe Weather Shelter Zone	Please see the Annex

CHAPTER 2: EMERGENCY RESPONSE EQUIPMENT

2.1. First Aid Kits and AEDs

- 2.1.1. First aid is emergency care provided for injury or sudden illness before emergency medical treatment is available. First Aid kits have been installed throughout the UCF CON within each floor's kitchenette and by each elevator floor landing. The supplies in these kits are readily available to all Students, Faculty, Staff, and Visitors. Please report any First Aid issues and/or refill needs to EHS by calling the EHS First Aid Supplies Contact at (407) 823-6077.
- 2.1.2. Automated External Defibrillators (AEDs) have also been placed throughout the building on each floor at the main elevator landings. Using AEDs as soon as possible after sudden cardiac arrest, within 3-4minutes, can lead to a 60% survival rate. CPR or cardiopulmonary resuscitation is of value because it supports the circulation and ventilation of the victim until normal sinus rhythm can be restored. Please report any AED issues to EHS at (407) 823-6077.

2.2. Fire Alarm Pull Boxes

- 2.2.1. Fire Alarm Pull boxes or pull stations are typically red boxes that say "FIRE" located at building exits and stairwell doors. In case of fire or smoke, pull the alarm down as indicated to activate the building fire alarm system. Note: areas with sensitive computer equipment are sometimes provided with additional pull stations for local suppression equipment. Be sure not to activate any pull station labeled as "Clean Agent" unless you intend to do so.

2.3. Fire Extinguishers

- 2.3.1. Fire extinguishers are located every 75 feet throughout the College of Nursing and are maintained monthly by College of Nursing Personnel.
- 2.3.2. Fires can quickly grow out of control in three to five minutes. A fire extinguisher is your first response to firefighting. An average extinguisher will discharge completely in less than one minute. It is important that you know at least two locations for extinguishers nearest to your work area and know how to use them effectively.

2.4. Lockdown Buttons

- 2.4.1. Please see Chapter 6 for information about Lockdown Procedures, and Lockdown Buttons.

CHAPTER 3: EMERGENCY NOTIFICATION SYSTEMS AND TEAMS

3.1. UCF Alert (Campus-Wide Notifications)

- 3.1.1. UCF Alert is a multi-media communications system that provides timely and accurate information about emergency situations that could impact the university.
- 3.1.2. UCF Alert features several communications tools, including e-mails, text messages, Web updates, social media, sirens and more. Generally, e-mails and text messages will be used only for events that present an imminent danger to the campus community or that significantly impact university operations.
- 3.1.3. UCF's Department of Emergency Management, Police Department, and Communications team determine which communications tools are used during an emergency. These offices work together to provide timely and accurate information to the UCF community.

3.2. Health Sciences Campus Readiness Team

- 3.2.1. The Health Sciences Campus (HSC) Readiness Team is a team comprised of key players from HSC departments and units that strategically plan with the HSC Emergency Management Coordinator in anticipation of a hazardous event.
- 3.2.2. To assist with communication and transparency, the HSC developed their own means of internal notification to assist communication methods with personnel during disasters and emergency situations. This is through a briefing process discussed internally.

3.3. Campus Emergency Response Team (CERT)

- 3.3.1. The Campus Emergency Response Team (CERT) was established in 2025 with the objective of promoting campus safety by providing trainings and safety awareness for all interested HSC Faculty, Staff, and Students.
- 3.3.2. CERT members will be trained cyclically on how to use all emergency response equipment across the HSC. Members also assist in the training and exercises of emergency protocols.
- 3.3.3. HSCO trains all CERT personnel to respond using the Incident Command System (ICS) and National Incident Management (NIMS) concepts.
- 3.3.4. For more information and how to become a CERT member, please contact the HSC Emergency Management Coordinator Anthony Mottarella at Anthony.Mottarella@ucf.edu.

3.4. Police Safe Escort Program

- 3.4.1. The UCF community can call (407) 823-5555 to request a walking escort anywhere on campus, and a UCF Police staff member or officer will escort them to their destination.
- 3.4.2. UCF PD also offers the “Safe Walk” feature through the UCF Mobile app that in the event of the unexpected, can ping police for assistance and relay critical location and timing information through the app.

3.5. Emergency Blue Light Phones

- 3.5.1. The HSC has 10 Emergency Blue Light Phones (ELCPs) located throughout the campus. All ELCPs are placed in locations that have heavy foot traffic during both the day and at night. These ELCP's are only to be used during emergency situations. ELCP calls route directly to the UCF Police Department, and they will respond to the emergency activation.
- 3.5.2. The following image displays what an ELCP looks like:

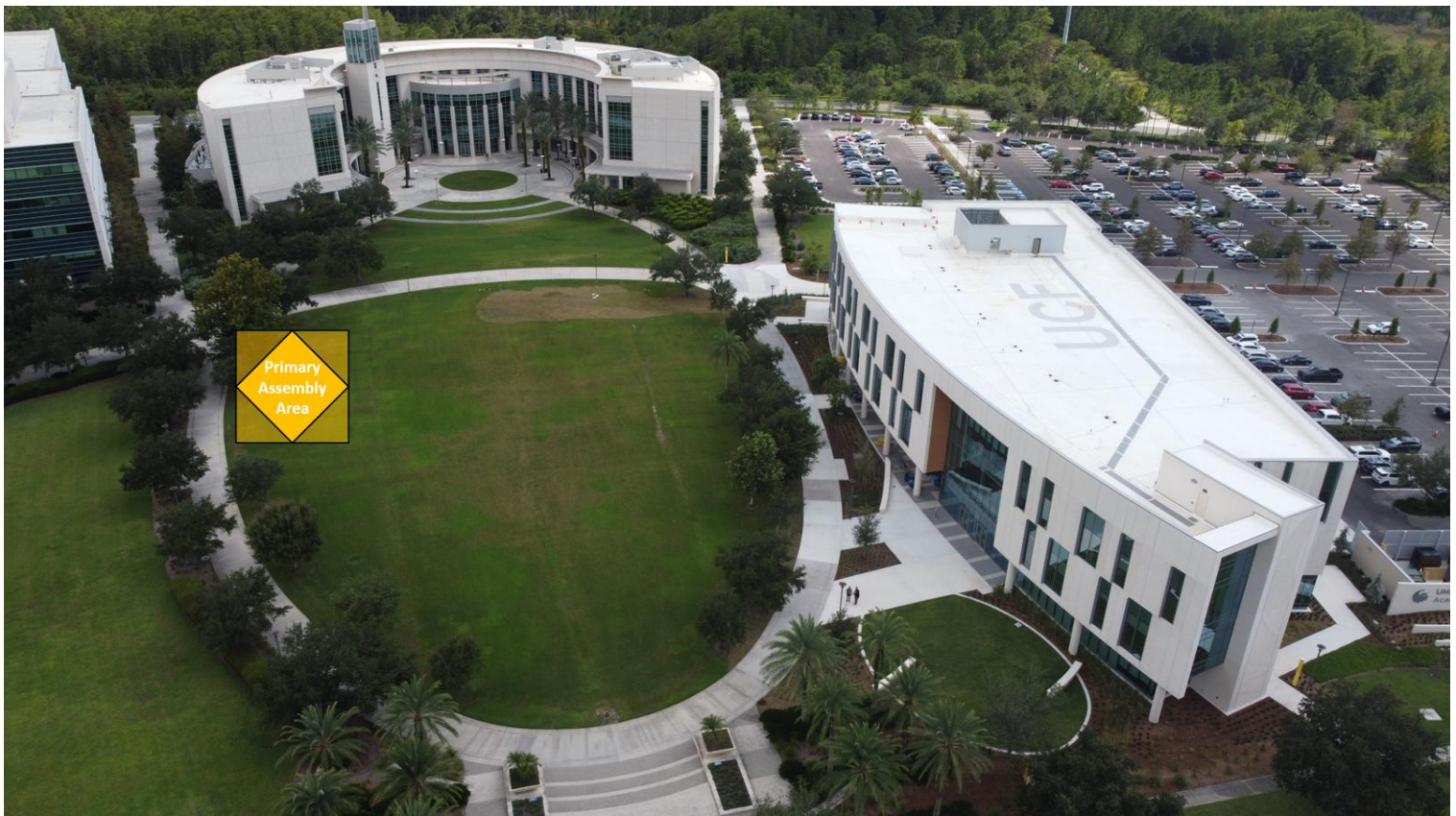


CHAPTER 4: BUILDING EVACUATION

4.1. Evacuation Overview

- 4.1.1. In the event of an evacuation, occupants should assemble at one of the locations designated below in order of succession. Alternates are used when environmental or physical conditions block assembly at the previous point.

Primary Evacuation Assembly Location:	East Tavistock Green
Alternate Evacuation Assembly Location:	Reserved Spaces Near The Dumpster
Tertiary Evacuation Assembly Location:	N/A



4.2. Evacuation Protocol

- 4.2.1. At the sound of the emergency alarm, building occupants must immediately evacuate the building.
- 4.2.2. Once outside of the building, building occupants will proceed to the designated emergency assembly point. If the designated assembly point/area is unsafe or blocked due to the emergency, occupants will proceed to the alternate assembly point.
- 4.2.3. Faculty and instructors are responsible for directing students to evacuate the building through the nearest exit.
- 4.2.4. Building occupants will return to the building only after emergency officials give the all-clear signal. Silencing the alarm does not mean the emergency is over.
- 4.2.5. Please see the Annex for the Evacuation Maps.

4.3. Fire

- 4.3.1. In case of a fire that cannot be extinguished, immediately pull a fire alarm and evacuate the building. Follow the EXIT signs and use the stairs- do not use the elevators and navigate towards the Primary Evacuation Assembly Location.

4.4. UCF Buddy Plan: Persons with Disability (PWD)

- 4.4.1. Evacuation training and drills are conducted to provide an opportunity for faculty, students, staff, and emergency responders to become familiar with the College of Nursing evacuation safety procedures. Individuals with mobility issues shall wait for first responders in the designated area of refuge or utilize the Buddy Program to assist with accountability and safety during evacuation.
- 4.4.2. The UCF Buddy Plan ensures that persons with disabilities can muster at an Area of Refuge. At the College of Nursing, the Areas of Refuge are located at the North and South stairwells on each floor.
- 4.4.3. The ‘Buddy’ of the PWD will be trained to alert first responders to the location of their buddy, which will be in either the east or west stairwell.
- 4.4.4. If you would like to be considered in this plan, please see the annex for the UCF Buddy Plan, and please contact the HSC Emergency Management Coordinator at Anthony.Mottarella@ucf.edu.

CHAPTER 5: SHELTER IN PLACE

5.1. Severe Weather Overview

- 5.1.1. The University of Central Florida is recognized as a “StormReady” university by the National Weather Service (NWS). The StormReady program aids communities, universities, and other organizations by safeguarding its people and property from severe weather.
- 5.1.2. In the event of Severe Weather- the HSC Emergency Management Coordinator will activate the HSC Readiness Team and ensure safety and fluid communication.

5.2. Shelter In Place - Severe Weather Shelter Zone Locations

- 5.2.1. In the event of tornadic activity or severe weather instances that may impact life-safety, all building occupants will be instructed to Shelter in Place. Shelter-in-place is the process of staying put and taking shelter inside of the building, rather than trying to evacuate during an emergency. Sheltering-in-place utilizes the physical structure or building and its indoor atmosphere to temporarily separate individuals from a hazardous outdoor environment.
- 5.2.2. A shelter-in-place could also be initiated by any administrative official, faculty or staff member with knowledge of an immediate danger in his or her department, office, or building.
- 5.2.3. Unlike a lockdown, the shelter-in-place response strategy does not address threats associated with intruders or active assailants that seek to cause targeted or at-random harm to individuals. The table below notates the differences between a lockdown and shelter-in-place response strategies:

	Lockdown	Shelter-in-Place
Emergency situation occurs on campus	X	X
No one enters building(s)	X	
No one exits building(s)		X
HVAC system is turned off (by building manager)		X (For hazmat or chemical)
Water supply is turned off (by building manager)		X (For hazmat or chemical)
Individuals coming in from outside are isolated from individuals who were indoors *		X (For hazmat or chemical)
Intruder, active shooter or threat is inside or outside building(s)	X	
Hazardous material or chemical incident occurs outside of building or weather is severe		X (For hazmat or chemical)

- 5.2.4. Once a shelter-in-place is activated, the University should remain in that condition until the “All Clear” is given.
- 5.2.5. The College of Nursing building liaisons and personnel have designated best Shelter-in-place locations.
- 5.2.6. Each location will have a “Severe Weather Shelter Zone” sign associated with the room:



- 5.2.7. Some Severe Weather Shelter Zones have access restrictions. Please see the Annex for a map of these locations, and for best practice, identify those that you have access to.
- 5.2.8. Interior office spaces with no exterior windows also qualify as Severe Weather Shelter Zone locations.

CHAPTER 6: BUILDING LOCKDOWN

6.1. Lockdown Protocol and Notifications

- 6.1.1. A lockdown is the confinement of people within a room or building to limit exposure to an active assailant or other life-threatening events. Lockdowns use classrooms, offices, and other enclosed spaces as a physical barrier to protect people from immediate threats. During a lockdown, the securing/locking of doors will occur via electronic/card access or manual means. Once in lockdown, doors will only be accessible to the UCF Police Department and other authorized first responders.
- 6.1.2. The College of Nursing uniquely has 13 Lockdown Buttons located throughout the building. Some classrooms have multiple Lockdown buttons inside the room. Any building occupant can declare a lockdown and can press this button to alert building occupants.
- 6.1.3. These lockdown buttons will only lock the room that it is in correspondence with. Not all exterior and interior buttons will be locked.
- 6.1.4. Below is an image of the Emergency Lockdown Buttons located in 106A, 106B, 106C, 202, 228, 328, and 314:



- 6.1.5. An effective lockdown protocol demands that, once initiated:
 - 6.1.5.1. If possible, press a Lockdown button, and call 9-1-1.
 - 6.1.5.2. Doors or other access points are locked or securely barricaded.
 - 6.1.5.3. Occupants are moved out of line of sight of corridor windows and doorways.
 - 6.1.5.4. Silence is maintained, including silencing mobile devices.
 - 6.1.5.5. Window shades, blinds, curtains, etc. are closed and lights are turned off.
 - 6.1.5.6. Occupants remain in place until “All Clear” is given by the Law Enforcement.
- 6.1.6. Having prior knowledge of building access points, security infrastructure, and most importantly, understanding the characteristics of what rooms or spaces are most conducive to a lockdown scenario, may enhance emergency response and save lives.
- 6.1.7. If you identify a suspicious person at the College of Nursing, immediately report their description and location to UCF PD via 9-1-1 and call the Manager, Security Management at (407) 266-1215. Do not engage with the individual, however, please provide a detailed description of the individual including if they have a weapon and/or explosive device.
- 6.1.8. Lockdown notifications will be alerted via the UCF Alert system; Campus Emergency Response Team members, and word of mouth.

6.2. Lockdown Training

- 6.2.1. Lockdown drills are for the safety of all individuals involved, and all personnel must realize that the success of the drill is dependent upon his/her cooperation. Everyone in the building must take part in lockdown drills.
- 6.2.2. For building occupants that are interested in developing scenario-based table-top exercises, please contact the HSC Emergency Management Coordinator at Anthony.Mottarella@ucf.edu, or reach out to a member of the Campus Emergency Response Team (CERT).

CHAPTER 7: OTHER HAZARD AWARENESS

7.1. Active Assailant

- 7.1.1. An active assailant is an individual actively engaged in harming or attempting to harm people in a confined and populated area; in most cases, active assailants use firearms and there is no pattern or method to their selection of victims.
- 7.1.2. Active assailant situations are unpredictable and evolve quickly. Before the law enforcement arrives on scene, individuals must be prepared both mentally and physically on how to deal with an active assailant situation.
- 7.1.3. The UCF PD recommends following the Avoid, Deny, Defend method in the event of an active assailant situation, and to quickly determine the most reasonable way to protect your own life.

		
<u>AVOID</u>	<u>DENY</u>	<u>DEFEND</u>
If there is an accessible escape path, attempt to evacuate the premises.	If the evacuation is not possible, find a place to hide where the active shooter is less likely to find you and provide protection if shots are fired in your direction.	As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

7.2. Bomb Threat

- 7.2.1. A bomb is any device capable of producing damage to material, and injury or death to personnel, when detonated. A bomb may be “incendiary,” causing fire-producing heat and little explosion; “explosive,” causing damage by fragmentation, heat and blast wave; or “dirty,” causing a release of radiological material.
- 7.2.2. All bomb threats are to be taken seriously. Notify the UCF Police Department at 9-1-1 immediately. Do not use radios, cell phones, or pagers, as they can trigger an explosive device.

Steps to Manage These Types of Threats



PHONE THREAT

1. Start a recording device, if one is available, or note the caller I.D. number, if available.
2. Signal another staff member to call 911 and then monitor the conversation, if possible.
3. Transcribe the threat, and write down everything that is communicated to you.
4. When the caller hangs up, DO NOT HANG UP THE PHONE. Leave the line open. Hanging up the phone may trigger the device.
5. Be available for interview by law enforcement personnel after the call.



VERBAL THREAT

1. Project calmness; move and speak slowly, quietly and confidently.
2. Notify 911 as soon as you can safely do so.
3. Note the description of the person who made the threat.
4. Write down exactly what was communicated to you.
5. Where the person who made the threat is now, if known.



EMAILED THREAT

1. Contact 9-1-1.
2. Print, photograph, or copy down the message. Include the header of the e-mail.
3. Save the e-mail, if you know how to do so. Leave the e-mail open until assistance arrives.



WRITTEN THREAT

1. Handle the item as little as possible.
2. Contact 9-1-1.
3. Note where the item was found, the date and time you found the item, any situations or conditions surrounding the discovery, and any other person who may have seen the threat.

- 7.2.3. If you are instructed by emergency personnel to evacuate the area, do so immediately. Bring your notes about the incident with you. DO NOT pull the fire-alarm, as this may also trigger an Improvised Explosive Device (IED).
- 7.2.4. Follow your building's evacuation procedures and have all building occupants meet at their designated meeting location.
- 7.2.5. Refer to the UCF Bomb Threat Plan and the UCF Bomb Threat Policy (<http://policies.ucf.edu>) for additional detailed information.

7.3. Hazmat

7.3.1. Hazardous Materials (HazMat) Overview

- 7.3.1.1. It is imperative that all HazMat spills and strange odors are reported to the Work Control Center at 407-823-5223, or 9-1-1 if it is an emergency.
- 7.3.1.2. The Environmental Health and Safety Department maintains the UCF Spill Prevention Control and Countermeasure which defines measures implemented by university campuses to prevent chemical and oil discharges from occurring and to prepare UCF to respond in a safe, effective, and timely manner to mitigate the impact of a discharge.

7.3.2. Hazardous Materials Spill and Leak Protocol

- 7.3.2.1. Only individuals who have received Hazardous Materials Training from Environmental Health and Safety may attempt to clean up a HazMat spill. If you have not received proper training, DO NOT attempt to handle any chemical spill.
- 7.3.2.2. Notify the Work Control Center at 407-823-5223, or 9-1-1 if it is an emergency.
- 7.3.2.3. Do not touch the material, isolate the area by cordoning it off or closing doors. Turn off heating, ventilation, and air conditioning units and extinguish open flames in the area.
- 7.3.2.4. If there are vapors or noxious fumes, notify people in neighboring offices and classrooms to evacuate the building. Do not re-enter the building until authorized emergency personnel give the "All Clear" signal.

7.4. Emergency Procedures Posters

- 7.4.1. Emergency Procedures Posters are hung throughout the CON.
- 7.4.2. Please see page 16 for a visual of the Emergency Procedures Posters.



EMERGENCY PROCEDURES

Do you know how to respond to these emergency situations? Learn how by scanning the QR code.



**ACTIVE
THREAT**



**MEDICAL
EMERGENCY**



FIRE



**SEVERE
WEATHER**



**HAZARDOUS
MATERIALS**



**CRIME IN
PROGRESS**



**SUSPICIOUS
INCIDENT**



**MENTAL
HEALTH CRISIS**



In an emergency, students, faculty and staff members will be notified via UCF Alert. To learn more about UCF Alert, visit police.ucf.edu/ucfalert.



ANNEX:**PERSONS WITH DISABILITIES BUDDY PLAN****UNIVERSITY OF CENTRAL FLORIDA**

This template should be used to develop the Persons With Disabilities Buddy Plan. Those responsible for maintaining this plan should identify general information about the facility, safe areas in the building, and the contact information for those involved in the volunteer Buddy Plan program. This plan should be reviewed and updated frequently to ensure that the information contained in the plan is accurate.

BASIC INFORMATION			
Building, #:		Date:	
Department:		Floor Level:	
Department Head or Supervisor:		Email:	
SAFE AREAS			
<i>Describe the safe areas in the building:</i>			
VOLUNTEER* BUDDIES			
	Name	Phone	Email
1			
2			
3			
4			
5			

*Membership in the Buddy Program is voluntary. Persons with disabilities are not required to self-identify

