

# MIAMI DADE COLLEGE, INTERAMERICAN CAMPUS

## EMERGENCY PROCEDURES GUIDELINES

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1. Dial 7-6100 for **all emergencies**. This is the Public Safety Office Dispatcher on Campus.
2. Please provide the Public Safety Dispatcher with the following information, if known:
  - a. The exact nature of the emergency
  - b. The current status of the individual: Is s/he breathing, conscious, vomiting, or other?
  - c. The individual's gender
  - d. The age or approximate age of the individual
  - e. Any known medication being taken or if he/she is under medical treatment
3. The Public Safety Dispatcher will immediately do the following:
  - a. Call 911 for emergency assistance (fire-rescue, fire department, animal control or hazmat unit)
  - b. Dispatch a Public Safety Officer to the location on Campus
  - c. Contact Campus Administration, or [if after 4:30 pm] contact the administrator on duty
4. The College's Risk Management Department recommends that College employees not attempt to provide medical assistance.
5. If the emergency occurs during class, the faculty member will:
  - a. Dial 7-6100
  - b. Instruct students to either move away from the area or to exit the classroom immediately
6. Following the emergency, the Public Safety Officer will meet with the faculty/staff member to file the appropriate Campus incident reports.

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- **Building Evacuations**

Faculty, students, staff, and visitors to the Campus must go to the flat student parking lot at the corner of 27<sup>th</sup> Avenue and 6<sup>th</sup> Street during all emergency evacuations.

- **Emergency Call Boxes**

Emergency Call Boxes on Campus automatically allow individuals to connect to the Campus Safety Department Dispatcher by pushing the red button. The call boxes are located at the following locations on campus:

1. Building 3000: 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors outside of the South elevators
2. Parking Garage: 1<sup>st</sup> floor (South Stairway), 2<sup>nd</sup> floor (North and South Stairway), 3<sup>rd</sup> floor (North and South Stairway), 4<sup>th</sup> floor (North and South Stairway), 5<sup>th</sup> floor (North and South Stairway)
3. Campus Elevators: Building 1000 elevators 1, 2, and 3 (opposite the Public Safety Office); elevators 4, and 5 (elevators to the parking garage); and elevator 6 (service elevator)

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Emergency calls take priority over all other transmissions. The Public Safety Dispatcher must be in constant communication with the Public Safety Officer on the scene. Officers on the scene are responsible for securing the area of the emergency for safety and legal reasons.

**INTERAMERICAN CAMPUS EMERGENCY NUMBER: (305) 237-6100**

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**The Public Safety Office is open 24 hours, 365 days a year.**