

# REPORTING EMERGENCIES

## *Emergency Services*

- **Ringling College of Art and Design Public Safety Officers are available 24 hours a day seven days a week and can be contacted by dialing 359-7500 (last four digits only if on a campus phone).** The Office of Public Safety is designed to handle emergency situations that may occur on campus and will contact outside agencies for support when needed.
- If you need **emergency police assistance** pick up any campus telephone and dial **911**. Ask the operator for the Sarasota Police Department. The dispatcher will dispatch a Sarasota Police Department unit to your emergency. After Police have been notified, call 359-7500 to notify the Office of Public Safety.
- **If you are reporting a fire dial 911.** The Operator will dispatch Sarasota County Fire Department units to your emergency. After the fire department has been notified, call 359-7500 to notify the Office of Public Safety.
- **If you are reporting a medical emergency dial 911.** The Operator will dispatch an ambulance through the Sarasota County Fire Department. Once an ambulance has been dispatched, call 359-7500 to notify the Office of Public Safety.

## *How to Report an Emergency*

- When calling, stay calm and carefully explain the problem and location to the Dispatcher. **DO NOT HANG UP UNLESS TOLD TO DO SO.**
- The Dispatcher will ask questions to provide responding emergency units with vital information. **EMERGENCY HELP IS NOT BEING DELAYED.** The Dispatcher is directing emergency units by radio as you are providing the requested information. **COOPERATE** fully with the Dispatcher.

## *Emergency Telephones*

The following telephones are available to anyone who needs to report an emergency on campus:

- All office telephones
- EMERGENCY PHONES connected directly to the Ringling College of Art and Design Office of Public Safety located at: Bayou Studios 1,2, 3 and 4; Cheeks 1 and 2; Christ-Janer Center (all classrooms); A-2 Lecture Hall; Goldstein 1, 2, 3 and 4; Kimbrough 3, 4, 7 and 8); Goldstein 5 and 6; Cooley Photography; Keating 1, 2, 3, 4, 5, and 6; Idelson Studio; Ferguson Studio; Glen Fine Arts; Joutras 1 and 2; Roskamp 1 and 2; Academic Center and Studios North.

## ***Blue Light Phone Towers (Call Towers)***

VoIP telephone towers are located at the Bayou Studio Complex, Bayou Village Apartments, the Cove Apartments, Goldstein Hall, Roskamp Center, Roy & Susan Palmer Quadrangle, Campus Store, Scott Plaza, Riverside Drive parking lot (Riverside Drive and Old Bradenton Road), West Place and Riverside Drive intersection, Sculpture parking lot (just off of Pappy Saunders way near the Sculpture Building), the Dean of Faculty Annex, East Tamiami Circle, Greensboro Lane at Harmon Hall Gate, and Studios North. The blue light towers include phones which provide a 24-hour direct phone link to the Public Safety Center. Each tower has two activation buttons: one for "information" and one for "emergency." When the VoIP phone is activated, the constantly burning blue light at the top of the tower flashes. A security camera is focused on each tower, enabling the Communications Officer on duty to see the caller while talking to him or her on the phone. These call boxes are not restricted to emergency situations and may be used for non-emergency purposes.