



# **CENTRAL CAROLINA**

## **TECHNICAL COLLEGE**

### **EMERGENCY PROCEDURES**

**A GUIDE FOR FACULTY, STAFF, and STUDENTS**

# CENTRAL CAROLINA TECHNICAL COLLEGE EMERGENCY PROCEDURES

## Table of Contents

<b>TO REPORT A CAMPUS EMERGENCY</b> .....	3
<b>EVACUATION PROCEDURES</b> .....	4
Evacuation Routes and Floor Plans.....	4
General Building Evacuation .....	4
Directed Building Evacuation (Non-Fire Emergency).....	5
Campus Evacuation.....	6
Persons with Disabilities .....	6
Individuals with Mobility Impairments.....	7
Individuals with Vision Impairments .....	7
Individuals who are Deaf/Hard of Hearing .....	8
<b>SHELTERING</b> .....	8
Shelter In-Place .....	8
Shelter In-Place and Protect .....	9
<b>ACTIVE SHOOTER</b> .....	9
<b>SUSPICIOUS PERSON</b> .....	10
<b>HAZARDOUS MATERIAL INCIDENTS</b> .....	10
<b>FIRE</b> .....	11
How to Use Fire Extinguishers .....	12
<b>BOMB THREAT</b> .....	13
<b>SUSPICIOUS OBJECT</b> .....	14
<b>CRIMINAL ACTIVITY AND CIVIL UNREST</b> .....	14
<b>ELEVATOR EMERGENCIES</b> .....	15
<b>NATURAL GAS ODOR EMERGENCY</b> .....	15
<b>WEATHER RELATED EMERGENCIES</b> .....	15
FLOOD WATCH/WARNING .....	15
TORNADOS .....	16
EARTHQUAKES .....	17
WEATHER RELATED CLOSURE.....	18
<b>MEDICAL EMERGENCIES</b> .....	18

## **TO REPORT A CAMPUS EMERGENCY**

**Dial 911 from any campus or outside phone in all emergencies.**

**Non-emergency numbers are listed below:**

### **Main Campus**

Campus Security Office                    803-778-6623 or ext. 223  
Sumter Police Department                803-436-2700

### **Health Sciences/Legal Studies Centers**

Campus Security Station                803-778-6627, ext. 227  
Sumter Police Department                803-436-2700

### **Advanced Manufacturing Technology Training Center**

Campus Security Station                803-774-3373 or ext. 373  
Sumter Police Department                803-436-2700

### **Natural Resources Management Center**

Josh Castleberry, Dept. Chair            803-778-6601 or ext. 201  
Sumter County Sheriff's Office        803-436-2000

### **Lee County Campus**

Juliana Glynn, Admin Specialist        803-483-2282 or ext. 311  
Bishopville Police Department        803-484-5309

### **F.E. Dubose Campus**

Campus Security Station                803-473-2531 or ext. 623  
Clarendon County Sheriff's Office      803-435-4414

### **Kershaw County Campus**

Campus Security Station                803-425-8388 or ext. 659  
Camden Police Department              803-425-6025

# EVACUATION PROCEDURES

When directed to do so, employees and students will respond to an emergency situation in one of the following manners.

## **Evacuation-Long Continuous Blast**

**A long continuous blast** signals the need to evacuate the building. Following the information on the emergency action schematic for that location, you should walk (not run) to the nearest exit and move to the designated rally point.

Take valuables with you and exit quickly and quietly. Instructors are to make sure that no one is left inside the classroom and close the door. (A closed door will slow the movement of fire and smoke through the building and could give valuable seconds for the evacuation of those who may still be in the building.)

Instructors are to move their classes to the predetermined rally area as quickly as possible, and maintain students together by classes until further information is given.

ES&H Team members, executive officers, department heads, and Campus Security personnel are to check their areas to ensure that no one remains in the buildings and that everyone moves to the rally point.

The local police and/or fire departments have control over the scene when responding to any emergency. The College President or designee, in concert with the local police and fire departments, will decide when College personnel and students will re-enter the buildings and resume work/classes.

**Three short blasts** of the emergency communication system indicates the “all clear” to return to the building.

## **Evacuation Routes and Floor Plans**

Defined exits are located by following red or green illuminated **EXIT** signs that have directional arrows pointing to the nearest exit. Exit doors will have illuminated red or green **EXIT** signs posted over them without directional arrows. Floor plans, which will include evacuation paths, locations of fire extinguishers, and fire alarm pulls, are posted in each campus building’s classrooms, office suites and work spaces.

## **General Building Evacuation**

**General Evacuation** is used to get students, faculty and staff out of the building through the nearest exit. An evacuation means that **ALL** Students, Faculty and Staff **MUST** evacuate the building.

**Example:** A fire alarm activated or other non-specific emergency that would require building evacuation.

## **Student & Personal Responsibilities:**

- Form small groups of three, and initiate the buddy system for evacuation.
- Evacuate quickly and calmly to the nearest, safe exit.
- Close the door behind you.
- Stay out of the building until you are given the “**ALL CLEAR**”.

## **Faculty and Staff Responsibilities:**

- As a group, leave the building immediately, in a calm orderly manner using the nearest exit available.
- Count the students as they leave the room and then recount them once you reach the safe zone or designated evacuation point.
- For safety of individuals with disabilities, consider that they may need assistance evacuating and/or direction to a safe area. Provide direction to others in need.
- Move (and remain) at least **500** feet away from the building.
- **ACCOUNT** for all students and remain together, if possible.
- **IMMEDIATELY** report any missing students or personnel to a Central Carolina Technical College Campus Security Officer or an emergency responder on scene.
- **WAIT** to be contacted. **Do not return** to the building or move to another side of the building unless told to do so by emergency personnel or a delegate.

## **Directed Building Evacuation (Non-Fire Emergency)**

**Directed Evacuation** is used to get students, faculty and staff out of the building by a route designed to avoid contact with a potential threat. This type of evacuation will be coordinated by first responders, CCTC Campus Security, or CCTC Facilities Department personnel.

**Example:** A suspicious package, a bomb threat, or an active shooter.

## **Student & Personal Responsibilities:**

- Evacuate quickly and calmly to the nearest, safe exit.
- Listen closely, and follow instructions given to you by responders.
- Stay out of the building until you are given the “**ALL CLEAR**”.

## **Faculty and Staff Responsibilities:**

- As a group, leave the building immediately in a calm orderly manner, using only the exits and directions given by the first responders or CCTC staff.
- For safety of individuals with disabilities, consider that they may need assistance evacuating. Provide direction to others in need.
- Move (and remain) at least **500** feet away from the building.
- Stay with students, keeping them in a group.
- **ACCOUNT** for all students and remain on the same side of the building to which you were evacuated, or the area you were directed to.
- **IMMEDIATELY** report any missing students or personnel to a Central Carolina Technical College Security Officer or an emergency responder on scene.
- **WAIT** to be contacted. **Do not return** to the building or move to another side of the building unless told to do so by emergency personnel or delegate.
- Refer all media who want to speak with you or students to on-site media spokesperson (CCTC Public Relations staff).

## **Campus Evacuation**

A **Campus Evacuation** is used to get students, faculty and staff off the Central Carolina Technical College Campus due to a severe emergency in the area.

**Example:** A severe incident has occurred in downtown Sumter such as a major hazardous materials incident, or other catastrophic event.

### **Students, Faculty and Staff Responsibilities:**

#### **By Vehicle:**

- If the road is usable, leave by a main exit following directives of emergency personnel (where applicable).
- Drive with caution and courtesy and follow directions.
- Do not block the way for other vehicles.
- Some vehicles may be selected for emergency transportation; please cooperate if yours is chosen.
- If the road is not usable, leave your vehicle and evacuate on foot.

#### **On Foot:**

- The best choice if usable is to leave by a main exit.
- Proceed to a safe location as directed.

## **Designated Evacuation Rally Points**

### **Main Campus:**

Building M100: Border between USC-Sumter and CCTC  
Building M200: Border between USC-Sumter and CCTC  
Building M300: By the electronic sign on the corner of Miller and Guignard  
Building M300A/B: Grassy area at the rear of the building  
Building M400: Border between USC-Sumter and CCTC  
Building M500: Border between USC-Sumter and CCTC  
Building M600: Student parking lot located across from Willis Street  
Building M700: Gazebo on side of building

### **AMTTC:**

Building A1000: Paved parking lot away from the building and main traffic routes

### **HSC/LSC:**

Building H2000: Parking lot closest to the Housing Authority

### **Shaw Center:**

Across the front parking lot by the CCTC sign

### Natural Resource Management Center:

By the green house

### Kershaw County Campus:

K1100/K2000: Paved parking lot away from the building and main traffic routes

### Lee County Campus:

Paved parking lot across the street from the rear doors

### F.E. Dubose:

### Building C1000

300, 400, 500, and 600 wings: College side of parking lot

Shop Classroom: Rear of the shops

Cosmetology/Computer Labs and Culinary arts areas: Bus port parking lot

Main office and Library: Grassy area by circle

### **Persons with Disabilities**

If it is safe for you to assist persons with disabilities or special needs, do so. If you are unable to assist, notify emergency responders of the location and number of disabled or special needs persons located in your area.

**NOTE:** If the fire alarm is not activated, the elevators should be used to expedite the evacuation of anyone that needs help evacuating the building. The guidelines in the Evacuation Plan for Individuals with Disabilities are as follows:

#### **Individuals with Mobility Impairments**

Some individuals with mobility impairments may need special equipment such as wheelchairs, braces or crutches to move around the campus; others whose impairments are less visible may have decreased coordination or stamina and may need to move at a slower pace or rest frequently. If elevators are operational, individuals with mobility impairments can be escorted down by elevator. Otherwise, they may need to be escorted to a designated safe area. Their location should be noted and reported to the Fire Department, Central Carolina Technical College Facilities staff and/or the Central Carolina Technical College Security Department. It is not advisable to try to carry a person who is in a wheelchair. Only trained personnel should attempt to carry the individual and/or the wheelchair. Wheelchairs may have parts not intended for lifting; batteries or life support equipment may be connected. Trained emergency personnel should be directed to the area as soon as possible.

#### **Individuals with Vision Impairments**

If elevators are operational, individuals with vision impairments can be escorted down by elevator. If people are being escorted out of the building, the individual with the vision impairment should be evacuated together with the sighted evacuees. If you are escorting a blind or vision impaired individual, take your directions from the individual about how to guide them. For example, if you are going down stairs, they may ask you to stand in

front of them and by the right side of the stairwell – they may have one hand on your shoulder and one hand on the handrail. If walking side by side, they may take your arm (above the elbow) while holding their cane and or leash of an animal with their other hand.

### **Individuals who are Deaf/Hard of Hearing**

As the individual with a hearing loss may not perceive an audio emergency alarm, alternative communication/warning techniques may be needed. These techniques include: switching the lights on and off to get the person's attention, writing down the type of emergency and closest evacuation route and escorting the person out of building.

## **SHELTERING**

To shelter in-place is a means to protect students, faculty and staff by having them remain in their classrooms, offices or other designated locations. The nature and extent of the event, the location of the event and the condition of the surrounding area will determine shelter-in-place decisions. Additionally, a shelter in-place and protect directive from Central Carolina Technical College Executive Leadership Team or Security Department could be issued during an incident involving a weapon or (potentially) violent situation. Either one of these directives could be followed very closely by a decision for an immediate evacuation. In all these cases, it is essential that communications be clear, concise and followed immediately.

**Shelter In-Place: Example:** A hazardous materials spill, or imminent danger due to severe weather.

### **Sheltering Procedure- A broken siren (several short blasts in succession)**

**A broken siren (several short blasts in succession)** signals the need to find appropriate shelter. You should move quickly and quietly to the nearest sheltering location as depicted in the building's emergency action schematics- in halls and classrooms, away from glass doors and windows, and on interior walls on the lowest floors of the building. Sit on the floor and cover your face with your arm or a cloth to protect against any flying debris. Place a book on your head if available or get under a desk.

If there is a significant threat of severe weather, classes will be dismissed and/or cancelled. The decision to dismiss or cancel classes will be made by the College President or designee. The College President or designee will communicate the decision to dismiss or cancel classes internally by e-mail and other electronic means.

The Public Information Officer will put a message on the College telephone system, website, and social media regarding delays and closures. In addition, the Public Information Officer will contact local and regional radio and television stations to communicate the decision externally.

### **Faculty or Staff Responsibilities:**

- Close **all exterior doors and windows**. Harmful chemicals or other contaminants could enter the building through an open door or window.
- In a very serious emergency, it may be necessary to limit the amount of outside air coming into the building through ventilation systems. In these cases, Facilities Management staff will disable air- intake units until the danger has passed.
- Move to the safest place in the room, away from and below windows, if warranted, **but not under desks or other furniture**.
- You should be able to move from the room quickly if needed so be sure that personal belongings are

gathered, such as wallets and car keys.

- For the safety of individuals with disabilities, consider that they may need assistance evacuating.
- Instructors and supervisors should account for their constituents. If all constituents are not accounted for, Campus Security should be contacted immediately.
- **WAIT** to be contacted. **Do not return** to exterior areas or evacuate classroom, offices, or sheltered areas unless told to do so by emergency personnel or delegate.

While many events will allow for faculty and students to be sheltered in their individual classrooms, the situation could change and require their movement out of the classroom and relocated elsewhere.

### **Shelter In-Place and Protect**

**Example:** An active shooter or hostage situation. If there is a need to lockdown the campus as a precaution or as a protective measure during a (potentially) violent situation, please follow these steps for your classroom, office suite, conference room, etc.

### **Faculty or Staff Responsibilities:**

- Remain calm and communicate with others in a clear and concise manner. Tell others exactly what the situation is and what you need them to do.
- Lock the door to the room. If the door does not have a lock, secure or block the entrance with objects within the room (tables, bookcase, desk, etc.). Work together and act quickly.
- Turn off the lights, stay quiet and stay away from doors and windows.
- Do not allow access once the room is secure, as this will compromise the safety of those inside.
- Wait for further instructions and do not allow anyone to leave until emergency responders, Central Carolina Technical College Security Department, or Facilities Department staff releases the building/gives an “**ALL CLEAR**” signal or message.

## **ACTIVE SHOOTER**

An active shooter scenario on campus is probably the most difficult situation to predict, and the events will happen very quickly. Please be aware that if we are faced with an active shooter scenario, that Central Carolina Technical College Executive Leadership Team or Security Department may implement several types of activities such as shelter in-place and protect or evacuation.

- Seek sanctuary by proceeding to a room that can be locked, close and lock all windows and doors and turn off all lights **OR** exit the building if safe conditions exist.
- Get down on the floor against the wall where the entry door is located to ensure that no one is visible from outside the room.
- Dial 911 from any phone to notify local law enforcement. **If it is possible to do so safely AFTER calling local law enforcement**, contact Campus Security or an administrator at your campus location at the number listed on page three (3) of this guide.
- Inform him/her of your location, and remain in place until law enforcement officials give the “**ALL CLEAR**” signal.
- If you are in a room that cannot be locked, place large, heavy objects in front of the doorway to impede the path and vision of an intruder.
- **If an active shooter enters your office or classroom, try to remain calm. If, AND ONLY IF IT CAN BE ACCOMPLISHED SAFELY, dial 911 from any campus phone or from any outside**

**phone. If you can't speak, leave the line open so the dispatcher can listen to what's taking place.**

- If you are in an open area and the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter, as these items could be **POTENTIALLY DANGEROUS** to you and others.

## **SUSPICIOUS PERSON**

Please be vigilant on campus, and report anything that you perceive to be out of the ordinary. Local law enforcement and Campus Security would rather investigate and inconvenience someone than not get a call and someone gets hurt. If something doesn't seem right, it probably isn't.

### **Students, Faculty and Staff Responsibilities:**

- Do not physically confront the person. Get a mental image of the person, focus on basic description details, and anything that might stand out for identification purposes (hair/eye/skin color, height/weight, tattoos/scars/birthmarks, etc.)
- Do not let anyone into a locked building or an office.
- If the individual is inside, do not block the person's access to an exit.
- From any campus phone, dial 911 to notify local law enforcement. After contacting local law enforcement, contact Campus Security or an administrator at your campus location at the number listed on page three (3) of this guide. Provide as much information as possible about the person and their direction of travel.

## **HAZARDOUS MATERIAL INCIDENTS**

A hazardous material incident may occur at any time involving transportation of chemicals via railroad, highway, airway, waterway or an industrial accident at a nearby business.

Response to a hazardous material incident will vary according to the location, quantity, chemical involved, time of day, day of the week, and weather conditions.

Notification of an incident may be issued by Fire/Rescue, Security, local county Emergency Management, Administration, the news media or an ordinary citizen.

Directives given by Central Carolina Technical College Executive Leadership Team or Security Department may include shelter in-place, and/or evacuation. Shelter in-place should be given first consideration if the facility provides protection from the chemical involved.

Unless directed by an authority having jurisdiction, choose a route for evacuation that leads away from possible exposure and consider:

1. Wind direction
2. Chemical runoff
3. Traffic congestion:
  - a. Time of day
  - b. Day of the week

### **Students, Faculty or Staff Responsibilities:**

- Report to the Central Carolina Technical College Campus Security Department all suspicious or unusual odors
- Know the location, effects and first aid treatment for all chemicals stored on campus that are part of your program or curriculum.
- Locate ill or injured persons, alerting the Central Carolina Technical College Campus Security Department as to their location and needs. Be aware that contamination can be spread by physical contact or contact with clothing and equipment.
- Faculty should account for all students if possible.

### **Additional precautions to take include:**

- Do not walk into or touch spilled materials. Avoid inhalation of fumes, smoke and vapors, even if no dangerous materials are known to be involved. Do not assume that gases or vapors are harmless because of lack of a smell – odorless gases or vapors may be harmful.
- **USE CAUTION!** Do not handle empty containers because they may still present hazards until they are cleaned and purged of all residues. Do not attempt to enter an area contaminated with toxic materials or vapors without proper training and equipment. This applies to rescue attempts. If hazardous materials are airborne, evacuate under emergency conditions, out of the path of prevailing winds.

## **FIRE**

If You Discover a Fire...

### **DO NOT PANIC - (R – E – D)**

**React** – Take alarms, indication of smoke or fire seriously. Warn others, activate the alarm.

**Evaluate** – Judge the level of threat & conditions of immediate area; and the needs of others.

**Decide** – Two choices: immediately exit the building, or if unable to leave, move to a safe area and take defensive action (faculty/staff should direct students to that area).

**Anyone reporting a fire or explosion should dial 9-1-1 from any campus phone** and if safe to do so, contact Campus Security or an administrator at your campus location at the number listed on page three (3) of this guide. The person calling should be ready to provide the following vital information:

- Location (Building and Room number if known)
- Type of fire or explosion if known (e.g., trash, electrical, chemical, etc.)
- Extent of the fire
- Caller's name
- Number/location of injured persons.

**Central Carolina Technical College Campus Security Department** upon receiving a call, will:

- Immediately confirm that the Fire Department has been notified.
- Assist in evacuation of the affected areas upon arrival at the scene.
- Guide the responding emergency vehicles towards the scene.

- Request the Facilities Department assist with the evacuation if necessary.
- Establish a safe perimeter around the incident for safety, and assist with crowd control.
- Notify the Central Carolina Technical College Executive Leadership Team and Director of the Security Department.
- Assist the Safety Officer as requested if the Incident Command System is implemented.
- Submit an Incident Report including photographs (if possible) of fire damage.

**Students, Faculty and Staff** in an affected building should:

- Ensure all students evacuate in a prompt and orderly manner, and go to a designated evacuation point.
- Faculty and Staff should count heads as students and other staff leave a particular room, in route to the safe zone or the designated evacuation point.
- Evacuees should organize themselves in groups of three and use the buddy system for safe evacuation.
- Supervise and assist those individuals with mobility issues. If they do not have a buddy, the faculty member responsible for the class will need to assign one or two people to assist these individuals.
- Keep all students a safe distance from the affected building at an evacuation assembly point and do a head count to assure that all students are out of the building and relocated to a safe area.
- Maintain a clear path of access for emergency vehicles.
- Do not return to the evacuated building until specifically instructed to do so by a campus security officer or a delegate.

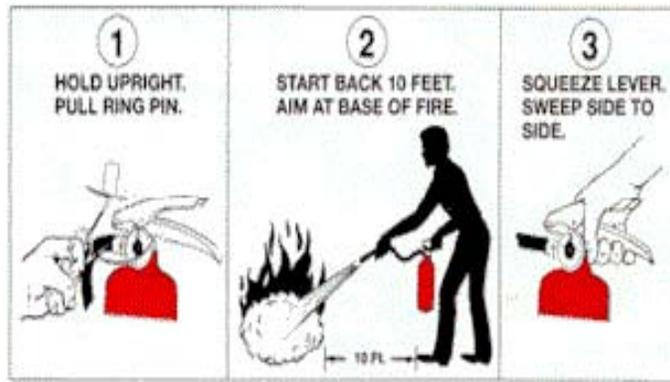
### **How to Use Fire Extinguishers**

All Central Carolina Technical College Campus buildings are equipped with fire extinguishers.

**Kitchens are equipped with Automatic Hood extinguishers that are for use in B and C type fires. (Grease Fires)**

#### **How to Use an Extinguisher: (Fires not bigger than a trash can only)**

- A. Check class of fire extinguisher (Class A-B-C for most fires).
- B. Check pressure gauge for needle over red area in indicator.
- C. Remove extinguisher from bracket and:
  - P** - Pull the safety pin out and discard it.
  - A** - Aim the nozzle at the base of the fire.
  - S** - Squeeze the two handles together.
  - S** - Sweep back and forth at the base of the fire.
- D. When fire appears to be out, back away, as it may suddenly flare up again.



## BOMB THREAT

### Background

Each bomb threat that is received at any Central Carolina Technical College Campus facility will be considered and responded to as a legitimate and real threat to the Central Carolina Technical College Campus. It is understood that each bomb threat will be unique in its presentation and various methods of response will be employed to resolve each issue. In each issue, the safety and well-being of the faculty, staff and students will be paramount, and the Central Carolina Technical College Campus response will be to resolve the issue and return to normal operation at the earliest possible time with minimal disruption.

### Procedure

Procedures will vary with each bomb threat. The nature of the threat, the specificity of the threat and the threatened location will determine a large portion of the decisions made to resolve the issue. The response guidelines for each building will be followed as closely as possible but deviations dictated by the uniqueness of each situation will take priority. However, safety of life, protection of property and resumption of classes will guide the process.

Bomb threats are serious crimes under South Carolina Code of Laws and will be reported immediately to local law enforcement by calling 911. College personnel will react to all bomb threats according to established procedures. These procedures are outlined in more detail in the College's Environmental Safety and Health Plan, which is located on myCCTC on the Faculty & Staff tab, under the College Manuals section.

### Students, Faculty and Staff Responsibilities:

- Students will remove all personal property.
- Faculty and Staff should check for, **but not disturb**, unusual objects as they depart classroom. Report these unusual objects to the Central Carolina Technical College Campus Security Department and emergency personnel.
- Re-assembly will be at least **500** feet from the affected area or wherever is determined to provide the best safety from potential danger.
- Emergency first responders assisted by Central Carolina Technical College Security Department will search common area, entrance, and surrounding area of involved buildings.
- **Radios and cell phones will not be used within 300 feet of a building suspected of containing an explosive device. Radios will be turned off before searching the building!!!**
- If any person observes a suspected device, suspicious item or unusual object, the Security Department must be notified.

- If no device or object is located and it is determined that the building appears to be clear, a decision will be made by the Incident Commander to re-enter the buildings affected and re-establish classes.
- Do not re-enter the building until emergency personnel or designee notifies you to do so.
- The Central Carolina Technical College Executive Leadership Team and Security Department will be updated on the status of evacuation, students, faculty and staff location, and status of building inspection.

## **SUSPICIOUS OBJECT**

The object could be mail, a package, a duffel bag, or unattended briefcase, for example. Anything that may appear out of the ordinary that you determine to be out of place, AND no other explanation for its location.

### **Students, Faculty and Staff Responsibilities:**

- Do not touch or disturb the object.
- Call 911 from any campus or outside phone. Contact Campus Security or an administrator at your campus location at the number listed on page three (3) of this guide.
- Notify your supervisor, faculty or staff member immediately.
- Be prepared to evacuate.

## **CRIMINAL ACTIVITY AND CIVIL UNREST**

Central Carolina Technical College Security Department's initial response to criminal activity and civil disorder will be directed toward protecting life and property. Central Carolina Technical College Security should identify the incident, isolate the area where the incident is occurring and coordinate actions with responding law enforcement agencies.

### **Incident of Disturbance**

At the first sign of a civil disturbance or potential disturbance, Campus Security should be immediately notified of the nature of the situation and its location.

Campus Security, with the assistance of any available College officials, will take actions necessary to neutralize the situation. Any participants will be advised that they are in violation of State Law 16-17-420, which states that "It shall be unlawful: (1) for any person willfully or unnecessarily (a) to interfere with, or to disturb in any way, or in any place the students or teachers of any school or college in this State, (b) to loiter about such school or college premises or (c) to act in an obnoxious manner thereon; or (2) for any person to (a) enter upon any such school or college premises or (b) loiter around the premises except on business, without the permission of the President or person in charge."

If a minor situation should develop into a major threat, or if a major situation exists, Campus Security will request the assistance from local law enforcement.

If local police are called in, College personnel will be notified by any means available and instructed to avoid the threatened area until the threat is over.

When local police arrive, Campus Security and other College officials will make themselves available to provide any assistance possible.

After the disturbance is over and normal activities can be resumed, a complete report of the incident will be completed using the “Incident Report” form.

## **ELEVATOR EMERGENCIES**

In the event of an elevator emergency (stuck elevator, interruption of service, etc.):

### **Students, Faculty and Staff Responsibilities:**

- Activate the emergency alarm located on the control panel.
- Locate the emergency phone panel and follow the instructions for its use.
- Do not attempt to force the door open.
- Stay in place and remain calm.

## **NATURAL GAS ODOR EMERGENCY**

Natural gas is an important energy source, but it can be dangerous if not used carefully. In its pure state, natural gas is odorless and colorless. Gas suppliers add a harmless chemical called Mercaptan to the gas to help us smell a leak. The odor smells like a rotten egg or a skunk.

### **Students, Faculty and Staff Responsibilities:**

- Alert others and have everyone leave the area immediately
- leave electrical devices alone
- Never light a match or lighter
- Never turn lights on or off
- Never use the telephone including cell phones
- From a safe location, contact Campus Security or an administrator at your campus location at the number listed on page three (3) of this guide.

## **WEATHER RELATED EMERGENCIES**

### **FLOOD WATCH/WARNING**

Except in the case of flash flooding from thunderstorms, storms or dam failure, the onset of most floods is a relatively slow process - with adequate warning. The build-up usually takes several days. Progressive reports are issued by the National Oceanic and Atmospheric Administration (NOAA). Flooding occurs by several means. Institutions will be notified of possible flooding through all user email, Central Carolina Technical College’s emergency notification system or by monitoring local weather broadcast stations. The notice may include the type and expected duration of the alert:

**Flash Flood or Flood Watch** - Flash flooding or flooding is possible within the designated WATCH area - be alert.

**Flash Flood or Flood Warning** - Flash flooding or flooding has been reported or is imminent - take necessary

precautions at once.

**Urban or Small Stream Advisory** - Flooding of small streams, streets, and low-lying areas such as railroad underpasses and urban storm drains **IS** occurring.

**Flash Flood** - may occur within minutes or up to six hours of the rain event. Most flash flooding is caused by slow-moving thunderstorms with heavy rains.

**Flooding** - a longer term event and may last a week or more.

**River Flood** - Seasonal flooding due to spring rains coupled with melting snows or torrential rains.

**Urban Flood** - Flooding caused by urbanization of fields and woodlands because the land has lost its ability to absorb rainfall. Streets can become swift moving rivers.

If evacuation is ordered, do so immediately and take the following precautions:

- Avoid areas subject to flooding - dips, low spots, washes, etc.
- Do not attempt to cross flowing streams. Be aware that the roadbed may not be intact under floodwaters. Turn around and go another way. **NEVER** drive through flooded roadways.
- If the vehicle stalls, leave it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away. Two feet of water will carry away most vehicles!
- If you come upon a flowing stream where water is above your ankles, **STOP!** Turn around and go another way.

In case of flooding (**if time allows**) before evacuation is enforced, move records and equipment up off the ground onto shelves and tables to prevent damage from minor flooding and turn off/unplug all electrical equipment. In multi-story buildings, items can be moved to an upper level. Store all back-up records off site at a distant site location.

After the flood, when permission to return has been given by emergency personnel or designee:

- Verify that electrical equipment has been checked and dried before returning to service.
- Discard any fresh food that has come in contact with floodwaters.
- Use flashlights, not lanterns, torches or matches to examine buildings. Report broken utilities to appropriate authorities.
- Boil drinking water or use bottled water until local health authorities approve water system. Restock any emergency supplies used.

## **TORNADOS**

**Tornado:** A violent, highly destructive whirling wind up to 200 mph, accompanied by a funnel shaped cloud that progresses in a narrow path over land and occurs with little or no warning.

**Tornado Watch:** A warning issued by the National Weather Service that weather conditions are favorable for possible formation of tornadoes. When a tornado watch has been issued, the Central Carolina Technical College Campus Security Department will be responsible for monitoring statements made by the National Weather Service and any updates.

**Tornado Warning:** A warning issued by the National Weather Service that a tornado has been sighted in the

area. When a tornado warning has been issued, Central Carolina Technical College Executive Leadership Team or Security Department will be responsible for advising all staff, students and faculty of the current status. Notifications will be made by Central Carolina Technical College's Public Relations Department, Executive Leadership Team or Security Department using the College's emergency notification system. The Central Carolina Technical College Executive Leadership Team or Security Department will also continue to monitor National Weather Service reports in addition to the following:

### **Measures to Take in The Event of a Tornado:**

- If an underground or designated shelter is not available, move to an interior room or hallway on the lowest floor and get beside a sturdy piece of furniture. (This is the TRIANGLE OF LIFE. It requires taking refuge next to large solid objects in case of structural failure; providing best possible space for survival from a building collapse or fire).
- Stay away from windows. Do NOT open windows. Leave the windows alone; instead, immediately go to a safe place.
- Any Fire Doors in hallways should be closed.
- Get out of automobiles. Do not try to outrun a tornado in your car; instead, leave it immediately. If caught outside or in a vehicle, lie flat in a nearby ditch or depression.
- Remain in the safe area until all danger has passed.
- If the facility is damaged, evacuate after storm passes and stay clear of damaged area. Beware of fallen debris, downed power lines and gas leaks.
- Follow the directives of emergency personnel and/or Central Carolina Technical College Campus Security Department.

## **EARTHQUAKES**

### **Measures to Take in The Event of an Earthquake:**

- During the shaking, stay indoors if already there.
- Take cover beside sturdy furniture, such as work tables, desks. (Triangle of Life.)
- Stay near the center of the building.
- Stay away from glass and windows.
- Do not run through or near buildings where there is danger of falling debris.
- If outside, stay in the open, away from buildings and utility wires.
- After the shaking, evacuate the facility, stay out of damaged buildings because aftershocks may make them fall.
- Wait at the safe area (at least **500** feet away from any building) until you receive further instructions from emergency personnel or designee.

Facilities staff and utilities personnel will check for damaged pipes, shorted wires, gas leaks, etc., cutting off supplies if necessary.

In the event of injuries, first aid is to be given and urgent assistance is to be requested by calling local emergency service by dialing 911 from any campus phone or 911 from any outside phone or Central Carolina Technical College Campus Security Department from any campus phone at Ext 223 or at (803) 778-6623 from any outside phone.

## **WEATHER RELATED CLOSURE**

- Closure options include: Closed for a full day or closed for a portion of a day (open or close early).
- Tune to a local radio or TV station for closure information.
- Check the myCCTC website for additional information.
- Road Conditions can be obtained by accessing the South Carolina Department of Transportation at <http://dbw.scdot.org/RoadConditions/default.aspx?t=win>

## **MEDICAL EMERGENCY PROCEDURES**

If a medical emergency occurs in the presence of any College personnel, the faculty/staff member is to clear the non-essential personnel from the area and attend to the needs of the person with the emergency. He/she is to determine if the person requires medical attention.

### **Faculty and Staff Responsibilities:**

- Have someone stay in attendance with the sick or injured person at all times.
- Dial 911, request assistance, and describe the problem, location, and primary entrance. (Note: The emergency system routes 911 calls directly to the emergency response center without having to dial “9” for an outside line.)
- Assign someone to guide emergency medical personnel to the location of the sick or injured person.
- Call Campus Security and direct them to the emergency. State the emergency and location.
- Security will contact the Custodial or Maintenance Departments for the cleanup and disposal of any blood or bodily fluids. (Custodial and Maintenance personnel are trained in protection from blood borne pathogens.)
- Obtain and complete an Incident Report (located in the Business Affairs forms section of myCCTC on the Faculty & Staff tab) and submit it to Campus Security as soon as possible after the emergency, but within (3) days.
- Campus Security will notify the Vice President for Business Affairs of all medical emergencies.