



CENTRAL CAROLINA
TECHNICAL COLLEGE

EMERGENCY PROCEDURES
A GUIDE FOR FACULTY, STAFF, and STUDENTS

CENTRAL CAROLINA TECHNICAL COLLEGE EMERGENCY PROCEDURES

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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 803-778-1961, ext. 558
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
Bishopville Police Department 803-484-5309

F.E. Dubose Campus

Susan Anderson, Director 803-473-2531 or ext. 644
Rhonda Sherman, Program Mgr 803-473-2531 or ext. 617
Clarendon County Sheriff's Office 803-435-4414

Kershaw County Downtown Campus

Nancy Reading, Program Mgr 803-425-8388 or ext. 657
Camden Police Department 803-425-6025

Kershaw County Downtown Campus

Destiney Kelly, Admin Specialist 803-425-8388
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 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 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 to a Central Carolina Technical College Security Officer or 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.

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 pulled, 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.

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 safety of individuals with disabilities, consider that they may need assistance evacuating.
- **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**, dial Ext 223 from any campus phone or (803) 778-6623 from any outside phone to notify the Central Carolina Technical College Security Department.
- 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, call Central Carolina Technical College Campus Security Department at Ext 223 from any campus phone, or (803) 778-6623 from any outside phone. 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, then call the Central Carolina Technical College Campus Security Department at Ext 223 from any campus phone or **(803) 778-6623** from any outside phone. 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 Sumter 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

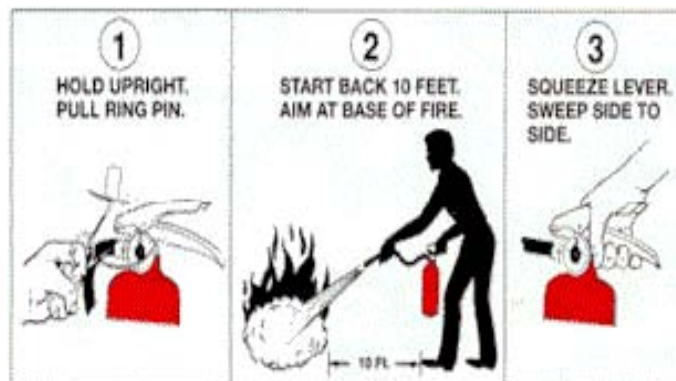
All Central Carolina Technical College Campus buildings are equipped with fire extinguishers. **Kitchens are equipped with Automatic Hood extinguishers that are for use in B and C type fires. (Grease Fires)**

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 Threat

If a bomb threat occurs, first notify local law enforcement by dialing 911 from any campus phone, or 911 from any outside phone. Then contact the Central Carolina Technical College Campus Security Department by dialing Ext 223 from any campus phone or by calling (803) 778-6623 from any outside phone. Central Carolina Technical College Executive Leadership Team will direct the Security Department to initiate evacuation as needed.

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.

CENTRAL CAROLINA TECHNICAL COLLEGE CAMPUS SECURITY

BOMB THREAT CHECKLIST GENERAL TELEPHONE INSTRUCTIONS

Be calm. Be courteous. Listen. Do not interrupt caller. Notify supervisor/Security Officer by prearranged signal while the caller is on the phone. Record the conversation if possible. Try to write out the complete message. Prolong the conversation. Determine and note as much of the following as you can:

BASIC INFORMATION

Name of Person Receiving Call: _____ Time: _____ Date: _____

Caller's Identity: Male/Female Adult/Juvenile Approximate Age: _____

Origin of the Call: Within the Building/Adjacent to the Building/Local/Long Distance

Exact words of the caller: (use extra paper as necessary)

BOMB FACTS

Pretend to have difficulty with hearing. Keep caller talking. If the caller seems agreeable to further conversation, ask questions like:

When will the bomb go off? Hour: _____ Time Remaining: _____

Where is it located? _____ Building? _____

What kind of bomb is it? _____

Where are you now? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

CHARACTERISTICS OF CALLER

VOICE	SPEECH	MANNER	LANGUAGE	ACCENT	BACKGROUND NOISE	FAMILIARITY WITH THREATENED FACILITY
Loud	Distinct	Emotional	Uneducated	Local	Office Machine	Much
High	Stutter	Laughing	Educated	Foreign	Animals	Some
Pitched	Slurred	Coherent	Foul	Race	Mixed	None
Raspy	Distorted	Deliberate		Regional	Quiet	
Intoxicated	Slow	Righteous			Music	
Soft	Nasal	Calm			Voices	
Deep	Lisp	Irrational			Airplanes	
Pleasant	Fast	Incoherent			Party	
Other		Rational			Trains	
					Factory	

ACTIONS TO TAKE IMMEDIATELY AFTER CALL

Talk to no one other than as instructed by your supervisor or security officer.

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. Call Central Carolina Technical College Campus Security Department at Ext 223 or dial (803) 778-6623 from all outside phones.
- 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.

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, call the Central Carolina Technical College Campus Security Department by dialing extension 223 from any campus phone or (803) 778-6623 from any outside phone.

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>