



EMERGENCY PROCEDURES

QUICK REFERENCE GUIDE

Public Safety: 811 or 843.953.5114

Physical Plant: 843.953.5093

Emergency Info: <http://bulldogalert.info/>

What to do in case of...

FIRE

- Activate the nearest fire alarm pull station.
- Call Public Safety at 953-5114.
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.
- Evacuate the building at the nearest exit.
- Do not re-enter the building until authorized to do so by emergency personnel.

BUILDING EVACUATION PROCEDURES

- When the fire alarm is activated, evacuation is mandatory.
- Do not use elevators.
- Take personal belongings (ID, keys, purses, wallets) and dress appropriately for the weather.
- Close doors as you exit.
- Move all personnel to a safe area, away from the building in danger.

SUSPICIOUS PACKAGES - BOMB THREAT

- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call Public Safety at 953.5114
- Notify your building coordinator or supervisor.
- Remain calm.
- If threat comes by telephone, get as much information as possible from the caller.
- Call Public Safety – on another line, if possible.
- Follow instructions from emergency personnel.

SUSPICIOUS PERSON / BEHAVIOR

- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call Public Safety at 953.5114

ACTIVE SHOOTER

- If possible, exit the building immediately and call Public Safety at 953.5114
- If you cannot exit: Clear the corridors immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call Public Safety at 953.5114.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door.
- Do not attempt to confront or apprehend the shooter.
- Do not assume someone else has called police or emergency personnel.

EMERGENCY LOCKDOWN

- Those in hallways or other open areas are to immediately seek shelter in the nearest classroom, office, or lockable space.
- Immediately lock or barricade all doors.
- Close windows, blinds and any window treatments present and turn off lights.
- Remain concealed as much as possible by crouching down in areas out of sight from doors and windows. Sit on floor and do your best to remain out of view, still, and quiet.
- Once secured, do not open doors for anyone who cannot be clearly identified as a law enforcement officer.
- Do not enter hallways or any open areas until a message has been received indicating that the emergency is over.
- People in outdoor areas should immediately take cover, preferably in an area or space that can be locked or barricaded, if possible.
- Activate communication devices and await further emergency communications.



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SEVERE WEATHER – TORNADO

- Seek refuge in a basement or the ground floor.
- Seek refuge in an interior, ground floor hallway or small interior room with no windows.
- DO NOT seek refuge in the following areas:
- Gymnasium, auditoriums, dining halls, workshops, laboratories, classrooms, exterior rooms with windows, elevators, stairwells, non-masonry buildings, barns, utility areas, mobile units, and vehicles.
- Outside areas unless there is no other choice in which case you should plan to lie flat in a ditch or culvert

WEATHER EMERGENCIES

- Call the DAWG Line at 953.DAWG (3294)
- For specific response procedures, refer to the college's Hurricane Plan online at <http://bulldogalert.info/>.
- Throughout the event, frequently check the Emergency Website at: <http://bulldogalert.info/>.
- For updates, monitor local television and radio stations for announcements.

FLOODING

In case of imminent or actual flooding:

- If you can do so safely:
 - Secure vital equipment, records and hazardous materials.
 - Shut off non-essential electrical equipment.
 - Wait for instructions from Public Safety or Physical Plant.
- Move all personnel to a safe area, away from the building in danger.
- Do not return to the building until instructed to do so by Public Safety or Physical Plant.
- Call Physical Plant for assistance with flood clean-up at 953.5093.

GAS LEAK, TOXIC OR NOXIOUS FUMES

If you detect natural gas, fumes or vapors:

- Do not pull fire alarms.
- Do not touch light switches or electrical equipment.

- Call Public Safety at 953.5114.
- Clear the area immediately if instructed to do so by the emergency dispatcher.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

HAZARDOUS MATERIALS SPILL OR LEAK

- If the incident is indoors, close all doors in order to isolate the area, if it is safe to do so.
- From a safe area: Call Public Safety at 953.5114.
- Be prepared to provide the following information:
 - Name of the material
 - Quantity of material
 - Time of the incident
 - Location of the incident
 - If anyone is injured or exposed to material
 - If a fire or explosive is involved
 - Your name, phone number and location
- Follow instructions provided by the emergency responders.
- Evacuate, if necessary.

MEDICAL EMERGENCIES

- Cardiac Arrest/Heart Attack
 - Assess the scene for danger.
 - Check the victim.
 - Call or instruct someone to call Public Safety/EMS at 953.5114 or 911.
 - Locate and deploy an Automated External Defibrillator (AED), if one is available.
 - If trained, perform CPR.
 - Burns
 - Remove the cause of the burn.
 - Flush the area with water.
 - Do not apply a dressing or creams or lotions.
- Call Public Safety/EMS at 953.5114 or 911.
- Bleeding
 - Apply firm but gentle pressure to the wound with a clean cloth or tissue.
 - Immobilize the body part.
 - Keep person lying down.
- Call Public Safety/EMS at 953.5114 or 911.