



**PULASKI TECHNICAL COLLEGE**

**E**MERGENCY  
**P**ROCEDURES  
**H**ANDBOOK



## **REPORTING EMERGENCIES MEDIA/FAMILY CONTACT**

### **Report emergencies to:**

Campus Police/Public Safety . . . . .	812-2248. . . . .	580-1831 (cell)
Physical Plant . . . . .	812-2256. . . . .	580-6153 (cell)
Information Desk (Administration) . . . . .	812-2200	
Fire/Police Departments . . . . .	911	

When calling, stay calm and carefully explain the problem and location. Do not hang up until told to do so.

Statements to media should be made by the Office of Public Relations and Marketing. Responses to family members should be made by the appropriate vice president.

### **Other Incidents (e.g., a minor injury)**

Please report other incidents to Campus Police/Public Safety (812-2248 or 580-1831) or Human Resources (812-2212).

# FIRE

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## Activate fire alarm.

Alarm will sound. If smoke or flames are visible, call 911. If smoke or flames are not visible, call Campus Police/Public Safety and Physical Plant. If a fire alarm goes off, always evacuate the building.

## Report to:

Fire Department .....911  
Campus Police/Public Safety .....812-2248..... 580-1831 (cell)  
Physical Plant .....812-2256..... 580-6153 (cell)  
Information Desk (Administration) ....812-2200

## Minor fire that appears controllable

Direct fire extinguisher toward base of flame.

## Major fire that does not appear controllable

Evacuate in accordance with building procedures.

## Do not use elevators.

Assist people with disabilities to stairwell and then to a safe area outside building. In extreme emergency, carry person from building, but do not attempt to carry a motorized wheelchair down the steps.

## ADA equipment

There are specialized dollies to help carry persons in wheelchairs down the stairs in buildings with three or more stories. Please call Student Services at 812-2231 for locations.

## Close but do not lock doors.

**Do not return to building** until cleared by fire department, police department or Campus Police/Public Safety.

# EARTHQUAKE

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## **Indoors**

Seek refuge in a doorway or under a desk or table.

## **Outdoors**

- Move away from buildings and utility poles. Avoid downed utility lines.
- When shaking stops, evacuate buildings and do not re-enter due to danger of aftershocks.
- Assist people with disabilities and any injured. Stay away from buildings. Do not block streets as a pedestrian or with your car. Streets must remain open for emergency vehicles.

## **Utilities**

Physical Plant will shut off gas, domestic water and electricity.

## **Fire and rescue**

Campus Police/Public Safety and Physical Plant will extinguish fires and direct rescue operations.

# INCLEMENT WEATHER

## TORNADO

### Inclement Weather

The president of Pulaski Technical College determines when the College will be closed due to weather conditions. Central Arkansas television and radio stations will be notified. Decisions to close made after 8 a.m. will be announced through normal administrative channels.

**If there is no announcement, assume Pulaski Tech is open.**

When the College is closed, all classes on and off campus are cancelled and offices are closed. Key personnel who must continue to work will be identified by their supervisors.

### Tornado

- Watch means that a tornado is possible.
- Warning means that a tornado has been sighted.

**Sirens.** Warning sirens will sound when a tornado has been detected in our area.

**Shelter.** Upon hearing the warning siren, all campus personnel should move in a calm and orderly fashion to hallways and interior rooms:

- Keep windows and doors closed, avoid all areas with windows; flying glass can be deadly.
- Avoid structures with wide, free-span roofs, such as auditoriums and gymnasiums.
- All clear will be signaled by an intermittent siren.

# **DISTURBANCE/CRIMINAL BEHAVIOR**

## **BOMB THREAT**

### **Physical disturbance or fight**

Contact Campus Police/Public Safety.

### **Gunfire**

Take cover. Stay calm. When safe, evacuate. In some cases, it may be safer to stay in your room.

### **Suspicious object**

- Do not touch. Clear immediate area and call Campus Police/Public Safety.
- Do not use a cell phone or radio in the vicinity of a suspicious object.

### **Bomb threat**

Remain calm – Keep caller on phone.

**Ask the Caller:**      When is the bomb to explode?  
                                   Where is the bomb located?  
                                   What kind of a bomb?  
                                   What does it look like?

**Observe:**              Probable age and sex of caller  
                                   Speech pattern, accent  
                                   Background noise

**Notify:**                Campus Police/Public Safety

The president or his designee may order evacuation. Evacuation notification is by use of fire alarm or announcement.

- Assist people with disabilities – elevators may be used.
- Fire department will conduct search and announce “all clear.”
- Do not return to building until “all clear” is given.

# **EXPLOSION/CHEMICAL LEAK CAMPUS EVACUATION**

## **Explosion or chemical leak:**

Evacuate building – sound fire alarm.

### **Notify:**

Campus Police/Public Safety . . . . .812-2248. . . . . 580-1831 (cell)  
Physical Plant . . . . .812-2256. . . . . 580-6153 (cell)  
Information Desk (Administration) . . . .812-2200

- Assist people with disabilities to evacuate.
- Notify the Physical Plant for assistance with chemical leaks.
- Do not re-enter building until “all clear.”

## **Campus-wide evacuation:**

May be ordered by off-campus authority or the President’s Office based on information from Campus Police/Public Safety or Physical Plant.

- Students and non-emergency staff shall use personal vehicles to go home unless your vehicle is in a danger zone.
- No vehicle? Catch a ride from a co-worker or fellow student.
- No ride? Physical Plant personnel may use available college vehicles to shuttle.
- The College will dispatch a representative(s) to a selected evacuation site for control and communication.
- Campus Police/Public Safety will remain on duty as long as personal safety allows.
- “All clear” will be announced by the fire department. Campus Police/Public Safety will inform the appropriate Pulaski Tech officials.

# MEDICAL EMERGENCIES

## Help:

Campus Police/Public Safety	. . . . .812-2248. . . . .580-1831 (cell)
Major Emergency	. . . . .911
Information Desk (Administration)	. . . . .812-2200

## Major Accidents or Illnesses:

- Observe the scene – move victim only if in danger.
- Observe the victim – Unconscious? Breathing?
- Have someone stay with the victim and send someone to call for help (see above). Give the following information:
  - Who is calling and phone number calling from.
  - What is the problem.
  - What is being done.
  - Location of incident.
  - Do not hang up until told to do so.

Whenever possible, it is desirable for a faculty or staff member to accompany the victim to the hospital.

**Minor injury.** Render first aid yourself if you know how or call the Administration information desk for information about health services.

## Always use Universal Precautions:

- Wash hands with soap and water before and after each contact.
  - If it's wet and it's not yours, don't touch it.
    - Use disposable latex gloves for protection from blood or blood-tinged body fluids.
    - If gloves are not available, use clean cloths to apply pressure to a bleeding wound.
  - Clean any spills with 10 percent bleach solution.
  - Dispose of gloves, dressings, etc. in double plastic bag. Bring to Physical Plant for proper disposal.
- Laboratory and shop emergencies. Utilize procedures established by responsible department.





## **PULASKI TECHNICAL COLLEGE**

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