



CPTC EMERGENCY PROTOCOL

During an emergency, remain calm, use common sense and give assistance as needed.

Here are specific steps you can take to stay safe during an emergency:

- Call 911 and then notify Coastal Pines Technical College (CPTC) Police at 912-288-7810
- Evacuate buildings immediately upon a fire alarm or request of authorities
- Seek immediate and appropriate shelter upon a tornado warning
- Know the location of at least two emergency exits close to you

What not to do in an emergency:

- Do not use the telephone or cell phones except to report the emergency situation
- Do not use elevators
- Do not jeopardize your life and the lives of others by attempting to save property

Types of Emergencies

- **Active Shooter**

- Do:
 - Move to safe location away from shooter
 - Remain in place or hide if moving is unsafe
 - Lock and barricade doors, block windows and close blinds
 - Turn off lights
 - Silence cell phones
 - Take cover behind dense, solid objects that might be effective in stopping bullets
 - For more tips, view the [“Run. Hide. Fight.”](#) video and other resources on the CPTC website at [CPTC/Contact Us/Campus Safety](#)
- Avoid:
 - Attempting negotiations with shooter

- **Civil Disturbance**

- Do:
 - Call 911 and then notify CPTC Police at 912-288-7810 if activities threaten or may result in damage to college grounds or buildings
 - Give CPTC Police your name, exact location of disturbance and any information known about the disturbance
 - Remain calm
 - Alert all persons in area of the situation
 - Lock doors and windows and close blinds to prevent flying glass
- Avoid:
 - Obstructing or provoking protestors

- Remaining at your location if it is unsafe due to the disturbance activities
- **Crime in Progress**
 - Do:
 - Report crimes observed or believed to be in progress to 911 and then notify CPTC Police at 912-288-7810
 - Avoid:
 - Apprehending or interfering with the criminal except in cases of self-defense
- **Fire**
 - Do:
 - Activate building fire alarm pull station if you discover fire or smell or see smoke
 - Immediately leave the building and, if possible, shut off equipment and quickly stabilize experiments
 - Close your door
 - Alert others
 - Assist others in evacuating if possible. Have those you cannot assist wait in areas designated “Areas of Rescue Assistance”
 - Call 911 and then notify CPTC Police at 912-288-7810
 - Stay low to the floor when escaping from a fire
 - Assemble at safe place away from danger and account for others in your office/classroom/floor
 - Have person with knowledge of situation meet with first responders
 - Avoid:
 - Using elevators
 - Opening a door that feels hot to the touch
 - Attempting to fight fire yourself unless trained in use of firefighting equipment, and it is safe to do so
 - Allowing fire and heavy smoke to come between you and an exit
 - Taking deep breaths if caught in heavy smoke
- **Hazardous Material Release**
 - Do:
 - Report all spills or releases of hazardous materials observed to 911 and then notify CPTC Police at 912-288-7810
 - Give CPTC Police your name, exact location of spill or release, and source, character, amount, and extent of material spill/release if possible
 - Advise CPTC Police of any injuries associated with the incident
 - Shut windows, turn off open flames and open hoods in the area, if possible
 - Remain a safe distance from released or spilled material
 - Keep others from entering the area
 - Wait for CPTC Police and emergency responders to direct them to the area
 - Avoid:
 - Initiating spill/release cleanup unless properly protected and qualified to handle HAZMAT events
 - Touching or inhaling spilled materials

- ***Lightning and Thunderstorms***

- Do:

- Postpone outdoor activities if a thunderstorm is audible via thunder, evident visually, likely because of current weather conditions or has been forecasted in your area
 - Secure outdoor objects that could cause damage; shutter windows and secure exterior doors
 - Watch for darkening skies, lightning and increasing winds
 - Go quickly inside a sturdy and enclosed building. If no building is close, get in a car and avoid touching metal surfaces
 - Go to the lowest area nearby and make yourself the smallest target possible if no shelter or car is available
 - Get to land and shelter immediately if on open water

- Avoid:

- Any tall, isolated trees in an open area
 - Avoid showering or bathing during a thunderstorm. Plumbing fixtures can conduct electricity
 - Hilltops, open fields, the beach, a boat on the water, isolated sheds or small structures in open areas
 - Anything metal — tractors, farm equipment, motorcycles, golf carts, golf clubs, bleachers, fences and bicycles
 - Laying flat on the ground
 - Using electrical items such as computers or televisions, as power surges from lightning can cause serious injury and damage
 - Corded telephones if possible by using cell or cordless phones

- ***Medical Emergency***

- Do:

- Call 911 for emergency medical service (EMS/ambulance) if injured or encountering someone who is injured and then notify CPTC Police at 912-288-7810
 - Give CPTC Police your name, exact location and any key information regarding the injury
 - Remain with injured person until CPTC Police or EMS arrives
 - Remain calm and tell the injured person (even if they appear to be unconscious) that help is on the way

- Avoid:

- Rendering first aid or medical care unless trained to do so

- ***Suspicious Person***

- Do:

- Notice persons going door to door, office to office
 - Notice persons loitering in hallways or commons areas
 - Notice persons entering private offices unescorted
 - Notice persons offering items for sale in buildings
 - Notice persons entering secure areas
 - Notice persons asking for an unknown individual or department
 - Notice persons asking for money
 - Notice persons leaving packages
 - Notice any person who does not appear to belong in the area

- Call 911 or CPTC Police at 912-288-7810
 - Provide authorities a description and where person(s) was last observed
 - Alert others on your floor or area
 - An easy-to-remember phrase is “See something, say something”
- Avoid:
 - Seeing something and not reporting it to CPTC Police or CPTC authorities
- **Tornado**
 - Do:
 - Monitor weather status
 - Move immediately to a predetermined shelter location
 - If outside, seek shelter inside the nearest building
 - Move as close to the center of the building as possible
 - Stay away from windows and doors with glass panes
 - Sit or crouch in an inner hallway, bathroom or room
 - Avoid:
 - Using elevators
 - Leaving the safe location until “all clear” is given by emergency personnel
 - Broken glass, debris and unstable structures after tornado
- **Snow/Ice Storms**
 - Do:
 - Monitor CPTC alerts and local news for weather reports and emergency information
 - Dress warmly and wear multiple layers of protective, loose-fitting clothing, scarves, mittens and a head covering such as a hood or hat
 - Wear insulated boots or shoe rubbers with good rubber treads when walking on snow or ice
 - Take short steps and walk at a slower pace to respond to traction changes when walking on icy or snow-covered walkways and parking lots
 - Slow down driving speeds to avoid accidents on slippery roadways
 - Allow extra time to reach your destination
 - Be on the lookout for vehicles that may have lost traction and are slipping toward you
 - Fully winterize your vehicle and clear snow and ice from windows, mirrors, lights, hood, roof, trunk and license plates
 - Be aware that approaching vehicles may not be able to stop at crosswalks or traffic signals
 - Wear bright clothing or reflective gear during storms to ensure that motorists can see you
 - Wear sunglasses during the daytime to enable you to see better and to avoid hazards
- **Earthquake**
 - Do:
 - Drop to the ground; take cover by getting under heavy furniture, such as a desk, table or bench until shaking stops (if inside during an earthquake)
 - An easy-to-remember approach is “Drop, cover and hold on”

- Stay clear of buildings, power lines, overpasses and elevated expressways, due to falling debris (if outside)
- Expect aftershocks for several weeks after the quake, which can further weaken structures
- Report suspicious smells of gas by calling 911 and then notify CPTC Police at 912-288-7810
- Avoid:
 - Proximity to large windows, mirrors or other glass during a quake
 - Locations next to buildings and exterior walls due to falling debris
 - Exiting a building during an earthquake