

# EMERGENCY RESPONSE CHECKLIST

## REPORT EMERGENCIES


Durham Police - Dial 9-1-1

Durham Tech Police - 919-536-7255 x5555


## EMERGENCY NOTIFICATIONS

Durham Tech will notify students and employees through text, email, and push notifications. For questions on how to receive emergency notifications, call the ITS Help Desk at 919-536-7261 or email [helpdesk@durhamtech.edu](mailto:helpdesk@durhamtech.edu).


### FIRE

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- **Activate alarm** for smoke or fire.
  - **Evacuate immediately**, close doors behind you, and **DO NOT** use elevators.
  - **Call 9-1-1** after evacuating.
  - **Move quickly** to designated assembly area or safe distance from building and emergency vehicle access areas.

### EARTHQUAKE

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- **Evacuate building** if time permits.
  - Otherwise, **take cover** under a desk, table, or door frame or sit on the floor against an interior wall.
  - **Cover** your head and eyes with your arms.
  - If outside, **move to an open space** away from buildings and utility poles. Avoid downed power lines.
  - **Be prepared** for aftershocks.


### TORNADO

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- **Move to Weather Shelter Area** as shown on the Evacuation Plan map when a tornado warning is issued.
  - **Evacuate** and close doors behind you.
  - **Stay away** from windows, glass doors and rooms with large roof spans.
  - **Get low and protect your head** with your arms.


### SEXUAL MISCONDUCT

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- **Title IX Complaint Line:**  
919-536-7244, ext.5108
  - **Report an incident or ask questions:**  
[title9coordinator@durhamtech.edu](mailto:title9coordinator@durhamtech.edu)

### BOMB THREATS

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- **Stay in place** until Campus Police clear an exit route.
  - When clear, **evacuate** and close doors behind you.
  - **Note the exact location** of suspicious objects, but do not touch them.
  - **Move quickly** to designated assembly area or safe distance away from the building.
  - **WHILE BOMB THREAT IS ACTIVE:**
    - **DO NOT** use cell phones.
    - **DO NOT** touch or move suspicious objects.
    - **DO NOT** activate fire alarm.

### ACTIVE SHOOTER

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- **GET OUT** - If there is a safe escape route, run to it without running in a straight line.
  - **CALL 9-1-1** - Once in a safe place, call 9-1-1 and report the following:
    - Your exact location on campus.
    - Number of intruders and direction of travel.
    - Complete physical description.
    - Types and numbers of weapons.
    - Identity of suspects (if known).
    - Victims, descriptions and locations.
  - **HIDE OUT** - Get to an area where you are well-hidden and well-protected if you can't get out of the building safely.
  - **KEEP OUT** - Lock yourself in a room, turn off all lights, barricade the door with heavy furniture, and silence all noise-producing objects (e.g., cell phones, computers).
  - **SPREAD OUT** - Do not huddle in groups. Have a plan of attack in the event the intruder comes into your area.
  - **TAKE OUT** - Be prepared to do whatever it takes to neutralize the threat. Throw things. Yell. Use improvised weapons. If there are two or more of you, make a plan to overcome the intruder. Do the best that you can. Choose to survive!