Emergency Medical Protocols
Follow These Guidelines When Responding to a Medical Emergency

1. Notify
   Call 9-1-1 or Durham Tech Police at 919-536-7255, Option 1 to report the emergency. Do not leave the individual unattended. If you do not have a phone, have someone else make the call.
   - Durham Tech Officers will respond as well as meet and direct additional emergency response personnel to the proper location.

2. Assist
   - If the individual is conscious, ask how you can help. Do not move the person except as trained to provide emergency medical assistance or in the event of a seizure.
   - As needed: loosen clothing around the individual’s neck to ease breathing, cover with blankets or coats to keep them comfortable.
   - DO NOT give the individual anything to eat or drink.

3. Advise
   - When emergency response personnel arrive, brief them on the circumstances of the injury or illness. Your observations are essential for proper emergency care and treatment.

In the event of a seizure, follow the guidelines above and:

1. DO NOT try to restrain the individual. A seizure cannot be stopped once it has begun.
2. Clear the area around the individual of everything hard or sharp.
3. Put the individual on their side, if possible. This will help keep their airway open.
4. DO NOT try to force the individual’s mouth open. This can injure their teeth or jaw.

Emergency Response Checklist
Report Emergencies To 9-1-1 and Durham Tech Police Dispatch at 919-536-7255 Option 1

Faculty and staff are responsible for implementing and communicating the following procedures to co-workers, students and visitors.

Fire
- Activate alarm for smoke or fire.
- Evacuate immediately for any alarm.
- Close doors when evacuating.
- DO NOT use elevators.
- Call 9-1-1 after evacuating.
- Move to designated assembly area or safe distance from building and emergency vehicle access areas.

Bomb Threats
- DO NOT evacuate until Campus Police has cleared an exit route.
- Close doors behind you when evacuating.
- Move to designated assembly area or safe distance away from the building.
- DO NOT use cell phones.
- DO NOT touch or move suspicious objects and note the exact location for authorities.
- DO NOT activate fire alarm.

EARTHQUAKE
- Evacuate building if time permits. Otherwise, drop 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
- Go to the Weather Shelter Area as shown on the Evacuation Plan map when a tornado warning is issued.
- Close doors behind you when evacuating.
- Stay as far away as possible from windows, glass doors and rooms with large roof spans.
- Kneel and protect your head with your arms.

Active Threat – Shooter On Campus
- Get Out – If there is a safe escape route, run to it without running in a straight line.
- Call Out – Call 9-1-1 from a place of safety and report to the best of your ability:
  - 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 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!