

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!