

EACC Emergency Procedures

Quick Reference Guide
Emergencies Dial 911
Front Desk: 633-4480 ext. 200
www.eacc.edu

This reference guide was prepared for faculty, staff, students and visitors to the EACC campus. The College encourages you to take time to read this important Emergency Procedures Guide in its entirety. The guide is also available on the EACC website under the Information Link at www.eacc.edu



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Severe Weather/Tornado

If Indoors

- Move quickly to a safe reinforced interior area without windows (hallway, bathroom, basement).
- Move to the lowest level of the building.
- If possible, close all doors as you leave an area.
- Stay away from windows, glass structures and exterior walls.
- Stay inside. Don't go outdoors.
- If you are in the CEC, the Gym, or the Tech Center when an alarm sounds, wait to receive instructions from personnel in those areas.

If Outdoors

- Get inside if possible.
- Stay away from trees, power lines, utility poles and other hazards.
- Curl up in a ditch or low-lying area; stay low to the ground; use your arms to protect your head and neck.

After the Storm Passes

- Watch out for fallen power lines and stay out of the damaged area.
- Follow the instructions of emergency personnel or designated authorities.

Bomb Threat Checklist

Caller's Voice (circle those that apply)

Calm
Slow
Soft
Crying
Slurred
Angry
Deep
Nasal
Stutter
Clear throat
Heavy breathing
Familiar
Cracking voice
Accent
Well-spoken
Irrational
Profane
Message taped

Ask the caller:

When will the bomb explode? _____
Where is the bomb located? _____
What does the bomb look like? _____
What kind of bomb is it? _____
What will cause the bomb to explode? _____
Did you place the bomb? _____
Why are you threatening the College? _____
What is your name? _____

If caller ID was available, was the call long distance? Local?
Phone number from where call received?
Time/date?
Exact wording of the threat?

Background sounds:

House noises
Other voices
Clear
Phone booth
Office
Motor
Music
Factory
Office machines
Street noises
Static
PA system
Airplanes
Other

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Bomb Threat

- Notify the Front Desk (ext. 200). Provide as much information as possible about the caller, and the threat.
- Evacuation announcements will be made by Campus Security. Follow directions by emergency personnel or designated authorities.

Have You Signed Up For eaccALERT?



East Arkansas Community College now offers an emergency text messaging service for current students, faculty and staff. This service will be used to announce a critical alert such as an unscheduled college closing, a delay, or cancellation of classes due to unforeseen events such as inclement weather. There is no charge for signing up; however, your cell carrier's standard text messaging rates will apply.

For more information, or to sign up for this service visit www.eacc.edu and click on the *Information Links* button

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Hazardous Materials Release

- If an emergency exists or if anyone is in danger, move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel or designated authorities.
- Alert others to stay clear of the area.
- Notify the Front Desk.
- If you have been exposed to hazardous materials, notify emergency personnel.

Earthquake

- "Drop, Cover, and Hold" under a table, desk or against an inside wall, not a doorway, until the shaking stops.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.
- Carefully evacuate the building.
- Do not leave the area/campus without reporting your status to your instructor or supervisor.
- If you are outside in an open area, avoid buildings, walls, utility poles or power sources, and trees.
- Follow the instructions of emergency personnel or designated authorities.

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Accident/Medical Emergency

- Determine the extent of the illness/injuries.
- Provide emergency First Aid if necessary; ie., severe bleeding, cessation of breathing.
- Notify the Allied Health Sciences Department (ext. 270) and Front Desk (ext. 200) of the situation.
- Dial 911 if necessary.
- Do not move a seriously injured person unless he/she is in a life-threatening situation.
- Stay with the victim until additional help arrives.

A Cardiac Defibrillator is available in the Administration Building for use by authorized personnel.

Suspicious/Hostile Intruder/Altercation

- Do not physically confront the person(s).
- Do not block the person's access to an exit.
- Notify the Front Desk (ext. 200).
- Provide as much information as possible about the person(s), their appearance and behavior.
- Follow the instructions of emergency personnel or designated authorities.

Suspicious Object

- Don't touch or disturb the object.
- Don't use a cell phone!
- Notify the Front Desk (ext. 200), your instructor or supervisor.
- Be prepared to evacuate.
- Follow the instructions of emergency personnel or designated authorities.

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Power Outage

- Notify the Front Desk (ext. 200).

Fire

- Remain calm.
- Activate the nearest fire alarm pull station.
- Evacuate the building.
- Call 911 and notify faculty/staff and the Front Desk (ext. 200), if possible.
- Do not reenter the building until authorized by emergency personnel.
- Follow the instructions of emergency personnel or designated authorities.

Evacuation of Campus

- Remain calm.
- If possible, gather personal belongings but only if safe to do so.
- Follow directions by emergency personnel or designated authorities.
- Assist persons with disabilities or injuries without jeopardizing your own safety.
- If you are physically disabled, ask others to inform emergency personnel of your location. Wait for assistance.

If there is time:

- Turn off all electronics (except in the case of a gas leak or other flammable substances).
- Secure any hazardous materials or equipment before leaving the area.

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