



PULASKI
Technical College

EMERGENCY PROCEDURES



Fire 9-911 or 911 from your cell phone
Police 9-911 or 911 from your cell phone
Ambulance 9-911 or 911 from your cell phone

Because cell phones are directed to the appropriate dispatch through cell phone towers without the exact location displayed, be sure to inform the 911 dispatcher of your exact location on the PTC campus.

For All Critical Emergencies Call 9-911 from any campus phone

Campus Closing Procedure

In the event of conditions affecting the regular operations of PTC, the following resources will give notice of any closing or cancellation. If you think PTC may be closed, monitor the following resources:

PTC Website www.pulaskitech.edu

PTC Email

PTC Text Alerts **To sign up, log into the PTC Portal and click on the Emergency Notification Setup Link and follow the directions provided.**

Local Media **Little Rock radio and television stations are notified in the event of a PTC closure.**

Inclement Weather Policy

In the event that the weather is so severe that the college administration believes that life and property may be in danger, the president of the college may cancel classes until weather conditions improve. When such a decision is made, the news media will be notified. Students should listen for such announcements on Little Rock radio and television stations. If there is no announcement, students should assume the college is open.

Because Pulaski Technical College is a commuter campus, inclement weather has a greater adverse impact than on a residential campus. The effects fall unevenly on individual students as road conditions and circumstances vary. Thus, individual decisions are required when hazardous weather conditions exist but the college is officially open.

For All Critical Emergencies Call 9-911 from any campus phone

Fire 9-911 or 911 from your cell phone

Police 9-911 or 911 from your cell phone

Ambulance 9-911 or 911 from your cell phone

Because cell phones are directed to the appropriate dispatch through cell phone towers without the exact location displayed, be sure to inform the 911 dispatcher of your exact location on the PTC campus.

PTC Police Contact Numbers

Director of Police and Public Safety	501.812.2248
Campus Police Main Number	501.812.2711
Police Duty Phone-Main Campus	501.580.1831
Police Duty Phone-Little Rock-South	501.626.7152
Police Duty Phone-Little Rock-West	501.580.1662
Duty Phone Saline County Career Center	501.580.0521

PTC Contact Numbers

Information Desk Attendant	501.812.2789
Facilities Services	501.410.7053
Dean of Students	501.812.2756

External Contact Numbers

PTC Little Rock-South	501.812.2859
PTC Little Rock-West	501.771.6084
Arkansas Culinary School	501.812.2860
Business and Industry Center	501.907.6670
Saline County Adult Education Center	501.778.3235
Saline County Career Center	501.602.2420
Aerospace Technology Center	501.834.7858
Baptist Health Schools Little Rock	501.202.7464

CAMPUS CLOSING / INCLEMENT WEATHER / EMERGENCY CONTACT NUMBERS

Medical Emergency Procedure

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health.

1. **Call 9-911** from any campus phone or 911 from a cell phone.
2. Provide the dispatcher with the following information.
 - Your name
 - Location of the medical emergency (Building and Room #)
 - Nature of injury/illness
 - Answer any questions the dispatcher may have.
 - Follow the dispatcher's directions.
 - Don't hang up until told to do so by the dispatcher.
3. Assign one person to meet emergency response personnel.
4. Assign one person to notify campus police by utilizing the appropriate police duty phone number.
5. Wait for further instructions from police, 911 dispatch, or first responders.

Automated External Defibrillators (AED) are located throughout campus for use as needed by those trained in their use.

Individuals with Disabilities Evacuation Procedure

Individuals with disabilities may need assistance during an evacuation. However, permission should be obtained from the individual before assistance is provided.

Mobility Impaired

1. During an emergency evacuation, elevators should not be used to move individuals with disabilities.
2. Seek volunteers to assist the individual to the nearest enclosed stairway or designated area.
3. One person should remain with the individual if it is safe to do so.
4. One person should advise emergency personnel of the individual's location so the evacuation can be completed.
5. If immediate evacuation is necessary because of life safety concerns, find volunteers to assist in the evacuation of the individual. Evacuate the individual per their instructions.
6. Ask what type of assistance the individual will need after evacuation.

Evacu-Trac Evacuation Chairs

Evacu-Trac chairs have been placed throughout campus for trained staff to assist in the evacuation of disabled individuals.

Visually Impaired

1. Communicate the nature of the emergency.
2. Ask if the individual would like assistance.
3. Offer your arm for guidance.
4. Tell the individual where you are going and advise them of obstacles along the way.
5. Once out of the building, orient them to their surroundings, and ask if further assistance is needed.

Hearing Impaired

1. Do not assume the individual can hear the fire alarm or that he or she will know what to do by watching others.
2. Turn the lights on and off to get the individual's attention.
3. Provide the individual with directions using gestures or through a note.

Criminal Activity Procedure

Everyone plays a role in making PTC a safe environment. The college asks that all students and employees be alert to criminal activity and suspicious individuals. If you observe criminal activity and/or suspicious individuals on campus, please use the following procedure to report.

If you witness or have reason to believe there is a crime in progress on campus, immediately call **9-911** using a campus phone, or 911 from a cell phone. Or call Campus Police by utilizing the appropriate police duty phone number:

Police Duty Phone-Main Campus • 501.580.1831

Police Duty Phone-Little Rock-South • 501.626.7152

Police Duty Phone-Little Rock-West • 501.580.1662

Saline County Career Center • 501.580.0521

You will want to note the following:

- Nature of incident
- Location of incident
- Description of suspects
- Any injuries
- Any weapons you have seen
- Description of property involved if possible

Never place yourself in harm's way. Stay in the vicinity of the crime only if you can do so without immediate threat to yourself.

Violence on Campus Procedure

If you become aware of active violence on campus, take the following actions:

1. If you can, get away from the threat as fast as possible.
2. Report the incident to Campus Police by utilizing the appropriate police duty phone number, or call **9-911** from a campus phone or 911 from a cell phone.
3. Evacuate to a safe area away from the danger and take protective cover. If possible, notify anyone else you encounter to do the same.

4. If it is not safe for you to evacuate, go to the nearest room and do the following:

- Close, lock and barricade the door.
- Block windows if possible.
- Close blinds or curtains.
- Turn off the lights, and dim computer screens.
- Stay away from doors and windows.
- Keep calm, quiet, and out of sight.
- Turn off radios, and silence all cell phones.
- If necessary, take cover behind heavy objects such as desks.
- Stay there until assistance arrives.

5. Individuals not in harm's way are to take proactive cover, staying away from windows and doors until notified otherwise.

6. If you are caught in an open area in a building, you may have to fight back. This is dangerous, but depending on your situation, this could be your best option.

7. Once police arrive, obey all commands. Police may instruct you to show your hands. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

Concerning Behavior

Sometimes behaviors of concern go unreported until a crisis occurs. Afterward, people come forward with bits of information that, when looking back, may have been clues to a larger issue. This information, when viewed collectively, may be helpful in preventing unfortunate events and initiating assistance to an individual. PTC is committed to a proactive approach and needs your help.

Report concerning behavior right away to the appropriate personnel:

Student Behavior Concerns Office of the Dean of Students • 501.812.2756

Staff or Faculty Behavior Concerns Associate Vice President for Human Resources • 501.812.2212

For IMMEDIATE Threats Call campus police by utilizing the appropriate duty phone number, or call 9-911 from a campus phone or 911 from a cell phone.

Power Outage Procedure

1. Remain calm.
2. If the area you are in is safe, then stay there until given instructions.
3. Move away from equipment, in case the equipment starts up unexpectedly when the power comes on.
4. If possible, call the Information Desk Attendant (**501.812.2789**) or Facilities Services (**501.410.7053**) to report the outage.
5. If you are in an area without lighting, proceed cautiously to a lighted area.
6. Provide assistance to others in your area who may be unfamiliar with the space.
7. All campus buildings are equipped with emergency lighting that will provide temporary lighting in main corridors and stairways.
8. If instructed to evacuate, proceed cautiously to the nearest exit.

Natural Gas Leak Procedure

1. Cease all operations and immediately evacuate the area.
2. Do not use your cell phone until you have evacuated to a safe area.
3. Do not turn on or off any electrical appliances, lights, etc.
4. From a phone that is a safe distance away from the gas leak, call **9-911** if you are using a campus phone or 911 from a cell phone.
5. Call Facilities Services (**501.410.7053**) and Campus Police using the appropriate duty phone number.

Elevator Failure Procedure

In the event you discover an emergency (i.e., trapped occupants) involving an elevator, call Facilities Services (**501.410.7053**) or the Information Desk Attendant (**501.812.2789**).

Individuals who become trapped in elevators should follow the procedures outlined below.

1. Remain calm.
2. Press the alarm button to sound the elevator alarm.
3. Press the emergency call button, which will connect you to assistance.

Spill Response Procedure

If you come across a chemical spill and there are no trained individuals in the area, you should follow the procedure outlined below.

Chemical Spill

1. Call **9-911** from a campus phone or 911 from a cell phone if imminent danger exists.
2. Contact Facilities Services (**501.410.7053**).
3. Avoid direct contact with spilled material.
4. If possible, identify spilled substance.
5. If it is safe to do so, minimize the spill by shutting nozzles, turning off pumps and equipment, rolling drums on their side so the puncture is not leaking, etc.
6. Isolate area of spill and do not allow unauthorized individuals into the area.
7. If the situation warrants, evacuate the area by activating the nearest fire alarm pull station.
8. All spills should be cleaned up under the direction of the Facilities Services Department (**501.410.7053**).

Spills Involving Blood/Bodily Fluids

1. Avoid direct contact with the spilled material.
2. Report the spill to Custodial Services (**501.749.9407**) or Campus Police by utilizing the appropriate police duty phone number.
3. Custodial Services will clean up and dispose of the spilled material.

Civil Disturbance Procedure

Most campus demonstrations are peaceful, and people not involved should attempt to carry on business as usual and avoid provoking or obstructing demonstrators.

If a disturbance seems to threaten individuals on campus, immediately call Campus Police by utilizing the appropriate duty phone number, or call **9-911** from a campus phone or 911 from a cell phone, and take the following actions:

- If it is safe to do so, alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.

If necessary to evacuate, follow the building evacuation procedure.

1. If it is not safe for you to evacuate, go to the nearest room and do the following:

- Close, lock and barricade the door.
- Block windows if possible.
- Close blinds or curtains.
- Turn off the lights, and dim computer screens.
- Stay away from doors and windows.
- Keep calm, quiet, and out of sight.
- Turn off radios, and silence all cell phones.
- If necessary, take cover behind heavy objects such as desks.
- Stay there until assistance arrives.

2. Individuals not in harm's way are to take proactive cover, staying away from windows and doors until notified otherwise.

3. If you are caught in an open area in a building, you may have to fight back. This is dangerous, but depending on your situation, this could be your best option.

4. Once police arrive, obey all commands. Police may instruct you to show your hands. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

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Report concerning behavior right away to the appropriate personnel:

Student Behavior Concerns

Office of the Dean of Students • 501.812.2756

Staff Behavior Concerns

Associate Vice President for Human Resources • 501.812.2212

For IMMEDIATE Threats

Call campus police by utilizing the appropriate duty phone number, or call 9-911 from a campus phone or 911 from a cell phone.

Bomb Threat Procedure

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist printed below.

Bomb Threats Received by Phone:

1. Remain calm.
2. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
3. Signal a co-worker to call the Campus Police by utilizing the appropriate police duty phone number.
4. Use PTC's Bomb Threat Checklist (located below) to collect as much detail as possible. When completing the checklist, be very specific and use the exact words of the caller.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Don't allow the phone line to be used again until authorized by Campus Police or other law enforcement personnel.

Keep all information about the threat confidential.

Bomb Threat Checklist *DO NOT HANG UP THE PHONE!*

Questions to ask:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

Exact wording of the threat:

Sex of caller: M F Race: _____ Age: _____

Length of call: _____ Number at which call was received: _____

Time: _____ Date: _____

DO NOT HANG UP THE PHONE!

Caller's voice:

- | | | | |
|-----------------------------------|--|-----------------------------------|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal | <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp | <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep | <input type="checkbox"/> Soft | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent | <input type="checkbox"/> Slurred | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Familiar | | | |

If a voice is familiar, who did it sound like? _____

Background sounds:

- | | | | |
|--|--|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Clear | <input type="checkbox"/> Local |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Static | <input type="checkbox"/> PA System | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Music | <input type="checkbox"/> Long distance | <input type="checkbox"/> House noises | <input type="checkbox"/> Motor |
| <input type="checkbox"/> Other _____ | | | |
| <input type="checkbox"/> Office machinery _____ | | | |
| <input type="checkbox"/> Factory machinery _____ | | | |

Threat language:

- | | | |
|---|--------------------------------|---|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Taped | <input type="checkbox"/> Message read by threat maker |

Remarks: _____

Report call immediately to:

Campus Police by utilizing the appropriate police duty phone number, or call 9-911 from a campus phone or 911 from a cell phone.

Date _____ Your name _____

Position _____

Phone number _____

Fire Emergency and Evacuation Procedures

In the event of a fire, the following procedure should be used to report the fire and evacuate the building.

1. In the event of fire or heavy smoke, immediately sound the fire alarm system by activating the nearest fire alarm pull station.
2. Call **9-911** from a campus phone or 911 from a cell phone.
3. Provide the dispatcher with the following information:
 - Your name
 - Location of the fire or smoke (Building and Room #)
 - Nature of any known injuries
 - Answer the dispatcher's questions, and follow his/her directions.
4. Call Campus Police using the appropriate police duty phone number to notify them of the fire and that the fire department has been called.

Evacuation

1. Upon hearing the fire alarm, all individuals in the building should evacuate the building per the following procedure:
 - Gather your immediate belongings.
 - Exit the building through the nearest marked exit and alert others to do the same. When exiting the building, use the stairwells. **DO NOT use elevators.**
 - If it is safe to do so, assist any individuals who need assistance. See **Individuals with Disabilities Evacuation.**
 - If possible, close doors as you exit.
 - Stay out of the way of emergency vehicles and personnel, and do not congregate by fire lanes, hydrant areas, or walkways.
2. Once outside, gather at a safe distance from the building and not downwind of smoke that may be coming from the building. Listen for further directions to be provided by police, the Fire Department, or other first responders.
3. Report any missing individuals to Fire Department personnel, police, or college representatives.
4. Nobody will be allowed to re-enter an evacuated building until authorization has been given by the Fire Department or the police.

Fire Extinguishers

If you must use a fire extinguisher, follow these instructions:

P = Pull the safety pin.

A = Aim the nozzle at the base of the fire.

S = Squeeze the handle to activate the extinguisher.

S = Sweep the nozzle side to side to cover and extinguish the fire.

Planning and Preparation

- Know the location of the nearest fire extinguisher, fire alarm pull stations, exits and alternative evacuation routes for your classroom or office.
- Please report potential fire hazards to Facilities Services (**501.410.7053**) or to Campus Police by utilizing the appropriate police duty phone number.

Severe Weather Procedure

PTC's Severe Weather Procedure will be activated when a tornado warning is issued by the National Weather Service for any county in which a PTC site is located. Audible alert systems are located near each campus and may be heard during the event of a severe weather warning. The college will use the following resources to communicate a weather warning:

- Anyone registered with the PTC emergency alert system will receive a text notification.
- Severe Weather Alert will be sent through campus e-mail.
- When it is safe to do so, an announcement may be made using the PTC intercom or phone system.

Upon receiving a severe weather alert, departments need to communicate the warning to the classes in their area that are in session.

1. When a tornado warning is issued by the National Weather Service, individuals on campus should immediately proceed to an indoor location. Please assist students and visitors as needed.

- Do not use elevators.
- When walking down stairwells be cautious of others, and use the handrails to avoid trips and falls.
- When safe to do so, employees are to provide assistance to disabled individuals and others in need of help. See Individuals with Disabilities Evacuation.
- Go to an interior hallway in the lowest level of the building and take shelter using available cover.
- Avoid areas with glass such as windows, skylights, doors, etc.
- Stay away from electrical items.
- Stay calm and alert.
- Listen for alert warnings or further instructions via police, first responders, the PTC intercom system, or outdoor audible alert system.

2. Encourage students and visitors to take cover in safe areas.

3. If there are people who decide they want to remain outside, employees are not responsible for forcing them into safe areas.

4. Remain in safe areas until an "all clear" is communicated by Campus Police, Facilities Services, or members of the college administrative team.

If Severe Weather Causes Damage

- Alert emergency response teams to any injured person.
- Do not go into damaged buildings or tour damaged areas.
- Exit a building that smells of natural gas or chemical fumes.
- If you must be outdoors, watch for downed power lines and for possible falling debris.
- Report hazards and damage to police by utilizing the appropriate police duty phone number.

Suspicious Package Procedure

1. Do not open, shake or empty the contents of the package.
2. Isolate the package and secure the room by shutting all doors and windows.
3. Do not sniff, touch, taste or look closely at it or any contents that may have spilled.
4. Do not touch your eyes, nose or other body parts.
5. Contact Campus Police by utilizing the appropriate police duty phone number, or call **9-911** from a campus phone or 911 from a cell phone.
6. Contact your supervisor or a member of the college administrative team.
7. Make a list of all persons who were in the vicinity of the package or who may have handled it. Anyone who had contact with the suspicious package should wash hands with soap and water and report the exposure immediately.



SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:



- 1** Handle with care. Don't shake or bump.
- 2** Isolate it immediately
- 3** Don't open, smell, touch or taste.
- 4** Treat it as suspect. Call local law enforcement authorities

**www.pulaskitech.edu
www.facebook.com/pulaskitech**

Main Campus

3000 West Scenic Drive • North Little Rock, AR 72118
(501) 812-2200 • Fax (501) 812-2316

Little Rock-South

13000 Interstate 30 • Little Rock, AR 72210
(501) 812-2200 • Fax (501) 812-2316

Little Rock-West

8901 Kanis Road • Little Rock, AR 72205
(501) 771-6084 • Fax (501) 683-5252

Business and Industry Center

3303 East Roosevelt Road • Little Rock, AR 72206
(501) 907-6670 • Fax (501) 907-6673

Aerospace Technology Center

1600 West Maryland Avenue • North Little Rock, AR 72120
(501) 835-5420 • Fax (501) 834-7859

Saline County Adult Education Center

16936 I-30 • Benton, AR 72019
(501) 778-3235 • Fax (501) 778-0511

Saline County Career Center

3201 South Reynolds Road • Bauxite, AR 72011
(501) 602-2420 • Fax (501) 602-2421

**Campus police and / or security
duty cell phone numbers:**

PTC Little Rock-South: (501) 626-7152

PTC Little Rock-West: (501) 580-1662

Saline County Career Center: (501) 580-0521

Main Campus, North Little Rock: (501) 580-1831

Main Campus Police and Public Safety Office: (501) 812-2711