

Carteret Community College



Quick Reference Safety Guide for Students, Staff, and Faculty

Revised 05/13

OVERVIEW



INCLEMENT WEATHER PROCEDURES



HAZARDOUS MATERIAL SPILL



UTILITY EMERGENCY (Gas Leak)



FIRE



HOSTILE INTRUDER ON CAMPUS



DRUGS/ALCOHOL ON CAMPUS



GENERAL FIRST AID GUIDELINES

INFECTIOUS SPILLS OR FLUIDS

LOCATION OF FIRST AID

REPORT SAFETY CONCERNS/VIOLATIONS

Emergency Handbook

In the event of an emergency, call **911 IMMEDIATELY**.
Call Campus Security at **(252) 241-6602**.

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In the event of weather related closing, a recorded message will be available at (252) 222-6000 and on the college web site at (<http://www.carteret.edu>). Closing information will also be communicated to employees and students via area news media organizations and broadcast text messaging. The following news media organizations will be contacted:

Tornado

When a tornado warning is broadcast over the Emergency Notification System:

- **Do not** go outside.
- Move to an interior area away from windows and external doors.
- Crouch down and cover your head.
- Emergency Notification System or college personnel will broadcast an all clear message.



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Hazardous spills

Any spill involving hazardous materials shall be reported immediately to CCC Campus Security at (252) 241-6602.

- Do not attempt to clean up a spill.



HAZARDOUS MATERIAL SPILL



UTILITY EMERGENCY (Gas Leak)



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GENERAL FIRST AID GUIDELINES

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REPORT SAFETY CONCERNS/VIOLATIONS

If a utility problem is discovered, call CCC Campus Security at **(252) 241-6602**.

Gas Leak

- Call **911** and then call Campus Security Immediately at **(252) 241-6602**;
Stay clear of the problem.
- Go outside and wait.
- **DO NOT** set off any emergency/fire alarms.



UTILITY EMERGENCY (Gas Leak)



FIRE



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If smoke or fire is discovered anywhere in a building or on the campus:

- **PULL THE NEAREST FIRE ALARM AND EVACUATE THE BUILDING (Go to Emergency Rally Point)!**
- **CALL 911, and THEN call Campus Security at (252) 241-6602.**
- **Safely and quickly evacuate the building. DO NOT USE ELEVATORS. DO NOT ATTEMPT TO RETRIEVE VALUABLES.**
- **If you are aware that someone is trapped in a burning structure, inform the firefighters immediately. If you are trapped, stay low to the floor as you try to exit. Do not open any doors that feel hot. Use wet towels or cloths to protect yourself from flames and smoke. DO NOT RE-ENTER UNTIL GIVEN PERMISSION BY FIRE DEPARTMENT.**
- **If your clothes catch fire, STOP, DROP, AND ROLL!!!**
- **Handicapped individuals should go to “Area of Rescue” for each floor.**



FIRE



HOSTILE INTRUDER ON CAMPUS



DRUGS/ALCOHOL ON CAMPUS



GENERAL FIRST AID GUIDELINES

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If you are involved in a situation where someone has entered the area and started shooting, you are to adhere to the following:

1. **DO NOT** sound the fire alarm.
2. Go to the nearest room or office and shelter in place
3. Close and lock the door
4. Lock the windows if possible and close any blinds or curtains
5. Turn off all lights and all audio equipment
6. Stay away from the windows
7. Keep quiet and as calm as possible and act as if no one is in the room
8. **DO NOT** answer the door
9. If communication is available, notify the Police Department by calling **911**.
10. Give the 911 operator the following information, **then** call CCC Campus Security by dialing **(252) 241-6602**.
 1. Your name
 2. Your location (be as specific as possible)
 3. Number of shooters (if known)
 4. Identification of shooter (if known)
 5. Number of persons who may be involved
12. Wait for the Police to assist you out of the building.



HOSTILE INTRUDER ON CAMPUS



DRUGS/ALCOHOL ON CAMPUS



GENERAL FIRST AID GUIDELINES

INFECTIOUS SPILLS OR FLUIDS

LOCATION OF FIRST AID

REPORT SAFETY CONCERNS/VIOLATIONS

CCC has a “zero tolerance” policy related to drug and alcohol use or possession on school property. Enforcement of the Drug and Alcohol policy requires complete support of CCC faculty, staff and administration.

Notify Campus Security (252) 241-6602 or your supervisor for the following situations:

- Student or employee finds drugs/alcohol on school property
- Student or employee witnesses possible sale of drugs
- Student or employee exhibits behavior or appears physically to be under the influence of drugs or alcohol
- Student or employee becomes aware that an individual has possession of drugs/alcohol.



DRUGS/ALCOHOL ON CAMPUS



GENERAL FIRST AID GUIDELINES

INFECTIOUS SPILLS OR FLUIDS

LOCATION OF FIRST AID

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AED Use Instructions

1. Be sure 911 has been called.
2. Turn on the AED by pushing the flashing button on the machine.
3. Follow the audible instructions from the AED
4. Remove the patients clothing from their chest before placing pads.
5. Make sure the patient's skin is dry.
6. Place pads on patients bare skin as instructed by the AED.
7. Await instructions from the AED.
8. If shock is advised by the AED, have everyone stand clear and push button.

Call **911** in the event of a medical EMERGENCY, then call Campus Security

(252) 241-6602. Emergencies include: altered level of consciousness, chest pains, difficulty breathing, diabetic related emergencies, allergic reactions, serious injury/bleeding, broken bones, unable to move or speak.

For all other Non-Emergencies, or until EMS arrives for an emergency, general first aid may be used.



GENERAL FIRST AID GUIDELINES

INFECTIOUS SPILLS OR FLUIDS

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Call Campus Security (252) 241-6602

Do Not touch spill or fluid

Infectious Spill Control Packages

In some instances, you or your student may experience a loss/ spill of body fluid, i.e. bodily waste products (urine, excrement), blood, vomit, or mucus.

Infectious Control Packages are located throughout the campus for the removal and sanitation of bodily fluid spills. Campus Security will coordinate removal & sanitation.

INFECTIOUS SPILLS OR FLUIDS

LOCATION OF FIRST AID

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FIRST AID

First aid kits are located throughout the campus.

Locations of first aid kits are as follows:

* Indicates location of additional Infectious Control Package (ICP) for cleaning up bodily fluids.

McGee Building:

The Business Office
Student Enrollment Resources*
Welding Shop
Room 125 Cosmetology*
Room 123 Biology Lab*
Room 217 Esthetics Lab*
Room 263 Massage Therapy*
TRIO 2nd Floor
Room 212A

Wayne West Building:

1st floor faculty (rooms 103*, 137*)
2nd floor faculty (rooms 206*, 241*)
3rd floor faculty (rooms 306*, 339*, 320, 336)

Corporate and Community Education:

Office*

Smith Learning Resource Center:

Art Room (1st Floor)
Library-circulation desk*

BLET Building:

Lounge*
Firing Range
Office

Howard Building:

Chemical lab*
Instructor's office*

Life Structure Building:

Conference Room*

CMAST

1st Floor

108-reception
112-kitchen
126-Machine Shop
138-Mechanical Room (loading dock)

2nd Floor

210-lab 220-lab
212-lab 222-lab
214-lab 226-lab

3rd Floor

332-lab
328-lab
320-kitchen

4th Floor

410-lab*
420-lab*

Martec Building:

Room 125 (Janitor's closet)*
Room 107 Boatbuilding (office)*
Room 111
Room 112 Woodshop
Room 115 Outboard Motors*

Nursing Lab 122*

Chemistry Lab 2nd Floor*

Nursing Labs 224/225*

Foundation:

Kitchen*

Culinary (HTTC)

Wait Station (Dining Room)
Kitchen*(ICP only)

Maintenance Building:

Room 106 (office)
Room 112* (ICP only)

Bryant Student Center:

Photo Lab*
Book Store*
Room 3215 Interior Design

Pottery Building:

Chemical Room*

LOCATION OF FIRST AID

REPORT SAFETY CONCERNS/VIOLATIONS

If you have any concerns about general or specific safety issues, or if you would like to report a safety violation, please contact Campus Security by dialing **(252) 241-6602**.

REPORT SAFETY CONCERNS/VIOLATIONS