COASTAL CAROLINA UNIVERSITY EMERGENCY PROCEDURES

EARTHQUAKE

To report a campus emergency:
Calling on a campus phone
Calling off-campus

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<tr>
<td>CCU Public Safety (PS)</td>
<td>Ext. 2911</td>
<td>843-349-2911</td>
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<td>When PS is not available</td>
<td>Ext. 9-911</td>
<td>911</td>
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Know the locations of the Emergency Call Boxes and use them in the event of an emergency.

During an earthquake, remain calm and quickly follow the steps outlined below.

1. Indoors: Say inside and **DROP**, **COVER**, and **HOLD ON** -
   a. **DROP** to the ground
   b. Take **COVER** by getting under a sturdy desk or table
   c. **HOLD ON** to your shelter and be prepared to move with it until the shaking stops
   d. If you are unable to cover under a table or desk, move to an inside corner of the room. Protect your head and neck and avoid areas with glass, windows, and heavy items that can fall over or on top of you.

2. Outdoors: Move quickly away from buildings, utility poles and other structures.
   Caution: Always avoid power or utility lines and trees as they can be energized. Know your area assembly location and go to that place immediately.

3. Driving or in an automobile: Pull over to the side of the road, stop and set the parking break. Avoid overpasses, bridges, power lines and trees. Stay inside the vehicle until the shaking is over.

4. In a stadium or theater: Stay at your seat or drop to the floor between rows and protect your head and neck with your arms. Don’t try to leave until the shaking is over.

5. After the initial shock, assess the situation and if emergency help is necessary, report the emergency by telephone. Do not hang up until told to do so. Protect yourself at all times and be prepared for aftershocks.

6. Damaged facilities should be reported to Public Safety and Facilities Management. Note: Gas leaks and power failures create special hazards.

7. When the building evacuation (Fire) alarm is sounded, or when told to leave by University officials, walk quickly to the nearest “SAFE EXIT” and ask others to do the same. Assist the **disabled** in exiting the building.

8. Do not return to an evacuated building unless told to do so by Public Safety.