

Emergency Procedures Quick Reference Brody School of Medicine at East Carolina University

BUILDING EVACUATION PROCEDURES

- Take personal belongings (keys, purses, wallets, etc.)
- Follow directions given by your Emergency Coordinator.
- Assist persons w/ disabilities.
- Proceed to your designated
- Do not re-enter the building until authorized by emergency personnel/Emergency Coordinator.

FIRE

- Activate the nearest fire alarm and call 911.
- Confine the fire by closing windows and doors.
- If a fire alarm is activated, evacuation is mandatory, even if you don't smell smoke.
- Do NOT use elevators.
- Assist persons w/ disabilities.
- Extinguish the fire if you have been trained and it is safe to do so.
- Proceed to your designated meeting point.

EMERGENCY PHONE NUMBERS

Emergency	911
Brody Police (Health Sciences)	744-2246
Hazardous Spills	744-2246
Greenville Fire & Rescue	911
Poison Control	1-800-222-1222
Crisis Center	758-4357
ECU Cares	737-5555

CODE BLUE

- Brody first floor, LJCC and PCMH buildings, call 847-4333.
- Brody 2nd and higher floors, all other BSOM buildings, dial 911.
- Refer to ECU Physicians Code Blue Policy (C3).

SUSPICIOUS OBJECT / PACKAGE

- Do not touch or disturb the object or package.
- Call Brody Police (Health Sciences) at 744-2246.
- Notify your supervisor and/or your Emergency Coordinator.
- Stay in the area until released.

BOMB THREAT

- Remain calm. Keep the caller on the phone as long as possible.
- Use the Bomb Threat Checklist (on the back of this quick reference) to gather and record as much information as possible.
- Immediately report the threat to Brody Police (Health Sciences) at 744-2246.
- Follow instructions of emergency personnel.

CRIME IN PROGRESS

- Do not interfere or physically confront the person.
- If time allows, get a good description of the person.
- Call Brody Police (Health Sciences) at 744-2246. Provide as much information as possible about the person and their direction of travel.

EMERGENCY PREPAREDNESS

- Know your area's Emergency Coordinator and evacuation procedures, including the location of all exits.
- If working with petroleum or hazardous materials, keep spill clean-up supplies nearby.
- Get a battery-operated weather radio.
- Discuss preparedness plans with others in your area.

Important Web Sites

ECU Alert at www.ecu.edu
 ECU Police at www.ecu.edu/police
 ECU Cares at www.ecu.edu/dos

ADVERSE WEATHER

- For up-to-date weather information:
 - Monitor local radio and television stations.
 - Visit the ECU Alert website - www.ecu.edu/alert
 - Faculty & staff call 328-0062.
 - Clinical staff call 744-5080.
- Be prepared to shelter in place until you are notified by authorized personnel that it is safe to leave.
- During thunderstorms, do not handle electrical equipment.
- During tornado warnings
 - Seek shelter;
 - If in a modular unit, evacuate to your designated shelter;
 - Stay away from windows;
 - Move to an interior hallway on a lower floor;
 - Get under sturdy furniture
- During floods:
 - Do not walk or drive through flowing water or flooded areas.
 - Stay away from electrical lines.

A watch means that severe weather is possible in the watch area.

A warning means that severe weather has been sighted in the warning area.

Lockdown Procedures

- Remain Calm
- Lock & Barricade all doors
- Turn off lights and close blinds
- Silence cell phones
- Keep quiet and out of sight
- Take advantage of cover/protection
- Remain until "all Clear" is given
- Monitor www.ecu.edu/alert if safe to do so
- If outside – exit campus

For complete information, refer to:

Environmental Health and Safety
www.ecu.edu/oehs