**East Carolina University**
**Emergency Procedures Quick Reference**

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

### Suspicious Object / Package
- Do not touch or disturb the object or package.
- Call ECU Police at 328-6787.
- 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 ECU Police at 328-6787.
- Follow instructions of emergency personnel.

### Adverse Weather
- For up-to-date weather information:
  - Monitor local radio and television stations.
  - Visit the ECU Alert website - www.ecu.edu/alert
  - Call the ECU Adverse Weather hotline at 328-0062.
- 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.

### Crime in Progress
- Do not interfere or physically confront the person.
- If time allows, get a good description of the person.
- Call ECU Police at 328-6787. 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.

### Earthquakes
For additional information, refer to:
- Environmental Health and Safety [www.ecu.edu/oehs](http://www.ecu.edu/oehs)
- Emergency Coordination.

### Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Emergency</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>ECU Police</td>
<td>328-6150</td>
</tr>
<tr>
<td>Hearing-Impaired</td>
<td>328-4827</td>
</tr>
<tr>
<td>Hazardous Spills</td>
<td>328-6150</td>
</tr>
<tr>
<td>Greenville Fire &amp; Rescue</td>
<td>911</td>
</tr>
<tr>
<td>Poison Control 1-800-222-1222</td>
<td></td>
</tr>
<tr>
<td>Crisis Center</td>
<td>758-4357</td>
</tr>
<tr>
<td>ECU Cares</td>
<td>737-5555</td>
</tr>
</tbody>
</table>

### 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](http://www.ecu.edu/alert) if safe to do so
- If outside – leave campus

### Important Web Sites
- ECU Alert at [www.ecu.edu](http://www.ecu.edu)
- ECU Police at [www.ecu.edu/police](http://www.ecu.edu/police)
- ECU Cares at [www.ecu.edu/dos](http://www.ecu.edu/dos)

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**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.

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# Bomb Threat Checklist

## Questions to Ask

<table>
<thead>
<tr>
<th>Questions to Ask</th>
<th>Exact Wording of the Threat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Where is the bomb located?</td>
<td></td>
</tr>
<tr>
<td>2. What time is it set to go off?</td>
<td></td>
</tr>
<tr>
<td>3. What does the bomb look like?</td>
<td></td>
</tr>
<tr>
<td>4. What kind of bomb is it?</td>
<td></td>
</tr>
<tr>
<td>5. What will cause it to explode?</td>
<td></td>
</tr>
<tr>
<td>6. Did you place the bomb?</td>
<td></td>
</tr>
<tr>
<td>7. Why?</td>
<td></td>
</tr>
<tr>
<td>8. What is your address?</td>
<td></td>
</tr>
<tr>
<td>9. What is your name?</td>
<td></td>
</tr>
</tbody>
</table>

Sex of Caller _______ Age _______ Race ____________________ Length of Call _______

If your phone has caller ID, what phone number was indicated on the display? ________________

## Caller's Voice

<table>
<thead>
<tr>
<th>Caller's Voice</th>
<th>Calm</th>
<th>Laughing</th>
<th>Lisp</th>
<th>Disguised</th>
<th>Soft</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Angry</td>
<td>Crying</td>
<td>Raspy</td>
<td>Accent</td>
<td>Loud</td>
</tr>
<tr>
<td></td>
<td>Exited</td>
<td>Normal</td>
<td>Deep</td>
<td>Stutter</td>
<td>Deep breathing</td>
</tr>
<tr>
<td></td>
<td>Slow</td>
<td>Distinct</td>
<td>Ragged</td>
<td>Nasal</td>
<td>Cracking voice</td>
</tr>
<tr>
<td></td>
<td>Familiar</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If voice familiar, who did it sound like? _________________________________

## Background Sounds

<table>
<thead>
<tr>
<th>Background Sounds</th>
<th>Street noises</th>
<th>Music</th>
<th>PA system</th>
<th>Static</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Factory machinery</td>
<td>House noises</td>
<td>Clear</td>
<td>Local</td>
</tr>
<tr>
<td></td>
<td>Voices</td>
<td>Office machinery</td>
<td>Motor</td>
<td>Aircraft</td>
</tr>
<tr>
<td></td>
<td>Long distance</td>
<td>Booth</td>
<td>Animal noises</td>
<td>Train</td>
</tr>
<tr>
<td></td>
<td>Bells</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other _________________________________

## Threat Language

<table>
<thead>
<tr>
<th>Threat Language</th>
<th>Well spoken (educated)</th>
<th>Foul</th>
<th>Irrational</th>
<th>Incoherent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message read by threat maker</td>
<td>Message read by threat maker</td>
<td>Tape recorded</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Remarks

Immediately following the bomb threat, fill out completely the following information:

I reported the threatening call immediately to ________________________________ Date __/__/__ Time __________________

Telephone __________________ Name ________________ Position ________________

Did the caller indicate knowledge of the building? __________ If so, how? ________________

Was the call from inside or outside? ________________ Who received the threat? ________________

Title __________________ Office __________________ Type of phone __________________

Extension received on __________________________ Is extension listed or unlisted? ________________