

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.

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
ECU Police	328-6150
Hearing-Impaired	328-4827
Hazardous Spills	328-6150
Greenville Fire & Rescue	911
Poison Control	1-800-222-1222
Crisis Center	758-4357
ECU Cares	737-5555

EARTHQUAKES



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.

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.

For additional information, refer to:

Environmental Health and Safety
www.ecu.edu/oehs
Emergency Coordination.

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.

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 – leave campus

Important Web Sites

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

BOMB THREAT CHECKLIST

QUESTIONS TO ASK	EXACT WORDING OF THE THREAT
1. Where is the bomb located?	
2. What time is it set to go off?	
3. What does the bomb 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?	

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

Calm	Laughing	Lisp	Disguised	Soft
Angry	Crying	Raspy	Accent	Loud
Excited	Normal	Deep	Stutter	Deep breathing
Slow	Distinct	Ragged	Nasal	Cracking voice
Familiar				

If voice familiar, who did it sound like? _____

BACKGROUND SOUNDS

Street noises	Music	PA system	Static
Factory machinery	House noises	Clear	Local
Voices	Office machinery	Motor	Aircraft
Long distance	Booth	Animal noises	Train
Bells			

Other _____

THREAT LANGUAGE

Well spoken (educated)	Foul	Irrational	Incoherent
Message read by threat maker	Tape recorded		

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?
