# Emergency Procedures Quick Reference

## Health Science Division at East Carolina University

### FIRE & BUILDING EVACUATION PROCEDURES
- Activate the nearest fire alarm and call 911.
- Confine the fire/smoke by closing windows and doors.
- Extinguish the fire if you have been trained and it is safe to do so.
- If a fire alarm is activated, evacuation is mandatory, even if you don’t smell smoke.
- Follow directions given by your Safety Representative.
- Do NOT use elevators.
- Assist persons w/disabilities to area of rescue assistance.
- Do not re-enter the building until authorized by emergency personnel.
- Proceed to your designated meeting location.

### SUSPICIOUS OBJECT / PACKAGE
- Do not touch or disturb the object or package.
- Call ECU Police (Health Sciences) at 744-2246.
- Notify your supervisor and/or your Safety Representative.
- 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 (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 ECU 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 Safety Representative 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.

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

## Important Phone Numbers
<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>ECU Police (Health Sciences)</td>
<td>744-2246</td>
</tr>
<tr>
<td>Env. Health &amp; Safety</td>
<td>328-6166</td>
</tr>
<tr>
<td>Prospective Health</td>
<td>744-2070</td>
</tr>
<tr>
<td>Hazardous Spills</td>
<td></td>
</tr>
<tr>
<td>Biological/Rad</td>
<td>744-3437</td>
</tr>
<tr>
<td>Bodily Fluids</td>
<td>744-2259</td>
</tr>
<tr>
<td>Chemical</td>
<td>328-6166</td>
</tr>
</tbody>
</table>

## 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 authorities 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

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

For complete information, refer to:
- Environmental Health and Safety [www.ecu.edu/oehs](http://www.ecu.edu/oehs)