# Emergency Procedures Quick Reference
West Research Campus

## 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 the flag pole as your designated meeting point.

## 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.

## Suspicious Person
- 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.

## Weather Emergency
- For up-to-date weather information:
  - Monitor local radio and television stations.
  - Visit the ECU Alert website - www.ecu.edu/alert
- Be prepared to shelter in place until you are notified by authorized personnel that it is safe to leave; have a plan for assembling with co-workers.
- During thunderstorms, do not handle electrical equipment.
- During hurricanes or under tornado warnings
  - Seek shelter;
  - Stay away from windows;
  - Move to an interior hallway, conference room, library, or other room with no windows
  - Get under sturdy furniture
- During floods:
  - Do not walk or drive through flowing water or flooded areas.
  - Stay away from electrical lines.
- During thunderstorms:
  - Do not use computers
  - Stay inside away from transmission towers to avoid lightning strikes
- In the event that voice over IP (VoIP) phones are not working, a land line is available in Room 104.

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.

For complete information, refer to the following websites:

- Environmental Health and Safety  www.ecu.edu/oehs
- Prospective Health  www.ecu.edu/prospectivehealth

## Important Phone Numbers
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Brody Police (Health Sciences)</td>
<td>744-2246</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td>328-6166</td>
</tr>
<tr>
<td>Prospective Health (employee injury)</td>
<td>744-2070</td>
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<tr>
<td>Hazardous Spills</td>
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<tr>
<td>Biological</td>
<td>744-3437</td>
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<tr>
<td>Bodily Fluids</td>
<td>744-2259</td>
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<td>Chemical</td>
<td>328-6166</td>
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<tr>
<td>Radioactive</td>
<td>744-2418</td>
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</tbody>
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## 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.
- Ensure that weather radio is plugged in and turned on; monitor for adverse weather conditions.
- Discuss preparedness plans with others in your area.
- Call EHS for fire extinguisher training.

## 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.
- Assist persons w/ disabilities.
- Extinguish the fire if you have been trained and it is safe to do so.
- Proceed to the flag pole as your designated meeting point.

## During thunderstorms:
- Do not use computers
- Stay inside away from transmission towers to avoid lightning strikes

## During floods:
- Do not walk or drive through flowing water or flooded areas.
- Stay away from electrical lines.

## During hurricanes or under tornado warnings
- Seek shelter;
- Stay away from windows;
- Move to an interior hallway, conference room, library, or other room with no windows
- Get under sturdy furniture

## Discussion
- Discuss preparedness plans with others in your area.
- Call EHS for fire extinguisher training.