

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.

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 the designated meeting point.

IMPORTANT PHONE NUMBERS

Emergency	911
Brody Police (Health Sciences)	744-2246
Environmental Health & Safety	328-6166
Prospective Health (employee injury)	744-2070
Hazardous Spills	
Biological	744-3437
Bodily Fluids	744-2259
Chemical	328-6166
Radioactive	744-2418

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.

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.

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