

School Of Allied Health Sciences Emergency Procedures

Policy: Each department and the Dean's Office will have a designated Departmental Safety Officer. It is the responsibility of the department chair to fill this position. The SAHS Safety Representative is appointed by the Dean of the SAHS. The SAHS Safety Officer organizes meetings of the Department Safety Representatives and is responsible for their training. Each Department Safety Representative files an Emergency Evacuation Plan (available from the SAHS Safety Representative or at <http://www.ecu.edu/oehs/FireLifeSafety/EvacuationPlan.doc>). The SAHS Safety Representative reviews the department plans and then files all department plans with the Office of Environmental Health and Safety.

A. Building safety and security

1. Building Hours: The Health Sciences building, where most classrooms are located, is open from 7:00 AM to 8 PM Monday to Friday unless otherwise posted. Access to the Health Sciences building by faculty or staff at other times is currently by use of a 1 Card which is obtained from the 1 Card office with a memo from the Dean's office (Executive Assistant: Personnel or Assistant Dean for Special Projects). Undergraduate students will NOT be given 1 Card access to the building. After hours access by graduate students is available according to written departmental policy and permission of the Dean's office (Executive Assistant: Personnel or Assistant Dean for Special Projects).

If you enter one of the buildings after hours, please be certain that the door locks behind you.

All individuals working in the offices after hours should practice common sense with regard to their own personal safety. Any suspicious activity should be reported immediately to campus security at (Campus: 328-6787 Brody: 744-2246).

While you are not required to display your 1 Card while in the building, you must have your 1 Card available to show to security or SAHS employees when requested.

2. Emergency phones: Blue Light emergency telephones are located around the outside of the School. Inside the building, telephones are located all the walls beside the north and south elevators. In Fall of 2006 there were the following blue light phones: 2 in west parking, 5 in northwest parking, 3 in north east parking, 3 in east parking adjacent to highway 43, 3 in east parking by library and 2 in area between SAHS and SON.

B. Emergency Procedures

- 1. This document** describing SAHS and University policies and procedures for Emergency situations is posted in a prominent place in each departmental office.
- 2. Dialing 911** from any telephone in our school will contact the Campus Police. If additional assistance is needed (Fire or Emergency Personnel), Campus Police will contact the appropriate individuals.
- 3. Evacuation routes** are posted throughout the buildings (including classrooms, labs and offices) and identify both a primary and secondary route. They also identify the location of the fire alarms and fire extinguishers. Please review these diagrams so that you will be prepared in an emergency.

4. Notices regarding University operating hours and building closings for severe weather etc. are posted on the ANNOUNCE listing on the University email system.

5. The three stairwells are designated and posted as “Areas of Rescue Assistance”. In the event that evacuation of the building is necessary, person using a wheelchair or individuals with other disabilities should be directed to or taken to one of these areas and rescue personnel notified. Rescue personnel will assist them from these points.

6. Fire drills are conducted regularly by the Office of Environmental Health & Safety. When the fire alarm sounds, leave the office or classroom immediately, closing the door behind you. Evacuate to your designated departmental meeting place at least 100’ from the building and remain there until instructed to return by Environmental Health & Safety personnel.

C. CPR Assistance

A listing of individuals who are CPR certified and willing to assist in this type of emergency is posted in each departmental office. The Dean's Office keeps this listing up-to-date. Those departments with CPR certified individuals also have CPR masks available.

Individuals who are CPR certified should notify their departmental office when they update their certification or expires.

The Physicians Assistant faculty will offer CPR certification training for interested faculty/staff on an annual basis.

D. First Aid supplies

First aid kits are available in the following locations:

Physical Therapy lab (PT) -1st floor; Communication Sciences & Disorder

1310; Clinical Laboratory Science Lab 3425, Physician

Assistant Studies work room (4310S) the Dean’s Office 3206, the Occupational Therapy kitchen (3325).

Sterile gauze, Band-Aids, antiseptic, and latex gloves are also available in the CLSC lab.

E. Emergency Evacuation Plan

1. When the fire alarm sounds, assume the emergency is real.

2. Upon discovering a fire, **immediately sound the building fire alarm and/or alert other occupants.** Fire alarms are identified on the building *evacuation route plan*.

3. Call campus police (Campus: 328-6787 Brody: 744-2246), giving your name, department, location and telephone number.

4. FIRE: When in doubt, just get out, evacuate the building immediately. If you have to go through smoke, crawl on hands and knees.

F. Evacuation

Move individuals who need assistance to the designated Area of Rescue Assistance. Leave the area and notify the rescue personnel the location of these individuals so they can be rescued.

When evacuating, do not stop for personal belongings or records. Leave immediately using the nearest exit according to the building *evacuation route plan*. Close room doors behind you and **do not use the elevator.**

Potential hazards should be secured if possible. Turn off gas supply for open flames.

Evacuate to the designated area for your department and out of the way of emergency personnel. Do not return to the building until instructed to do so by authorized personnel.

Notify either the ECU police or firefighters on the scene if you suspect someone may be trapped inside the building.

F. Reporting Problems Related to Security or Safety of Facilities

For problems related to the exterior of the building or in the parking lots including Blue Lights, notify the Dean's office as soon as possible (Assistant Dean for Special Projects or Dean's Administrative Secretary).

For problems related to the interior of the building in SAHS classrooms, hallways and all public areas, notify the Dean's office as soon as possible ((Assistant Dean for Special Projects or Dean's Administrative Secretary.)

For problems related to Departmental spaces such as offices and labs, report to office assistant for your department who will file a work order with facilities.

Emergency Phone Numbers

9-1-1

ECU Police

Campus: 328-6787

Brody: 744-2246

Greenville Police

Non-Emergency:
830-3937

General Information:
329-4317

Pitt County Sheriff

830-4142

Pitt-Greenville Crime Stoppers

758-7777

Student Patrol Officers

328-0062

APPENDIX

ECU Policy and Procedures Regarding Safety

INSPECTION PROCESS

All university buildings are inspected annually by the Office of Environmental Health and Safety. The Facility Inspector will contact each department's safety representative to schedule inspections. Safety representatives are encouraged to participate in the inspection process so they are familiar with and can help explain any identified safety deficiencies. A Facility Inspection Report and Action Plan Request is generated and forwarded to the safety representative and department head. This document will list safety deficiencies identified during the inspection and provide recommendations for correction. Each department then must submit an action plan to the Office of Environmental Health and Safety that identifies how and when each deficiency will be addressed. It is understood that some may not be "quick-fix" items but most will require minimal effort to address. Keep the original copy of the Facility Inspection Report for self-inspection. Make a copy and submit action plan on this copy. A follow-up inspection will be performed to assure each deficiency has been addressed. This same action plan procedure will be utilized for the annual inspections conducted by the North Carolina Department of Insurance.

SELF-INSPECTION CHECKLIST

As previously mentioned, all university buildings are inspected annually by the Office of Environmental Health and Safety to assist departments in compliance with OSHA Safety Standards, applicable fire and life safety codes, and North Carolina Department of Insurance requirements. Self inspections should be conducted at least every six months by department supervisors using the following minimum guidelines:

- Exits are lighted and clear of obstruction.
- Every exit is clearly visible, or the route to reach every exit is conspicuously marked with exit signs so every occupant will readily know the direction of escape from any point.
- All means of egress are arranged and maintained to provide free and unobstructed egress from all parts of the building. All stairwells and corridors are maintained free of all storage.
- A minimum 3-foot clearance is maintained in front of all electrical equipment and emergency equipment including fire alarm pull stations, alarm panels and fire extinguishers.
- All areas are clean and orderly and in a sanitary condition to reduce the risk of fire and to prevent slips, trips and falls.
- Extension cords are not used in place of permanent wiring. Only approved surge protectors are used when permitted.
- Surge protectors are to be plugged directly into the building electrical receptacle and not into each other or into an extension cord.
- Gas cylinders are properly secured.
- Fire and smoke doors are not propped open. Mechanical hold open mechanisms on smoke and fire doors are not allowed. They must remain closed unless held open with magnetic hold back devices only.
- Chemicals are in appropriate containers and storage cabinets and are stored according to compatibility. All containers are labeled with the complete chemical

- or product name and the appropriate hazard warning.
- Appropriate PPE (personal protective equipment) is provided and in use.
- Emergency numbers and evacuation procedures are posted in conspicuous locations.
- All personnel have received appropriate safety training and instruction including but not limited to hazard communication and emergency evacuation planning/responsibilities.

EMPLOYEE INTERVIEWS

All personnel should be able to answer the following questions:

- What are the evacuation procedures for your department?
- Where are the primary and secondary means of egress for your work area?
- Where is the meeting location outside the building and how are personnel accounted for after evacuation?
- What should be done if there is a chemical spill or fire?
- What are MSDS's and where are they located?
- What are the health hazards associated with the chemicals used in the work area?
- What are the signs and symptoms associated with exposure to these chemicals?
- What measures (work practices, emergency procedures, personal protective equipment, etc.) can be taken to protect yourself from hazards you encounter in your work area?

OTHER ISSUES

The following are other items that will be addressed by Environmental Health and Safety or Facilities Services:

- Fire extinguishers are placed, inspected and maintained according to OSHA and NFPA requirements.
- Emergency equipment such as fire alarms, sprinkler systems and fire pumps are inspected and maintained in accordance with NFPA requirements.
- When provided, automatic door closures operate properly on all fire and smoke doors.
- All fire and smoke doors have appropriate fire rating and are properly labeled.
- Handrails are provided when required and are maintained in accordance with OSHA requirements.
- Appropriate number of exits are provided from each building and they are located in accordance with NFPA, OSHA and building code requirements.

FURNISHINGS & DECORATIONS

- No decorations, furnishings, or equipment that impairs visibility of an exit sign shall be permitted, nor shall there be any brightly illuminated sign (for other than exit purposes) or object in or near the line of vision of the required exit sign of such a character as to detract attention from the exit sign.
- Draperies, curtains, and other similar loosely hanging furnishings and

decorations shall be flame resistant as demonstrated by complying with NFPA 701, Standard Methods of Fire Tests for Flame-Resistant Textiles and Films.

- Combustible decorative materials such as, but not limited to, cotton batting, paper, foam plastics, cloth, vegetation, moss, straw, hay, vines, split bamboo, leaves and similar material shall not be used unless the materials are flame resistant or treated with flame retardant material.
- Natural cut Christmas trees are prohibited unless approved by EH&S and properly treated with fire retardant material.
- Living trees in a balled condition with their roots protected by earth may be permitted provided they are maintained in a fresh condition and are not allowed to become dry.
- Flame-retardant or flame resistive artificial trees are allowed.
- No Christmas trees shall obstruct corridors, exit ways, or other means of egress.
- When permitted, natural cut Christmas trees shall not be located near heating vents or other heating devices that could cause the tree to dry out prematurely or to be ignited.
- Only UL listed lights and wiring shall be used on Christmas trees and similar decorations.
- Portable heaters are prohibited unless provided by Facilities Services on a temporary basis.
- Candles are prohibited from use inside of buildings. Only UL listed torchiere lamps with less than a 150-watt bulb and guard are allowed.
- Bulletin boards are prohibited in enclosed stairwells. Combustible material on existing bulletin boards should be minimized. New installations in corridors should be enclosed in glass with metal frame or wooden frame painted with fire retardant paint.

STORAGE IN CORRIDORS AND STAIRWELLS

The stairwells and corridors are not to be used as a storage area, waiting room or office space. The corridors and stairwells are to be used only for the evacuation of the building in case of an emergency. When new furniture is ordered arrangements should be made with Moving Services to schedule the removal of the old furniture prior to new furniture arriving or it should be stored in the office. It should not be stored in the stairwells or corridors.

EMERGENCY PREPAREDNESS

Each department must have an emergency evacuation plan, which includes at a minimum the following:

- Location of primary and secondary means of egress
- Procedures for people with special responsibilities during an alarm
- Procedures for accounting for all personnel after evacuation
- Meeting location outside the building
- Procedures for evacuating disabled personnel

- Emergency phone numbers
- Location of fire alarm pull stations and fire extinguishers

Personnel should not attempt to fight a fire with a portable fire extinguisher unless they have received the appropriate training and the fire is small. If they have not received this training, or if the fire is large or it is spreading, the ECU policy is to evacuate the building and not to attempt to fight the fire. Personal safety is the primary concern.

Emergency evacuation drills will be conducted periodically in buildings with fire alarm systems to familiarize building occupants with evacuation procedures. Drills will be held at different times and under varying conditions to simulate the unusual conditions that occur in the case of fire. All building occupants must participate in these drills. Evacuees will move away from the building. Do not stand near the building, in parking lots, driveways or roads. Emphasis shall be placed on orderly evacuation under proper discipline rather than on speed. Buildings that do not have fire alarm systems should have a plan in place to alert occupants of a fire or other emergency. This policy should be placed in the emergency evacuation plan.

References

- **North Carolina Building Codes Volume I - General Construction**
- **North Carolina Building Codes Volume V - Fire Prevention**
- **National Fire Prevention Association Codes**
- **NFPA Fire Protection Handbook**
- **NFPA Life Safety Code Handbook**
- **OSHA Regulations**
- **ELB Safety and Health Inspections and Audits**
- **ECU Administrative Manual**



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