SEVERE WEATHER

A hurricane watch means that hurricane conditions are possible in the watch area, usually within thirty-six hours. Hurricanes may also produce tornadoes.

A tornado watch means that tornadoes and severe thunderstorms are possible. In most cases, hurricanes will allow sufficient time for evacuation, whereas tornadoes may not.

A hurricane warning means that hurricane conditions are expected in the warning area, usually within twenty-four hours. If you see a tornado warning, it means that a tornado has actually been sighted somewhere in the warning area.

• Name
• Location of the emergency
• Call boxes located around campus have direct lines to the ECU Police Department, the following measures should be taken:
• Trust your instincts. If you feel uncomfortable in a place or situation, leave.
• If you see anything suspicious or unusual on campus, call the ECU Police.
• Keep your vehicle in good running order and have at least a quarter tank of gas at all times.
• Keep your vehicle doors locked and windows rolled up at least part of the way, no matter how short the distance you're driving or how safe the neighborhood.

BASIC RULES OF PERSONAL SAFETY

INTRODUCTION

This emergency procedures manual has been designed to help faculty and staff members at East Carolina University deal with possible emergency situations on this campus.

Recipients of this manual should familiarize themselves with its contents. In the event of an emergency, it can serve as a quick reference for effective action. It should be kept in easily accessible locations, preferably by the telephone.

If you have any questions or comments, please contact the ECU Police Department at 911 or 328-6366.

Please feel free to copy or post appropriately.

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ANIMALS ON CAMPUS

In consideration of personal safety, as well as sanitation, privately owned animals are not permitted in any buildings on campus. Only the following cases are animals allowed:

1. Seeing Eye or leader dogs for the visually handicapped
2. Animals that are brought on campus for a specifically authorized and approved animal show or contest, or other event involving the display or demonstration of skills of trained animals.

Any animals on campus that do not meet either of the above provisions must be removed and attended to at all times. Persons violating this policy will be requested to leave campus with their animal immediately. Animals found unattended may be impounded by the ECU Police and turned over to animal control officers.

To report the presence of an animal or the occurrence of an animal bite on east campus, call the ECU Police Department at 328-6787. At the School of Medicine, call 816-2247.

BOMB THREAT

1. Bomb threats usually occur by telephone. Try to keep the caller on the telephone line as long as possible.
2. The person making a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller by using the checklist that follows.
3. Immediately report all bomb threats to the ECU Police Department at 328-6787. For threats at the School of Medicine, call 816-2247.
4. Notify your supervisor and/or department head.
5. Local supervisors and/or campus authorities will be responsible for building evacuation.
6. If you should spot a suspicious object, package, etc., report it to the ECU Police Department, giving your name, department, and location of the emergency. Call the ECU Police at 911 on east campus, 816-2247 at the School of Medicine.

HAZARDOUS SPILLS AND GAS LEAKS

Intrinsically safe or nonsparking electric equipment should be used in all buildings on campus. Only in the following cases are animals allowed:

1. Hearing-impaired persons.
2. Animals that are brought on campus for a specifically authorized and approved animal show or contest, or other event involving the display or demonstration of skills of trained animals.

Any animals on campus that do not meet either of the above provisions must be removed and attended to at all times. Persons violating this policy will be requested to leave campus with their animal immediately. Animals found unattended may be impounded by the ECU Police and turned over to animal control officers.

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FIRE

1. Upon discovering a fire, immediately sound the building fire alarm and/or alert other occupants. The nearest fire alarm station is ________________________________.

2. If the fire is small, you may fight it with a fire extinguisher from a position of escape if you have been trained in the proper use of fire extinguishers and if you feel it is safe to do so. Be sure to sound the alarm first, and be sure that you are using the proper extinguisher for the type of fire you are fighting. *When in doubt, just get out.*

3. If the fire cannot be extinguished easily or if you are not trained in the proper use of a fire extinguisher, call 911, giving your name, department, and location of the fire.

4. If the fire is large, very smoky, or spreading rapidly, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately.

5. When you evacuate, do not stop for personal belongings or records. Leave immediately using the nearest exit stairways, not the elevators.

6. Evacuate to the designated evacuation site for the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by ECU Police.

7. Do not walk or stand in a smoke cloud.

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

9. The nearest fire extinguisher or fire hose is located at _____________________________________.

10. The nearest primary exit is located at _________________________________________________.

The nearest secondary exit is located at _________________________________________________.

TO SURVIVE A BUILDING FIRE

FIRE PREVENTION

- Cook in approved areas or kitchens and use UL listed appliances.
- Be careful with electricity and do not overload circuits.
- Smoke carefully and only in authorized areas.
- Do not leave appliances unattended.
- Report damaged fire equipment to the ECU Office of Environmental Health and Safety at 328-6166.

IF YOU BECOME TRAPPED

- Keep the doors closed.
- Signal for help by hanging an object out the window.

REPORT FIRE-RELATED CRIMES TO THE ECU POLICE

- East campus, 911, or 328-6150 if calling from a cellular phone
- School of Medicine, 816-2247

BOMB THREAT CHECKLIST

QUESTIONS TO ASK

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? _________________

IF YOU ARE ON FIRE

- Keep the doors closed.
- Signal for help by hanging an object out the window.

REPORT FIRE-RELATED CRIMES TO THE ECU POLICE

- East campus, 911, or 328-6150 if calling from a cellular phone
- School of Medicine, 816-2247

REMARKS

Immediately following the bomb threat, fill out completely the following information:

I reported the threatening call immediately to

DATE / MONTH / YEAR  TIME  TELEPHONE

NAME ________________________________ POSITION ________________________________

Did the caller indicate knowledge of the building? ________________________________

IF SO, HOW? ________________________________

WHERE DID THE CALL COME FROM? INSIDE OR OUTSIDE? ________________________________

WHO RECEIVED THE THREAT? ________________________________

THERE RECEIVED ON ________________________________ IS EXTENSION LISTED OR UNLISTED? ________________________________
CRIME IN PROGRESS

1. Do not attempt to approach or interfere with the criminal except in the case of self-protection.
2. If safe to do so, stop and take time to get a good description of the criminal. Note the height, weight, sex, race, approximate age, clothing, method and direction of travel, and name if known. All this takes only a few seconds, and it is of the utmost help to the investigating officers. If the criminal is entering a vehicle, note the license number, make and model, color, and any outstanding characteristics.
3. Immediately call the ECU Police Department at 911 on east campus, 816-2247 at the School of Medicine, or 328-6150 if calling from a cellular phone. Give your name, location, telephone number, and department. Advise them of the situation and remain where you are until contacted by an officer.
4. In the event of civil disturbance, continue in your normal routine as much as possible. If the disturbance is outside, stay away from doors and windows.
5. Do not interfere with those persons creating the disturbance or with the law enforcement authorities on the scene.
6. While police are on duty, stay calm and fill out the form that follows before discussing the details with anyone.

SUSPECT DESCRIPTION

**FACIAL APPEARANCE**

- Hair style and texture
- Side and shape
- Nose
- Sideburns
- Mustache and lips
- Nails and Adam’s apple

Write specific facial details below—only what you definitely remember:

What did suspect say?

**SUSPECT’S VOICE**

- Calm
- Laughing
- Jovial
- Disguised
- Shout
- Angry
- Crying
- raspy
- Accent
- Loud
- Sibilant
- Shallow Rattled
- Hysterical
- Stutter
- Deep breathing
- Slow
- Distressed
- Ragged
- Normal
- Normal
- Choking voice

If voice familiar, who did it sound like?

**NOTES**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
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FACIAL APPEARANCE

Write specific facial details below—only what you definitely remember:

- Hair style and texture
- Shape and shape of eyes
- Shape of nose
- Sideburns
- Mouth and lips
- Nose
- Adam’s apple

What did suspect say?

SUSPECT’S VOICE

- Calm
- Laughing
- Hiss
- Disguised
- Soft

- Angry
- Crying
- Reedy
- Accent
- Loud

- Fiendish
- Normal
- Deep
- Stutter
- Deep breathing

- Slow
- Distinct
- Ragged
- Nice
- Cocky

If voice familiar, who did it sound like?

NOTES
1. Upon discovering a fire, immediately sound the building fire alarm and/or alert other occupants. The nearest fire alarm station is ________________________________.

2. If the fire is small, you may fight it with a fire extinguisher from a position of escape if you have been trained in the proper use of fire extinguishers and if you feel it is safe to do so. Be sure to sound the alarm first, and be sure that you are using the proper extinguisher for the type of fire you are fighting. When in doubt, just get out.

3. If the fire cannot be extinguished easily or if you are not trained in the proper use of a fire extinguisher, call 911, giving your name, department, and location of the fire.

4. If the fire is large, very smoky, or spreading rapidly, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately.

5. When you evacuate, do not stop for personal belongings or records. Leave immediately using the nearest exit stairways, not the elevators.

6. Evacuate to the designated evacuation site for the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by ECU Police.

7. Do not walk or stand in a smoke cloud.

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

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10. The nearest primary exit is located at _________________________________________________.

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**TO SURVIVE A BUILDING FIRE**

**FIRE PREVENTION**

- Cook in approved areas or kitchens and use UL-listed appliances.
- Be careful with electricity and do not overload circuits.
- Smoke carefully and only in authorized areas.
- Do not leave appliances unattended.
- Report damaged fire equipment to the ECU Office of Environmental Health and Safety at 328-6166.

**IF YOU BECOME TRAPPED**

- Keep the doors closed.
- Signal for help by hanging an object out the window.

**IF YOU ARE ON FIRE**

- Drop and roll.

**REPORT FIRE-RELATED CRIMES TO THE ECU POLICE**

- East campus, 911, or 328-6150 if calling from a cellular phone.
- School of Medicine, 816-2247.

**QUESTIONS TO ASK**

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
- Stutter
- Raspy
- Accent
- Loud
- Shy
- Distinct
- Ragged
- Nasal
- Crackling
- Familiar

**BACKGROUND SOUNDS**

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

**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 initiated the threat? ________________________________
- Title ________________________________  Office ________________________________ Type of phone ________________________________
- Extension received on _________________  Is extension listed or unlisted? ________________________________
1. Bomb threats usually occur by telephone. Try to keep the caller on the telephone line as long as possible.
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3. Immediately report all bomb threats to the ECU Police Department at 911 on east campus; 816-2247 at the School of Medicine, giving your name, location, and telephone number. Inform the officer of the situation, including any information you may have as to the location of the bomb, the time it is set to explode, and the time when you received the call.
4. Inform your supervisor and/or department head.
5. Local supervisors and/or campus authorities will be responsible for building evacuation.
6. If you should spot a suspicious object, package, etc., report it to the ECU Police Department, giving your name, department, and location of the emergency.

For spills of radioactive or biological materials, call the Office of Radiation and Biological Safety at 816-2236.

HAZARDOUS SPILLS AND GAS LEAKS

In the event of a chemical, radioactive, or biological release, if the identity of the chemical is unknown, treat it as toxic material and do not attempt to clean up the material.

If, in the judgment of the person or persons responsible for such materials, the spill presents any danger to themselves or the other building occupants, the following steps should be taken by appropriately trained personnel:

1. Graffle or stop the spill by using absorbent materials on hand, avoiding contact with skin, eyes, and clothing and shutting the doors of the room.
2. If deemed necessary, sound the building fire alarm so evacuation can begin.
3. Call the ECU Police Department at 911 on east campus; 816-2247 at the School of Medicine, giving your name, department, and location of the emergency.

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SEVERE WEATHER

A hurricane watch means that hurricane conditions are possible in the watch area, usually within thirty-six hours. Hurricanes may also produce tornadoes.

A tornado watch means that tornadoes and severe thunderstorms are possible.

A hurricane warning means that hurricane conditions are expected in the warning area, usually within twenty-four hours.

A tornado warning means that a tornado has actually been sighted somewhere in the warning area.

In most cases, hurricanes will allow sufficient time for evacuation, whereas tornadoes may not.

If a tornado is sighted approaching campus or if a tornado/hurricane warning is announced through the university communication system, the following measures should be taken:

1. If time permits, go to the basement or interior hallway on the lowest floor.
2. If time does not permit, get into the safest area of your classroom or office (the inside wall) farthest away from doors and windows.
3. Modular units should be evacuated immediately when a tornado warning is issued.
4. Avoid windows, auditoriums, gymnasiums, or other structures with wide, free-span roofs.
5. In case of tornado, take shelter underneath your desk or any heavy furniture available. Assume a curled position so as to protect your head and eyes.

5. All qualified personnel will render first aid as necessary.

6. When the potential for severe weather exists, keep posted on announcements and official statements made via campus electronic communications and local television and radio stations, including AM 530.

INTRODUCTION

This emergency procedures manual has been designed to help faculty and staff members at East Carolina University deal with possible emergency situations on this campus.

RECEIPIENTS of this manual should familiarize themselves with its contents. In the event of an emergency, it can serve as a quick reference for effective action. It should be kept in an easily accessible location, preferably by the telephone.

If there are any questions or comments, please contact the ECU Police Department's crime prevention officer at 911 or 328-6236.

Please feel free to copy or post appropriately.

BASIC RULES OF PERSONAL SAFETY

- Do not leave your wallet, purse, briefcase, recording laptop, or cellular phone unattended or in plain view inside your vehicle.
- Keep your vehicle locked. Have your keys ready when you return to your vehicle.
- If you are out at night, walk or park in well-lighted areas or call the ECU Police Department for an escort, 911 on east campus; 816-2247 at the School of Medicine.
- Keep your vehicle in a good parking order and have at least a quarter tank of gas at all times.
- Keep your vehicle doors locked and windows rolled up at least part of the way no matter how short the distance you're driving or how safe the neighborhood.
- Don't step to help another motorist; call for help for them at your earliest convenience.
- Stay alert. Keep your mind on your surroundings—who's in front of you and who's behind you. Don't get distracted. If you're worried about crime, ask a friend to accompany you when you go out.
- Communicate the message that you are calm, confident, and know where you're going. Stay alert, walk purposefully, and make quick eye contact with people around you.
- Trust your instincts. If you feel uncomfortable in a place or situation, leave.
- If you see anything suspicious or unusual on campus, call the ECU Police Department at 911 on east campus; 816-2247 at the School of Medicine.
- Remember: if you have an emergency or need a response for any type of emergency service, on east campus, call 911 or 328-6236. At the School of Medicine, call 816-2247.

HOW TO USE EMERGENCY CALL BOXES

Emergency call boxes located around campus have direct lines to the ECU Police Department. You will see that the call boxes have a blue light on top. To operate these call boxes, use the general rule of thumb:

If it has a button, push it.
- To use the phone, push the button or pick up the receiver. You will be connected to the ECU Police Department.

This document contains emergency procedures and instructions for various situations, including severe weather, tornadoes, hurricanes, and personal safety measures. It emphasizes the importance of staying informed, taking precautions, and being prepared to respond effectively in emergencies.
IMPORTANT TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Campus Police</td>
<td>911</td>
</tr>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>If using cellular phone</td>
<td>328-6150</td>
</tr>
<tr>
<td>Nonemergency</td>
<td>328-6787</td>
</tr>
<tr>
<td>School of Medicine Police/Security</td>
<td>816-2247</td>
</tr>
<tr>
<td>Hearing-Impaired Line (TDD)</td>
<td>728-4627</td>
</tr>
<tr>
<td>Crime Prevention</td>
<td>816-3421</td>
</tr>
<tr>
<td>Emergency Information Hotline</td>
<td>328-0062</td>
</tr>
<tr>
<td>Environmental Health and Safety</td>
<td>328-6166</td>
</tr>
<tr>
<td>Parking and Transportation Services</td>
<td>328-6264</td>
</tr>
<tr>
<td>Radiation and Biological Safety</td>
<td>816-2236</td>
</tr>
<tr>
<td>REAL Crisis Center</td>
<td>758-4357</td>
</tr>
<tr>
<td>Student Health Service</td>
<td>328-6841</td>
</tr>
<tr>
<td>University Housing</td>
<td>328-4663</td>
</tr>
<tr>
<td>Student Counseling Center</td>
<td>328-6961</td>
</tr>
</tbody>
</table>

The 911 telephone number is for life and death emergencies. However, 911 is also the response number to dial anytime you need a rapid response from law enforcement, fire, or rescue personnel anywhere at the university. Dialing 911 will connect you with emergency telecommunicators who will ascertain your need and dispatch the appropriate emergency response.

If you dial 911 for assistance, stay on the telephone. Remain calm and answer the telecommunicator’s questions. Do not hang up! Stay on the line and explain to the telecommunicator exactly what has happened.

If you dial 911 by mistake, do not hang up. Tell the telecommunicator that you dialled the wrong number. A police officer will be dispatched to your location if the telecommunicator cannot contact you after you hang up.

The two most frequent dialing errors that result in a 911 connection are:

1. Dialing 9 for an outside line followed by 1 for long-distance access and touching the 1 button twice instead of once. Exercise care in long-distance dialing.
2. Dialing 910 to dial a pager with the prefix 110. You do not have to dial 9 in front of 110 to activate that type of pager. Simply dial 110.

The hearing and speech impaired can dial 911 for emergencies or for a rapid response from law enforcement, fire, or rescue personnel. After dialing 911, state TDD or TTY just press your space bar ten times to indicate that you are using a TDD or TTY.

Do not abuse the 911 system. Do not use 911 for general information purposes. This could tie up the phone lines and prevent someone with an emergency from getting help. It is against the law to intentionally misuse 911.

Remember, if you have an emergency or need a response for any type of emergency service on campus, dial 911.