EMERGENCY

EMERGENCY PROCEDURES QUICK REFERENCE • DIVISION OF HEALTH SCIENCES/ECU PHYSICIANS • 2014

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.

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</td>
<td>252-744-2246 (Health Sciences)</td>
</tr>
<tr>
<td>Environmental Heath and Safety</td>
<td>252-328-6166</td>
</tr>
<tr>
<td>Hazardous Spills</td>
<td>252-744-2070 (Biological/Radioactive/Bodily Fluids)</td>
</tr>
<tr>
<td>Chemical Spills</td>
<td>252-328-6166</td>
</tr>
<tr>
<td>Prospective Health</td>
<td>252-744-2070 (Employee Injury)</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>252-737-1466</td>
</tr>
</tbody>
</table>

WEB SITES

- ECU Alert: www.ecu.edu/alert
- ECU Police: www.ecu.edu/police

CODE BLUE

- Call 252-847-4333 for Brody (first floor) and Vidant buildings.
- Dial 911 for Brody (second floor and higher) and all other Health Sciences Campus buildings.
- Refer to the ECU Physicians Code Blue Policy (C3).

FIRE AND BUILDING EVACUATION

- 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.
- Take personal belongings (keys, purses, wallets, etc.).
- Follow directions given by your safety representative.
- Do NOT use elevators.
- Assist persons with disabilities to area of rescue assistance.
- Do not reenter the building until authorized by emergency personnel.
- Proceed to your designated meeting location.

ADVERSE WEATHER

- For up-to-date information:
  - Monitor local radio and television stations.
  - Visit the ECU Alert website at www.ecu.edu/alert.
  - Call 252-328-0062 (faculty and staff).
  - Call 252-744-5080 (ECU Physicians).

  - Be prepared to shelter in place until you are notified by authorized personnel that it is safe to leave.
  - 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.

THUNDERSTORM

- Do not handle electrical equipment.

TORNADO

- 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.

FLOOD

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

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.

For complete information, please refer to the Office of Environmental Health and Safety’s website at www.ecu.edu/oehs.

CRIME IN PROGRESS

- Do not interfere with or physically confront the person.
- If time allows, get a good description of the person.
- Call ECU Police (Health Sciences) at 252-744-2246. Provide as much information as possible about the person and his or her direction of travel.

BOMB THREAT

- Remain calm. Keep the caller on the phone as long as possible.
- Use the Bomb Threat Checklist (see back) to gather and record as much information as possible.
- Immediately report the threat to ECU Police (Health Sciences) at 252-744-2246.
- Follow instructions of emergency personnel.

SUSPICIOUS PACKAGE

- Do not touch or disturb the object or package.
- Call ECU Police (Health Sciences) at 252-744-2246.
- Notify your supervisor and/or your safety representative.
- Stay in the area until released.

LOCKDOWN PROCEDURES

- Remain calm.
- Lock and 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, leave campus.

EARTHQUAKE

DROP! COVER! HOLD ON!
## BOMB THREAT CHECKLIST

### QUESTIONS TO ASK

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Where is the bomb located?</td>
<td></td>
</tr>
<tr>
<td>2. What time is it set to go off?</td>
<td></td>
</tr>
<tr>
<td>3. What does the bomb look like?</td>
<td></td>
</tr>
<tr>
<td>4. What kind of bomb is it?</td>
<td></td>
</tr>
<tr>
<td>5. What will cause it to explode?</td>
<td></td>
</tr>
<tr>
<td>6. Did you place the bomb?</td>
<td></td>
</tr>
<tr>
<td>7. Why?</td>
<td></td>
</tr>
<tr>
<td>8. What is your address?</td>
<td></td>
</tr>
<tr>
<td>9. What is your name?</td>
<td></td>
</tr>
</tbody>
</table>

Sex of caller: □ Male □ Female  
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
- Accent
- Disguised
- Soft
- Angry
- Crying
- Raspy
- Loud
- Excited
- Normal
- Deep
- Stutter
- Slow
- Distinct
- Ragged
- Nasal
- Cracking voice
- Familiar
- Other:  
If the voice was familiar, who did it sound like?  

### BACKGROUND SOUNDS

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

### THREAT LANGUAGE

- Foul
- Irrational
- Incoherent
- Well spoken (educated)
- Tape recorded
- Message read by threat maker

### REMARKS

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

I reported the threatening call immediately to:  
Date: / /  

Time:  
Position of the person to whom I reported the threat:  

Did the caller indicate knowledge of the building?  □ Yes □ No  
If so, how?  

Was the call made from inside or outside?  □ Inside □ Outside  

Your name:  
Title:  
Office:  
Phone number/extension the call was received on:  
Type of phone:  
Is the extension listed or unlisted?  □ Listed □ Unlisted