**EMERGENCY PROCEDURES QUICK REFERENCE**

**WEST RESEARCH CAMPUS**

**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.**

**Ensure that weather radio is plugged in and turned on; monitor for adverse weather conditions.**

**Discuss preparedness plans with others in your area.**

**Call Environmental Health and Safety for fire extinguisher training.**

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**PHONE NUMBERS**

- **Emergency** .............................................. 911
- **ECU Police** ................................. 252-744-2246  
  *(Health Sciences)*
- **Environmental Health and Safety** ............................... 252-328-6166
- **Hazardous Spills** ................................. 252-744-3437
- **Biological** ............................................. 252-744-2259
- **Bodily Fluids** ........................................... 252-328-6166
- **Chemical** ............................................. 252-744-2418
- **Prospective Health** ............................... 252-744-2070  
  *(Employee Injury)*
- **Sexual Assault** ........................................ 252-737-1466

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**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.
- Assist persons with disabilities to area of rescue assistance.
- Do not reenter the building until authorized by emergency personnel.
- Proceed to the flag pole as the designated meeting point.

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**ADVERSE WEATHER**

- For up-to-date information:
  - Monitor local radio and television stations.
  - Visit the ECU Alert website at [www.ecu.edu/alert](http://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.
- 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.
- In the event that voice over IP (VoIP) phones are not working, a land line is available in Room 104.

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**THUNDERSTORM**

- Do not use computers.
- Stay inside, away from transmission towers, to avoid lightning strikes.

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**TORNADO**

- Seek shelter.
- Stay away from windows.
- Move to an interior hallway, conference room, library, or other room with no windows.
- Get under sturdy furniture.

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**FLOOD**

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

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**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](http://www.ecu.edu/alert) if safe to do so.
- If outside, leave campus.

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**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.

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**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.

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**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.
- Ensure that weather radio is plugged in and turned on; monitor for adverse weather conditions.
- Discuss preparedness plans with others in your area.
- Call Environmental Health and Safety for fire extinguisher training.

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For complete information, please refer to the following websites:

- Environmental Health and Safety: [www.ecu.edu/oehs](http://www.ecu.edu/oehs)
- Office of Prospective Health: [www.ecu.edu/prospectivehealth](http://www.ecu.edu/prospectivehealth)
# BOMB THREAT CHECKLIST

**QUESTIONS TO ASK**

<table>
<thead>
<tr>
<th>Question</th>
<th>Exact wording of the threat</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  
- Crying  
- Raspy  
- Deep  
- Stutter  
- Nasal  
- Cracking voice  
- Lisp  
- Accent  
- Deep breathing  
- Familiar  
- Disguised  
- Loud  
- Slow  
- Other:  
- Soft  
- Excited  
- Normal  
- Angry  

If the voice was familiar, who did it sound like?

**BACKGROUND SOUNDS**

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

**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