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.

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

PHONE NUMBERS

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

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.

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!

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 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).

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.

ADVERSE WEATHER

C.S. 14-298
BOMB THREAT CHECKLIST

QUESTIONS TO ASK ........................................ EXACT WORDING OF THE THREAT ........................................
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: ☐ 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 ☐ Disguised ☐ Soft ☐ Angry
☐ Crying ☐ Raspy ☐ Accent ☐ Loud ☐ Excited ☐ Normal
☐ Deep ☐ Stutter ☐ Deep breathing ☐ Slow ☐ Distinct ☐ Ragged
☐ Nasal ☐ Cracking voice ☐ Familiar ☐ Other:

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