Building Specific Information

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Department Name</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse Manager</td>
<td>Name:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Alternate Safety Rep</td>
<td>Name:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

Fire Safety & Evacuation

Note: It is ECU Policy to immediately evacuate the building during a fire alarm. Do not re-enter the building until given the “All Clear” by emergency personnel.

<table>
<thead>
<tr>
<th>Does the building have a fire alarm system?</th>
<th>If no, please describe notification method:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes  ☐ No</td>
<td></td>
</tr>
</tbody>
</table>

Alternate notification method:

* Note: All buildings must have an alternate notification method, including those with fire alarm systems

Evacuation Assembly Points

When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. Assembly points should be away from traffic and parking lots and at least 100 feet from the building.

<table>
<thead>
<tr>
<th>Primary Assembly Point:</th>
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<tbody>
<tr>
<td>Secondary Assembly Point:</td>
</tr>
</tbody>
</table>

How will clinic staff and patients be accounted for at the assembly point?

Building Specific Hazards

For example: stoves, chemical storage, compressed gas, dangerous equipment, etc.

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Location (Room #)</th>
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<tbody>
<tr>
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</table>
Areas of Rescue Assistance

Upon activation of the fire alarm, individuals who may require assistance during a building evacuation will immediately go to the building’s designated Area of Rescue Assistance. An Area of Rescue Assistance is a “safe” location (enclosed fire rated stairwells) where individuals can wait until rescue personnel arrive. Greenville Fire & Rescue personnel will remove these individuals from the building as necessary to ensure their safety when there is a confirmed fire. The following areas are identified as Areas of Rescue Assistance:

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Area of Rescue Assistance</th>
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<tbody>
<tr>
<td></td>
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</table>

Defend in Place

If patients are located in a critical care area or are non-ambulatory during a fire, an employee will remain and initiate a “defend in place” strategy. The initial step should be closing the patient room and other room doors. Seal cracks and vents with towels or sheets (wet, if possible) to prevent smoke from entering the room. Signal for help (if possible) by hanging an object out of the window, such as a towel or jacket, to attract attention. If possible, call 9-1-1 to report the emergency, being sure to give your name, building, and specific location inside the building. If the fire moves beyond the patient room, horizontal evacuation should be initiated to closest stairwell. If the fire moves beyond the compartment, vertical evacuation should be initiated. The final step is facility evacuation.

<table>
<thead>
<tr>
<th>How will emergency responders be notified of critical care areas?</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will communication be kept with staff remaining in critical care areas?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Critical Care Location</th>
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<td></td>
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</table>
Familiarization

Become familiar with the floor plan for the building and know the location of manual pull stations, fire extinguishers, telephones, exit routes, and exit doors. Remember: Do not use the elevator!

Employee Responsibilities & Procedures for Fire Safety & Evacuation

All ECU employees and students are expected to assist with and encourage complete building evacuation each time the fire alarm is activated. At no time, is any member of the University community required or expected to place themselves in a position that will compromise his or her safety. If fire or smoke conditions are encountered, you MUST leave the building immediately.

### Employee Responsibilities & Procedures

Examples: secure vital documents, cash drawers, or any hazards under your control, close doors to contain smoke and fire, evacuate patients and visitors, etc.

A staff member should remain with evacuated patients and visitors at all times.

Shelter-in-Place

Shelter-in-place procedures are actions taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation, such as for severe weather or hazardous material incident.

In most cases, you should use your designated safe rooms to also shelter-in-place, however, there are exceptional cases such as influx of occupants in the building, a patient may not be able to move, or you may not have enough lead time to move everyone to the designated locations. If you and the occupants cannot get to a safe room, you should take place in a storm refuge area (see below).

Tornado / Storm Refuge Areas

Storm refuge areas are interior rooms or hallways without windows or hazardous chemicals / equipment located in the basement or lowest level(s) of a building. Occupants should stay in the center of the room or hallway, avoiding doors, windows, and exterior walls. If the situation allows, individuals should gather in one of the safe rooms (see the next page) or in an area listed below:
Lockdown

A lockdown is an emergency protocol used to protect people inside a facility from a dangerous internal or external threat. A lockdown means that people must lockdown to stay safe. See “Communication Plan.”

Immediately notify police of any potential, imminent, or present threat:

- Pitt County Dispatch: 9-1-1 from cell phone
- ECU Police: 9-1-1 from any campus phone
- ECU Police: 328-6150 (Main Campus)

Exterior

Can the building exterior be locked remotely by OneCard?  □ Yes  □ No

If not, who can lock exterior doors when safe to do so?

How many exterior doors to the building?

Interior

Can the interior doors be locked?  □ Yes  □ No  □ Some

If so, how (latch / keys)?  If key is required, who has keys?

Which rooms can be locked from inside?

Safe Rooms

Safe rooms are interior rooms without windows or hazardous chemicals / equipment and can be locked from inside. Safe rooms should be identified by the department and use a uniform marking. If the situation allows, individuals should gather in one of the following safe rooms:

Marking Used for Safe Rooms:

Safe Rooms:

Please contact ECU Police Department to schedule training in critical incident response. For example, hostile intruders, active shooters, bomb threats, etc.
Communication Plan

A plan should be developed to ensure all employees are made aware of any hazards that may endanger employees, patients, and visitors. All employees are encouraged to sign up for ECU Alert SMS text messages at www.ecu.edu/alert.

Form 33

Some situations may call for a more discreet method to call for help. ECU Police has designated the phase “form 33” to mean that an emergency is taking place or a situation is escalating, to be used when you are unable to discuss the circumstances at that time.

Instructions for use: Call 328-6150 and ask for a form 33. ECU Police may ask other questions that you can respond to with simple answers (i.e., yes or no, 1 or 2).

MS Lync

ECU Physicians utilizes Microsoft Lync, an instant messaging tool, to communicate within a clinic or nearby clinics. During an emergency situation, an employee may send a message to the designated clinic group saved in Lync to convey messages to all employees.

Instructions for use: Pull up Lync, right click the group you need to communicate with, click “Send an IM” and begin typing the situation or instruction. Press the red exclamation mark in the bottom right-hand corner (denoting high importance). Press enter to send the message. Follow internal procedures for the specific incident (i.e., lockdown, shelter-in-place, evacuation).

Paging System

ECU Physicians utilizes a paging system to communicate within a clinic. During an emergency situation, an employee may announce a code word or phrase to convey messages to all employees.

Instructions for use: Enter instructions.

Code Word / Phrases

In an emergency, it is best to use plain language to make sure everyone can understand the message. Some instances should be more discreet and may call for code words or phrases. These code words / phrases may be used on MS Lync or the paging system.

Code Word / Phrases: Enter clinic-specific code words and phrases.

See page 9 for additional information on ECU Alert and helpful contacts / resources.
Reference Material

**RACE: Method of Evacuation**

- **R** Remove all persons in danger to a safe area
- **A** Always dial 911, pull the alarm, and communicate the danger to others
- **C** Contain the fire by closing windows and doors
- **E** Evacuate

**If the fire alarm system is activated or you detect fire or smoke:**

- Immediately evacuate the building using the nearest available exit. Do not attempt to fight a fire unless you have received the appropriate training.
- Sound the alarm as you leave the building by activating the pull station. Close doors as you exit.
- Call 911 from a safe location outside the building. Provide emergency personnel with specific information including your name, location of the incident, and nature of the emergency.
- Know an alternate exit route in case the primary exit is blocked.
- Do not use elevators. Feel doors before opening them. If they are hot, do not open them.
- If possible, secure vital documents, cash drawers, or any hazards under your control.
- If you get caught in smoke, get down and crawl, as cleaner, cooler air will be near the floor.
- Assemble at designated location and account for all personnel. No one should leave the area unless they are accounted for and the department safety representative or other response personnel know that they are leaving.
- Provide information to safety representative regarding missing and/or disabled persons. They will in turn provide information to the emergency response personnel.

**Evacuation procedure for functional needs occupants:**

- Persons with mobility impairments should go the nearest approved stairwell or Area of Rescue Assistance and wait for emergency personnel.
- If unable to go to the stairwell due to smoke, fire, or otherwise, occupants should stay in their room / office and follow the steps below...

**If unable to exit:**

- Keep doors closed.
- Seal cracks and vents with towels or sheets (wet, if possible) to prevent smoke from entering the room.
- Signal for help by hanging an object out of the window, such as a towel or jacket, to attract attention.
- If possible, call 911 to report the emergency, being sure to give your name, building, and specific location inside the building.
**Six Outs: Method of Lockdown**

1. **Figure Out** what’s going on
   - You may hear gunfire, see people running, hear people screaming, see doors chain shut, hear sirens, see police running, or you may be notified via ECU Alert

2. **Get Out** and leave the area
   - Move quickly to an exit, follow others and get away from the threat
   - Don’t wait to confirm an active shooter is in/near your building; trust your instincts and leave
   - Leave your belongings behind

3. **Hide Out**, if you can’t get out
   - The shooter may be blocking your escape; you do not want to pass the shooter to exit the building
   - You should:
     - Lock and secure doors leading outside of the building
     - Turn out the lights and silence cell phones and other devices
     - Seek protective cover (behind concrete walls, filing cabinets, under desks, etc.)
     - Wait for emergency personnel to assist you out of the building
     - Ignore fire alarms unless you see fire or see / smell smoke

4. **Call Out** for help
   - Call police and stay on the phone
   - If you cannot talk because the threat is near, just put the phone down and the dispatcher will hear what is going on and send help

5. **Keep Out** the intruder and **Spread Out**
   - Close / lock doors, barricading, if possible, with desks, filing cabinets, chairs, etc.
   - Spread out inside the room; do not huddle with others
   - Quickly and quietly plan what to do when the intruder enters the room/area
   - Remain calm and focus on survival

6. **Take Out** the intruder
   - If the intruder enters your room, scream loudly and throw anything and everything you can find toward the person’s face to disorient them
   - While they shield their face, rush at the intruder and act as a team to take out the intruder
   - Stop the intruder as quickly as possible; total commitment is critical
      - Target areas: eyes, throat, face, and groin
Shelter-in-Place Recommendations: Weather

A severe weather event such as a tornado, derecho (straight-line wind) event, or thunderstorm during normal operating hours of the University may necessitate you to shelter-in-place until the threat of bad weather has passed. Please review the following guidelines for sheltering in place for weather emergencies:

Tornado / Derecho

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- Go to your designated storm refuge areas or safe rooms
- Stay in the center of the storm refuge area, away from doors and windows
- Protect your head and neck by taking the tornado safety position, if possible
- Stay in place until you receive of an all clear through ECU Alert

Thunderstorm & Lightning

- Stand or sit away from exterior doors and windows; do not lean, sit, or lie on concrete walls or floors
- Avoid contact with corded phones and devices; cordless and wireless phones and devices are OK to use
- Avoid contact with electrical equipment or cords; unplug appliances and other electrical items
- Avoid contact with plumbing; plumbing and bathroom fixtures can conduct electricity

Shelter-in-Place Recommendations: Hazardous Materials Incident

In the event of a critical incident where hazardous materials (including chemical, biological, or radiological) may have been released into the atmosphere either accidentally or intentionally, a decision to shelter-in-place may be the preferred method of safely waiting out the release/spill. The following recommendations should be considered:

- Close and lock all exterior doors; close vents and as many interior doors as possible
- Move to your safe rooms with no windows or hazardous equipment/materials
- Rooms that have little or no ventilation are preferred
  - If possible, turn off air conditioners and ventilation systems or set ventilation systems to 100% recirculation so that no outside air is drawn into the building
- Try to seal gaps under doorways and windows with towels
- Only leave your space or building when you are told that it is safe to do so through ECU Alert or by University Police
Emergency Action Plan: Clinic

EAST CAROLINA UNIVERSITY

Emergency Notification System: ECU Alert

ECU Alert is a collection of communication tools the University uses to distribute emergency notifications and information. It is only used for emergencies and occasional required testing. It allows the University to send emergency messages through any of the following mechanisms:

- ECU Alert Web Page (www.ecu.edu/alert)
- ECU Pirate Email
- Text Messages
- PC Pop-up Notification
- ECU Hotline (252-328-0062)
- ECU Physicians Hotline (252-744-5080)
- Indoor / Outdoor Speakers
- VOIP Phones
- Digital LCD / Plasma Screens
- Twitter (@ecuAlert) & Facebook (ECU)

Other emergency notification systems may include: NOAA Weather Radios, WITN 7, WNCT 9, WCTI 12, and local radio stations. Visit www.ecu.edu/alert for more information.

Helpful Contacts & Resources

Should you have any questions or concerns, the following contacts may be of assistance to you and your unit:

- University Police 328-6787 http://www.ecu.edu/police/
- Environmental Health & Safety 328-6166 http://www.ecu.edu/oehs/
- Prospective Health 744-2070 http://www.ecu.edu/prospectivehealth/
- Campus Operations 328-6858 http://www.ecu.edu/cs-admin/campus_operations/
- Facilities Services 328-6776 (E) / 744-2251 (W) http://www.ecu.edu/cs-admin/campus_operations/facilities/index.cfm
- ECU CARES 737-5555 http://www.ecu.edu/cs-studentaffairs/dos/
- ECU Hotline 328-0062 http://www.ecu.edu/alert/

For assistance with:
Fire Evacuation, Joseph Sutton with EH&S; Shelter-in-Place, Lauren Gunter with EH&S; Lockdown, Ike Hill with ECU Police
Pirates: Are YOU Ready?

Emergency preparedness is ultimately the responsibility of every faculty, staff, student, and visitor at East Carolina University. Knowing what to do before, during, and after an emergency is a critical part of being prepared and may make all the difference when seconds count. Every occupant of a building should prepare for emergencies and disasters through the following methods:

- Sign up for the campus' emergency notification system called ECU Alert at: [http://www.ecu.edu/alert/](http://www.ecu.edu/alert/)
- Keep a Quick Reference Guide near your workspace. If you do not have one, download at: [http://www.ecu.edu/cs-admin/oehs/emergency/Emergencyprocedures.cfm](http://www.ecu.edu/cs-admin/oehs/emergency/Emergencyprocedures.cfm)
- Like ECU News Services and East Carolina University on Facebook
- Follow ECU Alert (@ecuAlert), ECU Police (@ECUPolice) and ECU News Services (@ECUNewsServices) on Twitter
- Take the time to visit the ECU Police Department’s website at: [http://www.ecu.edu/police/](http://www.ecu.edu/police/) as well as the ECU Alert webpage at: [http://www.ecu.edu/alert](http://www.ecu.edu/alert) and educate yourself on the resources available to you
- Make plans and preparations before an incident occurs
- Use the "buddy system" when planning for emergency response actions
- Keep your work area(s) clean and free of debris and other combustible materials
- Become familiar with your work area(s) and building. Pay attention to the location of evacuation maps (if available), fire extinguishers, fire alarm pull stations, and other fire and life safety equipment in the building
- Recognize potential hazards and report them immediately
- Remain aware of your surroundings and immediately call 911 to report suspicious persons or activities
- Actively participate in safety training (mandatory and non-mandatory), including but not limited to fire extinguisher training, fire evacuation drills, first aid training and self-defense training
- Annually review the building emergency action plan and make recommendations for improvement
- Create a preparedness kit to keep in or near your workspace; for more information visit [http://ready.gov/](http://ready.gov/)
Building Map(s): (Enter Clinic Name)

Insert Clinic Floor Plan(s)

Copy and paste icons from legend (below) to appropriate areas on inserted floor plans

Legend:

| Evacuation Assembly | Evacuation Assembly Area — Location where evacuees convene once ordered to evacuate |
| Exit                | Exit — Designated route out of the building |
| Area of Rescue Assistance | Area of Rescue Assistance — Area where people can go to await assistance if unable to evacuate |
| Storm Refuge Area   | Storm Refuge Area — Specific locations that provide reasonable protection from severe weather |
| Fire Extinguisher   | Fire Extinguisher — Location of fire extinguisher |
| First Aid           | First Aid — Location of first aid kit |