**EMERGENCY PROCEDURES QUICK REFERENCE**

**HEALTH SCIENCES CAMPUS/ECU PHYSICIANS**

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**PHONE NUMBERS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>ECU Police (Health Sciences)</td>
<td>252-744-2246</td>
</tr>
<tr>
<td>Environmental Health and Safety</td>
<td>252-328-6166</td>
</tr>
<tr>
<td>Prospective Health (Biological/Radioactive/Bodily Fluids/Employee Injury)</td>
<td>252-744-2070</td>
</tr>
<tr>
<td>Facilities Services (Health Sciences)</td>
<td>252-744-2251</td>
</tr>
<tr>
<td>ECU Cares (Health Sciences)</td>
<td>252-737-5555</td>
</tr>
</tbody>
</table>

**WEBSITES**

- ECU Alert: [www.ecu.edu/alert](http://www.ecu.edu/alert)
- ECU Police: [www.ecu.edu/police](http://www.ecu.edu/police)

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**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 (C9).

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**FIRE/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.
- 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.

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**EMERGENCY PROCEDURES**

**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).
  - 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 area.
  - A warning means that severe weather has been sighted in the warning area.

**HAZARDOUS SPILLS**

- Avoid contact will spill and evacuate building.
- Use emergency showers if exposed to spill.
- If deemed necessary, sound the building fire alarm to evacuate building.

**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 or by calling 911.
- 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 or 911.
- Notify your supervisor and/or your safety representative.
- Stay in area until released.

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**HAZARD SPILLS**

- Extinguish fire/smoke.
- Call ECU Police (Health Sciences) to spill.
- Use emergency showers if exposed to spill.
- If deemed necessary, sound the building fire alarm to evacuate building.

**ACTIVE SHOOTER**

- Remember RUN.HIDE.FIGHT
- Lock and barricade all doors.
- Turn off lights and close blinds.
- Silence cell phones.
- 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.

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**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 and flashlight.
- Discuss preparedness plans with students, staff, and faculty.

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**For More Information, Visit**

- [www.ecu.edu/oehs](http://www.ecu.edu/oehs)
- [www.ecu.edu/alert](http://www.ecu.edu/alert)
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 the following below

I reported the threatening call immediately to __________________________ Date___/___/_____ 

Time:_______ Position of 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 ☐