EMERGENCY PROCEDURES QUICK REFERENCE—MAIN CAMPUS

**PHONE NUMBERS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>ECU Police</td>
<td>252-744-2246</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety/Chemical Spills</td>
<td>252-328-6166</td>
</tr>
<tr>
<td>Prospective Health/Biological-Radiation Spills</td>
<td>252-744-2070</td>
</tr>
<tr>
<td>Facilities Services</td>
<td>252-328-6776</td>
</tr>
<tr>
<td>ECU Cares</td>
<td>252-737-5555</td>
</tr>
<tr>
<td>Crisis Center</td>
<td>252-758-4357</td>
</tr>
<tr>
<td>Student Health</td>
<td>252-328-6841</td>
</tr>
<tr>
<td>ECU Parking</td>
<td>252-328-6294</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>252-328-9297</td>
</tr>
<tr>
<td>Safe Ride</td>
<td>252-328-7433</td>
</tr>
<tr>
<td>ECU Victim Services</td>
<td>252-737-1466</td>
</tr>
<tr>
<td>ECU Campus Living</td>
<td>252-328-4663</td>
</tr>
</tbody>
</table>

**WEB SITES**

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

**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.

**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 watch 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.

**THUNDERSTORM**

- Do not handle electrical equipment

**TORNADO**

- Seek shelter immediately!
- Move to an interior room or hallway on a lower floor.
- Stay away from windows.
- Have a way to receive emergency alerts while sheltering

**FLOOD**

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

**SUSPICIOUS PACKAGE**

- Do not touch or disturb the object or package.
- Call ECU Police (Health Sciences) at 252-744-2246 or by calling 911.
- Notify your supervisor and/or your safety representative.
- Stay in area until released.

**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.

**EMERGENCY**

- Plan for safe evacuation
- Be prepared to shelter in place
- Have a way to receive emergency alerts while sheltering

**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.

For More Information, Visit [www.ecu.edu/oehs/](http://www.ecu.edu/oehs/) or [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 □