EMERGENCY
EMERGENCY PROCEDURES QUICK REFERENCE - WEST RESEARCH CAMPUS

PHONE NUMBERS

Emergency .......................... 911
ECU Police ...................... 252-744-2246
(Health Sciences)
Environmental Health and Safety .................. 252-328-6166
(Chemical/Oil Spills)
Prospective Health .......... 252-744-2070
(Biological/Radioactive/Bodily Fluids/Employee Injury)
Facilities Services .......... 252-744-2251
(Health Sciences)
ECU Cares ....................... 252-737-5555

WEB SITES

ECU Alert ........... www.ecu.edu/alert
ECU Police .......... www.ecu.edu/police

ADVERSE WEATHER

- 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).
- 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 warning 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.

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 if safe to do so.

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/ or 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  ☐ Rasy  ☐ 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 ☐