Fire Safety & Evacuation

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.

Defend in Place

If building occupants are unable to evacuate during a fire, they will remain and initiate a "defend in place" strategy. The initial step should be closing the 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 911 to report the emergency, being sure to give your name, building, and specific location inside the building.

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.

Emergency Evacuation Drills & Training

The Office of Environmental Health and Safety performs emergency evacuation drills regularly for all departments and clinics on campus. The performance of faculty/staff in each department and clinic will be evaluated as outlined in their Emergency Evacuation Plan. Departments and clinics will receive an evaluation memo outlining what was done well and what needs to be improved in the future.

This plan and training is required by OSHA NC Fire Code, and various accreditation agencies. The evaluation memo will meet the requirements of a wide variety of accreditation agencies.

The Office of Environmental Health & Safety offers fire safety training to all ECU faculty, staff, and students. Training is available online, face-to-face, and through videos that may be checked out from our office.

Fire extinguisher training is also available for interested departments. However, it remains ECU's policy to evacuate a building when there is a fire rather than try to extinguish it.

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. ***When in doubt, just get out.***
- If you get caught in smoke, get down and crawl, as cleaner, cooler air will be near the floor.
- Sound the alarm as you leave the building by activating the pull station. Do not use elevators.
- Close doors as you exit. Feel doors before opening them. If they are hot, do not open them.
- 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.
- If possible, secure vital documents, cash drawers, or any hazards under your control.
- 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.

If you are on fire… **STOP, DROP, and ROLL**

Evacuation procedure for functional needs occupants:

- When assisting an individual with a functional need, always ask if they will allow you to help and how you can best help them in an emergency.
- 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.

Shelter-in-Place

Shelter-in-place procedures are actions taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation. In most cases, you should use your designated safer rooms to also shelter-in-place. If occupants cannot get to a safer room, take shelter in the "safest" available location.

Depending on your circumstances and the type of emergency, the first important decision is whether you stay put or get away. You should understand and plan for both possibilities. Use common sense and available information to determine if there is immediate danger. In any emergency, local authorities may or may not immediately be able to provide information on what is happening and what you should do. Use available information to assess the situation.

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. **There may not be an ideal refuge area so select the "safest" location in your facility.** If you are located in a mobile unit or similar facility then relocate to a nearby substantial structure when a tornado warning is issued or during high wind events (>40 mph).*

*Note: A **tornado watch** means that tornadoes and severe thunderstorms are possible. A **tornado warning** means that a tornado has actually been sighted somewhere in the warning area.*

Shelter-in-Place Recommendations: Weather

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

Tornado / Derecho

- 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:

- If outdoors, seek shelter in the nearest substantial structure.
- Stop classes or work, or close business operations.
- Close and lock all exterior doors; close vents and as many interior doors as possible
- Move to your safer 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

Run-Hide-Fight / Lockdown

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

- 🚔 Pitt County/Greenville: **911** from cell phone
- 🚔 ECU Police: **911** from any campus phone
- 🚔 ECU Police: **328-6150** (Main Campus)
- 🚔 ECU Police/Greenville: **LiveSafe** App

Run-Hide-Fight

*If you are to ever find yourself in the middle of an active shooter event, your survival may depend on whether or not you have a plan. The plan doesn't have to be complicated. There are three things you could do that make a difference: **Run. Hide. Fight.***

RUN	When an active shooter is in your vicinity: • If there is an escape path, attempt to evacuate. • Evacuate whether others agree to or not. • Leave your belongings behind. • Help others escape if possible. • Prevent others from entering the area. • Call 9-1-1 when you are safe.

HIDE	If an evacuation is not possible, find a place to hide.
	• Lock and/or blockade the door.
	• Silence your cell phone.
	• Hide behind large objects.
	• Remain very quiet.
	• Your hiding place should:
	   o Be out of the shooter's view.
	   o Provide protection of shots are fired in your direction.
	   o Not trap or restrict your options for movement.

FIGHT	As a last resort, and only if your life is in danger: • Attempt to incapacitate the shooter. • Act with physical aggression. • Improvise weapons. • Commit to your actions.
911	When law enforcement arrives: • Remain calm and follow instructions. • Keep your hands visible at all times. • Avoid pointing or yelling. • Know that help for the injured is on its way.

Note: If you receive an ECU Alert for Run-Hide-Fight and the shooter is not in your vicinity or building, shelter-in-place or lockdown as appropriate and await instructions from law enforcement or ECU Alerts.

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."

Safer Rooms

Safer rooms are interior rooms without windows or hazardous chemicals / equipment and can be locked from inside. **There may not be an ideal safer room so select the "safest" location in your facility.**

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

Crisis Communication Plan

*A **crisis** is any situation that is threatening or could threaten to harm people or property, seriously interrupt business, significantly damage reputation and/or negatively impact the bottom line.*

Personnel should be familiar with the method of communication that is most readily available to them and its location in each building they occupy in the event of an emergency. Types of emergency communication may include: cell phones, VOIP phones within buildings, intercom speakers, blue light and emergency phones, two-way radios, etc.

Helpful contacts and resources can be found on the next page, on www.ecu.edu/alertinfo, or on the LiveSafe App. Personnel should be familiar with on- and off-campus resources, as well as during normal business hours or after hours.

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.

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)
- Email
- Text Messages
- Computer 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)
- LiveSafe

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 / 328-6150 TTY: 328-4827	www.ecu.edu/police/
Environmental Health & Safety	328-6166	www.ecu.edu/oehs/
Prospective Health	744-2070	www.ecu.edu/prospectivehealth/
Facilities Services	328-6776 (E) 744-2251 (W)	www.ecu.edu/cs-admin/campus_operations/facilities/
ECU Cares	737-5555	www.ecu.edu/cs-studentaffairs/dos/
ECU Information Line	328-0062	www.ecu.edu/alertinfo/
ECU Physicians Hotline	744-5080 / 800-745-5181	www.ecu.edu/cs-dhs/ecuphysicians/
News Services	328-6481	www.ecu.edu/cs-admin/news/
Student Health Services	382-6841	www.ecu.edu/cs-studentaffairs/studenthealth/
Counseling & Student Development	328-6661	www.ecu.edu/cs-studentaffairs/counselingcenter/
Victim Services	737-1466	www.ecu.edu/cs-studentaffairs/victimservices/
Greenville Fire & Rescue	329-4390	www.greenvillenc.gov/government/fire-rescue
Greenville Police	329-4315	www.greenvillenc.gov/government/police
Vidant Health	847-4100	www.vidanthealth.com/

For assistance with:

Fire Evacuation, Joseph Sutton with EH&S; Shelter-in-Place, Lauren Mink with EH&S; Lockdown, 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: www.ecu.edu/alert/

- Keep a Quick Reference Guide near your workspace. If you do not have one, download at: www.ecu.edu/cs-admin/oehs/emergency/Emergencyprocedures.cfm

- Like and follow East Carolina University on Facebook

- Follow ECU Alert (@ecuAlert), ECU Police (@ECUPolice) and @EastCarolina on Twitter

- Take the time to visit the ECU Police Department's website at: www.ecu.edu/police/ as well as the ECU Alert webpage at: www.ecu.edu/alert and educate yourself on the resources available to you

- Download the LiveSafe app at www.ecu.edu/livesafe

- 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, 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 ready.gov/