# Building Specific Information

|  |  |
| --- | --- |
| **Building Name** |  **Date:**  |
| **Building Administrator** | **Name:**  | **Phone:** |
| **Alternate Administrator**  | **Name:**   | **Phone:** |
| **Department Name** |  |
| **Department Head** | **Name:**  | **Phone:**  |
| **Safety Representative**  | **Name:**  | **Phone:**  |
| **Alternate Safety Rep** | **Name:**  | **Phone:**  |

# 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.*

|  |  |
| --- | --- |
| **Does the building have a fire alarm system?**□ **Yes** □ **No** | **If no, please describe notification method:** |
| **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. Do not use elevators. Assembly points should be away from hydrants, traffic, and at least 100 paces from the building.*

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| --- | --- |
| **Primary Assembly Point:** |  |
| **Secondary Assembly Point:** |  |
| **How will building occupants be accounted for at the assembly point?** |  |

## Building Specific Hazards

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

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| --- | --- |
| **Hazard** | **Location** *(Room #)* |
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|  |  |
|  |  |
|  |  |

## Areas of Rescue Assistance

*An Area of Rescue Assistance is a “safe” location with fire-resistant walls (an* ***enclosed fire rated stairwell*** *is a good example since they are required to have a higher fire rating than regular walls) where individuals can wait until rescue personnel arrive who cannot traverse the stairs without assistance . These areas are required on each floor above and below the “ground” floor. 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.*

*Emergency personnel will remove these individuals from the building as necessary to ensure their safety when there is a confirmed fire.*

*If you must go to an Area of Rescue, please use the* ***LiveSafe*** *app to contact ECU PD.  By using* ***LiveSafe****, you can pick one of 3 options: Off-Campus:  Call 911; On-Campus: Call ECU Police; or if can’t speak, then: Message ECU Police.  When you pick an option, you will have direct contact with police.  If LiveSafe is not available, then call ECU PD at* ***328-0062*** *for assistance.*

*The following areas are identified as Areas of Rescue Assistance:*

|  |  |
| --- | --- |
| **Floor #** | **Area of Rescue Assistance** |
|  |  |
|  |  |
|  |  |
|  |  |

## Employee Responsibilities & Procedures for Fire Safety & Evacuation

*Faculty, staff, students and visitors are urged to remain calm and aware of their surroundings, use common sense, and avoid unnecessary risks when hazards occur.*

*List any specific employee responsibilities and procedures (i.e., secure vital documents, cash drawers, or any hazards under your control, close doors to contain smoke and fire, evacuate students and visitors, etc.)*

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|  |

# Shelter-in-Place / Lockdown / Run-Hide-Fight

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| --- | --- |
| Shelter-in-Place | Lockdown |
| * Shelter-in-place procedures are actions taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation, such as a tornado warning or hazardous material incident.
* If outside, move quickly to the closest building and follow the steps below for sheltering inside, or respond to directives provided by emergency personnel on the scene.
* If inside, stay indoors.  Locate an interior room at ground level, with minimal windows. Close windows and exterior doors.

Notification may come from the ECU Alert System, ECU Police or other authorities. | 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.For more information and/or training on this topic contact ECU PD. |
| Run-Hide-Fight |
| *If the active threat is in your vicinity / building:* | *If the active threat is NOT in your vicinity / building:* |
| Run: If there is an escape path, attempt to evacuateHide: If an evacuation is not possible, find a place to hide. Fight: As a last resort, and only if your life is in danger. | Shelter-in-Place or Lockdown as appropriate |

## Safe Rooms

*Safe rooms are interior rooms without windows or hazardous chemicals / equipment and can be locked from inside.* ***There may not be an ideal safe room so select the “safest” location in your facility.*** *If the situation allows, individuals should gather in one of the following safe rooms:*

|  |
| --- |
| Severe Weather:Lockdown:  |

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

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

## Exterior

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| --- |
| **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?**  |

# Communication Plan

***Emergency Notification System***

 *A plan should be developed to ensure all employees are made aware of any hazards that may endanger employees and visitors. All employees are encouraged to sign up for ECU Alert SMS text messages at* [*www.ecu.edu/alert*](http://www.ecu.edu/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. Emergency messages are also send through the* [*LiveSafe*](https://oehs.ecu.edu/emergency-management/livesafe/) *app.*

*Where appropriate, in-depth information will be shown in a red bar on the ECU homepage at ecu.edu.*

*This includes an Emergency Evacuation Map that should be put up in areas that an exit sign is not visible. It should include:*

|  |  |
| --- | --- |
|  | Evacuation Assembly Area — Location where evacuees convene once ordered to evacuate |
|  | Exit — Designated route out of the building |
|  | Area of Rescue Assistance — Area where people can go to await assistance if unable to evacuate *for floors above and below ground floor* |
|  | Storm Refuge Area — Specific locations that provide reasonable protection from severe weather |
|  | Fire Extinguisher – Location of fire extinguisher(s) |
|  | Primary and Secondary Evacuation Routes |
| Logo  Description automatically generated | Manual Fire Alarm Pull Station |
| Graphical user interface  Description automatically generated | Fire Alarm (Annunciator) Panel |