Emergency Action Plan

Building Specific Information

Building Name	Health Sciences Building	
Building Captain	Name: Michael Hale	Phone: 744-6013
Alternate Captain	Name: Karen Tripp	Phone: 744-6084
Department Name	College of Allied Health Sciences	
Department Head	Name: Denise Donica	Phone: 744-6197
Safety Representative	Name: Michelle Bernheisel	Phone: 744-6199
Alternate Safety Rep	Name: Denise Donica	Phone: 744-6197

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? x☐ Yes ☐ No	If no, please describe notification method: **If fire alarm is not working, Facility Services or 911 will be called if there is time. The safety representatives are responsible for contacting each floor/department representative and conducting the evacuation. The safety representatives will assess needed help if there are persons in their floor's stairwells and will confirm that all have evacuated the building. If Facility Services or 911 hasn't been called yet, will do so at this time**
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. Assembly points should be away from hydrants, traffic, and at least 100 ft from the building.

Primary Assembly Point:	Grassy area near entrance to Laupus Library parking lot
Secondary Assembly Point:	Grass area close to sidewalk at the back of the A parking lot in front of Allied Health Science building

How will building occupants be accounted for at the assembly point?	Each Department Safety Rep or Head is responsible for accounting for their staff, faculty and student workers

Building Specific Hazards – By Department/Room Number

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

Hazard	Location *(Room #)*
Stove	3325 Learning Lab
Stove	3375 Learning Apartment
Stove	1330 Anne's Lab

Areas of Rescue Assistance

An Area of Rescue Assistance is a "safe" location (enclosed fire rated stairwells) where individuals can wait until rescue personnel arrive. The following areas are identified as Areas of Rescue Assistance:

Floor #	Area of Rescue Assistance
1	Stairwells
2	Stairwells
3	Stairwells
4	Stairwells

Employee Responsibilities & Procedures for Fire Safety & Evacuation

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.)

Each instructor will account for students in their individual class, approximately 26 students per cohort. Departmental administrative assistant will account for staff and faculty not teaching. (52 students, 2 full time staff, & 9 faculty). Michelle Bernheisel or Denise Donica will tabulate count to be reported to emergency personnel. Michelle Bernheisel will make sure all office doors are closed prior to exiting the building.
.

For severe weather, students will gather in the hallway between classrooms (rooms 3325-3375).

Also use restrooms and stairwells as needed to shelter.

Faculty and staff within the 3305 suite will close office doors and gather in the hallway or breakroom (no windows).

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

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.	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.
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 evacuate **Hide**: 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

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

Can the building exterior be locked remotely by OneCard? ☐x Yes ☐ No
If not, who can lock exterior doors when safe to do so?
How many exterior doors to the building? 16 exterior doors to the HSB that are monitored. It is reported if they are propped open or forced open. 8 card reader doors and 4 control point doors (1 card is able to lock and unlock)

Interior

Can the interior doors be locked? x☐ Yes ☐ No ☐ Some

If so, how (latch / keys)? If key is required, who has keys? All Faculty and Staff have keys

Which rooms can be locked from inside?
All of OT offices and classrooms can be locked from inside.

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:*

There is an adjoining closet with locks on both doors between 3325/3345 that can be used as an escape from either classroom or barricade, lock and hide in the back.

Close and lock main door to 3305 suite and go into individual offices with locked door and turn lights off and stay away from windows and door. Shelter under desk if possible.

For our ROADI Lab 1330 there is an outside exit in the classroom that they would exit to the outside.

Communication Plan

Future: Codes will be established for each situation, e.g. Code Red- Fire, Code H- hostile, etc.

All employees will be encouraged to sign up for ECU Alert SMS text messages