

## PHONE NUMBERS

Emergency .....	911
ECU Police .....	252-744-2246
<i>(Health Sciences)</i>	
Environmental Health and Safety .....	252-328-6166
Hazardous Spills .....	252-744-2070
<i>(Biological/Radioactive/Bodily Fluids)</i>	
Chemical Spills .....	252-328-6166
Prospective Health .....	252-744-2070
<i>(Employee Injury)</i>	
Sexual Assault .....	252-737-1466

## WEB SITES

ECU Alert .....	<a href="http://www.ecu.edu/alert">www.ecu.edu/alert</a>
ECU Police .....	<a href="http://www.ecu.edu/police">www.ecu.edu/police</a>

## \* CODE BLUE

- Call **252-847-4333** for Brody (first floor) and Vidant buildings.
- Dial **911** for Brody (second floor and higher) and all other Health Sciences Campus buildings.
- Refer to the ECU Physicians Code Blue Policy (C3).

## FIRE AND BUILDING 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.
- Take personal belongings (keys, purses, wallets, etc.).
- 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.

## ■ THUNDERSTORM

- Do not handle electrical equipment.

## ■ TORNADO

- Seek shelter.
- If in a modular unit, evacuate to your designated shelter.
- Stay away from windows.
- Move to an interior hallway on a lower floor.
- Get under sturdy furniture.

## ■ FLOOD

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

## EMERGENCY 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.
- Discuss preparedness plans with others in your area.

For complete information, please refer to the Office of Environmental Health and Safety's website at [www.ecu.edu/oehs](http://www.ecu.edu/oehs).

## CRIME IN PROGRESS

- Do not interfere with or physically confront the person.
- If time allows, get a good description of the person.
- Call ECU Police (Health Sciences) at **252-744-2246**. Provide as much information as possible about the person and his or her direction of travel.

## 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**.
- 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**.
- Notify your supervisor and/or your safety representative.
- Stay in the area until released.

## LOCKDOWN PROCEDURES

- Remain calm.
- Lock and barricade all doors.
- Turn off lights and close blinds.
- Silence cell phones.
- Keep quiet and out of sight.
- 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.
- If outside, leave campus.

## EARTHQUAKE



## 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** .....

- |                                 |   |   |                                       |                                   |                                 |
|---------------------------------|---|---|---------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Calm   | <input type="checkbox"/> Laughing       | <input type="checkbox"/> Lisp           | <input type="checkbox"/> Disguised    | <input type="checkbox"/> Soft     | <input type="checkbox"/> Angry  |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy          | <input type="checkbox"/> Accent         | <input type="checkbox"/> Loud         | <input type="checkbox"/> Excited  | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Deep   | <input type="checkbox"/> Stutter        | <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Slow         | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Nasal  | <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Familiar       | <input type="checkbox"/> Other: _____ |                                   |                                 |

If the voice was familiar, who did it sound like? \_\_\_\_\_

**BACKGROUND SOUNDS** .....

- |  |                                   |  |                                 |  |
|--|-----------------------------------|--|---------------------------------|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Music    | <input type="checkbox"/> PA system     | <input type="checkbox"/> Static | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> House noises  | <input type="checkbox"/> Clear    | <input type="checkbox"/> Local         | <input type="checkbox"/> Voices | <input type="checkbox"/> Office machinery  |
| <input type="checkbox"/> Motor         | <input type="checkbox"/> Aircraft | <input type="checkbox"/> Long distance | <input type="checkbox"/> Booth  | <input type="checkbox"/> Animal noises     |
| <input type="checkbox"/> Train         | <input type="checkbox"/> Bells    | <input type="checkbox"/> Other: _____  |                                 |  |

**THREAT LANGUAGE** .....

- |  |   |                                     |   |
|--|---|-------------------------------------|---|
| <input type="checkbox"/> Foul          | <input type="checkbox"/> Irrational                   | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Well spoken (educated) |
| <input type="checkbox"/> Tape recorded | <input type="checkbox"/> Message read by threat maker |                                     |   |

**REMARKS** .....

*Immediately following the bomb threat, fill out completely the following information:*

I reported the threatening call immediately to: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_\_ Position of the 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