

## Division of Public Health Administrative Manual

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<b>Chapter:</b>	<b>Health and Safety</b>
<b>Title:</b>	<b>Emergency Evacuation Procedure</b>
<b>Current Effective Date:</b>	<b>7/11/07</b>
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### **PURPOSE**

It may be necessary to evacuate a State facility or other areas where State employees are working at anytime. Causes for evacuation could be fire, explosion, flood, severe storm, hurricane, tornado, toxic fumes, radioactive material release, electrical failure and structural failure.

In an emergency, evacuation of the Division of Public Health (DPH) employees should proceed as rapidly and safely as possible. This plan establishes procedures for the employees' guidance to eliminate as much confusion and panic as possible. Each employee shall become familiar with the procedures for his/her own safety and protection.

This document includes:

- Internal Evacuations
- External Evacuations
- First Aid Administration

The attached plan has been developed to address internal and external evacuation actions for employee preparedness. The necessity to leave a property for an extended period of time due to emergency conditions shall be coordinated with local emergency management personnel and division management.

### **POLICY**

1. The Division of Public Health will develop and maintain emergency evacuation plans and procedures.
2. All Division of Public Health building employees, contractors, temporary employees shall be trained in emergency evacuation procedures for their building.
3. A copy of the Emergency Evacuation Plan will be readily accessible to all employees and posted on each building's bulletin boards.
4. The Emergency Evacuation Coordinator along with the Division of Public Health Safety Officer is responsible for ensuring that an annual review of emergency evacuation procedures is accomplished with all employees.
5. All new employees shall review the emergency evacuation procedures within thirty days of employment with his/her immediate supervisor. The review shall include identification of exits and collection areas, location and use of alarms and fire extinguishers.

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### **Roles and Responsibilities**

#### **DPH Safety Officer:**

1. DPH Safety Officer shall ensure the Emergency Evacuation Plan is reviewed for procedural revisions, and/or appendix format changes on an annual basis.
2. DPH Safety Officer shall ensure, through Emergency Evacuation Coordinator (EEC) interaction, that their roles and responsibilities, and that of their Floor Monitor Team, remain current.
3. DPH Site Safety Officer, as chairperson of the DPH Safety Committee Meeting, ensures that any procedural changes to the Emergency Evacuation Plan are reviewed with DPH Safety Committee Team.

#### **Supervisor / Manager:**

The Division of Public Health supervisors / managers shall immediately provide a copy of the Emergency Evacuation Plan to all new employees, contractors, temporary employees as part of their initial safety training objective.

The supervisor / manager shall review Emergency Evacuation Plan with each new employee, ensuring that they have been directed to assigned area evacuation routes, fire alarm pull devices, fire extinguisher, and Evac-Chairs locations, if applicable.

The supervisor / manager shall appoint a trained employee to act as a guide to the new employee in an emergency situation, until the employee has been adequately trained.

The supervisor / manager shall ensure that all employees, contractors, etc. are immediately informed of any Emergency Evacuation Plan revisions.

The Division of Public Health supervisors / managers should offer support to all staff employees who participate in the responsibilities of emergency evacuation coordinators and floor monitors.

#### **Employees, Contractors, Temporary Employees**

All Division of Public Health employees, contractors, temporary employees shall be familiar with the physical characteristics of their building and specific locations of equipment so that evacuation procedures will be efficient and orderly.

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Employees shall evacuate the building in an orderly fashion upon alarm and/or Floor Monitor's direction.

Under the direction of Floor Monitors, employees shall report to designated collection areas until such time that directions are given to return to work areas. **Reference Appendix E**

**Note:** The Emergency Evacuation Coordinator or their designee shall have final authority to issue building re-entry.

All Division of Public Health employees, contractors, temporary employees, for their own safety and for the safety of their peers and first responders, shall follow these basic evacuation guidelines:

- Do not remain in the building after the evacuation signal is given.
- Do not use the elevator.
- Report immediately to your designated area.
- Do not leave designated area during the emergency evacuation phase.
- Do not return to your car, or attempt to move it, during emergency evacuation, phase.
- Do not impede emergency responder fire lanes or activities.
- Do not re-enter the facility while emergency evacuation responders are still inside.

Employees failing to abide by directions and guidelines to evacuate the facility shall be subject to disciplinary action.

### **Emergency Evacuation Coordinator:**

The Division of Public Health shall have one Emergency Evacuation Coordinator and one alternate for each building. **Reference Appendix A**

The Emergency Evacuation Coordinator shall be in charge of the building evacuation process.

In the event of an emergency, the Emergency Evacuation Coordinator will alert the Floor Monitors on each floor. If the emergency poses a threat to adjacent buildings, the Emergency Evacuation Coordinator shall notify those concerned by phone or by messenger.

The Emergency Evacuation Coordinator will coordinate in-house activities during emergency or drill evacuations and shall assist outside responders as needs are indicated.

The Emergency Evacuation Coordinator or their designee shall have final authority to issue notice for building re-entry.

The Emergency Evacuation Coordinator shall further have responsibility to train Floor Monitors on their activity roles and shall address evacuation problems with responsible parties.

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The Emergency Evacuation Coordinator shall establish a control center post at the designated evacuation assembly point of their building to coordinate evacuation activities. Should it be necessary to leave the designated assembly point, an alternate control center shall be communicated to all evacuees.

The building's Emergency Evacuation Coordinator shall be responsible to ensure that annual evacuation drills are held in accordance with established procedures.

The Emergency Evacuation Coordinator shall meet with Floor Monitors at least semi-annually to review emergency evacuation procedures and building evacuation needs.

The Emergency Evacuation Coordinator is also responsible for a written evaluation of each evacuation. This evaluation shall be filed and open for review.

A plan of corrective action will be required to correct noted areas of deficiency observed during evacuations. After deficiencies have been corrected, the Emergency Evacuation Coordinator may conduct follow-up drills.

### **Floor Monitor:**

The Floor Monitor shall assist in the total evacuation of their assigned area. **Reference Appendix D**

Except in weather related emergencies, upon building evacuation, the Floor Monitor shall proceed to the designated assembly area to inform the Emergency Evacuation Coordinator of evacuation status.

In the event of a weather related emergency, the Floor Monitor should report to their designated shelter location.

The Floor Monitor shall maintain a current list of persons with special needs and advise Emergency Evacuation Coordinator of their special evacuation needs should an event arise.

In the event of a bomb threat, monitors shall check common areas on their floor and report any findings to the Emergency Evacuation Coordinator.

Training for all evacuation needs shall be conducted by the Floor Monitors and Emergency Evacuation Coordinator.

A Floor Monitor list shall be maintained for the Division of Public Health offices, which should consist of a minimum of two monitors, a primary and alternate, per floor occupied by Division of Public Health personnel. The list shall be kept current by the Emergency Evacuation Coordinator and posted in each area. **Reference Appendix B**

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## PROCEDURES

### Evacuation of Division of Public Health Building Locations – General Guidelines

1. Evacuation routes are posted on each floor.
2. Fire alarm pull devices are located on each floor
3. Fire extinguishers are mounted in the hallway on each floor.
4. Evac-Chairs, if applicable, are located on designated floors.

### Alarm System

Each Division of Public Health building should be equipped with a siren-sounding fire alarm system with either a "pull station" to activate the alarm, or an alarm which is activated by the building's automatic smoke detection system.

A sounding of the fire alarm will serve as the signal for evacuation.

In the event of a weather related event which requires other actions (Example: a tornado warning), the use of a PA system, air horn and/or verbal instructions will be used to alert staff.

### Emergency Evacuation in Non-Weather Related Emergency – General Guidelines

Division of Public Health employee shall activate the alarm if emergency conditions exist, and immediately notify the Emergency Evacuation Coordinator or the alternate with location, name, and nature of emergency.

Based on specific site, the Emergency Evacuation Coordinator will immediately call 911 or State Capital Police at 733-4646 for all emergencies.

If the Emergency Evacuation Coordinator is unavailable, the employee should **call 911** and then report to their supervisor.

Employees are to proceed calmly through the corridor and exit the building to the assigned collection point. Do not use elevators. It is essential that employees do not gather in front of building entrances. These entrances may be in use by the fire and/or police departments.

### **Reference Appendix E**

Special needs personnel proceed immediately to their internal collection site if such area is free from harm. If area is not free from danger the Floor Monitor will move special needs personnel to the alternate collection site. A Floor Monitor shall assist with exiting the building and movement to the evacuation collection point.

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Employee evacuation collection points shall be 300 feet from the affected building and employees must remain there until instructions are received from the Emergency Evacuation Coordinator that building re-entry is safe or alternative instructions are given.

### **Emergency Evacuation in Adverse Weather Condition - General Guidelines**

Tornado/Hurricane emergency notification will be addressed over the most expeditious communication device available.

Tornado/Hurricane **WATCH**: Conditions that are favorable for the formation of tornadoes / hurricanes in and adjacent to the watch area.

Tornado/Hurricane watches will be announced over the building telephone intercom system but do not require an internal evacuation.

Tornado/Hurricane **WARNING** – A tornado has been sighted, or hurricane conditions have worsened, in the immediate area or detected on radar.

Tornado/Hurricane **WARNING** will be announced over the building telephone intercom system or the use of an air horn alarm, which in turn will require immediate internal evacuation to designated shelter locations.

In the event a Tornado/Hurricane **WARNING** is issued:

- If time permits, prior to leaving work area, close all exterior windows and office doors.

Proceed to designated locations.

Do not leave the designated shelter area until the “all clear” notice is received from the Emergency Evacuation Coordinator.

- Avoid windows and glass doorways.
- Protect your head and make yourself as small a target as possible by crouching down.

### **Bomb Threat Situations – General Guidelines**

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Safety of personnel is the utmost consideration in an emergency situation and the only safeguard against an explosion is immediate evacuation. The following bomb threat procedures have been established for personnel located in the Division of Public Health offices.

### 1. Receiving a Bomb Threat:

- Normally a bomb threat call will not be directed to an individual, but rather to the person who first answers the call.
- It is imperative that all employees are fully informed on how to handle bomb threat calls. **Reference Appendix C**
- All bomb threat calls will be reported immediately to the Emergency Evacuation Coordinator and 911 or State Capital Police at 919-733-4646.
- Emergency Evacuation Coordinator will contact surrounding/adjacent buildings and the Division of Public Health Safety Officer @ 919-707-5465 and the DHHS Safety Benefits Office at 919-733-2662.
- Each manager / supervisor shall be responsible for training their employees on this procedure.

### 2. Instructions for Receiving Bomb Threat Calls

- Keep the caller on the line as long as possible.
- Ask who is calling, and have the caller repeat the message.
- Write down every word spoken by the person making the call. **Reference Appendix C**
- If the caller does not indicate the location of the bomb, the type of bomb, how you can identify the bomb, or the time of possible detonation, the person receiving the call should ask the caller for this information.
- It is advisable to inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- Pay particular attention to any strange or peculiar background noises such as motors running, background music or any other noises which might give even a remote clue as to the place from where the call is being made.
- Listen closely to the voice (male-female), voice quality, accents and speech impediments.
- Immediately after the caller hangs up, the person receiving the call should contact the Building Emergency Evacuation Coordinator and the operator at 911. Be prepared to give as much information as possible.

### 3. Bomb Threat Evacuation:

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- Any decision to evacuate and re-enter the building will be made by the Emergency Evacuation Coordinator and/or local emergency officials. Evacuation routes are the same as above. **Do not close office door nor turn off lights.**
- Upon being notified that a bomb threat call has been received, the Emergency Evacuation Coordinator will take action in accordance with the communicated threat and immediately notify the Floor Monitors to evacuate their areas.
- After building evacuation, Floor Monitors shall report to the Emergency Evacuation Coordinator at the designated site that all employees are accounted for.

**Bomb Search:**

- Floor monitors should be familiar with their area and its contents.
- Floor monitors are simply required to make a visual assessment of the area as they leave.
- Depending on the level of information recorded, Floor Monitors will conduct a visual search in their designated area only.
- It is imperative that Floor Monitors involved in a visual search be instructed that their mission is only to observe and report suspicious objects, not to move, jar, or touch the object or anything attached thereto.
- As the visual search of each area is completed, Floor Monitors will immediately report their findings to the Emergency Evacuation Coordinator.
- When the visual search is completed, the Emergency Evacuation Coordinator will advise when it will be safe to have employees re-enter the building.
- In the event, that all factors and information indicate a reliable bomb threat, Emergency Evacuation Coordinator and Floor Monitors shall immediately evacuate the building.

Emergency Evacuation Coordinator will then place a call to 911 or State Capital Police at 919-733-4646 to initiate the action of professional disposable personnel.

**First Aid Administration – General Guidelines**

First aid will be administered within the capabilities of the first aid supplies/equipment onsite.

A call to 911 will be placed when the level of care required exceeds the capabilities of the onsite first aid supplies/equipment and/or when a medical issue requires emergency treatment and the services of qualified Emergency Medical Services (EMS) personnel.

Upon arrival of responding EMS personnel, DPH first responders will provide a situation briefing of injured employee, prior to EMS direct care.

**First Aid Kits** - OSHA states that first aid kits "shall be maintained, readily available for use and shall be inspected frequently enough to ensure that expended items are replaced." Below are suggested items to have in a first aid kit if you are putting one together.



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Gauze pads - at least 4 x 4 inches

- ✓ Two large gauze pads - at least 8 x 10 inches

Box adhesive bandages

- ✓ One package gauze roller bandage - at least 2 inches wide
- ✓ Two triangular bandages
- ✓ Wound cleaning agent such as sealed moistened towelettes
- ✓ Scissors
- ✓ Tweezers
- ✓ Adhesive tape
- ✓ Latex gloves
- ✓ Two elastic wraps
- ✓ Directions for requesting emergency assistance
- ✓ Cotton balls
- ✓ Instant ice compress

### DOCUMENT HISTORY

1/1/07: Initial approval of procedure

7/11/07: Revision 1

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Appendix A

Emergency Evacuation Coordinator  
Prime Contact Listing

**Sample Format**

<b>Location</b>	<b>Emergency Evacuation Coordinator (Prime)</b>	<b>Phone</b>	<b>Emergency Evacuation Coordinator (Alternate)</b>	<b>Phone</b>
Building 1				
Building 2				
Building 3				
Building 4				
Building 5				
Building 6				
Building 7				
Building 8				

**Note:**

Adjust the Sample Format according to individual site prime and alternative emergency evacuation coordinators and facilities.

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Appendix B

Floor Monitors  
 Prime Contact List

**Building Name:** Example: 5505 Six Forks

Lower level	Floor 1`	Floor 2	Floor 3
<u>Prime:</u> Name: Phone:  <u>Alternate:</u> Name: Phone:	<u>Prime:</u> Name: Phone:  <u>Alternate:</u> Name: Phone:	<u>Prime:</u> Name: Phone:  <u>Alternate:</u> Name: Phone:	<u>Prime:</u> Name: Phone:  <u>Alternate:</u> Name: Phone:
<u>Prime:</u> Name: Phone:  <u>Alternate:</u> Name: Phone:	<u>Prime:</u> Name: Phone:  <u>Alternate:</u> Name: Phone:	<u>Prime:</u> Name: Phone:  <u>Alternate:</u> Name: Phone:	<u>Prime:</u> Name: Phone:  <u>Alternate:</u> Name: Phone:
<u>Prime:</u> Name: Phone:  <u>Alternate:</u> Name: Phone:	<u>Prime:</u> Name: Phone:  <u>Alternate:</u> Name: Phone:	<u>Prime:</u> Name: Phone:  <u>Alternate:</u> Name: Phone:	<u>Prime:</u> Name: Phone:  <u>Alternate:</u> Name: Phone:

**Notes:**

Depending on building floor size and/or configuration, each floor may require additional floor monitoring support. It will be up to the site Safety Committee and assigned Emergency Evacuation Coordinator to determine support needs.

Once determined, adjust the Sample Format according to site needs.

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Appendix C

Bomb Threat Report Form

Operator/Person Receiving Call	
Date of Call	/ /
Probable Origin of Call	
Who was informed of call?	

**Identity of Caller:**

Voice		Speech		Accent		Language		Manner			
Loud		Fast		Local		Good		Calm		Emotional	
High		Slow		Foreign		Poor		Angry		Righteous	
Pleasant		Distinct		Regional		Foul		Rational		Nervous Laugh	
Soft		Nasal		Racial		Other		Irrational			
Deep		Distorted		Type				Coherent			
Intoxicated		Other						Deliberate			

**Background Noise:**

Office Machines	
Factory Machines	
Animals	
Voices	
Music	
Trains	
Street Traffic	
Time	
Other	

If caller seemed familiar with our building, indicate how: \_\_\_\_\_

\_\_\_\_\_

As well as you can, write what the caller said:

\_\_\_\_\_

\_\_\_\_\_

**Note:**

**Copy of this report shall be given to Employee Supervisor and the Emergency Coordinator. It's recommended that form be maintained near phone for quick access.**

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Appendix D

Facility Office Evacuation Routes

**Illustrations Shall Include:**

**Evacuation Routes**  
**Location of Fire Alarms**  
**Location of Fire Extinguishers**  
**Location of Fire Pull Station**  
**Location of other Emergency Equipment**  
**First Aid Kits**

Sample Will Be Provided

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Appendix E

Facility Collection Area's

**Illustrations Shall Include:**

**Primary Collection Point Locations**  
**Secondary Collection Point Locations**

Sample Will Be Provided