

EMERGENCY PROCEDURES FOR DEPARTMENT OF HEALTH SCIENCES IN BONDURANT HALL

These procedures set forth the steps to be followed in the event of an emergency. It is important that all employees thoroughly familiarize themselves with this information. In any emergency situation, remain calm and dial 911.

ACCIDENT/MEDICAL EMERGENCY

Staff personnel should always be courteous and helpful. Legally, a victim must give consent to an offer to help before a person trained in first aid begins to help him or her. If a victim is conscious, ask permission before helping him or her. Consent is assumed for a person who is unconscious, badly injured, or so ill that he or she cannot respond. While an individual is protected under the "Good Samaritan Act," the facility is not protected.

Steps to follow for medical emergencies are:

1. Remove the victim from the immediate danger zone (if possible).
2. Offer assistance to the individual. Do not administer medication, unless directed to do so by the victim.
3. Call emergency personnel (call 911).
4. Document any assistance given and that which is refused.
5. Fill out the necessary accident report (attached) regardless of how minor the incident. Duplicate and forward the report to the Department of Environmental, Health, and Safety (EHS). All incidents involving serious bodily injury or death must be reported to EHS.
6. Do not transport the individual to a treatment center; offer instead to call a relative or other designated representative.

EMERGENCY EVACUATION (FIRE or SMOKE ALARM)

Steps to follow for evacuation are:

1. Note all exits identified on the Bondurant Hall floor plan located across from the elevators. Faculty and staff should familiarize themselves and their students with these exits.
2. Upon notification of an emergency condition, assume that the emergency is real until you learn otherwise.
3. Warn others in the area and direct them to the closest exit.
4. Turn off potential hazards in your area (i.e., radios, computers, fans, and printers) and close the doors in your area.
5. Do not use the elevator.
6. Use caution when approaching doors. If the door is hot, chances are a fire is on the other side. In this case do not open the door.
7. If you encounter smoke, stay close to the floor. Crawl if necessary. Know alternate pathways of escape.
8. If you are physically impaired or unable to walk down stairs, call "911" to report your location and receive instructions from the Emergency Operator. If there is an immediate threat to life, ask others near you for assistance or seek refuge in one of the Areas of Rescue Assistance located in all stairway landings of Bondurant Hall.
9. Leave the building using the nearest exit to ground level. If the stairs are not usable because of an obstruction, use alternate pathways of escape which may include evacuation through MacNider Hall.

10. Once outside the building, locate one of the established Evacuation Accountability Points outlined by the Environmental Health and Safety personnel:

- Health Sciences Library
- The Beach/Oasis

Evacuation points should be located at least **50 feet away from the building.**

11. Do not re-enter the building until you are given permission to do so.

BOMB THREAT

The Chancellor has delegated the responsibility of determining whether to evacuate any buildings to the Director of Public Safety in the event of a bomb threat. Each threat will be evaluated independently, with the decision to evacuate given serious consideration as to the nature and circumstances of the threat. The safety of persons will receive the highest priority.

Steps to follow for bomb threat are:

1. Remain calm and obtain as much information as possible from the caller.
2. Immediately after the caller hangs up, the person receiving the call should contact the UNC-CH Department of Public Safety by calling (911). Officers will be dispatched to the scene to initiate search procedures.
3. The person who received the threat should be prepared to meet with the officers.

SHELTER-IN-PLACE

This shelter-in-place procedure is used in an attempt to minimize the risk of injury and increase the safety of Health Sciences students, employees, and guests by restricting access and visibility from a threatening person or event, internal or external to Health Sciences facilities.

Students, faculty, and staff should report threatening activities to UNC-CH Department of Public Safety by calling 911. UNC-CH Department of Public Safety will determine when to initiate a shelter-in-place or evacuation of one or more campus buildings when there is a clear and imminent threat. They also have the ability to automatically lock exterior doors of Bondurant Hall.

Students, faculty and staff who have reason to believe there is an imminent threat of violence which could result in loss of life or serious injury are encouraged to take independent protective actions.

During class:

- Shut and lock the classroom door.
- Have students sit on the floor, close window shades, remain silent. Turn off the lights Provide medical aid as necessary.
- Maintain shelter-in-place posture until evacuated by UNC-CH Department of Public Safety. No one should leave the locked classroom unless hallways are determined to be safe. (e.g., Be cautious about evacuating the building if the fire alarm sounds as this may be a ploy used by intruders to get people into open areas. Proceed with evacuation only if you are sure the building is on fire.) As an instructor you are not responsible should a student choose to leave the shelter-in-place as per UNC Public Safety.
- If evacuated, the instructor should bring a list of names of the people in the room and stay with the class to the evacuation area. Submit the list and assist with reunification as directed by UNC-CH Department of Public Safety.

Other Areas:

- If you are in a room or office, stay inside and lock the door. Manually lock suite doors. Turn off lights Allow students and others in hallways to seek shelter in rooms and offices, and lock the door.
- Stay away from windows and close window shades if possible or stay out of the line of sight and remain silent.
- Provide medical attention as necessary.

- Remain in lockdown until evacuated by UNC-CH Department of Public Safety. No one should leave a locked room unless hallways are determined to be safe. (e.g., Be cautious about evacuating the building if the fire alarm sounds as this may be a ploy used by intruders to get people into open areas. Proceed with evacuation only if you are sure the building is on fire.)
- If evacuated, remain with your group to the evacuation area and submit a list of names of people who were with you in the room. Assist with reunification as directed by UNC-CH Department of Public Safety.

Remember, once law enforcement arrives, they are in control of the area. They will identify themselves appropriately. Please remain calm and follow their directions. All law enforcement have photo IDs, similar to a UNC One Card or Med School / Hospital ID. An example of using this practice would be when law enforcement is clearing a building; if you cannot tell if there is an actual officer at the door, you can ask them to slide their police ID underneath the door. This is a good practice, especially when dealing with windowless doors.

THEFT

In the event of a theft, please call 911. The Department of Public Safety will send an officer immediately to take your statements and begin the search process. You may also notify the Office of Administrative Services if the theft occurs during working hours, and they will contact the Department of Public Safety and assist in searching for the missing items.

ELEVATOR BREAKDOWN

If you are an occupant of the elevator at the time of mechanical failure, please press the emergency call button and the Department of Public Safety will be dispatched. If you are not getting a response from the emergency call button, please shout for help and ask anyone who responds to call 911. Those assisting the occupants in the disabled elevator should let the occupants know that steps have been taken to get help to them and reassure them they will not be forgotten and should not panic.

CARE TEAM REFERRAL

Report any behavior or situation that leads you to become concerned for the safety or well-being of a UNC-Chapel Hill student, staff, or faculty member in the community at <https://deanofstudents.unc.edu/carereport>. You should provide a detailed description of the situation using specific, concise, and objective language.

This site is monitored Monday-Friday during regular business hours. If you would like to speak with an Office of the Dean of Students staff member, call their office at 919-966-4042. If you are reporting a situation involving an imminent threat of harm to self or others, call UNC-CH's Department of Public Safety at 919-966-8100 or call 911.

SAFETY ISSUES

During Non-working hours

UNC-Chapel Hill is an open campus. The exterior doors to Bondurant Hall are unlocked from 7:00am to 5:30pm. After hours access is available to those who are pre-authorized by their supervisors using their UNC One card. Faculty, staff, and students are strongly encouraged to exercise caution when they are on campus after normal business hours. Be aware of your surroundings and be observant of strangers in or near the building. Do not prop doors open for anyone. If you find doors propped open, please remove the obstacle and secure the door(s). Do not provide entry to the building to someone you do not know, and if someone is in the building that you do not recognize, ask for identification. If someone refuses to identify himself or herself, or is otherwise acting suspiciously, call campus police (911).

During Working hours

Faculty, staff, and students are encouraged to secure personal possessions at all times and urged not to leave personal possessions unattended. If you are leaving your office space, even for a minute, you are urged to lock the door and/or lock your personal possessions in a desk drawer or closet. If you see a person whose presence in the building you question, please ask them if they need help or directions if you are comfortable approaching them. If you are not comfortable approaching them, please note the person's description to include: gender, height, color of hair, color and type of clothing.

Contact Information

Law Enforcement

For emergency situations, dial 911 for immediate assistance.

University's Department of Public Safety

dps.unc.edu | 919-962-8100 (non-emergency) or 911

Confidential Medical Attention

Campus Health Services

campushealth.unc.edu | 919-966-2281

Emergency Department at UNC Hospitals

med.unc.edu/emergmed | 919-966-4721

Reporting to the University

Student Report Coordinator

Felisha Cenca | fcenca@unc.edu | 919-455-1292

Title IX Compliance Coordinator

Elizabeth Hall | cehall@email.unc.edu | 919-962-7185

Office of The Dean of Students

deanofstudents.unc.edu | dos@unc.edu | 919-966-4042

Equal Opporotunity and Compliance Office

eoc.unc.edu | eoc@unc.edu | 919-966-3576

Confidential Support

Compsych Employee Assistance Program

guidanceresources.com | 877-314-5841 (24 hours)

Counceling & Psychological Services (CAPS)

Campushealth.unc.edu/caps | 919-966-3658

Gender Violence Services Coordinator

Holly Lovern | lovern@unc.edu | 919-762-7430

University Obuds Office

ombuds.unc.edu | 919-843-8204

IN AN

Emergency**call 911****EMERGENCY ALERT SYSTEM SIREN**

- This signals an immediate, life-threatening situation.
- After the siren sounds, be prepared to:
Seek shelter indoors now.
Close windows and doors.
Stay until further notice.
- When the danger is over, the siren system will signal all clear.

SUSPICIOUS PERSON

- Don't physically confront the person or block their access to an exit.
- Don't allow anyone to enter a locked building or office.
- Call 911. Describe the person and where they were going.

BOMB THREAT

- Remain calm.
- Get as much information as possible from a threatening caller — location of explosive device, when the device was placed and other details.
- Call 911 and follow emergency officials' instructions.

FIRE

- Help evacuate those who need help from the immediate area.
- Pull the nearest fire alarm and call 911.
- Confine the fire by closing windows and doors.
- Use a fire extinguisher if you've been trained and it's safe.
- Evacuate the building. Stay out until emergency personnel say it's ok.

BUILDING EVACUATION

- When the fire alarm is activated, evacuation is mandatory.
- Don't use the elevators.
- Take personal belongings (keys, wallets, purses, identification).
- Help people with disabilities.

*Concerned about a student?***966-4042***Concerned about a coworker?***929-2362***General safety information***962-8100****alertcarolina.unc.edu**

THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL



Sign up for emergency text messages at
alertcarolina.unc.edu, your source for
safety announcements and updates.



CarolinaGO is both a website and application for the UNC community. CarolinaGO features information on campus dining, transportation, and schedules. In addition, it features a section dedicated to emergency information - including instructions and pre-programmed numbers to call. This tool is designed to aid you in emergency situations, but please remember 911 is the fastest and most secure resource. Here are instructions on how to access CarolinaGO, which can be accessed in two different ways via a smartphone:

Application:

1. Go to your phone's "App Store" application.
2. On the bottom menu hit the "Search" button (The magnifying glass icon).
3. Tap the search bar and type in "CarolinaGO," then hit search.
4. Press the download button beside the application logo.
5. Enter in necessary information.
6. Go to your phone's home page and find the application (blue box with white Old Well).
7. Open the application.
8. Press the menu icon (three stacked white bars) that you will find in the top right corner.
9. Scroll down until you see the word "emergency," then press it.
10. Hit the button that correlates with your emergency contact needed.
11. Once you hit the button, it will ask if you would like to call the number, hit "OK" or "Cancel."

Website

1. Go to your web browser.
2. Type "m.unc.edu" into the browser and press enter.
3. Press the menu icon (three stacked white bars) that you will find in the top right corner.
4. Scroll down until you see the word "emergency," then press it.
5. Hit the button that correlates with your needed emergency contact.
6. Once you hit the button, it will ask if you would like to call the number; hit "OK" or "Cancel."

UNC-CH SUPERVISOR'S INCIDENT REPORT FORM

This form is to be completed by the Supervisor and forwarded to the Department of Environment, Health and Safety along with a copy of the North Carolina Industrial Commission Form 19 (Workers' Compensation Form) as soon as practicable. All incidents involving serious bodily injury or death must be reported to the Department of Environment, Health and Safety immediately.

General Info.	Injury/Illness Near Miss		Location of Incident			
	Time of Incident : AM PM		Date Incident Occurred / /		Date Incident Reported / /	
Personnel Info	Name: (Last) (First) (MI)			Occupation of Injured Worker		
	Length of Employment Years Months		Length in Present Job Years Months		Shift 1 st 2 nd 3 rd Overtime Yes No	
Incident Description	Injury Type (i.e. cut/strain)		Body Part Affected		Cause of injury	
	Describe events leading to incident:					
Witnesses	Name of Witness		Phone #		Before/During/Afterwards	
	What acts or conditions contributed directly to the incident?					
Basic Cause	What personal and/or job factors contributed to the incident?					
	What Personal Protective Equipment was required for this job?					
PPE	Was it in use? yes no					
	Probability of event recurring Likely Possible Unlikely		Severity Potential Major Serious Minor		Exposure Frequency Frequent Occasional Rare	
Prevention	Temporary Fix – What immediate corrective action has been taken to prevent a recurrence?			Permanent Solution – What correction action has been or will be taken to eliminate the basic causes?		
	Medical Treatment None UEOHC ER (life threatening)			Treatment Status None Medical only Lost Time (medical note)		
Investigated by	Name			Date of Investigation		
	Signature					