

University of North Carolina Wilmington
[DEPARTMENT NAME] Response Plan
[LOCATION/BUILDING NAME]
Last Update: [DATE]

I. Introduction

The University of North Carolina Wilmington's All Hazards Emergency Operations Plan (EOP) provides the context and institutional framework for responding to natural and human caused disasters that may affect the campus. It consists of a Base Plan, which identifies key emergency responders and establishes priorities for decision making; Emergency Support Functions, which detail response steps for specific university functions; and Annexes, which describe response actions that must be taken in specific disasters. The EOP revolves around the four phases of emergency management which include mitigation, preparedness, response, and recovery, and adheres to federal guidelines. Copies of this plan can be obtained by contacting Environmental Health & Safety at 910-962-3057 or by visiting http://www.uncw.edu/ba/safety/emergency_management.html. Additional emergency information can be obtained by contacting UNCW Police at 910-962-2222.

In the event of a disaster or major emergency, UNCW officials will alert the community using several methods. Immediate notifications will be made through the warning siren and fire alarms. Subsequent emergency information will be disseminated via mass email, broadcast voicemail, the UNCW website, and the Emergency Information Hotline (910-962-3991 or 888-657-5751).

Following notification of an emergency, UNCW community members can take steps to protect themselves. This plan details steps that will be taken by [DEPARTMENT NAME] in the event of a disaster or major emergency.

II. Procedures

There are three basic methods to respond to emergencies that may affect UNCW:

- Building evacuation
- Shelter in place
- Campus evacuation/closure

These response mechanisms and procedures to follow for each are described below.

A. Building Evacuation

In the event of a sudden emergency, such as a fire, natural gas leak, or hazardous materials spill within the building, [BUILDING NAME] may have to be evacuated. Building evacuation plans with evacuation routes highlighted are posted near most elevators. If an evacuation of the building is necessary:

- Immediately pull the fire alarm.
- Dial 911 and give details about the hazard to emergency personnel.
- Evacuate immediately. Close doors behind you and do not stop for belongings.
- Use stairways, not elevators.
- Evacuate to at least 500 feet from building and remain there until accounted for.
- Attempt to account for everyone in the department and/or building.
- Alert police and fire personnel about potentially trapped victims.

Special considerations for [DEPARTMENT NAME] in the event of a building evacuation:

Describe here any special considerations that must be taken by your department if a building evacuation occurs such as accounting for money, experiment or equipment shutdown, and/or visitor/patient evacuation.

B. Shelter in Place

A situation may occur at UNCW where the safest action will be to shelter in place. Situations such as tornados, major hazardous materials spills, or an active shooter on campus may cause university officials to issue a shelter in place order. This will be broadcast to the UNCW community via the notification methods described above including the warning siren, mass e-mail, broadcast voicemail, the UNCW homepage, and the Emergency Information Hotline. When a shelter in place order is issued, the following steps must be taken:

- Do not leave the building. Find a safe place within the building to stay and wait for further information.
- Follow procedures to protect yourself from the specific hazard. For example, if a tornado has been sighted, report to an interior room on the lowest floor. If a hazardous materials spill has occurred, close all doors and windows. If there is an active shooter on campus, close and lock all doors.
- If you have information about the hazard that can aid emergency responders, report it immediately by calling 911.
- Remain in the building until an all clear has been given.

Special considerations for [DEPARTMENT NAME] in the event of a shelter in place situation:

Describe here any special considerations that must be taken by your department if a shelter in place situation occurs.

C. Campus Evacuation/Closure

Certain disasters, such as hurricanes, severe winter weather, or disease outbreaks, may cause a cancellation of classes and a closure of the campus. UNCW officials will notify the campus community via the methods described above if the campus must close because of a disaster or emergency. If the campus closes, take the following steps:

- When the university closes, all faculty and staff (except emergency personnel) must leave campus.
- [DEPARTMENT NAME] will take the following steps to close up offices and/or laboratories:
 - *List steps here that must be taken by your department to close up offices and/or labs.*
 - *Include considerations for power outages, such as ensuring that critical functions are plugged into generators.*
 - *Pay attention to protecting critical contents. List critical contents that need protection here.*
 - *Prepare equipment appropriately (such as covering computers with plastic bags in the event of a hurricane), and back up all computer data.*
- Before evacuating, review departmental checklists to secure offices or consult with supervisors for specific departmental tasks.
- Stay tuned to local media, the UNCW Emergency Information Hotline, and the UNCW homepage for updates and information on the reopening of the campus. You will not be allowed to return to campus until the university is officially reopened.
- Review the Adverse Weather Policy for employees if the hazard is weather related.

D. Other Emergencies

Emergencies that do not fit into the categories above may also occur, such as medical emergencies or crimes in progress. In these situations, or in any situation that you are unsure of the appropriate response, call 911 and report the emergency. The dispatcher will give you instructions on how to respond. Additionally, [DEPARTMENT NAME] may need to respond in the following way to such emergencies:

Describe special considerations for your department in these types of emergencies here, or leave this section blank if there are none.

III. Communications

In the event of a disaster or emergency where everyone in [DEPARTMENT NAME] must be notified, the following contact information will be used:

List all departmental contact information and describe phone trees here.

IV. Responsibilities

[INSERT NAME] has the primary responsibility to activate this plan. This person will also ensure that this plan is updated yearly and distributed to all employees.

If needed, describe emergency responsibilities of other department members here.

V. Additional Information

For more information, please see the following resources:

http://www.uncw.edu/ba/safety/emergency_management.html

<http://www.uncw.edu/ba/police/index.htm>

<http://www.nhcgov.com/AgnAndDpt/EMNG/Pages/EmergencyManagement.aspx>

<http://www.dem.dcc.state.nc.us/>

<http://www.arccapefear.org/>

<http://www.erh.noaa.gov/er/ilm/>