

Emergency Action Plan



Fire/ Evacuation*

- Activate the nearest fire alarm.
- Exit via stairways. Do NOT use elevators. Assist persons with disabilities.
- Call 911 once outside.
- Remain outside at the designated location, account for all persons and wait for an all-clear.



Medical Emergency

- Assess the scene for safety, number of victims and types of injuries/hazards.
- Call 911 for help with severe injuries/dangerous conditions.
- Locate first aid kit and render care to the level of your training.
- Report the accident to Environmental Health & Safety.



Tornado Warning

- Seek shelter indoors on the building's lowest level.
- Close doors. Avoid windows. Crouch on the floor with hands over your head.
- Wait for an all-clear.



Hurricane

If an evacuation order is issued:

- Prepare to depart: Pack supplies, medicines and valuables.
- Unplug and cover computers and sensitive equipment. Move these items off the floor and close your doors.
- Once you leave campus, do not expect to return until the university re-opens.

After campus re-opens:

- Take note of items damaged and report accordingly.



Hazardous Material/ Odor of Gas

- Take action: If the spill exceeds your capabilities in size, training or personal protective equipment, contact EH&S.
- Call 911 if the spill is large or presents a significant hazard.
- Evacuate* if necessary.

*Evacuation procedures are posted near exits in each building.

Safety Awareness/Accident Prevention

- Prepare: Visit EH&S at uncw.edu/emergencyandsafety for training, resources and information.
- Learn: Be first-aid/CPR trained.
- Know: Identify the locations of first-aid kits and defibrillators. Contact EH&S for help.
- For any questions or more details about this emergency action plan, contact the emergency manager at 910.962.3057.

Building address _____

Building assembly point _____

Building emergency coordinator _____



Emergency 911
Environmental Health & Safety 910.962.3057
University Police 910.962.2222
Physical Plant Work Order Desk 910.962.3101