

WASHINGTON REGIONAL OFFICE

EMERGENCY EVACUATION / SEVERE WEATHER PLAN

The North Carolina Department of Environmental Quality, Washington Regional Office, will follow the Emergency Evacuation / Severe Weather Plan below while in the Regional Office if it becomes necessary.

EMERGENCY PLAN COORDINATOR:
KERI SPARKS
REGIONAL ADMINISTRATIVE OFFICE MANAGER (RAOM)
252-948-3800

WHEN BUILDING-WIDE ALARM SOUNDS – TAKE YOUR PERSONAL BELONGINGS WITHIN IMMEDIATE REACH (keys, wallet, purse):

- In case of a Fire:
- Evacuate the building by using the exit closes to you.
- **DO NOT PANIC-REMAIN CALM!**
- Stay as close to the floor as possible if smoke is present!
- Evacuate the building in an orderly fashion by using the exit closest to you: please go to an area furthest away from. the building area (Bojangles parking lot)

PHYSICALLY CHALLENGED STAFF AND GUEST

Physically challenged staff and guests will be assisted by Fire Wardens and program staff, if necessary.

STAFF SHOULD CLOSE OFFICE DOOR AS THEY EXIT THEIR OFFICE.

Section Supervisor or designated back-up will do a head count to ensure staff (“available” for the day) and guest(s) are present at the designated meeting area. Switchboard staff will secure the Guest Register, close the WaRO entrance door (**only if it is safe to do so**) and exit via the closest exit and meet in the designated meeting area. The RAOM or a Safety Committee member/fire warden will immediately notify Building Management and/or Fire Department personnel of any staff or guests do not present at their assigned meeting area, as reported by the Section Supervisor or designated back-up.

FIRE WARDENS

All DEACS staff serve as a member of the WaRO Safety Committee and as fire wardens and are responsible for checking that all staff are notified of an emergency and for closing any remaining open interior office doors (**as they exit and only if it is safe to do so**).

DEACS STAFF / FIRE WARDENS
Keri Sparks
Tabitha Fulford
Pam Cade
Melanie McRoy
Matt Sides

SMOKE DETECTORS

Smoke detectors are in the lobby and through hallways. The smoke detectors are linked with the local Washington Fire department alarm and sprinkler system

FIRE EXTINGUISHERS

No employee shall attempt to isolate or extinguish a fire at the risk of endangering his/her own safety or the safety of other building occupants.

Location of fire extinguishers and fire alarm pull boxes:

FIRE Extinguishers	4	H- Hall-
	3	P-Hall
	2	N-Hall
	1	G-Hall
	1	Break Room
	1	J- Hall Corner
	1	I Hall
	1	F-Hall
	1	D-Hall
	1	E-Hall
	2	DMF Shop
	2	DIT and LAN Room
FIRE ALARM PULL	9	Located at every exit of the building

Fire extinguishers are inspected monthly. Fire alarms pull boxes are in the main hallways next to each exit door and when activated, can be heard throughout the entire building.

CHEMICAL SPILL: Staff involved, notify Supervisor – *if* spill is isolated in Lab area. Supervisors notify Emergency Plan Coordinator/RAOM who notifies Building Manager and DEACS Director. If spill compromises building.

- Do not panic – remain clam! **Call 911**
- Immediately, notify appropriate personnel!
- Follow established Spill Protocol as listed in Lab!

BOMB THREAT: *Called* into WaRO switchboard - Receptionist to make an “ALL BUILDING” announcement to “EVACUATE IMMEDIATELY!” Do Not shut off lights, Do Not close doors, evacuate the building immediately and **MEET in the designated meeting area – IN THE BOJANGLES PARKING LOT.** Fire Wardens’ responsibilities apply (see below). Notify Building Management. *Building Management’s hall-to-hall notification received by Receptionist* – same as above.

EMERGENCY GENERATOR

The building is equipped with an emergency generator in case of a power failure. If power is lost, the generator will operate emergency corridor lighting, emergency exit lighting as well as the WaRO LAN, Emergency Room, and Telephone Equipment Rooms.

EMERGENCY SIGNS

IMMEDIATELY DIAL 911 – FOR EMERGENCIES!

Emergency evacuation signs are posted on or next to all exit doors, readily marked and visible. All overhead exit signs are emergency powered.

Non-Emergency Contact Signs include **non-emergency telephone numbers** and are posted next to the AED's:

NAME	SECTION	CELL NUMBER	OFFICE NUMBER	HOME NUMBER
Keri Sparks	DEACS	252-945-1809	252-948-3804	
Monty Griffin	LAN Administrator		252-948-3824	
Joe Pearson	Building Manager			
City of Washington	Fire Department: Non-Emergency		252-975-9343	
City of Washington	Police Department: Non-Emergency		252-946-1444	
Beaufort County	Sheriff's Department: Non-Emergency		252-946-7111	
Poison Control Center	Carolinas Medical Center		1-800-222-1222	

DESIGNATED MEETING AREAS

All staff and guests are to exit via the closest exit and meet at the designated meeting area. Staff are to guide guest(s) to designated area **bomb threat, staff and guests are to meet in the Bojangles parking lot across the street.**



NO ONE is to re-enter the building without permission WaROm Building Management.

Employees and visitors shall remain in the designated meeting areas until an “all clear” is given by Building Management.

ACTIVE SHOOTER: HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY: **RUN – HIDE - FIGHT**

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. **RUN** - If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- **Call 911 when you are safe to do so.**

2. **HIDE** - If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter WaRoM entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door if it can be lock
- If your door does not lock mover a heavy item to block the door form opening.
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. **FIGHT** - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. **Once out of the building** - Make your way to the designated meeting area to ensure all staff are accounted for and no one is left in the building. **MEET in the designated meeting area – In the Bojangles parking lot.**

SEVERE WEATHER EVENT WHILE AT THE OFFICE:

Receptionist to make an “ALL BUILDING” announcement to “FOLLOW SEVERE WEATHER EVENT PROTOCOL”.

- Do not panic – remain clam!
- Move away WaRO windows!
- Close interior doors!
- **Move into the interior corridors of the building.**
- Help others, if necessary!
- Wait for emergency personnel to arrive, if necessary!
- Remain in the inner corridors until it is determined safe to leave by emergency personnel or Building Management!

EARTHQUAKE:

If you feel the ground/building shake, take the following precautions immediately!

1. **DUCK** - When the shaking first starts: **DUCK** or drop to the floor.
2. **COVER** - Take **COVER** under a sturdy desk, table or other furniture. If there is nothing available to take cover under, crouch against an interior wall and protect your head and neck with your arms. Stay away from windows, hanging objects, mirrors or anything that might fall over.
3. **HOLD** - If seeking cover under a piece of furniture, **HOLD** on to it and be prepared to move with it during the quake.

Once the shaking stops, all staff and guests are to exit via the closest hallway and meet at the designated meeting area. Staff are to guide guest(s) to designated area. Be prepared to take cover while moving in the event of falling debris and aftershocks.

For more information on earthquake safety, visit www.readync.org.

PROTOCOL FOR CLOSING THE WASHINGTON REGIONAL OFFICE DURING SEVERE WEATHER EVENTS

The following procedures will be utilized during SEVERE WEATHER EVENTS as they relate to the closing of operations in the Washington Regional Office.

Any proposed recommendation for closing the office shall be finalized in cooperation with the Secretary's Office. The Director of the Division of Environmental Assistance and Customer Service (DEACS) will coordinate this effort in a timely manner along with the local Leadership Team and the Regional Office Administrative Manager. Criteria(s) used in making the decision to close the office, in conjunction with the Secretary's Office, are listed below:

1. County Evacuation Notices
2. Notices from the Governor's Office
3. Highway Patrol Advisories
4. Wind Projections at 55 MPH or Greater
5. Flooding that Risks Lives
6. Electrical/Mechanical Failure that Interrupts Work Beyond Four (4) Hours.

If the decision is made to close the office, the phone system will be changed immediately to notify the citizens of North Carolina and any employees assigned to this workstation. The emergency phone message will include the necessary emergency telephone numbers for our customers and employees to utilize during this emergency.

Once the determination has been made that the emergency condition(s) have changed so that the office can be re-opened, the phone message will be changed. When the office re-opens and if the phone system is not operational, The DEACS Director will be notified. The DEACS Director will notify the Secretary's Office, and a determination will be made, and if appropriate the DEQ's Public Information Office will issue a press release to the citizens of North Carolina through the media.

Essential employees, as designated by each division, would continue functions as prescribed by their division management. The designation of alternative work sites for the regional staff will be made available by the supervisor(s).

For timekeeping purposes, if the office has closed and there are no alternative work sites identified for employees to report, the time WaRO work will be considered, Adverse Weather unless further instructions are given by the Governor, the Secretary's Office, or the Office of State Personnel to use OTHER APPROVED LEAVE time, leave with pay.

SUMMARY OF RESPONSIBILITIES

FIRE / SAFETY WARDENS

The Names of Each Fire / Safety Warden Posted on Each hall

The Safety Wardens are responsible for checking that all staff and guest(s) are notified and for closing interior office doors that are still open (Fire and Sever Weather), if staff not present, and checking restrooms by knocking on door to alert occupant(s) of Evacuation / Sever Weather - **if safe to do so.**

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RECEPTION AREA

In the event of a **FIRE**, receptionist is responsible for doing an “ALL BUILDING” announcement – “**PLEASE CLOSE YOUR OFFICE DOOR AND EXIT THE BUILDING!**”, securing the Guest Registry (to verify all guests exited the building); closing reception and front entrance doors – **if safe to do so.**

In the event of a **BOMB THREAT**, receptionist is responsible for doing an “ALL BUILDING” announcement – “**BOMB THREAT REPORTED, EVACUATE IMMEDIATELY AND MEET IN THE BOJANGLES PARKING LOT.**”

DO NOT shut off lights, **DO NOT** close doors, evacuate the building immediately and **MEET** in the designated meeting area.

In the event of **SEVERE WEATHER**, receptionist is responsible for doing an “ALL BUILDING” announcement – “**SEVERE WEATHER IN OUR AREA, PLEASE GO TO DESIGNATED MEETING AREA**” get to designated meeting area in the back corridor.

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ALL STAFF

In case of a fire - responsible for closing office doors and ensuring you and guests evacuate building and meet at designated area – parking lot – Bojangles parking lot behind parking lot

In case of a bomb threat – responsible for you and your guests evacuating the building immediately and getting to the designated meeting place in Bojangles parking lot! **DO NOT** shut off lights, **DO NOT** close doors.

In the event of severe weather - responsible for closing office doors and ensuring you and guest get to designated meeting area, back corridor near the closest exit.

In the event of an Active Shooter - responsible for you and your guests evacuating the building when safe to do so and getting to the designated meeting place in the Bojangles Parking Lot!

In the event of an Earthquake - responsible for ensuring you and guests evacuate building when safe to do so and meet at designated area – back corridor exiting the closest exit.

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MEMBERS OF SAFETY COMMITTEE:

Keri Sparks

The Adverse Weather Policy is always in effect. If any employee feels that it is too dangerous to report to work, **DON'T**. Call in and follow your normal procedure of notification to your supervisor.

NAME	SECTION	CELL NUMBER	OFFICE NUMBER	HOME NUMBER
Monty Griffin	DIT-Lan Administrator			
David May	DWR-WQ Reg. Op. Section			
Robert Tankard	DWR-WQ Reg. Op. Section			
Betsy Huddleston	Air Quality			
Keri Sparks	DEACS-Administration			
Jamie Midgette	DWR-Public Water Supply Section			
Kelly Spivey	DCM- Coastal Management			
	DMF- Marine Fishers			
Ray Williams	DWM-Solid Waste			
Samir Dumpor	DENLR-LQ			
Allison Ward	DWM-Underground Storage Tanks			
Daniel Ipock	DMF-Marine Patrol			

(P) = Personal

(W) = Work

- **It is the responsibility of each staff to become familiar with the Regional Office's Evacuation/Severe Weather Plan.**