

EMERGENCY ACTION PLAN

Division of Marine Fisheries - Morehead City, NC

- I. **Policy Statement:** The emergency evacuation plan provides procedures to be carried out in the event of a man-made or natural disaster that would affect the safety and well being of employees and visitors. **The plan contains instructions for orderly and rapid evacuation as well as other precautionary measures.**

DMF will conduct periodic emergency drills to promote personnel safety and preparedness. The plan will be evaluated with assistance from the Morehead City Fire Chief/designee and will be revised as necessary.

- II. **Key Personnel:** In an emergency circumstance it is imperative for all personnel to adhere to the DMF chain of command and follow instructions given by the Incident Commander and the Communications Center.

- A. **Incident Commander** will be the Deputy Director and in his absence the Maintenance Services Section Chief or in their absence the senior Marine Patrol Officer on the premises. This person is responsible for the safety of all employees.
- B. **Communications Center** will assist the Incident Commander. **DO NOT CALL Communications during emergencies! Keep the telephone lines clear!**
- C. **Public Information Officer**, or their designee will provide information to the media and appropriate outside agencies as directed by the Incident Commander. **NOBODY** else is authorized to provide information to the media or other outside agencies in an emergency.
- D. **Section Chief, or their designee** will be responsible for overseeing the evacuation and accountability of their staff by establishing procedures and providing appropriate training.

- III. **Emergency Procedures:** The “fire alarm system” will alert employees on the premises to follow established emergency procedures.

A. **Fire**

- 1. **DEPART:** All occupants including visitors must ***IMMEDIATELY*** leave their workstations, secure their door, and proceed to the nearest exit. (Make sure the exits are safe to go through).
- 2. **MUSTER STATION:** Proceed to your designated muster station across the north parking lot adjacent Arendell Street to the grassy area and check in with your section chief/designee. Please see **Attachment 1** for each section’s muster area.
- 3. **FOLLOW DIRECTIONS:** Stay at your designated muster area until further instructions are given. **DO NOT** leave the premises unless you receive authorization to do so from the Incident Commander.
- 4. **RE-ENTRY:** Do not re-enter the building until the “**ALL CLEAR**” signal is given by the Incident Commander.

B. **Bomb Threat:**

1. **THREAT:** Person receiving the threat must get as much information as possible.
2. **REPORTING:** Report any threat *immediately* to Communications at extension 201.
3. **INSTRUCTIONS:** Personnel will follow instructions from the Communications Center.
4. **INSPECTION:** Employees should conduct a quick visual inspection of their workplace to detect if anything appears out-of-place. **DO NOT TOUCH ANYTHING!** Report any suspicious object immediately to Communications, ext. 201.

C. **Hurricane or Severe Storm:**

1. **INSTRUCTIONS:** Follow precautionary instructions to protect Division assets. Refer to the Hurricane Plan.
2. **EQUIPMENT / DOCUMENTATION:** Elevate and cover electronic equipment and critical documentation to protect from water damage. Move other assets away from windows and cover, as needed.
3. **TELEPHONE:** Record appropriate voice mail message for outside callers.
4. **EVACUATION:** Allow sufficient time to safely evacuate premises and take necessary measures to protect family and property.
5. **LEAVE:** It is up to the discretion of the employee to use personal leave at this time.
6. **CONTACT INFORMATION:** Employees will be advised by Communications when DMF buildings are to be evacuated. Call Communications for extended evacuation information at 726-7021.

D. **Tornado:**

1. **INSTRUCTIONS:** All personnel in the main building must move away from the windows and into the center hallways or rooms. When leaving workplace, close doors.
2. **EVACUATION:** Employees and visitors in the modular units and hangar will evacuate those premises and move to the center hallways or rooms of the main building.

Sections are to report to the following designated areas:

- **Fisheries Management:** Wet Lab
- **Habitat & Enhancement:** Wet Lab
- **Director's Office:** Wet Lab
- **IT:** Computer Lab
- **Adm/Marine Patrol:** Wet Lab
- **MFC/Public Affairs:** Computer Lab
- **License and Statistics:** Computer Lab

- **Staff in warehouse:** Men's room or Warehouse
Manager's Office
- **Shellfish Sanitation:** Computer Lab

In the hallways, line up against the wall or sit on the floor but leave a clear passageway.

3. **CONTACT INFORMATION:** Section Chiefs are to notify the communication office when staff are at assigned location and accounted for. Remain in the center of the building until Communications gives an "all-clear".

- IV. **Individual Responsibility:** All employees of the Division of Marine Fisheries receive orientation and training on safety, health and emergency issues. Employees are expected to become familiar with and abide by the safety standards described in the North Carolina State Employees' Safety and Health Handbook. A training checklist will provide a record of additional safety and health-related training completed by each division employee.



DMF Warehouse

DMF HQ

DMF Hanger

DMF Dock

Carteret Community College

- ▲ ADM (Administration Services) - Communications Vault
- ★ DIR (Directors Office) - Middle Lamp Post
- + FM (Fisheries Management) - Water Vault
- ◉ HE (Habitat & Enhancement) - Left of Fisheries Sign
- IT (Information Technology) - Right of Fisheries Sign
- ◆ L&S (License and Statistics) - Left of Tree
- ↻ MNT (Maintenance) - Near Oyster Shell Recycle Trailer
- ★ MP (Marine Patrol) - 3rd Lamp Post
- ✱ PA (Public Affairs / Marine Fisheries Commission) - 1st Lamp Post
- ⦿ SS (Shellfish Sanitation) - Right of Tree

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Yards
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