

EMERGENCY ACTION PLAN

Division of Marine Fisheries- Elizabeth City

- 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 DMF 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 and revised as necessary. In an emergency circumstance it is imperative for all personnel to adhere to the plan. **Keep telephone lines clear!**

II. Emergency Procedures:

- A. Fire: Any person discovering a fire should immediately notify all personnel via intercom system of the fire and its location. The District Manager (DM) or designee is responsible for placing the 911 calls.
1. All occupants *immediately* leave the building, using the nearest possible exit.
 2. DMF personnel are responsible to escort visitors to a safe mustering area outside the building.
 3. Move quickly to the parking/grassed area on the US Hwy. 17 side of the building.
 4. Re-entry to the building is permitted only after receiving an “all-clear” through the DM or designee.
- B. Bomb Threat:
1. Person receiving the threat must get as much information as possible.
 2. Report any threat *immediately* to entire staff via intercom.
 3. Personnel will follow instructions from DM or designee.
 4. Employees should conduct a quick visual inspection of their workplace to detect if anything

appears out-of-place. DO NOT TOUCH ANYTHING!

5. Report any suspicious object immediately.

C. Hurricane or Severe Storm: Implement DMF Hurricane Response Plan

1. Follow precautionary instructions to protect DMF assets.
2. Elevate and cover electronic equipment and critical documentation to protect from water damage. Move other assets away from windows and cover, as needed.
3. Allow sufficient time to safely evacuate premises and take necessary measures to protect family and property. It is up to the discretion of the employee to use personal leave at this time.
4. DM will advise employees when the building is to be evacuated. DM will advise employees relative to extended evacuation information.

D. Tornado:

1. All personnel must move away from the windows and into the center hallways or rooms.
2. Remain in the center of the building until “all-clear” is announced.

E. Security/Shut-down Policy:

1. In the case of Life-Threatening emergencies utilize the intercom to alert personnel of a Code 1.
2. In the case of Non-Life Threatening emergencies utilize the intercom to alert personnel of a Code 2.
3. Immediately after notification to personnel call 911 and inform of situation.