

WILMINGTON REGIONAL OFFICE

EMERGENCY EVACUATION/SEVERE WEATHER PLAN

The North Carolina Department of Environmental Quality, Wilmington Regional Office, will follow the Emergency Evacuation Plan below in the event an evacuation becomes necessary.

EMERGENCY PLAN COORDINATOR:
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REGIONAL ADMINISTRATIVE OFFICE MANAGER (RAOM)
910-796-7742

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

In case of a **Fire:**

- Evacuate the building
- Do not panic – remain calm
- Close interior office doors
- If smoke is present, stay as close to the floor as possible
- Exit in an orderly fashion, using the nearest safe exit
- Go to designated meeting area:

pond side of the building, near the light pole closest to the street

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 their 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. **Our designated meeting area is the pond side of the building, near the light pole closest to the street.** Switchboard staff will secure the Guest Register **NO ONE** should re-enter the building without an all clear from the Office Manager.

EMERGENCY SIGNS

All overhead exit signs are emergency powered with batteries.

SMOKE DETECTORS

Smoke detectors are located throughout the building.

EMERGENCY GENERATOR

The Annex building is equipped with an emergency generator in case of a power failure. If power is lost, the generator will operate in the Annex.

FIRE EXTINGUISHERS

Fire extinguishers are located on each hallway and are inspected monthly. Fire alarm pull boxes are located outside 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.

- Follow established Spill protocol as listed in Lab

SEVERE WEATHER EVENT WHILE AT THE OFFICE:

In case of a **Severe Weather Event:**

- Do not panic – remain calm
- Move away from windows
- Close interior doors
- **Move into the interior corridors of the building** and prepare to take cover under heavy furniture (conference room tables, desks)
- 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

BOMB THREAT

In the event of a bomb threat, Receptionist to make an announcement to “EVACUATE IMMEDIATELY!” **Do Not** shut off lights! **Do Not** close doors! Evacuate the building immediately! **Meet on the pond side of the building, near the light pole closest to the street.**

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 from entering your hiding place: • Lock the door • Blockade the door with heavy furniture If the active shooter is nearby: • Lock the door • 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. **Go to designated meeting area (pond side of the building, near the light pole closest to the street)**

It is the responsibility of each staff member to become familiar with WIRO 's Emergency Evacuation/Severe Weather Plan.