EMERGENCY ACTION PLAN

Directions: Each Emergency Coordinator needs to fill out the information below on the Emergency Action Plan so Environment, Health and Safety will have the necessary information on each building to ensure the safety of occupants.

Purpose: The Emergency Action Plan is to outline a structured evacuation to ensure the safety of UNC employees, students and visitors. The plan is intended as guidance in the management of any unusual occurrence for your building. Occurrences could include floods, hurricanes, explosions, tornadoes, major fires, terrorism, and any event that has the potential for mass casualties.

Date: ___________________ Building Name______________________
Department Name:_____________________________________________
CB#:________________________________________________________
Phones:_______________________________________________________
Fax:__________________Email:___________________________
Emergency Coordinator: _________________________________________
Emergency Monitor:____________________________________________
Building Manager: ___________________________________________

I. Emergency Evacuation Procedures
II. Shelter in Place Procedures
III. Fire Prevention Plan

I. Emergency Evacuation Procedures
A. When the fire alarm sounds, take the following action.
   ─ Evacuate immediately at the closest exit.
   ─ When leaving the building, close all windows and doors. This will stop the spread of fire.
   ─ If you encounter smoke, drop down to the floor and stay low until you reach the exit.
   ─ When evacuating the building, always use the stairs, never use the elevator, because power could be lost, trapping you on the floor of the fire.
   ─ If physically impaired, know your places of refuge. Please list places of refuge for physically impaired personnel _________________________
   ─ Meet at designated assembly area, which should be at least 50 feet from building. Please fill in designated assembly area(s) ____________________________
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II. Shelter in Place Procedures

Sometimes Shelter in Place is used for emergencies for weather-related incidents such as hurricanes and tornados. Also, if there is an emergency in or near the building such as a gas leak, or active shooter, remaining in place is safer.

1. In case of a weather-related incident, a basement is the best place to seek shelter. If there is no basement, seek an interior hall or room away from windows.
2. Wait for signal from Emergency Coordinator to leave building.
3. List areas to be used for Shelter in Place.

III. Fire Prevention Plan

1. Refer to Emergency Evacuation Plan
2. Refer/create own Emergency response procedures.
3. Know where Fire extinguishers are located through-out.
4. Fire Extinguisher training.
5. Provide 3’ around all electrical equipment, fire protection devices, heating equipment including kitchen appliances.
6. Keep 44” clearances in all aisles to all exits at all times.
7. Know the Areas of Refuge and purpose.
8. Know secondary exit routes.

Contact names, information, and cell phones (includes Monitors):

1. ____________________________________________
2. ____________________________________________
3. ____________________________________________
4. ____________________________________________
5. ____________________________________________
6. ____________________________________________
7. ____________________________________________
8. ____________________________________________
9. ____________________________________________
10. ____________________________________________