Before an emergency

- You should designate the name of the emergency coordinator and alternates (deputies) to represent the department.
- Designate an area away from building (100' if possible) for key staff to assemble after building evacuation.
- Make a "Communication Plan" for notifying staff when building re-entry is permitted. This can be as simple as motioning with your hand to evacuated occupants while stating that it is ok to reenter the building.
- Compile an "Emergency Information List" about building and occupants to be given to the University Sector Commander or the responding emergency response personnel. This list should include but is not limited to:
  - A list of names and room numbers of building occupants, indicating persons needing assistance in evacuating. For additional information regarding special needs evacuations, please click on the following link to view the article regarding fire drills in the Safety First, UNC newsletter - (our on-line newsletter designed for Emergency Coordinators).
  - A list of rooms containing hazardous materials, including type and potential maximum quantity on hand.
  - A list of equipment needing special attention in the event of power disruption. Also, you can include any special actions such as vulnerable areas which must be secured before leaving the building. Keep in mind that your life is more valuable than property.
- A list of departmental employees and home telephone numbers.
- Plan and practice fire drills often with Fire Safety present to offer solutions.
Emergency Coordinator’s continued—

**During an emergency**

- Sweep through assigned area to alert occupants that an evacuation is in process and/or notify occupants that evacuation is mandatory when the fire alarm is sounding.
- Help building occupants needing assistance, and notify evacuation monitors, if any, to assist in the evacuation of all persons from the building or your department's area if occupancy is shared with other departments.
- Be prepared to report to the "Emergency Command Sector" with emergency information contained on the Emergency Information List. This vehicle will display a flashing light-green, blue or red—depending upon which agency is managing the operation.
- If possible, assist Emergency Response Personnel in locating necessary areas in the building to mitigate the problem.
- Account for the employees designated in your area by meeting building occupants at the assembly area, taking a head count, and when necessary implementing the "Communication Plan" for re-entry. This includes advising building occupants regarding the situation when the Emergency Command Sector recommends it and notifying occupants when re-entry is permitted.
- In some cases, the Emergency Coordinator can advise Facilities Services/Physical Plant personnel in clean-up operations.

**After an emergency**

- The Emergency Coordinator will often receive evacuation reports from evacuation monitors and report evacuation status to the Sector Commander. Emergency Coordinators and monitors should report as much information as possible to EHS Fire Safety in an effort to improve future evacuations in their building.

Definitions can be found on page three.

-These duties are also described in the [Annual Emergency coordinator Training](#) on-line.

If you are an Emergency Coordinator for your building or department and want more information, or if you are interested in becoming one, call [Kitty Lynn](#) at 962-5728 or [Janet Clarke](#) 962-0360 with Environment, Health and Safety.
Definitions from page 1 & 2 — Emergency Coordinators

**Communication Plan** is defined as how an Emergency Coordinator decides on notifying evacuated building occupants.

- **Emergency Information List** can be made by hand using notebook paper, or done on a computer and printed out. It can consist of anything the Emergency Coordinator feels is important to note.

- **Emergency Command Sector** includes Emergency Response Personnel and consists of any of the following three agencies; Environment, Health and Safety, Campus Police, and/or Chapel Hill Fire Department.
Hazardous waste regulations can be daunting to decipher and seem illogical at times. Nevertheless, we must follow them. If we break them down into four words—“Lids, Leaks, Labels, and Location”—they become easier to follow. All waste containers must be closed at all times, unless actively adding material. They must be kept closed at all times, unless actively adding material. Closed means that no material will be released or spilled.

All waste containers must be maintained to prevent leaks. All waste containers must have a label describing the contents of the container. Abbreviations cannot be used even if it’s a Trichlorophenoxy Propionic Acid, when 2,4,5 TPA are even specific requirements for universal waste.

The location is the tricky part. All waste containers must be kept at or near the point of generation. The location of your lab’s fume hood plays no part in this. If you generate waste in one room, it until picked up by EHS personnel for disposal or recycling.

Common Misperceptions:

If I can throw it away at home, I can throw it in the trash at UNC. Or, if I can pour it down the drain at home, I can pour it down the drain at UNC.

Myth! There are separate ideas here. Households have what is known as household hazardous waste. These are your batteries, bulbs, pesticides, propane tanks, paint, and other household chemicals. You can take items such as these to and Wake counties all maintain HHWs. dates and times, or visit page 5 of our Hazardous Waste—http://ehs.unc.edu/

These items must come from your home. UNC may be taken to those areas just as to UNC.

UNC’s waste is specifically regulated by the EPA and enforced at a state level by the Environmental Protection Agency North Carolina Department of Natural Resources (NC DENR) and the Orange Water and Sewer Authority standards to meet. In short, nothing hazardous may be poured down the drain. Yes, that beaker of Sodium Hydroxide on your bench is hazardous, as is that vial of 10% methanol next to it. No alcohols, no corrosives, no ignitables, nothing hazardous may be poured down the drain.
If a fluorescent bulb has a green tip, it can be thrown away. Also, the little compact fluorescent bulb can be tossed.

Myth! All fluorescent bulbs contain mercury, even if in small amounts. Based on testing done by various authorities, the amount is enough to be considered hazardous and must be shipped, recycled, or disposed of by EHS. Bulbs also have stringent storage requirements. Used fluorescent bulbs must be stored in boxes. These boxes must be kept closed unless actively adding material. They have to be labeled as “Used Bulbs.” They also need to have a date on them signifying the first date that a bulb was put into the box. In addition, they are to be shipped within one year of that accumulation start date. Contact EHS to recycle.

We can toss empty aerosol cans into the trash.

Myth! In order for anyone to be able to throw an aerosol away, it has to be at atmospheric pressure, which can only be achieved by puncturing the can. No, you can’t puncture the cans because most contain VOC’s (volatile organic compound) or other hazardous constituents. So, we consider all used aerosol cans as containing some material. They must be stored in drums or pails that are kept closed, labeled as “Aerosol Cans.” and shipped by EHS for disposal.

Why doesn’t UNC recycle batteries?

We do! By regulation, we have to recycle or dispose of lead acid batteries, nickel cadmium batteries, lithium batteries, mercury batteries, and nickel metal hydride batteries. We also recycle alkaline batteries. Now, we do not have accumulation centers on campus due to the way the rules are written for accumulation. Boxes or containers for batteries must be kept closed unless actively adding material. They must be labeled as to the type of batteries. Pickup requests may be made online at ehs.unc.edu.

What’s the worst that can happen if I leave a box of bulbs or batteries open or don’t label them?

Yikes! Recently, another university was fined $14,988 for mismanagement of their wastes. Among the issues was not storing universal waste in closed containers, and failing to properly label and identify storage containers. Bulbs and batteries are universal waste.

For questions regarding your lab wastes, bulbs, batteries, paints, aerosols, or anything else you think might be considered a hazardous or universal waste, please contact us at 962-5507, or check out our website at ehs.unc.edu.

—Mike Long— Environmental Affairs Officer
What would you do if you were in an unfamiliar building and the fire alarm went off? Where would you go? What if you were a patient in the middle of your doctor’s appointment or a supplier delivering medical equipment? If you were at Campus Health Services, you could count on one of 30 Emergency Coordinator team members (ECs) to take charge and lead you out of the building quickly and safely. When the alarm sounds, these ECs are ready to don their bright orange hats and check each room in their area to shepherd their evacuees to safe assembly locations.

This well-organized emergency response team in the James A. Taylor Campus Health facility is led by Karen Doran, the Environment of Care Manager for UNC Campus Health Services (CHS). She works with the ECs to ensure that building occupants are led to safety during any emergency. The ECs are selected for their willingness to contribute to the safety of their colleagues and visitors. This is especially challenging, yet critical, in a health care facility because of the constant stream of UNC students, staff, and visitors. Patients who are ill or injured require special consideration during an evacuation.

The CHS EC’s prepare for contingencies by learning how to assist building occupants out of the building during emergencies, when to shelter in place, and how to evaluate the response after the “all clear” has been given. The “all-clear” is a signal given by EC’s after the Fire Department or Environment, Health and Safety (EHS) checks out the emergency. Annual training is provided by EHS to review duties and responsibilities, learn about new program requirements, and prepare for future incidents. Fires, weather events, bomb threats, and terrorist attacks are examples of events that could possibly occur on campus.

With the assistance of EHS, CHS holds two annual fire drills, portable fire extinguisher training and, when possible, a disaster drill. One exciting drill involved coordinating with EHS to simulate a breach of a high security BioSafety Lab, and another drill was a bomb threat mock-up carried out with the Department of Public Safety.

Picture; Dr. Mary Covington, Executive Director CHS; Cindi Carter, Nancy Rosegren, Tiffany Lashley, Kevin Turner, Brenda Daye, Joyce Roberts and Karen Allen.
Ms. Doran

finds running the Campus Health Services emergency response program rewarding because each day brings something different. No matter what is planned for the day, there could be an unusual or challenging situation.

http://www.ehs.unc.edu/fire/coordinators.shtml

One of the biggest challenges of administering the emergency response program at CHS is developing scenarios that can be used in the annual practice drills. Because of the complexity of the health care facility, it’s difficult to create realistic drills that won’t inadvertently cause panic or undue disruption. After each drill, whether planned or the result of an unexpected fire alarm activation, the ECs gather together to provide feedback to improve the next event. You can employ your own winning training strategy with the help of EHS Fire Safety. Call for facilitation at 962-5708.

Karen Doran with Patient Assistant Jennifer Wagoner & background painting of Dr. James Taylor.

YOUR Emergency Coordinator Team

ECs can be issued a personal item that can be easily identified during emergencies: buttons, name tags, caps, or vests to identify your team. Be creative, recycle and redecorate existing hats with your group’s name.

√ Checklists with staff names are kept at the front desks.
√ EC’s use this checklist to identify unaccounted persons to alert Public Safety or the Fire Department.
√ CHS has developed specific procedures to follow during evacuations or shelter in place. These incorporate the unique challenges of a health care facility.
√ Brightly colored signs that say “Do Not Use Elevator” and “Do Not Enter-Emergency Drill in Progress” are posted strategically.
√ The ECs are free to share information and feedback with each other and the Emergency Operations Center to support continuous program improvement.
√ Policies are reviewed regularly and updated as needed.

Please contact Janet Clarke to start your Emergency Coordinator Team-962-0360.
UNC Environment, Health and Safety (EHS), has taken extraordinary steps to enhance fire safety on campus by applying for, and receiving, a $221,018 FEMA Fire Prevention and Safety Grant to install Safe-T-element® Cooking Systems on 557 campus housing stoves. This equipment will eliminate stove top fire risks in 557 student housing apartments, has the potential to save UNC $22,280 per year in energy savings, and will likely save the Chapel Hill Fire Department up to $13,600 per year in emergency response costs.

Four hundred and nine stoves in Baity Hill Student Family Housing and 148 stoves in Ram Village have been retrofitted with the stovetop safety devices. These cook top safety devices prevent burners from exceeding 665°F by turning off at that temperature and turning back on at 655°F. The burner allows for effective and efficient cooking, but can never exceed the ignition temperature of oil, grease, and paper. Therefore, a fire caused by the burners is eliminated.

The EHS Fire Safety section has developed partnerships with the UNC Department of Housing & Residential Education (DHRE), UNC Housing Support, the Department of Public Safety, University Electronics, and the Chapel Hill Fire Department. Fire Safety has been tracking fire alarm data for more than thirteen years. When the grant for the Safe-T-element® devices became available, Fire Safety worked with UNC Housing to develop a plan for applying for the grant and installation of the equipment. The grant also provides for the design and publication of training programs, literature, kitchen safety instructions, inspections, and monthly audits. The UNC Print Shop and Fire Safety have developed top quality printed material that will appeal to the student population. Without the grant money, these educational materials would not be possible.

Parents of children enrolled in UNC are deeply concerned about their children’s safety. The EHS Fire Marshal’s office promotes a safety philosophy and shares it with the Chapel Hill Fire Department, working together to accomplish a goal of eliminating hazards that threaten the life and health of students. EHS Fire Safety recognizes the fact that parents need to have their children protected from the dangers of fire, and they are passionately motivated to ensure that every student living in UNC Housing is safeguarded against the possibility of harm.

The Higher Education Opportunity Act (PL 110-315) requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus housing statistics. In this fire safety report, UNC includes Safe-T-elements in the list of fire protection devices critical for protecting life and property in campus housing.
Fire Statistics:
Some student apartments are equipped with stoves in order to provide convenience and economy. However, despite comprehensive educational programs provided to RAs and students at the start of each school year, approximately 30% of Chapel Hill Fire Department responses to UNC campus buildings in 2008 were due to cooking-related incidents in residence halls. Of these 330 events, many were stove top incidents caused by overheated cooking oil, combustibles left on stove burners, and unattended cooking.

Recovery Cost Savings for UNC:
Because the installation of the Safe-T-elements® will reduce the number of fires on campus, UNC will save money on recovery costs. For example, a 2008 kitchen fire in Odum Village cost $8,700 in clean up expenses. Damages from a sprinkler system activation totaled $182,000 in a 2008 fire.

Traffic Safety:
The danger of pedestrian and vehicular accidents during first responder calls will also be reduced if the CHFD does not respond with lights and sirens to as many calls.

Energy Savings for UNC:
The shutoff mechanism provides an energy-saving component. The estimated energy savings is 35% by reducing stove-eye temperatures, which equals about $40/year/stove or approximately $22,280/year for all 557 stoves on campus.

Cost Savings for Chapel Hill Fire Department:
If the number of cooking fire calls is reduced by half, cost savings for the Chapel Hill Fire Department will be about $13,600 per year in fuel, personnel, and equipment.

Partnerships:
Working with The department of Housing and Residential Education, Housing Support and Chapel Hill Fire Department promises to offer a segue into future possibilities, such as combining improved statistics from the projects’ results into training videos, and demonstrating the effectiveness of a multilateral goal with a large population base. We can also use student testimonials to improve annual training interest.