

<b>NORTH CAROLINA DEPARTMENT OF COMMERCE</b>		<b>POLICY # HR 27</b>
<b>Title:</b> Emergency Evacuation Plan (Dobbs/Education Building)		
<b>Effective Date:</b> July, 1999	<b>Administering Authority:</b> Human Resources Dir.	
<b>Revisions:</b>		
<b>Statutory Authority (if applicable):</b>		

**Purpose:** To provide a safe and orderly plan for state employees to leave the work site in case of an emergency.

**Policy:**

- I. **INTRODUCTION** It may be necessary to evacuate a State facility or other areas where State employees are working at anytime. Causes for evacuation could be fire, explosion, flood, severe storms, hurricane, tornado, toxic fumes, radioactive material release, and electrical or structural failure. In an emergency, evacuation of the Dobbs/Education Building should proceed as rapidly and safely as possible. This plan establishes procedures for the employees' guidance to eliminate as much confusion and panic as possible. Each employee is urged to become familiar with the procedures for his/her own safety and protection.  
Commerce Human Resources/Safety Office: 733-2104 (Cellular 218-9755)  
State Capital Police 733-4646
  
- II. **KNOWLEDGE OF THE BUILDING** All employees should become familiar with the physical characteristics of the building so that evacuation procedures will be efficient and orderly. The attached plans designate the following:  
Attachment #1:
  - A. Outside Assembly Area
  - B. Location of Stairway
  - C. Location of Fire Alarm
  - D. Location of Fire Extinguishers
  
- III. **ALARM/PA System** The Dobbs/Education Building contains a siren-sounding fire alarm located on each floor. The alarm may also be activated by the buildings automatic smoke detection system. A sounding of the fire alarm will serve as the signal for evacuation.
  
- IV. **EMERGENCY EVACUATION PROCEDURE**
  - A. Authority  
Only the Safety Director or State Capitol Police shall be authorized to cause the evacuation of the building in a drill exercise. Anyone who receives a bomb threat should contact the State Capitol Police at 733-4646 immediately; then notify the Safety Director at 733-2104 (Cellular 218-8755), who will in turn, evacuate the building. The Safety Director will then coordinate the evacuation with each Floor Monitor and call the Secretary's Office at 733-3309. Every state government building has a primary tenant (Education Building: Department of Public Instruction; the Dobbs Building: Department of Insurance). The Safety Director will also be responsible for contacting the primary tenants of the building

to alert them of the situation. The primary tenant's Safety Officer will notify secondary tenants of a building.

- B. Evacuation Routes In the event an alarm is sounded or verbal order is given to evacuate, employees are requested to proceed calmly through the corridor and down the stairways and exit from the 1<sup>st</sup> or 2<sup>nd</sup> floors for the Dobbs Building; the 1<sup>st</sup> floor for the Education Building. Elevators shall not be used by able-bodied personnel as a means of exit during an evacuation emergency or drill except by the authority of appropriate emergency personnel. Floor plans with designated evacuation points and exits are posted on each floor of the Dobbs/Education Building.
- C. Evacuation of Handicapped Personnel It is the responsibility of all employees who consider themselves sufficiently handicapped, to warrant special evacuation procedures in the event of an emergency, to advise their Floor Monitor of their special needs. The Floor Monitor will maintain a listing of all handicapped employees in his/her area and will submit a copy of that list to the Safety Director. Employees are reminded that it is their responsibility to assure that their name is on the handicapped list when they feel there is a need for them to receive special assistance. It should also be understood that the disability need not necessarily be permanent, but could be a temporary situation, such as a broken leg, advanced stage of pregnancy, severe sprains, and other physical conditions that might impair ready movement by means of stairs.

Education Building In the event of an emergency evacuation, handicapped personnel in the Education Building on the 4<sup>th</sup> floor shall proceed immediately to the elevator area on the South Side of the Education Building and await instruction. Handicapped personnel on the 5<sup>th</sup> floor of the Education Building shall proceed immediately to the elevator area on the South side of the Education Building and await instruction. Floor Monitors shall immediately notify the Safety Director of the location of the handicapped for the evacuation. The Safety Officer will be carrying an emergency cellular phone (2189755). Evacuation of those persons shall be coordinated with fire and/or police personnel. The Department of Public Instruction has an "Evac-u-track" located in the stairwells. These may be used in the event of an emergency.

Dobbs Building In the event of an emergency evacuation, the Safety Officer should be notified of the location of the handicapped prior the evacuation. Handicapped personnel in the Dobbs Building shall proceed immediately to the nearest stairwell area, if such area is free from harm. If the area is not free from danger, the Floor Monitor shall, upon stairway clearance, move handicapped personnel to the landing area within their stairway exit. Floor Monitors shall immediately notify the Safety Director of the location of the handicapped for the evacuation. Evacuation of those persons shall be coordinated with fire and/or police personnel.

In the event of a drill exercise, handicapped personnel shall proceed immediately to the stairwell area and await instructions from Floor Monitors as to building drill clearance.

Elevators shall not be used as a means of exit during an emergency evacuation or drill, except on the authority of appropriate emergency personnel.

- D. Evacuation Assembly Areas Upon evacuation, employees shall proceed to their designated assembly area, which is: Dobbs Building -**the grassy area beside the Facility Management building**; Education Building – **park area beside the Bath building**. Employees are to remain there until instructions are received that building re-entry is safe. In inclement weather, Dobbs Building employees are to assemble under the parking deck (Lot 64) on the Salisbury Street level; Education Building employees are to assemble under the overhang of the Legislative Office Building. It is essential that employees do not gather in front of the Dobbs/Education Building

entrances. These entrances will be in constant use by the fire and/or police departments. Employees must be a least 300 feet from the building. (See attached maps of assembly areas)

- E. Accounting for Personnel Each supervisor shall establish a procedure to ensure all personnel evacuates during an emergency or drill. Each supervisor shall ensure that visitors within their respective area are advised of the need to evacuate the building and directed to the appropriate assembly area.
- F. Floor Monitors Function Floor Monitors shall assist in the total evacuation of their assigned floors. Upon floor evacuation, the Monitor shall proceed to the sidewalk in front of the Facility Management Building (Dobbs Building) or 1<sup>st</sup> floor lobby (Education Building) to inform the Safety Director of safe evacuation. A Floor Monitor list shall be developed for each floor of the Dobbs/Education Building, to consist of two (2) monitors for each floor wing. The list shall be kept current by the Safety Director and posted on each floor.
- G. Safety Directors Function The Safety Director will be in charge of the building evacuation. He/she will coordinate in-house activities during emergency and drill evacuations, and shall assist outside services as needs are indicated. **This person shall have final authority to issue notice of building re-entry.** He/she shall further have responsibility to train Floor Monitors on their activity roles, and shall address evacuation problems with responsible parties. The Dobbs Building will have one Evacuation Coordinator and one alternate and the Education Building will have one Director and one alternate. He/she will establish a control center post, in front of Facility Mgmt. Building for the Dobbs Building and 1<sup>st</sup> floor for the Education Building, to coordinate evacuation activities.
- H. Employee Function All employees shall evacuate the building in an orderly fashion upon alarm and/or Safety Director/Floor Monitor's direction. Employees failing to abide by directions to evacuate the facility shall be subject to disciplinary action. Employees shall report to designated assembly areas and await further instructions from authorized personnel.
  - I. Notification in Case of an Emergency In the event of an emergency, the Safety Director shall be notified and will then alert the Floor Monitors on each floor. If the emergency poses a threat to any adjacent buildings, the Safety Director shall notify them by phone or messenger.

If there is a need for emergency medical assistance, see the assigned floor monitor, who in turn will notify the Safety Director or State Capitol Police. They will be responsible for getting the proper medical attention needed.

- V. **BOMB THREAT PROCEDURES** Employee safety is the utmost consideration in an emergency situation; and the only safeguard against an explosion is immediate evacuation. The following bomb threat procedures have been established for employees located in the Dobbs/Education Buildings.
  - A. Receiving the Bomb Threat Normally, a bomb threat will not be directed to an individual, but rather to the person who first answers the call. It is imperative that all our building's employees are fully informed on how to handle bomb threat calls. A bomb threat checklist is located in the front of the State Telephone Directory. All bomb threat calls must be reported immediately to the State Capitol Police (733-4646) and then to the Safety Director at 733-2104 or 715-4204. The Safety Director in turn will notify the necessary chain of

command. Each supervisor shall be responsible for training his or her employees on this procedure.

**B. Bomb Threat Evacuation** Any decision to evacuate and re-enter the building will be made by the Safety Director and State Capitol Police. Use the exit nearest to your office. **Do not close office doors or turn off lights.** Only stairs should be used for exit purposes. Elevators shall not be used as a means of exit during an evacuation or drill except by the authority of appropriate emergency personnel. See page 2-C for evacuation of Handicapped personnel. Employee evacuation shall be at least 300 feet from the building. The Safety Director will announce the following: "A bomb threat has been received and all employees are to evacuate the building and report to their designated assembly area immediately. Please take all valuables and await further instructions."

**C. Conducting the Search** Upon being notified that a bomb threat has been received, the Safety Director will immediately notify the Floor Monitors and station him/herself in front of Facility Mgmt. Building (Dobbs Building) 1<sup>st</sup> floor (Education Building) lobby area which will be the control center for directing all bomb threat activities for these buildings. Once each floor is evacuated, the Floor Monitors shall meet the Safety Director in the control center area for further direction. Once the search is completed, the Safety Director will advise when it will be safe to have employees re-enter the building.

**VI. TORNADO PROCEDURE** Extra precautions are needed in office structures of this nature. Not only is there a large concentration of people, but these buildings have a large amounts of glass and windows. During a tornado emergency, such notification will be addressed over the building's P.A. system or by messenger. Employees are requested to:

- A. Using the most accessible stairwell, everyone on the 6<sup>th</sup> floor should proceed to the 5<sup>th</sup> floor hallway (Dobbs Building); everyone else should proceed to the hallway on their floor and line up around the walls. \*\*\*Note: Stairways without windows are recommended over windows and glass doorways.
- B. Do not use elevators; the power may go off and you could become trapped.
- C. Protect your head and make yourself as small a target as possible by crouching down.
- D. Close all exterior window office doors.

**VII. EMPLOYEE TRAINING AND ANNUAL DRILLS** All building employees shall be reviewed on emergency evacuation procedures. A copy of the Emergency Evacuation Plan will be readily accessible to all employees and posted on the building bulletin boards. **Each employee's supervisor is responsible for ensuring that an annual review of emergency evacuation procedures is accomplished with his/her employee.** All new employees will be provided with a review of the emergency evacuation procedures on the first day of employment by his/her immediate supervisor. In addition, they will receive a copy of the plan at orientation from the Human Resources Office. Procedures shall include identification of exits and assembly areas, location and use of alarms and fire extinguishers.

The building's Safety Director shall be responsible for conducting evacuation drills held in accordance with established procedures. The Safety Director shall meet with the Floor Monitors at least twice a year to review emergency evacuation procedures and building evacuation needs.

The Safety Director is responsible for the overall evacuation of personnel from the Dobbs and Education buildings. This evaluation shall be filed and open for review. A plan of corrective action will be required to correct noted areas of deficiency observed during evacuations. After deficiencies have been corrected, the Safety Director may conduct follow-up drills to assess corrective results.

## **ATTACHMENT #2**

### **INSTRUCTIONS FOR RECEIVING BOMB THREAT CALLS**

Keep the caller on the line as long as possible. Ask who is calling, and have the caller repeat the message. Write down every word spoken by the person making the call. Concentrate on listening to any background noises.

If the caller does not indicate the location of the bomb, the type of bomb, how you can identify the bomb, or the time of possible detonation, the person receiving the call should ask the caller for this information.

It is advisable to inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.

Pay particular attention to any strange or peculiar background noises such as motors running, background music, or any noises which might give even a remote clue as to the place from where the call is being made.

Listen closely to the voice (male/female), voice quality, accents and speech impediments. Immediately after the caller hangs up, the person receiving the call should immediately contact the State Capitol Police at 733-4646. Once the State Capitol Police is notified, the person receiving the call should notify the Safety Director at 733-2104 or 715-4204. Be prepared to give as much information as possible.

**ATTACHMENT #3**

**BOMB THREAT REPORT FORM**

Name of person receiving call:

Date of call: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Probable origin of call:

\_\_\_\_\_ Local \_\_\_\_\_ Long Distance  
\_\_\_\_\_ Phone Booth \_\_\_\_\_ Internal

Identity of caller:

**VOICE SPEECH**

\_\_\_ Loud \_\_\_ Soft \_\_\_ Fast \_\_\_ Slow \_\_\_ High \_\_\_ Deep \_\_\_ Distinct \_\_\_ Raspy  
\_\_\_ Pleasant \_\_\_ Other \_\_\_ Distorted \_\_\_ Nasal \_\_\_ Intoxicated \_\_\_ Stutter

**ACCENT LANGUAGE**

\_\_\_ Local \_\_\_ Foreign \_\_\_ Good \_\_\_ Poor \_\_\_ Racial \_\_\_ Regional \_\_\_ Foul \_\_\_  
Other \_\_\_ Type \_\_\_\_\_

**BACKGROUND NOISE MANNER**

\_\_\_ Office Machines \_\_\_ Animals \_\_\_ Calm \_\_\_ Angry \_\_\_ Airplanes \_\_\_ Factory Machines  
\_\_\_ Rational \_\_\_ Irrational \_\_\_ Voices \_\_\_ Music \_\_\_ Coherent \_\_\_ Incoherent \_\_\_ Trains  
\_\_\_ Street Traffic \_\_\_ Deliberate \_\_\_ Emotional \_\_\_ Time \_\_\_ Other \_\_\_ Righteous  
\_\_\_ Nervous Laugh

Who did you inform about the call?

Did caller seem familiar with our building? \_\_\_ Yes \_\_\_ No If yes, how?

As well as you can, write what the caller said: \*\*\* Note: A copy of this report shall be given to the Employee Supervisor and the Commerce Safety Director. Call 919.733.2104 if you have any questions or concerns.