



## Employee Safety and Health Program

### Asheville District Office— **Emergency Evacuation Procedures**

**Effective  
Date:  
01/01/04**

*Rev. 2/13/2019*

#### **A. Introduction**

##### **I. Purpose**

To ensure quick and efficient action is taken in the event of an emergency situation at the Asheville District Office.

##### **II. Application**

This plan applies to all Asheville District Office staff and visitors.

##### **III. Distribution**

This plan shall be made available to all Asheville District Office personnel.

##### **IV. Methods**

This plan details the procedures to be implemented during foreseeable emergency situations and is designed to protect the health and safety of employees and preserve property.

##### **V. Emergency Coordinators**

Emergency coordinators for the Asheville District Office are appointed by the Area Safety and Health Committee on a periodic basis. The following individuals are responsible for plan development and implementation, including all training. They will also serve as the point of contact during an emergency and will act as a liaison between the Department of Labor and professional emergency response agencies (i.e. Asheville Fire Department, Asheville Police Department, and Buncombe County EMS):

Kristie Hall, Health Compliance Officer II

Work Phone: (828) 299-8281

Cell Phone: (423) 956-1796

Tena Clark – Office Assistant

Work Phone: (828) 299-8232

Cell Phone: (828) 775-1837

Emergency Monitors are any one of the safety or health staff.

**B. Emergency Procedures**

**I. General Information**

Each of the following may be considered an emergency situation. Specific procedures to be followed in each case are outlined in Appendices A-F.

1. Fire (Appendix A)
2. Bomb Threat (Appendix B)
3. Medical (Appendix C)
4. Severe Weather (Appendix D)
5. Workplace Violence (Appendix E)
6. Automobile Breakdowns and Accidents (Appendix F)
7. Building contacts/phone numbers (Appendix G)

**All employees of the Asheville District Office have the authority to initiate emergency procedures. If an employee is unsure as to whether or not a situation is an emergency, they should contact their supervisor immediately, or an available supervisor within the building, or in the absence of an on-site supervisor, proceed as if the situation is an emergency.**

## II. Emergency Notification Procedures

In any emergency situation, the highest priority will be to ensure the safety of all NCDOL staff and visitors. This can be accomplished by initiating evacuation or other procedures as soon as possible. If appropriate, all employees should be made aware of the emergency situation immediately through the **“all-call” feature (press “all call page”, then “#39”)** on the telephone in the Office Assistant’s office. The employee making this notification should ask for everyone’s attention, announce the emergency and instruct employees on how to proceed. The announcement should be loud and clear, and repeated once. In the event the phone system is inoperable, the supervisor(s) should be notified of the emergency. It will then be their responsibility to ensure all other staff and visitors are notified verbally.

After the notification and/or evacuation process has been initiated, any employee may summon professional emergency responders by phoning 911. The employee dialing 911 shall report to the answering party the following information:

1. Their identity and that of NCDOL
2. Location of the facility 204 Charlotte Highway, Suite B and Suite C.
3. Nature of the emergency.
4. Type of emergency assistance necessary.
5. Number of injured personnel and extent of injuries (if known).

**DO NOT HANG UP UNTIL TOLD TO DO SO!**

**Under no circumstances should any staff or visitor delay evacuation to call 911 during a life-threatening emergency.**

At some time during or after the emergency situation, appropriate upper management personnel shall be notified by the plan coordinators or their designee(s).

Western Compliance Bureau Chief – Paul Sullivan

Work Phone: (704) 665-6803

Cell Phone: (704) 998-8959

Assistant Deputy Commissioner– Scott Mabry

Work Phone: (919) 707-7802

Cell Phone: (919) 740-2082

### III. Evacuation Procedures

Once the evacuation notice is given, all employees and visitors shall proceed immediately to the nearest emergency exit. Primary and secondary exits for each work area are outlined on the posted “**Emergency Evacuation Routes**” diagram. A copy of this diagram is attached with the Emergency Action Plan.

All employees and visitors proceed immediately to the nearest safe emergency exit (one in rear near kitchen area, one in rear near lab, or either front entrance doorway).

The Emergency Coordinators will check the building following evacuation; including restrooms, offices, and conference room to assure all employees are out of the building. After leaving the building, all employees shall immediately proceed to the designated employee gathering area for a head count. For the purposes of this plan, **employees are expected to gather at the gravel parking lot on the west side of the building.** Each supervisor, or their designee, shall account for his or her employees and their visitors. All employees shall remain in the evacuation gathering area until dismissed by their supervisor, the emergency coordinators, or professional emergency responders.

All rescue and medical duties, related to a particular emergency for which evacuation is required, will be performed by professional emergency response personnel (e.g. Reynolds Fire Department). Employees may perform voluntary medical and are not expected to render care or assistance to any injured in a medical emergency.

In the event of a local chemical emergency, follow local authority's instructions on area evacuations.

**Appendix A**  
NCDOL/Asheville District Office

**Fire Emergency Procedure**

**Note: If the fire is a small, incipient stage fire and the employee is trained and believes the fire can be easily extinguished, the employee is permitted to use a portable fire extinguisher to extinguish the fire. Otherwise, the employee should follow the Evacuation Procedures.**

**The P-A-S-S technique for fire extinguisher use:**

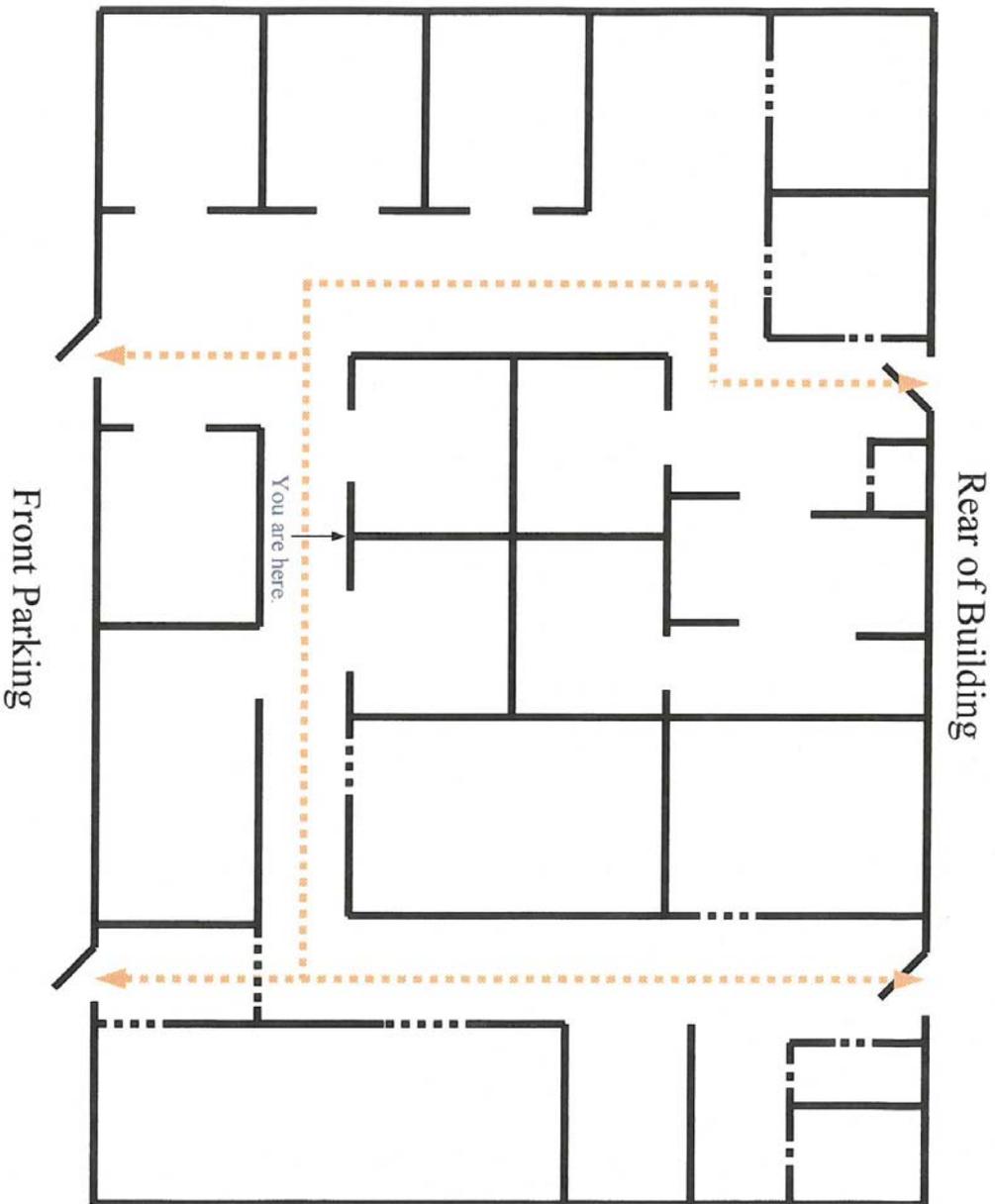
P - Pull the pin. It is there to prevent accidental discharge.

A - Aim low at the base of the fire. This is the where the fuel source is.

S - Squeeze the lever/trigger above the handle. Release to stop the flow.

S - Sweep from side to side. Move toward the fire, aiming low at its base. Sweep until all flames are extinguished. Watch for re-igniting. Repeat as necessary. Have site inspected by fire department.

# Emergency Evacuation Routes



**Appendix B**  
North Carolina Department of Labor  
Asheville District Office

**Bomb Threat / Emergency Action Procedure**

**Recognizing a Bomb**

You might suspect that an object is a bomb if it:

1. Does not belong
2. Is unusual
3. Is out of place
4. Is an unexpected mail delivery

**If you Suspect a Bomb**

If you suspect a bomb is present, follow these steps:

1. Do not attempt to move, disarm, or neutralize a suspected explosive device.
2. Notify the Emergency Plan Coordinator, Co-Coordinator, or designee. Notify your supervisor or district contact person.
3. Call **911** and give your name, group, location, and telephone number.
4. Emergency Plan Coordinator, Co-Coordinator, or designee shall notify all employees via an “all-call” to immediately evacuate the building following the Emergency Evacuation Plan.
5. Do not alarm your fellow coworkers. Don’t panic and don’t spread rumors.

**Telephone Bomb Threats**

If you get a telephone bomb threat, follow these steps:

1. Stay Calm. Do not confront or challenge the caller in any manner.
2. Without alerting the caller, try to signal another person to call police at **911** and say there is a bomb threat. Alert the Emergency Action Plan Coordinator, Co-Coordinator, or designee.
3. Keep the caller on the line as long as possible.
4. Call 911 when the caller hangs up, if someone has not already done so.
5. Emergency Plan Coordinator, Co-Coordinator, or designee shall notify all employees to evacuate the building following the Emergency Action Plan (Appendix B).
6. Document the conversation using the following Bomb Threat Form.

## Telephone Bomb Threat Form

### Instructions:

1. Be Calm. Be Courteous. Listen.
2. Obtain information from the caller. Any person receiving a phone call in which the caller states that a bomb has been placed in any part of the facility should make every effort to obtain as much information as possible.
3. Call the Police at **911** and notify Emergency Plan Coordinator, Co-Coordinator, or designee. (Without alerting the caller, try to signal another person to call Police and say there is a bomb threat, then contact the Emergency Plan Coordinator(s).)

### Questions:

The following questions should be asked, if possible:

A) Where is the bomb located? \_\_\_\_\_

\_\_\_\_\_

B) When is it set to explode? \_\_\_\_\_

\_\_\_\_\_

C) What kind of bomb? \_\_\_\_\_

\_\_\_\_\_

D) What does it look like? \_\_\_\_\_

\_\_\_\_\_

E) Why was the bomb placed? \_\_\_\_\_

\_\_\_\_\_

### Observations:

Caller's Identity: \_\_\_\_\_

Male \_\_\_\_ Female \_\_\_\_ Juvenile \_\_\_\_ Adult \_\_\_\_ Approximate Age: \_\_\_\_

Other Observations Noted: \_\_\_\_\_

**Appendix C**  
Procedures for a Medical Emergency  
NCDOL/ Asheville District Office

Employees or visitors at the Asheville District Office who sustain minor injuries may utilize the first-aid kit by the employee entrance mounted on the wall for self-treatment. Any supplies removed from the kit shall be documented, so they can be replaced by the Safety and Health Committee. In the event of a more serious injury or illness (including, but not limited to, choking, breathing difficulties, chest pains, allergic reactions, seizures, unconsciousness, bleeding, head/neck injuries, childbirth, etc.), the following procedures shall be followed: **Note: Employees of the Asheville District Office are NOT expected to render care or assistance to any patient in a medical emergency.**

1. Call **911** to initiate an emergency response by Buncombe County EMS and the Reynolds Fire Department. Be prepared to give the dispatcher as much information as possible (including the patient's name, sex, age, and symptoms).
2. Notify an Emergency Coordinator and/or applicable Supervisor **immediately**.
3. Do not panic. Talk with the patient and reassure him/her that emergency medical help is on the way.

**Appendix D**  
Procedures for Severe Weather  
NCDOL/ Asheville District Office

In the event of adverse weather conditions, such as (but not limited to) tornados, very severe thunderstorms, and hurricanes, the following procedures shall be followed in order to ensure the health and safety of Asheville District Office personnel and visitors.

1. When the potential for severe weather exists, it will be the responsibility of the emergency coordinators and supervisors (or their designees) to monitor various media sources (such as radio, Internet weather pages, etc.) for developing conditions.
2. If a severe weather warning is issued, all employees will be immediately notified via the all-call feature (press “all call page”, then “#39”) on the Office Assistant’s office telephone.
3. In a tornado warning, very severe thunderstorm warning (with straight line winds), or hurricane warning, all personnel in the Asheville District Office shall move to the designated place of safety immediately. The storage room/spare office shall serve as the designated location due to its central location and lack of any windows.
4. All personnel shall remain in this location until given the all-clear by the emergency coordinator or their designee.

**Appendix E**  
Procedures for Workplace Violence Emergencies  
NCDOL/Asheville District Office

Workplace Violence includes, but is not limited to, intimidation, bullying, stalking, threats, physical attack, domestic violence or property damage and includes acts of violence committed by State employees, clients, customers, relatives, acquaintances or strangers against State employees in the workplace.

**Minimizing Workplace Violence:**

1. Conduct a Facility Risk Assessment
  - a. Physical environment of office (access to facility, lighting, obstructions, visitors, and others)
  - b. Potential security risks
  - c. Budgeted funds for security
  - d. Recommendations to minimize

**Responsibilities:**

1. Be aware of NCDOL's Workplace Violence Prevention Policy and take part in prevention training.
2. All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, customers and strangers. Employees shall place safety as their highest concern and shall report all acts of violence and threats of violence. All reports of violence will be handled in a confidential manner, with information released only on a need-to-know basis.
3. In the event of a workplace violence emergency call 911 and request assistance if the situation is perceived as dangerous. Do not attempt to intervene physically. Get to a place of safety.
4. Once in an area of safety, notify your immediate supervisor or bureau chief of the incident.

**Appendix F**  
Procedures for Automobile Breakdowns and Accidents  
NCDOL/Asheville District Office

**Automobile Breakdowns**

1. Unless you are trained in automobile repair, employees should not attempt to make repairs to state cars, including changing tires.
2. If possible, try to get the car off the highway as much as possible.
3. If you are driving a state car, notify Motor Fleet Management at 1-800-277-8181 that you have had a problem and provide your location.
4. Notify your supervisor as soon as you can.
5. Employees should not accept assistance from strangers in most cases.

**Automobile Accidents**

1. Obtain the name, address, and phone number of the other persons involved.
2. Obtain the name, address, and phone number of any witnesses.
3. Notify the police and provide your location.
4. If you are using a state car, notify Motor Fleet Management at 1-800-277-8181 that you have had an accident and provide your location.
5. Notify your supervisor as soon as you can.

**Note: Employees of the Asheville District Office are NOT expected to render care or assistance to any injured person in a medical emergency.**

## **Appendix G**

### **Reynolds Commerce Center / Emergency Contact List NCDOL/Asheville District Office**

Notify building tenants of any emergency that affects the building at the following numbers:

#### **SUITE A: Shear Illusions**

1. Charlene Rice – (work) 828-299-4221 (cell) 828-545-1505

#### **SUITE B and SUITE C: North Carolina Department of Labor**

1. Kristie Hall – (work) 828-299-8281 (cell) 423-956-1796
2. Tena Clark – (work) 828-299-8232 (home) 828-665-2361 (cell) 828-775-1837
3. Kay Knezevich / Supervisor – (work) 828-296-7227 (cell) 704-819-1249
4. Paul Sullivan / Bureau Chief – (work) 704-665-6803 (cell) 704-998-8959

#### **SUITE D: H&H Distillery**

1. Wendell Howard – (work) 828-299-8205 (cell) 828-230-3400
2. Taylor Howard – (work) 828-299-8205 (cell) 828-230-8121

#### **SUITE E: Responder Support Services**

1. Rick Baker – (cell) 828-779-0544
2. Tonia Moore – (cell) 910-616-3269

#### **SUITE F: Serenity Wellness**

1. Kymberli C. – (cell) 828-237-1987

#### **SUITE G: T&K Utilities, Inc.**

1. Wendell Howard – (work) 828-299-8205 (cell) 828-230-3400
2. Linda Hoglen – (work) 828-299-8205 (home) 828-683-9889

#### **SUITE H: The Kounty Line**

1. Don Fender – (cell) 828-242-4818

