

North Carolina Department of Labor
Charlotte Field Office
Emergency Action Plan

As of 01/08/2019

A. Introduction

I. Purpose

To ensure quick and efficient action is taken in the event of an emergency at the Charlotte Field Office.

II. Application

This plan applies to all Charlotte Field Office staff and visitors.

III. Distribution

This plan shall be made available to all Charlotte Field Office personnel, visitors of the Department of Labor, and to others under special circumstances.

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 Charlotte Field 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. Charlotte Fire Department, Charlotte-Mecklenburg Police Department, Mecklenburg EMS Agency):

Lee Peacock, District 2 Supervisor: (704) 651-3149

Laura Crawford, District 4 Supervisor: (803) 984-6433

Emergency Monitors are any one of the administrative staff.

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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)

All employees of the Charlotte Field 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 **Page** button on the telephones. 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. **On the NCDOL phone system you should dial 9-911.** 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 - 901 Blairhill Road, Suite 200. NOTE: The dispatcher may try to confirm the phone number.
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!

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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 (704) 998-8959
Assistant Director for Compliance – Scott Mabry (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 (see Figure #1 below).

All employees and visitors proceed immediately to the nearest safe emergency exit.

- **Reception/Administrative Area, Safety Compliance & Small Conference Room -**
Primary exits: #1 and #2 (front doors)
Secondary exit: #4 (back door)
- **Health Compliance -**
Primary exit: #3 (front door)
Secondary exit: #4 (back door)
- **Supervisors & Large Conference Room -**
Primary exits: #2 and #3 (front doors)
Secondary exit: #4 (back door)

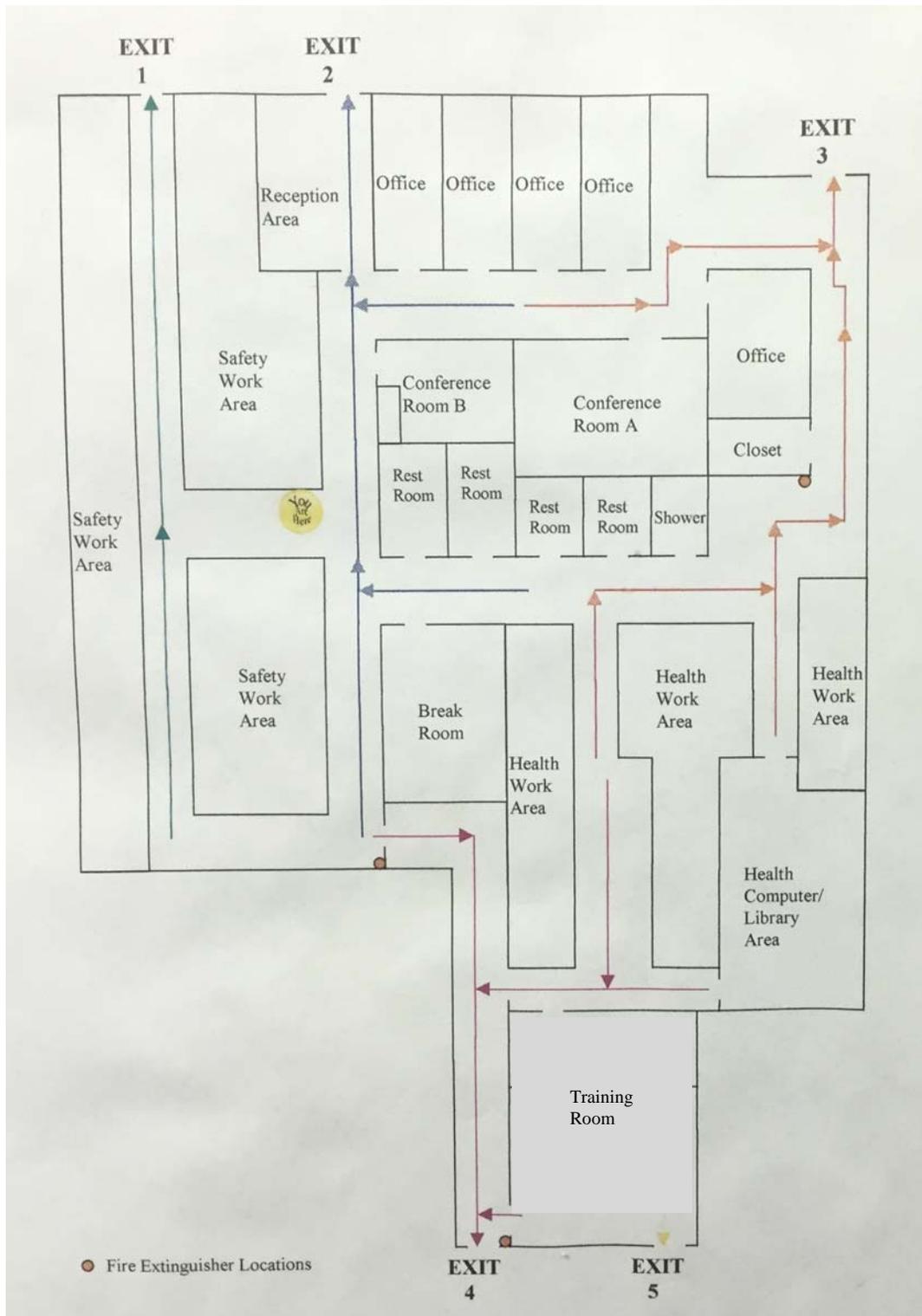
The Emergency District Office Coordinators (or their designees) will check the building following evacuation, including the restrooms, conference rooms, lab, and break room to assure all employees are out of the building. After leaving the building, all employees shall immediately proceed to the designated employee gathering area for a head count. For the purposes of this plan, **employees are expected to gather at the United States Postal Service mailbox on the opposite side of Blairhill Road.** 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. Charlotte Fire Department). Employees may provide voluntary medical care but are not required 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.

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Figure 1: NC Dept. of Labor – Charlotte Field Office Layout and Evacuation Routes



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Appendix A

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Emergency Evacuation 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 evaluate the building, following the procedures set forth in section III above.

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Appendix B
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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 **9-911** and give your name, group, location, and telephone number.
4. Emergency Plan Coordinator, Co-coordinator, or designee shall notify all employees via the “Page” function on the phones to immediately evacuate the building following the Emergency Evacuation Plan (Appendix A).
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 **9-911** 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 9-911 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 A).
6. Document the conversation using Bomb Threat Form.

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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 **9-911** 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 (i.e. background noises):

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Appendix C

Procedures for a Medical Emergency

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Employees or visitors at the Charlotte Field Office who sustain minor injuries may utilize the first-aid kit in the break room 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 Charlotte Field Office are NOT expected to render care or assistance to any patient in a medical emergency.

1. Call **9-911** to initiate an emergency response by Mecklenburg EMS Agency and the Charlotte Fire Department. Be prepared to give the dispatcher as much information as possible (including the patients name, sex, age, and symptoms).
2. Notify the emergency coordinator and/or applicable supervisors **immediately**. This may be done using other employees or via the "**Page**" button on the phone.
3. Do not panic. Talk with the patient and reassure them that professional emergency medical care is on the way.

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Appendix D

Procedures for Severe Weather

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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 Charlotte Field 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 weather conditions.
2. If a severe weather warning is issued, all employees will be immediately notified via the “Page” feature on the telephones.
3. In a tornado warning, very severe thunderstorm warning (with straight line winds), or hurricane warning, all personnel in the Charlotte Field Office shall move to the designated place of safety immediately. The **break room** 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
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Reserved

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Appendix F

Procedures for Automobile Breakdowns and Accidents

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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** according to the manual 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. Notify the police and provide your location.
3. If you are using a state car, notify Motor Fleet Management at **1-800-277-8181** according to the manual that you have had an accident and provide your location.
4. Notify your supervisor as soon as you can.

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