

# WILMINGTON FIELD OFFICE –DISTRICT X

## EMERGENCY ACTION PLAN

### I. Purpose

- a. To ensure quick and efficient action is taken in the event of an emergency at the District X Field Office.

### II. Application

- a. This plan applies to all District X staff and visitors.

### III. Methods

- a. This plan details the procedures to be implemented during foreseeable emergency situations and is designed to protect the health and safety of NCDOL employees and preserve property;
- b. One person in the field office will maintain a weather radio for weather alerts.

### IV. Training:

- a. This plan shall be made available to all District X personnel, visitors of the Department of Labor, and to others under special circumstances;
- b. Training shall be provided at initial hire and annually thereafter;
- c. Annual training and awareness will be provided to all employees. It is the District Supervisor's responsibility to ensure annual training occurs and is documented per district procedures and meet the CFR 1910 Subpart E regulations.
- d. Written records shall be maintained of all Emergency Action Plan training and maintained by the Safety Officer.

### V. Building Emergency Coordinators (BEC):

- a. Building Emergency Coordinators shall be appointed according to the requirements in Policy 8: Fire Safety and Defibrillator Requirements. The BEC along with the NC Department of Labor Safety and Health Steering Committee are responsible for emergency plan review, development, training requirements and implementation. The BEC or designee will 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: Wilmington Police Department, Wilmington Fire Department, and other agencies as needed.
- b. In the absence of the Building Emergency Coordinator the Alternate BEC will assume the emergency duties.

Name/Title	Cell Phone #	Office Phone #	Email Address:
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## VI. Emergency Procedures

- a. Each of the following situations listed below may be considered an emergency. Specific procedure to be followed are outlined in Appendices A-F.
  - i. Appendix A: Fire
  - ii. Appendix B: Severe Weather
  - iii. Appendix C: Medical
  - iv. Appendix D: Bomb Threat
  - v. Appendix E: Workplace Violence (Policy available via HR)
- b. All employees of the District X 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 immediately contact the District Supervisor or designee, or in the absence of the District Supervisor or designee, proceed as if the situation is an emergency following procedure as identified within this policy.

## VII. Emergency Notification Procedures

- a. Reporting Emergencies to Coordinators
  - i. Verbally to the one of the Coordinators during normal working hours.
  - ii. By telephone if after hours/weekends
- b. In any emergency, the highest priority will be to ensure the safety of all NCDOL staff and visitors. This can be accomplished by initiating an evacuation or other procedures as soon as possible. If appropriate, all employees shall be made aware of the emergency immediately by initiating emergency action procedures. The employee initiating emergency procedures will follow the procedures outlined in this document or, if appropriate, ask for everyone's attention, announce the emergency, and instruct employees on how to proceed. The announcement should be loud and clear, and at a minimum, repeated once.
- c. After the notification and/or evacuation process has been initiated, any employee may summon Professional Emergency Responders by dialing 911.
  - i. **On the NCDOL phone system dial 9-911.**
- d. The employee shall report to the answering party the following information:
  - i. Their identity and that of NCDOL;
  - ii. Location of the facility – 1200 North 23<sup>rd</sup> Street – Suite 205, Wilmington, NC 28405. **NOTE: The dispatcher may try to confirm the phone number.**

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- iii. Nature of the emergency;
  - iv. Type of emergency assistance necessary;
  - v. Number of injured personnel and extent of injuries (if known);
  - vi. **DO NOT HANG UP UNTIL TOLD TO DO SO!**
  - vii. **Under no circumstances should any staff or visitor delay evacuation to call 911 during a life-threatening emergency.**
- e. As soon as possible either during or after the emergency, the District Supervisor or their designee shall notify the following appropriate upper management personnel:

TITLE	NAME	PHONE#
Bureau Chief East	Nicole Brown	919.779.8512
OSH Administration/Deputy Commissioner	Allen McNeely	919.807.2861
Assistant Deputy Commissioner	Kevin Beauregard	919.280.9004

### VIII. Evacuation

- a. All employees and visitors proceed immediately to the nearest safe emergency exit.
- b. **Evacuation Plans:** 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 have been outlined in the “Emergency Evacuation Routes” diagram(s) contained in this document. Additionally, these diagrams are posted near each exit and common areas in the office.
- c. The Building Emergency Coordinators will check restrooms, the conference room, break areas, storage rooms and offices to ensure all employees have evacuated out of the building. After leaving the building, all employees shall immediately proceed to the designated employee gathering area for a head count.
  - i. The District Supervisor or designee shall account for his/her employees and their visitors.
  - ii. All employees shall remain in the evacuation gathering area until dismissed by the District supervisor or the BEC.
- d. **Medical duties**, related to a particular emergency for which evacuation is required will be performed by rescue and Professional Emergency Response Personnel (e.g., local fire department).
- e. **In the event of a local chemical emergency, follow the Wilmington Fire Department/Hazardous Materials Response Team’s instructions on area evacuations.**

### IX. Evacuation Routes

- a. The Building Emergency Coordinator(s) will check the following locations: restrooms, the conference room, break areas, closets, storage rooms and offices, including any area employees are known to frequent to ensure all employees have evacuated out of the building. After leaving the building, all employees shall immediately proceed to the designated evacuation gathering area for a head count.

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**i. Exit routes**

1. Rear Offices, Storage Room and Conference Room
  - a. Rear exit located in Back Office to exterior rear of building.
  - b. If the rear exit is inaccessible, the front exit listed below can be used.
2. Front Offices and Break Room
  - a. Front exit/Main Entrance to front parking lot.
  - b. If the front exit is inaccessible, the rear exit listed above can be used.

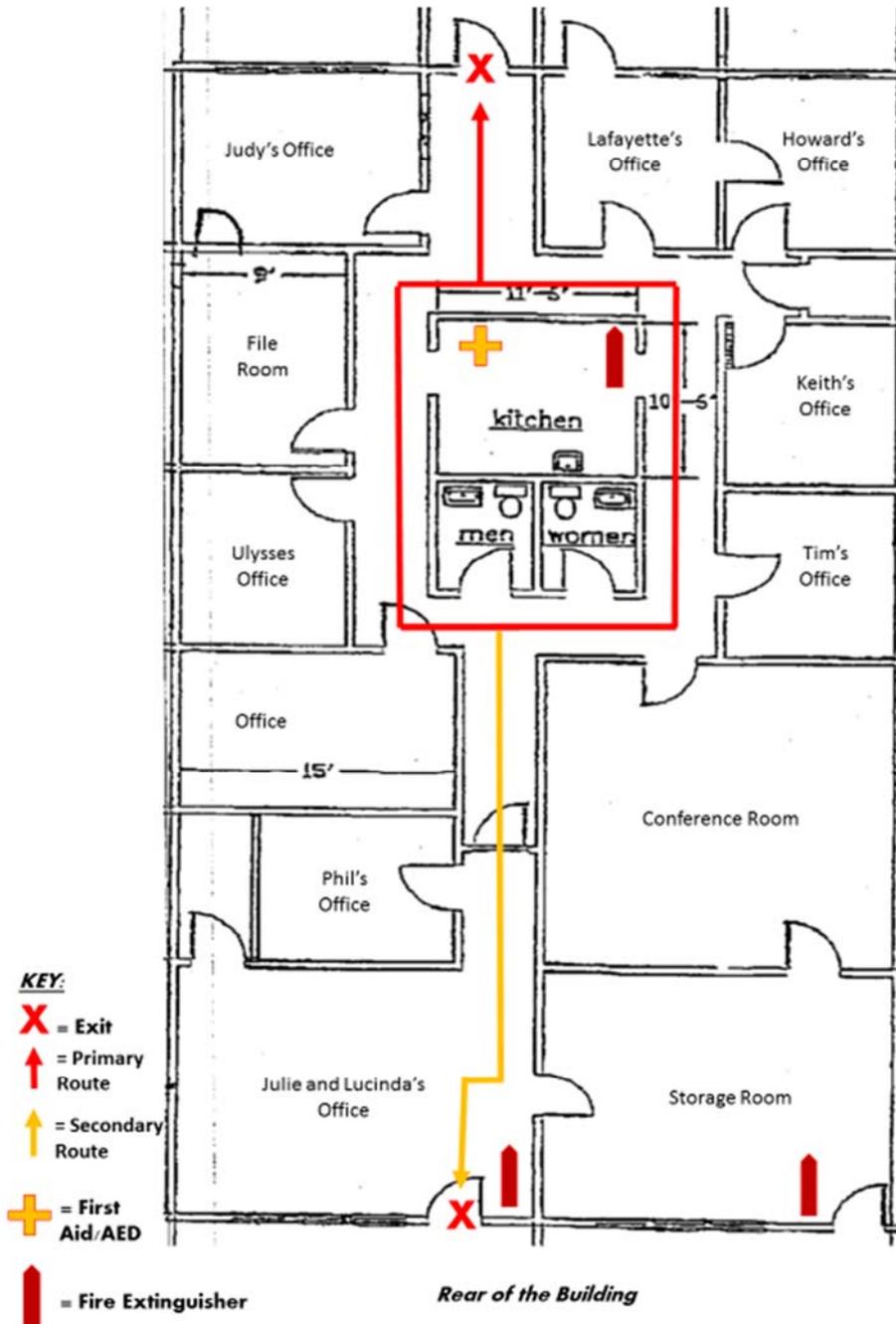
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2. Front Offices, Bathrooms and Break Room

**In an emergency, meet at the Muster Area\* upon exiting the building.**

\*Muster Area:  
The large tree in front of the building/parking lot.



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**IX. Assembly Area**

- a. Employees shall gather at the large tree directly in front of the District X Field Office, on the opposite side of the parking lot.
- b. Employees will check in with the District Supervisor or designee and let them know if anyone is missing or was not in the building.
- c. Employees will remain in the Assembly Area until notified by the District Supervisor or designee, that it is safe to re-enter the building.
- d. Employees needing to leave the Assembly Area prior to the ALL-CLEAR notification will notify the District Supervisor or designee.

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## Appendix A: Fire 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 and follow the procedures set forth previously in this document.

- A. In the event of a fire or smoke condition in the building, a verbal announcement of the emergency will be made to inform occupants.
  - a. The employee who first identifies the fire or smoke condition shall announce loud and clear FIRE, as many times as necessary to alert employees. Employees and visitors shall then follow emergency procedures, immediately proceed to the nearest emergency exit and leave the building without delay.
  - b. All employees shall exit the building, no exceptions.
  - c. The District Supervisor or designee will ensure all employees have been evacuated and then too shall evacuate.
- B. No employee shall return to their cubicle, office or desk to retrieve items before evacuating;
- C. Once outside the building employees will proceed to the assembly area and wait for further instructions;
- D. Employees shall not re-enter the building until:
  - a. The professional emergency response agencies on site announce to the District Supervisor and the BEC that the building has been cleared for re-entry.

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## Appendix B: Bomb Threat Emergency Action Procedure

### A. 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

### B. 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 District Supervisor or designee.
3. Call **9-911** and give your name, group, location and telephone number.
4. The District Supervisor or designee shall notify all employees to immediately evacuate the building following the Evacuation Procedures contained in Section VII.
5. Do not alarm your co-workers. Do not panic and do not spread rumors.

### C. 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 notify them of the bomb threat.
3. Alert the District Supervisor or designee.
4. Keep the caller on the line as long as possible.
5. Call 9-911 when the caller hangs up, if someone has not already called.
6. The District Supervisor or designee shall notify all employees to evacuate the building following the Evacuation Procedures contained in Section VII.
7. Document the conversation using the Bomb Threat Form.

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## Appendix B: 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 the District Supervisor, or designee. (Without alerting the caller, try to signal another person to call the Police and notify them of the bomb threat, then contact the District Supervisor or designee.)

### Questions:

If possible ask the following questions:

1. Where is the bomb located?  
\_\_\_\_\_
2. When is it set to explode?  
\_\_\_\_\_
3. What type of bomb?  
\_\_\_\_\_
4. What does it look like?  
\_\_\_\_\_
5. Why was the bomb placed?  
\_\_\_\_\_

### Observations:

Callers Identity:

Male \_\_\_\_\_  
Female \_\_\_\_\_  
Juvenile \_\_\_\_\_  
Adult \_\_\_\_\_  
Approx. Age \_\_\_\_\_

Other Observations Noted (i.e., background noises):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Appendix C: Procedure for a Medical Emergency

Employees or visitors at the District X Field Office who sustain minor injury may utilize the first-aid kit in the break room for self-treatment. Any supplies removed from the kit shall be documented, so the Safety Officer can replace them. 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 located at the District X Field Office are NOT expected to render care or assistance to any person in a medical emergency.**

1. Call **9-911** to initiate an emergency response by local EMS services and the Wilmington Fire Department. Be prepared to give the dispatcher as much information as possible (including the name, sex, age, and symptoms of victim).
2. Notify the District Supervisor or designee and the BEC **immediately**.
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

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

1. When the potential for severe weather exists, it will be the responsibility of the District Supervisor or designee 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 in the office will be verbally notified immediately. Employees out of office will be notified via telephone or text message.
3. In a tornado warning, very severe thunderstorm warning (with straight line winds), or hurricane warning, all personnel in the District X Field Office shall move to the Conference Room.
4. All personnel shall remain in this location until given the all clear by the District Supervisor or designee.

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## Appendix E: Workplace Violence Emergencies

**Reserved**

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