



EMERGENCY (EVACUATION) PLAN

The purpose of this document is to serve as an operational document to ensure that all Gateway University personnel, occupants and tenants follow the same guidelines in the event of an emergency at Gateway University Research Park.

EMERGENCY RESPONSE TEAM:

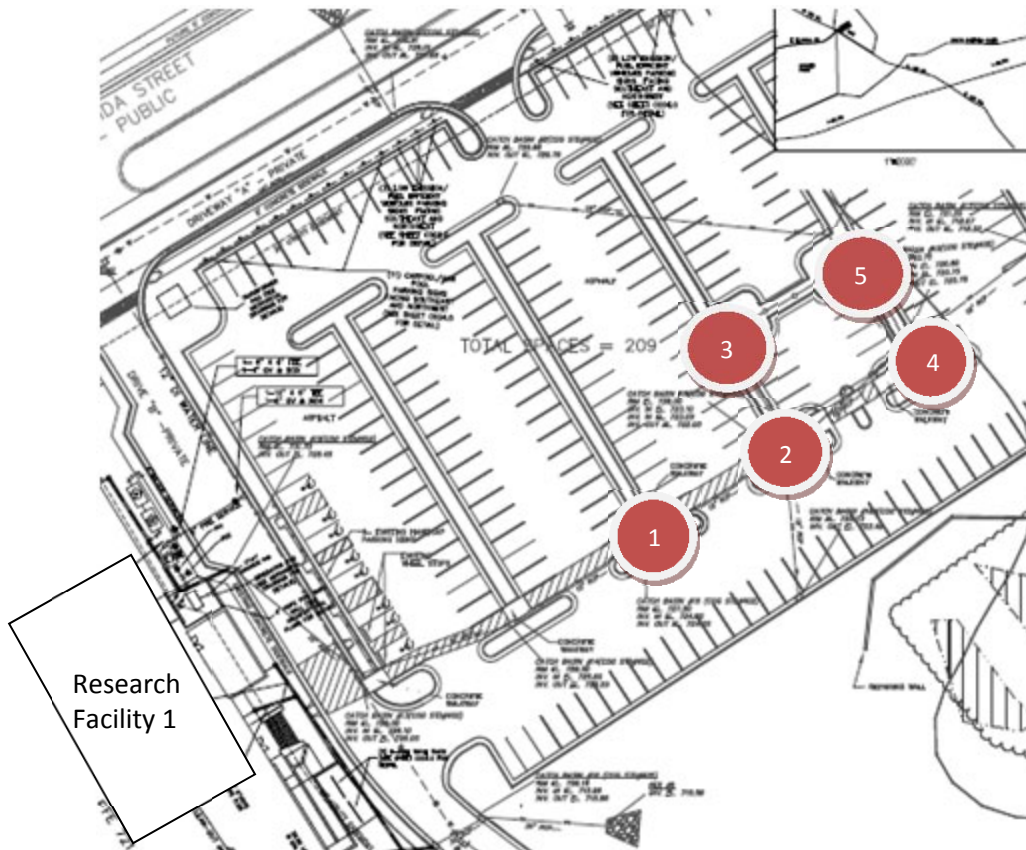
EHS Manager: Aisha Holloman (Gateway University Research Park)

Suite Captains (and alternates)

Gateway:	Karen Ryan
JSNN:	Elie Azzi (Patricia Headley)
Materials Test Center:	van Kimbro (Joseph Estevez)
USDA First Floor:	Nathan West (Kim Santos)
USDA Second Floor:	Madalene Ransom

DESIGNATED EVACUATION ASSEMBLY AREAS

MAP OF EVACUATION ASSEMBLY AREAS



DESIGNATED EVACUATION ASSEMBLY AREAS

- Area 1 – Material Test Center – Light pole south of the fenced area
- Area 2 - Gateway – front right corner of fenced area
- Area 3 – USDA – front left corner of fenced area
- Area 4 – Not currently assigned
- Area 5 – Not currently assigned
- Area 6 – JSNN – Nanoscience (including any visitors)
- Area 7 – JSNN – Nanoengineering (including any visitors)

FIRE

- **If you see or smell smoke, or see fire**, evacuate the building immediately.
- Pull the fire alarm pull stations as you exit the building.
- Once you are in a safe location, outside of the building, contact the following to report the emergency:

Monday-Friday 8am-5pm:

Notify Facility Services Director – 217-5141, and EHS Manager 217-5143

Nights, Weekends, Holidays:

Notify Security Guard, EHS Manager, Maintenance Staff Person on Call

- **If you hear the fire alarm**, leave the building immediately.
- DO NOT re-enter the building until instructed to do so by emergency personnel.

BOMB THREAT

- If you find a suspicious package, do not move it. Call Gateway's Facility Services Director at 217-5141.
- If you receive a bomb threat, stay calm, warn others in the immediate area (i.e. notify Department Head/Lab Manager/Dean).
- Contact 911.
- Follow the instructions of Emergency Personnel.

INCLEMENT WEATHER “Emergency Staffing Plan in Effect”

*****NOTE: Gateway University Research Park follows the Universities’ (NC A&T and/or UNCG) lead regarding delays and closures.*****

WINTER FREEZE – SNOW / ICE

DECLARATION OF AN EMERGENCY

- **GURP Employees:** Executive Director makes decision to declare if an emergency exist and implementation of the Inclement Weather plan.
- **Tenants/ Partners:** Follow the decision or your respective organization.
- **University Faculty/Students/Visiting Scientist:** Follow the decision of your respective University.

INTERNAL COMMUNICATION

- **GURP Employees/Tenants:** Check your e-mails and the local news stations to determine whether an inclement weather day has been declared.
- **University Faculty/Students/Tenants/Partners:** Check the communication methods of your respective University/Organization.

EXTERNAL COMMUNICATION

- **GURP Employees:** Executive Director/ Director of Administration contact local news station(s) and request the following Announcement: *“Emergency Staffing Plan In Effect.”*
- **University Faculty/Students:** Check the communication methods of your respective University.
- **Tenants/Visiting Scientist/Partners:** Check the communication methods of your respective organizations.

AFTER NOTIFICATION

Facility Services will:

- Clean and keep sidewalks and parking lots clear of snow and ice
 - First priority - entrance roadways, sidewalks between buildings.
 - Second priority - parking lots, walk-ways.
 - Third priority - other sidewalks.
 - Fourth priority - other roadways and parking lots.
- Keep close check on all boiler rooms. Keep access way to boiler rooms clear to permit immediate access in case of fire or loss of heat.

CRIME IN PROGRESS

- Do not confront the individual(s).
- Do as you are instructed.
- Call 911 as soon as it is safe.
- **Provide as much information as possible:** description of person, if they have a weapon, what they are wearing, their location, etc.

SUSPICIOUS ACTIVITY

- If you see a suspicious person and/or activity, notify onsite Security (After 5pm/weekends/holidays), Notify Gateway Staff (8am-5pm) and call A&T police at 336-334-7675 or call 911.
- Provide as much detail as possible (location, description, etc.)

SEVERE WEATHER

SEVERE WEATHER WARNING:

Means severe weather has been detected and that there is imminent danger. Take immediate action.

TORNADO WARNING:

Means a funnel cloud or tornado has been detected. Take evasive action.

When a warning is issued, it is important to take immediate action:

- Take shelter in a sturdy, permanent structure.
- Avoid large open spaces such as the auditorium, and similar areas
- Go to the lowest level of the structure as possible
- Go to the most interior room away from windows as possible (stairwells, bathrooms, etc.)

DESIGNATED TORNADO SAFETY AREAS

1. Bathroom or Interior Hallway located within each building
2. Service Chase at back of the hall in JSNN if needed
3. Basement hall outside the restrooms and chiller room-Gateway

If you see lightning or hear thunder, take shelter inside of an enclosed structure immediately. **Remember the 30/30 rule:** Take shelter if you cannot count to 30 between the flash of lightning and the clap of thunder, and remain indoors for at least 30 minutes after the last clap of thunder is heard.

MEDICAL EMERGENCY

- Immediately call emergency personnel (call 911).
- Do not attempt to move the injured person.
- Provide as much information as possible.
- Follow the instructions of the operator.
- Provide care if you are trained to do so. Only give care to your level of training and comfort.
- Stay with the victim until emergency medical personnel arrive.

POWER OUTAGE

A. Loss of Power:

Notify:

1. Weekdays (8 a.m. – 5 p.m.)

- a. Facility Services : 336-217-5141
- b. Facility Services will call: Duke Energy Emergency Power Outage Number(s):

1-800-769-3766

2. After 5pm/Weekends/Holidays:

- a. Security Guard will call ON CALL maintenance staff person.
- b. On Call Staff will call: Duke Energy Emergency Power Outage Number(s):

1-800-769-3766

Note:

Emergency back-up lights are on the emergency generator and they will automatically come on and stay on indefinitely during an outage. The microscope labs rely on batteries and the lights will last approximately two hours.

B. Loss of communication (i.e. landline phones):

- 1. Use cell phones for communication.

HAZARDOUS CHEMICAL/MATERIAL SPILL –“ Uncontrolled Release”

*THIS PLAN IS TO GO INTO EFFECT WHEN **4 LITERS OR MORE** OF A TOXIC CHEMICAL/HAZARDOUS MATERIAL IS SPILLED IN THE LAB/BUILDING WHICH MAY CAUSE HARM OR DEATH TO ANY LIVING ORGANISM OR THE ENVIRONMENT*

(ALSO REFER TO GURP CHEMICAL RELEASE EMERGENCY RESPONSE PLAN)

1. First response, in the event of an uncontrolled “release”:
 - a. Evacuate the lab immediately
 - b. Pull the fire alarm pull station as you exit the building
 - c. Once you are in a safe location, outside the building, contact the EHS Manager at 217-4153 to report the emergency/ Afterhours-refer to emergency call list

You must give the following information:

- Your name, department, and location of lab where containmenation is
 - Identification of chemical, approximate amount uncontrolled
 - Immediate effects (per MSDS), if any
2. Once on the scene the EHS Manager (or his/her alternate) will determine the course of action to be taken. If practical the EHS Manager will respond to the uncontrolled release. If this is deemed impractical, then the EHS Manager shall seek assistance by contacting a local private Haz-Mat Team or seeking aid from the local Fire Department.

GAS LEAK

A gas leak refers to a leak of natural gas, from a pipe or other containment, into the laboratory area or any other area where gas should not be. Although natural gas is by nature colorless and odorless, scents in the form of traces of mercaptans are usually added, to assist in identifying leaks.

As natural gas can explode when exposed to flame or sparks, it is important to report any suspected gas leaks immediately.

If you smell a gas odor or if an oxygen depletion alarm sounds:

- Call the Facility Services Director (336-217-5141) and give your name and the location of odor and/or alarm
- Warn others in the immediate area
- Evacuate and secure area
- Notify Department Head/Lab Manager
- Meet with and assist emergency response personnel

If there is a major leak such as a pipeline break:

- Call (336-217-5141) and give your name, location of odor, and related information
- Initiate an evacuation of the building or if outside, isolate the area
- Warn others in the immediate area
- Prevent sources of ignition (cigarettes, electrical equipment, etc.)
- Meet with and assist emergency response personnel
- Do not re-enter building or outside area until cleared by authorized personnel