



Emergency Evacuation Plans

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

Suite Captains (and alternates)

JSNN: Elie Azzi (Patricia Headley)

DESIGNATED EMERGENCY EVACUATION ASSEMBLY AREAS: (Parking Lot in front of JSNN)

Area 6 – JSNN – Nanoscience, including any visitors

Area 7 – JSNN – Nanoengineering, including any visitors

FIRE

- **When the fire alarm sounds**, leave the building immediately and assemble in parking lot in front of JSNN and remain there until you have been accounted for.
 - DO NOT re-enter the building until instructed to do so by emergency personnel
- **If you see or smell smoke, or see fire and the alarm has not sounded**, notify others, evacuate the building immediately.
 - Pull the fire alarm pull station as you exit the building and assemble in parking lot in front of JSNN, remain there until you have been accounted for.
 - Contact the following to report the emergency:

Monday-Friday 8am-5pm: Notify Facility Services Director – 336-217-5141, and EHS Manager 336-217-5143 / 336-419-9397

Nights, Weekends, Holidays: Notify Security Guard (336-285-2809), EHS Manager (336-419-9397), and Maintenance Staff Person on Call (336-217-5115)

BOMB THREAT

- If you find a suspicious package, do not move it. Call 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)
- Call A&T police at 336-334-7675 or call 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) 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, warn others in the area
- Immediately call 911.
- Provide as much detail as possible (location, description, etc.)

SEVERE WEATHER/TORNADO

SEVERE WEATHER WARNING: Means that 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. Bathrooms or Interior Hallways located within each building
2. Service Chase in basement- JSNN if needed
3. Basement hallway, Restrooms, and chiller room-Gateway Building

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 (911)
- Provide the following information:
 - Name and telephone number
 - Nature of the emergency(e.g. unresponsive researcher)
 - Special considerations (e.g. number injured/type of injuries, etc.)
 - Provide care if you are trained to do so, and only give care to your level of training and comfort.

(An AED is located on the first floor of JSNN near suite L111**)**

- Stay with the victim until emergency medical personnel arrive.
- Have someone in the area notify:

Monday-Friday 8am-5pm:

EHS Manager (336) 217-5143

Nights, Weekends, Holidays:

Security Guard on duty (336) 285-2809

EHS Manager (336) 419-9397

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 (336-285-2809) 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 Spill/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 “spill/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:

- a. Your name, department, and location of lab where containment is
 - b. Identification of chemical, approximate amount spilled/uncontrolled
 - c. 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 vendor or seeking aid from the local Fire Department and Greensboro’s Haz-Mat Team.

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:

- **Notify:**
 - **Weekdays (8am-5pm)**
 - Facility Services (336-217-5141) or (336-419-9210), give your name and the location of odor and/or alarm
 - EHS Manager (336-217-5143) or (336-419-9397)
 - **After 5pm/Weekends/Holidays**
 - Security Guard (336-285-2809), give your name and the location of odor and/or alarm. Security Guard will call ON CALL maintenance staff
 - EHS Manager (336-419-9397)
- Evacuate Laboratory
- Warn others in the immediate area
- Meet with Facility Services Personnel/EHS Manager

Oxygen depletion Sensor Alarms:

(Analytical Lab, Microscope Labs, NMR Lab, MRI Lab, Nano-chemistry Lab)

The oxygen depletion alarms are set to Alarm at the PEL (amber light) and the STEL/Ceiling (horn)

Amber Light (Potential Leak):

- **Notify :**
 - **Weekdays (8am-5pm):**
 - Lab Manager/PI and the Equipment Engineer at (336-217-5146) to investigate
 - **After 5PM/Weekends/Holidays**
 - Security Guard (336-285-2809), give your name and the location of the potential leak. Security Guard will call ON CALL maintenance staff
 - Karen Ryan (336-479-2488) / EHS Manager (336-217-5143)

Horn Sounds (Leak):

- Evacuate Laboratory
- Warn others in the immediate area
- Contact Equipment Engineer/EHS Manager
- Meet with Equipment Engineer/EHS Manager