

SOM Disaster Response Training

Sept/Oct 2024

Office of Space Management

Agenda

- Introduction
- Resources
- Unit Responsibilities
- Prevention
- Process of an Event

Introduction

- University Overview
- Roles and Responsibilities
 - First Responders
 - Institution Level
 - School Level
 - Unit Level

Resources

- LiveSafe App
 - Location sharing during emergencies
 - Access to safety resources and phone numbers
 - Safety map with key safety locations to keep you “in the know”
- Evacuation Plans <https://www.safety.duke.edu/fire-life-safety/site-specific-fire-plans>
- OESO Emergency Response & Incident Reporting
<https://www.safety.duke.edu/emergency>
- Duke Emergency Management <https://prepare.duke.edu>
 - This website has great information and video training opportunities, including Armed intruder training
- Duke Alert website <https://emergency.duke.edu>
- Duke Maps <http://maps.duke.edu>
- Snow/Ice Priority Clearing Map
<https://forms.hr.duke.edu/media/weather/snowmap.pdf>
- Leased Space (Property Manager)



Departmental Responsibilities

- Contact Coordination (phone numbers)
- Know who is in what space
- Communications during an event
- Departmental decisions (who makes)
- Insurance claim - work with Space Management
- Severe Weather
- Emergency Assembly

Armed Intruder Awareness/Training - Before

- Watch Duke's active shooter training videos What if... Shots Fired
- Identify multiple escape routes from your normal places of work or study.
- Identify locations in which you can hide if necessary. Look for places with locking doors and window blinds or covers.
- Understand the plans for individuals with disabilities or other needs.
- Participate in an [armed intruder training](#) with Duke Police.
- Participate in a hemorrhage control training.

Information provided on Prepare.duke.edu <https://prepare.duke.edu/prepared/armed-intruder/>

Armed Intruder Awareness/Training - During

- If an armed intruder alert has been issued, use the following steps to protect yourself:
- **Get Out** – leave your belongings behind, have an escape route and plan in mind, and keep your hands visible to law enforcement.
- **Hide Out** – hide out of sight from the assailant and block entry and sight into your hiding place.
- **Take Out** – As a last resort, attempt to incapacitate the assailant by acting with physical aggression or throwing items.
- Call 911 only when it is safe for you to do so.

Armed Intruder Awareness/Training - After

- Follow the instructions of law enforcement officers when leaving the area. Keep your hands visible and remain calm.
- Aid the wounded only if it is safe for you to do so and you are able to help.
- Understand that affected areas may be a crime scene and access to retrieve personal belongings or to resume normal operations may be severely limited.
- Seek out professional counseling services if needed. For students, [Counseling and Psychological Services](#) offer crisis counseling. For faculty and staff, the [Personal Assistance Service](#) offers similar services.

Prevention: FACILITIES (E&O)

- Alarm Monitoring
 - Determine what requires monitoring (e.g., freezers, incubators, etc.)
 - Various options available
 - Several monitoring companies currently in use.
 - Consider redundant alarms for high value/irreplaceable items
- Water Lines
 - Vendor connections (e.g., RO/DI unit, coffee pot, water filters, etc.)
 - No plastic connections
 - Report drips and small water leaks

Prevention: FACILITIES (E&O) Cont.

- Normal Electrical Power
 - Extension cords should not be used in place of permanently installed outlets
 - Do not daisy chain extension cords to power equipment
- Emergency Power (Red Outlets)
 - Determine your needs; outlets can be added with service request
 - Total is limited by generator sizing
 - Transition between normal and emergency power (blip)
 - Consider a power conditioner with an uninterruptable power supply for critical equipment

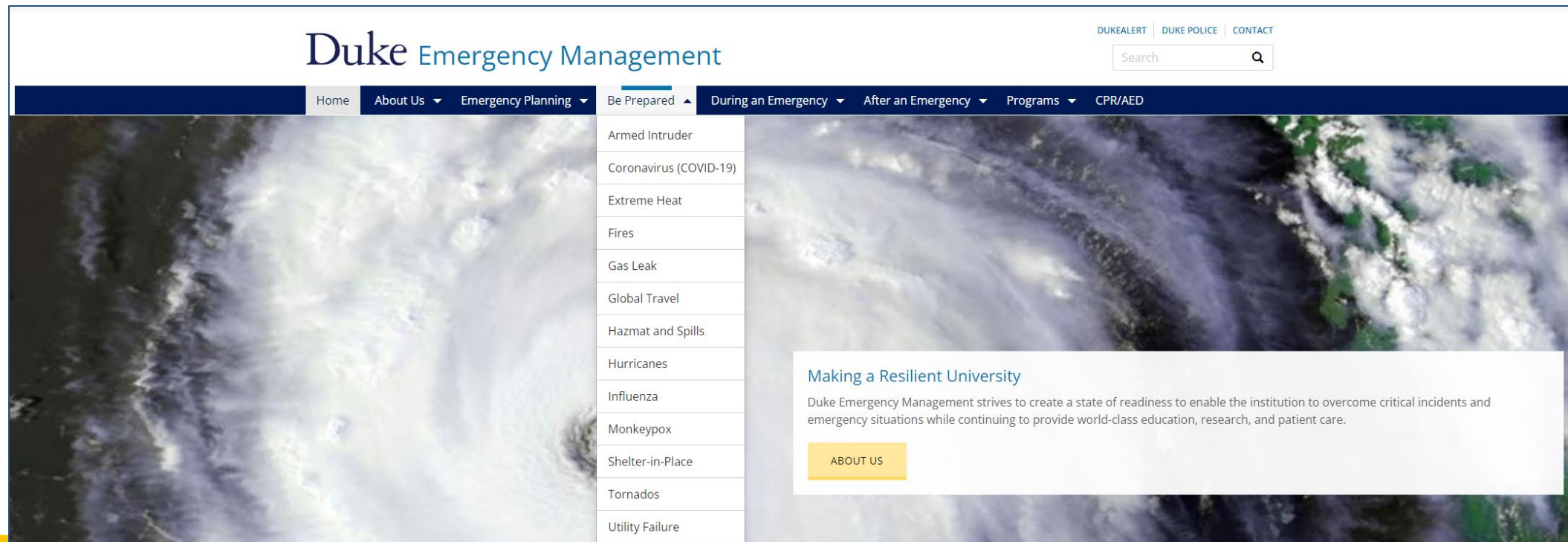


Prevention: OESO Materials

- Support for corrective actions from audit findings
- Lab Start Up/Close Out <https://www.safety.duke.edu/laboratory-safety/lab-start-close-out-or-relocation>
- Shared Spaces
 - ID contacts/ID materials
 - Periodic clean outs (especially cold rooms and freezers)
- Mercury Thermometer Exchange Program
<https://www.safety.duke.edu/sites/default/files/MercuryExchangeProgramInfoSheet.pdf>

Prevention/mitigation

- Know What to Do During Various Types of Emergencies
 - <https://emergency.duke.edu/what-to-do/>
 - <https://prepare.duke.edu>
- Business Continuity
 - It's not always about the money

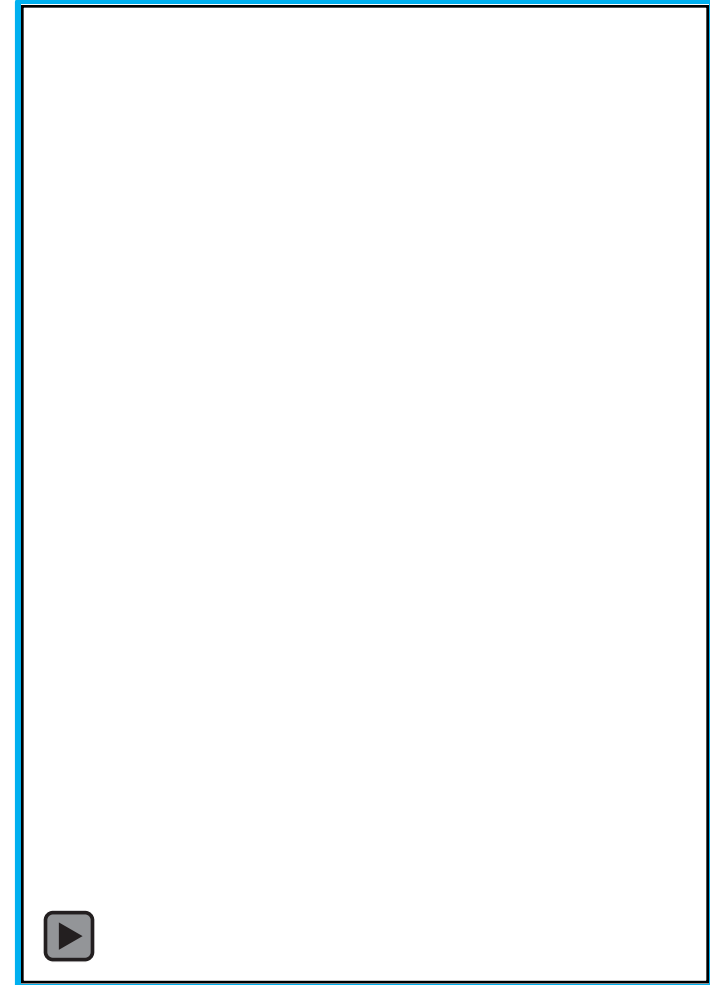


Process of an Event

Communication is Key

- First Response
- Triage
- Assessment
- Clear Impacted Space as needed
- Rebuild
- Re-Occupy
- Insurance Claim

[Disasters are real, with significant impact](#)



Everyday Issues

- On-Campus SOM buildings:
 - Non-Emergency Facility Issues – e-request @ <https://eo.duhs.duke.edu/>
 - Emergencies or Urgent Facility Issues – **call 919-684-3232**
- On-Campus University Buildings
 - contact your FMD building manager, call 919-684-2122, or <https://facilities.duke.edu/request>
- Leased space follow Property Manager process
- OESO
 - Call 919-684-2794
 - Email oesosafety@dm.duke.edu
 - Visit website www.safety.duke.edu

Emergency Contacts

Employee Exposure Hotline (Biological Chemical, Radiological)

Campus Phones.....115
Non-Campus Phones.....919-684-8115

Duke Police/Security

Campus Phones.....911
Non-Campus Phones.....919-684-2444

Employee Occupational Health & Wellness.....919-684-6226
Poison Control.....800-222-1222
Corporate Risk Management.....919-684-6226
Workers Compensation.....919-684-6693

Report work-related injuries & illnessesforms.hr.duke.edu/workcomp

OESO Biological/Laboratory Services.....919-684-8822
OESO Environmental Programs.....919-684-2794
OESO Occupational Hygiene & Safety.....919-684-5996
OESO Radiation Safety.....919-684-2194

Engineering and Operations.....919-684-3232
University Facilities and Management.....919-684-2122
Division of Laboratory Animal Resources.....919-684-2797