Disaster Preparedness and Preparation Information

Emergencies are reported through the usual reporting structure as outlined in Duke’s training modules [http://www.safety.duke.edu/](http://www.safety.duke.edu/). Events that are likely to cause an activation of the plan will be made known to Duke Police, Facilities and /or OIT and representatives in those areas will then notify the Emergency Coordinator to initiate the assessment process.

The Duke Police dispatch is staffed 24×7. This procedure allows faculty/staff/students to have a single contact point to report an emergency.

1. In the event of an emergency, a manager from the impacted location must call the Duke Police Control Center by using the Duke Police number (911 from a campus phone or 919-684-2444 from any mobile phone or off-campus phone).
2. The Control Center will ask for the following information:
   - Caller’s name
   - Contact telephone number
   - Alternate telephone number
   - Event date and time
   - Event location
   - Short description of the event
   - How the caller become aware of the event
3. The Control Center will then contact the Police Chief who will notify the Emergency Coordinator.
4. The Emergency Coordinator and the Initial Assessment Team will convene in person or by telephone to receive a briefing.

The Duke University Emergency Management Plan operates on three levels:

- **Level 3** – incidents that have limited impact on the university and can be managed through routine protocols and procedures within a department or center of activity (e.g., school, unit, or facility)
- **Level 2** – incidents that have the potential to have broader impact or that require cooperation among units to effectively manage and resolve them and that require adaptation of routine procedures
- **Level 1** – incidents that present substantial risks to the community or the university’s resources and reputation

The types of incidents that must be reported should include any serious event (Level 1 or 2) that has the potential to or results in an office closure or potential danger/injury to faculty/staff/students, visitors, and/or the potential for disruption to normal operations.
Medical Education Emergency Plan

Primary Disaster Coordinator: Stacey McCorison; Secondary Disaster Coordinator: Colleen Grochowski

In response to growing concerns about the need to quickly and safely respond in the event of an emergency, the following information is provided.

1. All department directors and/or managers should ensure their respective staff are aware of Duke’s Emergency Management plan at [http://emergency.duke.edu/management/](http://emergency.duke.edu/management/). All staff should be encouraged to sign up for the Duke Alert text messaging option and/or the LiveSafe App on most smartphones. [http://emergency.duke.edu/notified/livesafe/](http://emergency.duke.edu/notified/livesafe/).

2. Communicate with respective staff regarding awareness of how to respond to any emergency message, through email, texting, phone calls or emergency sirens.

3. In the event of an emergency, Departmental Directors (or their designee) will be contacted by one or more of the Disaster Coordinators (or their designee). This contact should include instructions on expected procedures. These may include, but not limited to, vacating the building, securing the office site(s) or moving to a different location.

4. Staff should adhere to the request as it is delivered unless conditions on site, and unknown to the Coordinator, dictate otherwise. There should be no independent decisions with the exceptions of life threatening circumstances. If necessary, the Disaster Coordinator or the designee should be contacted should there be a need to modify instructions.

The Disaster Coordinator will initially inform via email to the Medical Education staff list. Additional phone calls will be made to the following areas as necessary:

1. Medical Education Administration: Penny Wheeley-Triplett at 919-681-6562 or Katie Dunn at 919-684-9026. Option 5.
2. Office of Curricular Affairs: Colleen Grochowski at 919-684-3130. Colleen (or designee) will then notify OCA staff and all students in the teaching areas. Further instructions will be communicated.
3. Office of Admissions: Andrea Lanahan at 919-684-2985. Andrea (or designee) will notify all staff and attend to the safety of current and/or prospective students.
4. Office of Financial Aid: Call the main number at 919-684-6649. Have the person that answers relay the message to all staff and/or students in proximity.
5. Office of the Registrar: Call the main number at 919-684-2304. Have the person that answers relay the message to all staff and/or students in proximity.
6. Office of Student Affairs: Call the main number at 919-684-1670. Have the person who answers relay the message to all staff and/or students in proximity.
7. MedEd IT: Clinton Miller at 919-442-8380. Clinton (or designee) will inform all staff and/or students in proximity.
8. Gross Anatomy: Jim Bolognesi at 919-681-6354. Jim (or designee) will inform all staff and/or students in proximity.
9. MSTP: Andrea Lanahan at 919-684-2985. Andrea Lanahan (or the designee) will inform the staff and/or students in proximity.
10. Building Coordinator: Scott Karl at 919-684-8033. Scott will relay information to all staff and/or students in proximity. Scott will work with both Stacey and Colleen to gather and disburse information to make informed decisions and work to insure the safety of all involved.

Disaster Coordinators will walk the building, checking for student and staff before taking further actions as is appropriate. All clear will be given by Duke Police, Fire Department or Disaster Coordinators at the direction of Duke Police and/or Fire Department.

Effective: November 23, 2016
NO ONE is to re-enter the building without receiving the “ALL CLEAR” notification from Stacey McCorison or Colleen Grochowski.

Events include but are not limited to:

**Tornado**

- Seek shelter on the lowest building level, interior rooms or hallways with interior walls. Use interior spaces with short spans. Stairwells, bathrooms and closets are good spots.
  - **Trent Semans Center Occupants:** All occupants should proceed to the 3rd floor interior labs, which have been determined by Duke Fire & Safety to be the safest location for shelter in the event of a tornadic event. This is contingent upon location of origination as there may not be adequate time or ease of access to get to these determined locations. As always, if time does not allow, shelter in place, being sure to stay away from windows or doors.
  - **Seeley G Mudd Building Occupants:** If you are located in the Mudd Building, please proceed to the 1st floor administration level. This area has been determined by Duke Fire & Safety to be the safest location for shelter in the event of a tornadic event. This is contingent upon location of origination as there may not be adequate time or ease of access to get to these determined locations. As always, if time does not allow, shelter in place, being sure to stay away from windows or doors.
- Put as many walls as possible between you and the exterior of building.
- Avoid windows and doors with glass panels.
- Avoid interior and exterior doors. Stay in your own building, do not move between buildings.
- Avoid areas where chemicals are stored. Chemicals and cleaning supplies should be removed from areas designated for shelter use.
- Unsecured items (shelving, supplies, wall lockers, etc.) should either be secured or removed from shelter areas.
- Stay away from entrances. All doors around a shelter area should be closed and secured during a tornado warning.
- Monitor [emergency.duke.edu](http://emergency.duke.edu) or call 684-INFO for updates.
- Wait for “all clear” by Duke Police, Fire Department or Disaster Coordinators or other designated University officials.
- For more information, visit: [ReadyNC.org](http://ReadyNC.org) and [ncem.org](http://ncem.org).

**Armed Intruder**

The U.S. Department of Homeland Security recommends that you quickly determine the most reasonable way to protect your own life. Students, patients and visitors are likely to follow the lead of employees during an active shooter situation.

**Trent Semans Center Team captains:**
- **0 level- Scott Karl**
- **1 level- Sharon Kaiser**
2 level- Stacey McCorison
3 level- Colleen Grochowski/ Karen Tesoriero
4 level- Andrea Lanahan/ Sheba Hall
5 level- Kelly Branford/Andrea Fiumefreddo
6 level- Steven Wilson

Seeley G Mudd Building Team Captains: OCA Area- Amy Ward
FA / Reg Marcie Ellis
Level 1 – Penny Wheely-Triplett

1. Get Out:
   o Have a prepared escape route and plan in mind
   o Leave your belongings behind
   o Keep your hands visible

2. Hide Out:
   o Hide in an area out of the active shooter’s view
   o Block entry to your hiding place and lock doors

3. Take Out:
   o As a last resort and only when your life is in imminent danger
   o Attempt to incapacitate the active shooter
   o Act with physical aggression and throw items at the active shooter

Call 911 when it is safe to do so. Use the LiveSafe App, http://emergency.duke.edu/notified/livesafe/

Severe Weather

- https://hr.duke.edu/policies/expectations/severe-weather, Staff in “delayed service” positions are not to report to or remain at work.
- Those traveling should only use priority roads, sidewalk and walkways during periods of severe weather.
- Use caution while traveling around campus as surfaces may be icy or slick. Sloped surfaces, stairs, ramps, and paths not identified as priority roads, sidewalk and walkways should be avoided.
- Monitor emergency.duke.edu, call 684-INFO, or sign up for Duke Alert text messaging

Fire

When dealing with a fire, use the RACE acronym to remember how to proceed:

- R-emove persons in danger. Exit through stairwell; do not use elevator.
- A-ctivate alarm (Code Red) and dial 911.
- C-lose doors and windows.

Effective: November 23, 2016
• Extinguish fire. Have person knowledgeable of incident and area assist emergency personnel.

Hurricane (prior to the event)

• Pay attention to any severe weather announcements/updates from the university
• Engineering and Operations and the Building Coordinator will secure any outdoor furniture or other loose items that could pose a danger in high winds prior to the storm.
• Ensure all windows and exterior doors are closed prior to the storm.
• Any flooding or property damage should be reported to the appropriate maintenance unit so crews can respond quickly. Unless a situation is life-threatening, crews may wait until after dangerous winds have subsided before responding.
• Any potential safety-related issues, such as downed trees or power lines, should be reported immediately to Duke Police at 911 or 919-684-2444.
  • Monitor emergency.duke.edu, call 684-INFO, or sign up for Duke Alert text messaging

Evacuate (fire alarms or fire drills)

• Exit building by STAIRWELLS ONLY. Do not use elevators.
• Take personal belongings (keys, purse, cell phone, etc.).
• Assist those with disabilities.
• Convene in designated emergency assembly points.
  Trent Semans Center and Seeley G Mudd occupants gather in the area outside of the Bryan Research to the west or the Duke Medicine Pavilion terrace to the east.

All clear will be given by Duke Police, Fire Department or Disaster Coordinators at the direction of Duke Police and/or Fire Department.

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Extreme Heat

• Stay hydrated. Drink water regularly throughout the day.
• Avoid caffeine.
• Limit outdoor activity to morning or evening hours.
• If outdoors, stay in the shade as much as possible.
• Keep track of outdoor temperatures and personal comfort levels to know what temperatures feel too hot.
• Dress in lightweight, light-colored cotton clothing.
• If you start feeling significantly weakened, take a break.
• In the event that demand for cooling via Duke’s chilled water system begins to exceed capacity, Duke may implement its emergency response plan, which could lead to groups of buildings being taken off the system for a limited amount of time.

**Hazardous Materials**

**Major Chemical Spills**

• Alert people in the area to evacuate.
• Turn off ignition and heat sources if spilled material is flammable.
• Call 911.
• Attend to injured or contaminated persons and remove them from exposure.
• Have person knowledgeable of area assist emergency personnel.

**Radiological Spills**

• Attend to the injured or contaminated persons and remove them from spill area.
• Alert people in the area to evacuate.
• Have potentially contaminated personnel stay in one area until they have been monitored and shown free of contamination.
• Call 911.
• Close doors and prevent entrance into affected area.
• Have person knowledgeable of incident and area assist emergency personnel.
• Document names of persons potentially contaminated.

**Accidents**

All on-the-job injuries, regardless of severity, must be reported to the Workers Compensation Office, [https://hr.duke.edu/wellness/workers-compensation](https://hr.duke.edu/wellness/workers-compensation) within 24 hours of the illness/injury. Staff must report an injury or illness to the supervisor immediately or as soon as practical, but no later than the conclusion of the staff member’s shift. Detailed information on reporting work-related accidents may be found online, [https://hr.duke.edu/policies/workplace-health-safety](https://hr.duke.edu/policies/workplace-health-safety).