EMERGENCIES

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

The Duke Police dispatch, 919-684-2444, 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 became 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

Incidents that must be reported should include any serious event 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 concern about the need to quickly and safely respond in the event of an emergency, the following information is provided:

1. All department directors should be sure that their staff knows about Duke’s Emergency Management plan at http://emergency.duke.edu/management/. Encourage staff to sign up for the text messaging option using the Duke Alert or utilize the LiveSafe application on most smartphones. http://emergency.duke.edu/notified/livesafe/.
2. Communicate with staff to make the aware 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 the designee). This contact should include instructions on expected procedures. These may include 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 if there is 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 Wheele-Triplett at 919-681-6562 or Scott Karl at 919-684-8033.
2. Office of Curricular Affairs: Colleen Grochowski at 919-684-3130. Colleen (or the designee) will then notify her staff and notify students in the teaching areas. Further instructions will be communicated.
3. Admissions: Andrea Liu at 919-684-2985. Andrea (or the designee) will notify the staff and attend to the safety of prospective students.
4. Financial Aid/ Registrar: Call the main number at 919-684-6649. Have the person that answers relay the message to all of the staff and students in proximity.
5. Student Affairs: Call the main number at 919-684-1670. Have the person who answers relay the message to all of the staff and students in proximity.
6. MedEd IT: Sharon Kaiser at 919-684-1483. Sharon (or the designee) will inform all staff in the department and staff or students in proximity.
7. Gross Anatomy: Jim Bolognesi at 919-681-6354. Jim (or the designee) will inform all staff or students in proximity.
8. MSTP: Andrea Liu at 919-684-2985. Andrea (or the designee) will inform the staff and students in proximity.
9. Building Manager: Scott Karl at 919-684-8033. Scott will relay information to the staff and 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.

When the appropriate time comes, Disaster coordinators will walk the building, checking for student and staff before taking further actions. The “ALL CLEAR” will either be given by Duke Police, Fire Department or Disaster coordinators at the direction of Duke Police or Fire Department.

**NO ONE is to re-enter the building without receiving and “ALL CLEAR” from one of the above.**

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 within the building. 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 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 place 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 and stay in the building in which you are currently located. 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 police or 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: OVERALL CAPTAIN- Stacey McCorison
0 level- Scott Karl
1 level- Sharon Kaiser/ Marissa Ivester
2 level- Stacey McCorison
3 level- Colleen Grochowski/ Karen Tesoriero
4 level- Andrea Liu/ Sheba Hall
5 level- Dan Sipp/ Sheila Peeler
6 level- Steven Wilson

Seeley Mudd Building Team Captains: OCA Area- Amy Ward/ Marcie Ellis
IT Helpdesk- Darren Taylor
Medical Ed. Admin- Penny Wheeley-Triplett

1. Get Out:
   o Have an 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 the 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 smartphone application. Sign up for the app at [http://emergency.duke.edu/notified/livesafe/](http://emergency.duke.edu/notified/livesafe/)
Winter Weather

http://www.hr.duke.edu/policies/expectations/severe_weather/conditions.php

- Staff in “delayed service” positions does not 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 or call 684-INFO for updates

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.
- E-xtinguish 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 or call 684-INFO for updates.

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 and SeeleMudd occupants gather in the area outside of the Bryan Research to the west or the DMP terrace to the east. The all clear will be given by the Fire Department, Duke Police or by the building administrative representative present at that time.

**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. 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.

**Hazmat**

**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

Promptly report all injuries to your supervisor. It is YOUR responsibility to do so. Failure to do so could result in the loss of personal time off or departmental charges. Remember, you have 24 hours to report the accident after the occurrence. https://www.hr.duke.edu/benefits/medical/workcomp/

**Pros:** Workers compensation, doctor bill coverage, 80% of your salary if claim is approved while you are recovering.

**Cons:** use of personal accrued time for worked missed, departments charged for claims.