



UNCW Emergency Procedures **EH&S**

Hazardous Materials Incident

- If the spill exceeds your capabilities (size, familiarity with substance, etc.), call EH&S at ext 3057.
- If EH&S is not available, call University Police at ext 3184.
- Evacuate building by pulling the fire alarm if necessary.

Severe Weather/Tornado

- A tornado watch means that tornadoes are possible in an area.
- A tornado warning means that a tornado has actually been sighted somewhere in the warning area.
- If you can hear or see thunder or lightning, you should take cover indoors.
- If a tornado is sighted approaching the campus:
 - Move to the interior hallway on the lowest floor, or move to the inside wall of your room/office.
 - Avoid windows, auditoriums, gyms, or structures with wide free-span roofs.
 - Take shelter beneath your desk or heavy furniture.
 - Assume a curled position to protect your head and eyes.

Fire

- Upon discovering fire, immediately pull the fire alarm.
- Dial 911 and give details about the fire to emergency personnel.
- Evacuate immediately, close doors behind you and do not stop for belongings.
- Use stairways, not elevators.
- Evacuate to at least 500 feet from building and remain there until accounted for.
- Alert police and fire personnel about potentially trapped victims.
- If the fire is small, use fire extinguishers if you are trained to do so.

Medical Emergency

- Call 911 for emergency personnel.
- Do not move an injured person.
- Provide care if you are trained to do so.
- Avoid contact with blood and body fluids.
- Stay with the victim until police arrive.

Tropical Weather Systems

- Hurricane Season lasts from June 1 to November 30.
- A Hurricane Watch means that a hurricane poses a threat to an area within 36 hrs.
- A Hurricane Warning means that hurricane conditions are expected in an area within 24 hrs.
- When a voluntary evacuation is issued, classes will be canceled and students are encouraged to leave.
- When a mandatory evacuation is issued, all students must leave campus. When the university closes, all faculty and staff (except emergency personnel) must leave campus.
- Before evacuating, review departmental checklists to secure offices or consult with R.A.s for housing needs and evacuation information.
- Stay tuned to local media, the UNCW Emergency Information Hotline at ext 3991, and UNCW Web sites for updates and information.

Bomb Threat

- If you find a suspicious package, do not touch it! Call 911 for emergency personnel.
- If you receive a bomb threat by phone, remain calm and try to obtain as much information as possible to relay to police.
- Follow instructions from emergency personnel.

Gas Leak

- If you smell gas:
 - Call 911 for emergency personnel.
 - Leave the area immediately without shutting the door.
 - Follow instructions from emergency personnel.
 - When it is safe to do so, call EH&S at ext 3057.

Crime in Progress

- Report criminal or suspicious activity to emergency personnel immediately by calling 911 or using a call box.
- If possible, get a description of any involved suspects or vehicles and provide information to police.

Winter Weather

- Depending on the amount of snow or ice, a 2-hour delay, 4-hour delay, or university closing will be issued.
- Call the Emergency Information Hotline at ext 3991 for cancellations, delays, and updates and pay attention to local media.
- Faculty and staff should refer to the UNCW Adverse Weather Policy regarding missed work.

Important Emergency Numbers & Web Sites

In an emergency, dial 911

University Police (non-emergency)	962-2222
UNCW Crime Tip Line	962-TIPS (8477)
EH&S	962-3057
UNCW Emergency Information Hotline	962-3991
	or (888) 657-5751

EH&S Web page	www.uncw.edu/safety
UNCW Home page	www.uncw.edu
@UNCW	appserv02.uncw.edu/news/atUNCW.asp
NHC Emergency Management	http://www.nhc.gov.com/AgndDpt/EMNG
National Weather Service, Wilmington	www.erh.noaa.gov/er/ilm

EMERGENCIES – DIAL 911