| WFUHS ENVIRONMENTAL HEALTH & SAFETY | | | |
|---|---|---|---|
| **WAKE FOREST UNIVERSITY PRIMATE CENTER/ FRIEDBERG CAMPUS EMERGENCY ACTION PLAN** | | | |
| *Approved by:* | | *Effective Date:* | 08/01/02 |
| David A. Brown, | | *Revised Date:* | 05/09/08 |
| Director, EH&S | | *Section:* | FIRE/LIFE SAFETY |
| *Reviewed by:* | Vickie Hardy, Operations Manager, WFUPC | | |

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## Introduction

Many different types of emergencies could occur at the Wake Forest University Primate Center (WFUPC) facilities including fire, power outages, explosion, gas leaks, chemical spills and different adverse weather conditions. Planning before an emergency happens allows those involved to respond effectively and in ways that should minimize worker injuries and property damage.

## Scope and Application

This document provides an emergency action plan for the WFUPC. This document applies to any personnel that are scheduled to work on the Friedberg Campus only.

The Emergency Action Plan Coordinators for the WFUPC/Friedberg Campus are:

| Department | Emergency Action Plan Coordinators |
|---|---|
| Animal Resources Program | Vickie Hardy, Operations Manager |
| Animal Resources Program | Kelly Forrest, Animal Health Technician, EMT on site |
| Animal Resources Program | Diane Wood, Diet Laboratory Supervisor |
| Engineering | Dale Wall, Engineering Supervisor |
| Pathology/Section on Comparative Medicine | Janice Adams, Planning Coordinator |
| Pathology / Section on Comparative Medicine | Jean Gardin, Tech IV, EH&S Team Leader |
| Pathology / Section on Comparative Medicine | Martha Henderson, Reception Secretary |

Appendix A is a list of Building Occupants and Evacuation Team Leaders.

**Emergency Procedures**

## I. How To Report An Emergency

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From any telephone contact the following numbers to report your emergency. Please give the emergency responder the building location and the zone location of the building(s) involved (See Appendix B for zones).

| Location | Emergency Number |
|---|---|
| WFUPC/Friedberg Campus | Dial ***9-911***<br>Then dial 716-9111 (WFUBMC Security) |

## II. Fire (Code Red)

In the event of fire, smoke, or another emergency that requires building evacuation, please follow these instructions:

**RACE**

**R =Rescue**

- Rescue persons in danger

**A = Alarm**

- Pull the fire alarm.
- Call the following Emergency Phone Number: **9-911**
  Then dial 716-9111
- You should remain in communication with the Emergency Dispatcher until they tell you to hang up.

**C = Contain**

- Contain the fire.
- If there is smoke or fire in an area, close the door(s) to that area and inform an Evacuation Coordinator.

**E = Evacuate**

- Exit the building in a quick, orderly fashion via the nearest stairs or door. Exit at the ground level.
- Although fire extinguishers are located throughout the campus. Faculty and staff are not authorized by WFUHS to operate fire extinguishers.

- Evacuation Coordinators will check all offices, laboratories, restrooms and animals areas to determine that all areas have been evacuated.

- Never allow the fire to get between you and the nearest exit.

- Stay low to the ground to avoid smoke.

- Do not break windows.

- Evacuation Coordinators will close all doors as they clear the building. Do not lock any doors.

- Evacuation Coordinators will direct persons evacuating to the designated emergency assembly point.

## III. Area Evacuation Coordinators

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The Area Evacuation Coordinators are:

| Location | Area Coordinator |
|---|---|
| Building 08 (offices and labs) | Kelly Forrest |
| Building 12 (1st floor) | Martha Henderson |
| Building 12 (basement) | Jean Gardin |
| Building 14 (1st floor) | Martha Henderson |
| Building 14 (Basement & Subbasement) | Diane Wood |
| Building 20 (1st floor) | Vickie Hardy (Lead Coordinator) |
| Building 20 (maintenance shop | Dale Wall |
| Buildings 02, B5, 07, 08, 09, 10, 11, 15, 16, 17, 18, 19, 20, 21, 22, 28, 30, 31, 32 (Animal areas) | Vickie Hardy |
| Buildings 03, 04, 06, 13, 24, 25, 26, & 27 (Storage) | Vickie Hardy and Dale Wall |

## IV. Emergency Assembly Points

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- Appendix C is a diagram showing the location of Emergency Assembly points for the WFUPC / Friedberg Campus.

- The designated emergency assembly points places for the WFUPC are:

| Departments | Primary Assembly Point | Secondary Assembly Point |
|---|---|---|
| WFUPC faculty and staff | Upper parking lot<br>*See map – Appendix C | Open field prior to the first security gate heading off campus<br>**See campus map – Appendix C |

- If you have visitors, escort them out of the building via the stairs and instruct them to meet at the emergency assembly point. If you have visitors, you are responsible for their safety.

- Area Evacuation Coordinator's for the WFUPC shall report to the Lead Coordinator who shall report to the Emergency Team officials that the areas are clear.

## V. Medical Emergencies

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- Contact Davidson County Emergency Medical Service at ***9-911***. The physical address for the facility is 2105 Welfare Road. Give the 911 Operator the Zone location of the emergency (see facility map for zones).

| Location | Emergency Number |
|---|---|
| WFUPC | Dial 9-911<br>Then dial 716-9111 |

- Do not attempt to move an injured person unless they are in immediate danger.

- Avoid any unnecessary conversation about the incident or about the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your communication to quiet reassurances.

## VI. Chemical Spill

- From any telephone contact the following numbers to report your emergency:

| Location | Emergency Number |
|---|---|
| WFUPC | Dial **716-9111**<br>Then dial 6-1662 |

### Radioactive Material Spill

- Please refer to Radiation Safety Manual for Spill Clean-up instructions. Click here to view the Radiation Safety Handbook or (http://ehs.wfubmc.edu/ehs/rad/resources/rad_handbook/handbook.asp#sect6-1).

### Biological Spill

- Please refer to Exposure Control Plan for Spill Clean-up instructions.

## Other Emergencies

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| FOR OTHER EMERGENCIES INCLUDING: | CONTACT |
|---|---|
| Bomb Threat/Suspicious Package | WFUBMC Safety/Security 716-9111 |
| Intruder | Friedberg Campus Security 6-1660 |

| | |
|---|---|
| | Then WFUBMC Safety/Security 716-9111 |
| Adverse Weather Conditions (Animal Related Problems) | ARP Operations Manager 716-1573 or 806-3030<br>ARP Asst. Director 716-1535 or 806-3058 |
| Accident Investigation | WFUHS EH&S 716-9375 |

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**Appendix A**
**Building Occupants and Area Evacuation Coordinators**

| BUILDING | OCCUPANTS | EVACUATION COORDINATOR |
|---|---|---|
| Building 02 | Animal area | Vickie Hardy |
| Building 03 | Animal area | Vickie Hardy |
| Building 04 | Animal area | Vickie Hardy |
| Building B5 | Animal area | Vickie Hardy |
| Building 06 | Animal area | Vickie Hardy |
| Building 07 | Animal area | Vickie Hardy |
| Building 08 | Animal area | Vickie Hardy |
| Building 08 | Office and Lab areas | Jean Gardin |
| Building 09 | Animal area | Vickie Hardy |
| Building 10 | Animal area | Vickie Hardy |
| Building 11 | Animal area | Vickie Hardy |
| Building 12 | Office and Lab areas | Jean Gardin |
| Building 14 | Office and Lab areas | Jean Gardin |
| Building 15 | Animal area | Vickie Hardy |
| Building 16 | Animal area | Vickie Hardy |
| Building 18 | Animal area | Vickie Hardy |
| Building 19 | Animal area | Vickie Hardy |
| Building 20 | Animal area | Vickie Hardy |
| Building 20 | Office and Lab areas | Vickie Hardy |
| Building 21 | Animal area | Vickie Hardy |
| Building 22 | Animal area | Vickie Hardy |
| Building 28 | Animal area | Vickie Hardy |
| Building 30 | Animal area | Vickie Hardy |
| Building 31 | Animal area | Vickie Hardy |
| Building 32 | Animal area | Vickie Hardy |
| Buildings 03, 04, 06, 13, 24, 25,26, & 27 | Storage areas | Vickie Hardy/ Dale Wall |

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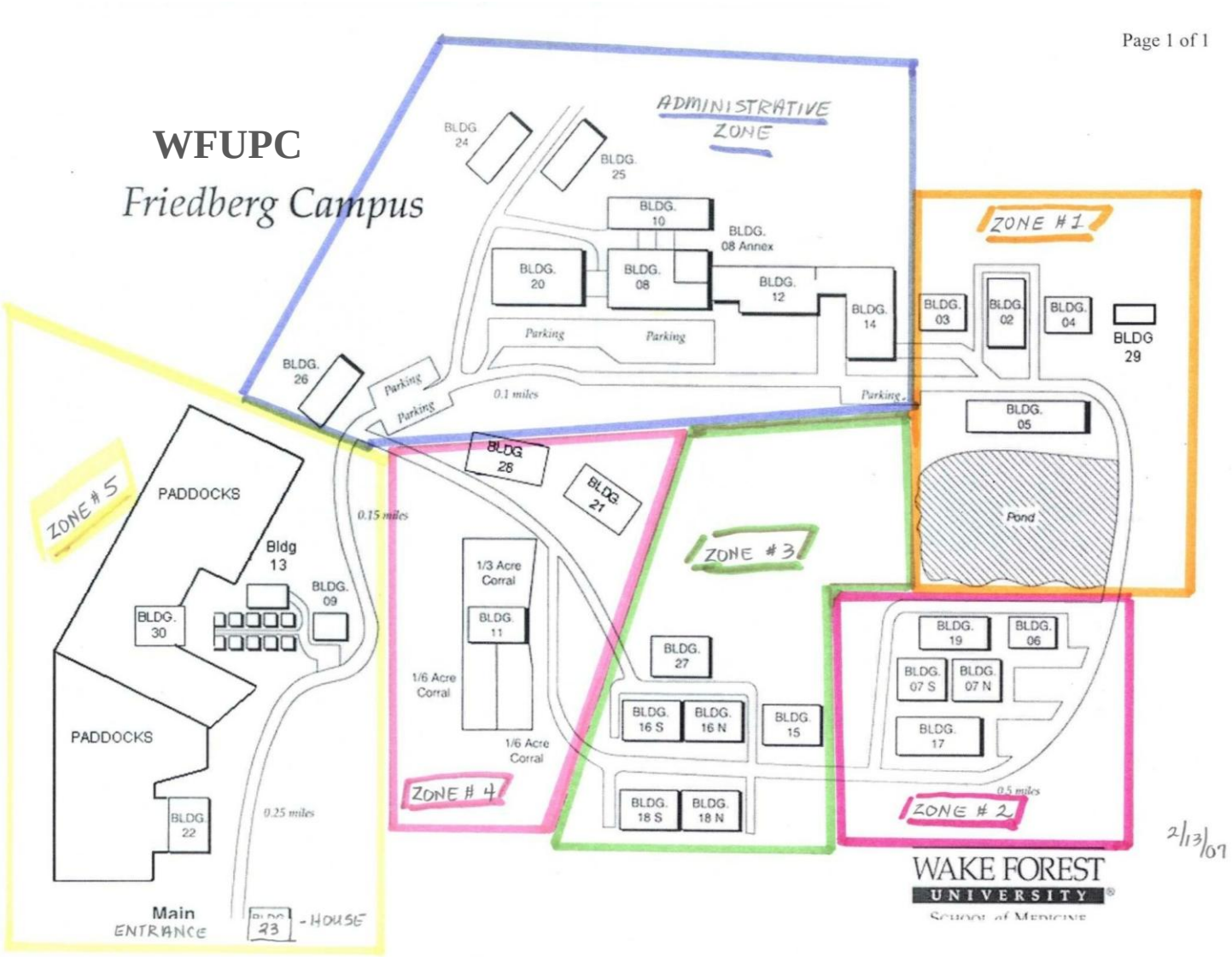
# Appendix B

**Wake Forest University Primate Center/Friedberg Campus**
**Building and Zone Location**



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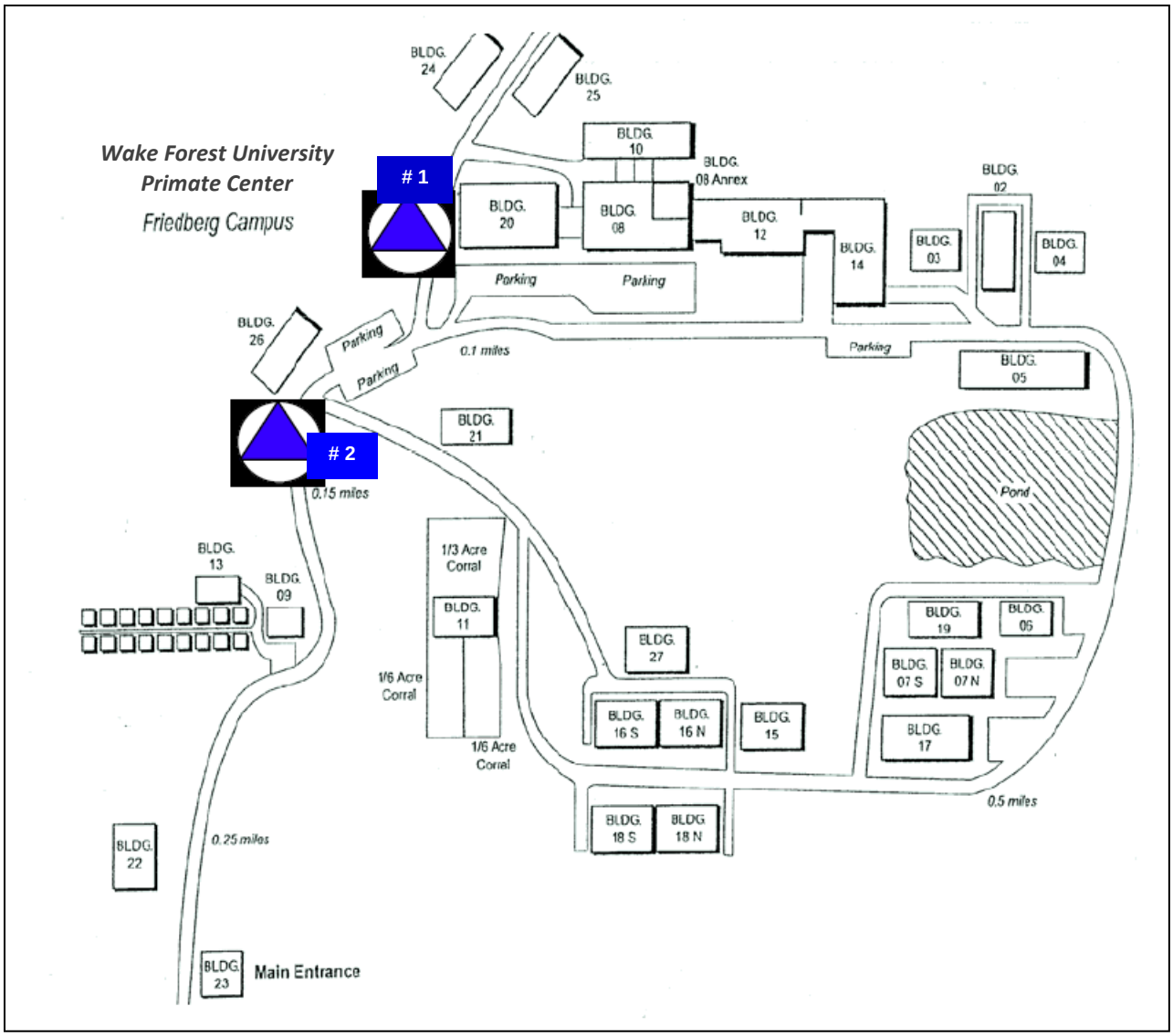
# Appendix C

## EMERGENCY ASSEMBLY POINTS

### Wake Forest University Primate Center/Friedberg Campus