Wake Forest University Health Sciences			
PIEDMONT PLAZA II Building Emergency Action Plan			
Approved by:		*Effective Date:*	January 17, 2007
David A. Brown,		*Revised Date:*	May 6, 2008
Director, EH&S		*Section:*	FIRE
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Introduction

The safety of faculty, visitors, patients, and staff during emergencies is a prime responsibility of the Piedmont Plaza 2 Emergency Team.

Many different types of emergencies could occur in University facilities including fire, explosion, gas leaks, and chemical spills. 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

The Occupational Safety and Health Administration (OSHA) requires emergency action planning in all workplaces. OSHA 29 CFR 1910.38 Employee Emergency Plans and Fire Prevention require the development of an Emergency Action Plan.

This document provides an emergency action plan for Piedmont Plaza 2. This document applies to Piedmont Plaza 2 only.

The Emergency Action Plan (EAP) Coordinators for Piedmont Plaza 2:

Department	Building Coordinators
WFUHS Public Health Sciences	Pat Byrd
Wake Forest University Physicians	Carolyn Williams
Wright Property Management	Hugh Wright
Wake Forest University Compliance Office	Paula Vaughn

Appendix A is a diagram showing the reporting routine for Area and Building Evacuation Coordinators.

Appendix B is a list of Building Occupants and Evacuation Coordinators.

Emergency Procedures

How To Report An Emergency

From any telephone contact the following number to report your emergency:

716-9111

Fire Alarm System

The evacuation signal is an audible alarm and strobe light. When the alarm system is activated you must exit the building immediately by proceeding to the nearest stairway or door and go to the designated emergency assembly point.

Fire

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: ***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 Area Evacuation Coordinator.

E - Evacuate

- Exit the building in a quick, orderly fashion by proceeding to the nearest stairway or door to get to ground level and leave the building. Do Not Use the Elevators.

- DO NOT USE THE FIRE EXTINGUISHERS.

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

- Stay low to the ground to avoid smoke.

- Do not break windows.

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

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

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

Evacuation Routes

Evacuation routes are posted on the walls near major intersections and exits. Once the building is evacuated do not re-enter unless directed to by WFUHS Emergency Team.

Area Evacuation Coordinators

- Each department shall appoint an Area Evacuation Coordinator and an alternate.

- The appointed Area Evacuation Coordinator (and/or alternate) shall be responsible for:

  a. Having all personnel evacuate from the areas of their responsibility
  b. Reporting to the Piedmont Plaza 2 Emergency Team on status of department during an evacuation

Emergency Assembly Points

- Appendix C is a diagram showing the location of emergency assembly points for Piedmont Plaza 1 and 2.

- The designated emergency assembly points for Piedmont Plaza 2 are:

Department	Primary Assembly Point	Secondary Assembly Point
First Citizens Bank	**9**	**14**
WFUHS PHS Women's Center of Excellence	**9**	**14**
WFUHS PHS Social Science and Health Policy	**10**	**12**
WFUHS Information Systems	**11**	**12**
Frank Russell Trust	**11**	**12**
NCBH Employee Assistance Program	**11**	**13**
WFUHS Maternal Fetal Medicine	**11**	**13**
WFUP Compliance	**11**	**13**
WFUP Cash Control	**12**	**9**
WFUP Business Services	**12**	**9**
Wright Property Management	**12**	**9**
WFUHS Financial Reporting and Analysis	**12**	**9**
WFUHS PHS Nutrition Epidemiology Research and Applications	**14**	**10**
Wendell Schollander, Attorney	**14**	**10**
Congressman Richard Burr	**14**	**10**
WFUP Billing Compliance	**14**	**10**
Richard Janeway MD	**14**	**10**
WFUHS Vascular Ultrasound Research	**14**	**10**
NCBH Verification and Quality Services	**13**	**11**
WFU Compliance Office	**13**	**11**
WFUHS Government Relations	**13**	**11**
Robert L. Strickland	**13**	**11**
Health on Call etc.	**13**	**11**
WFUP Finance	**13**	**11**
WFUP Patient Services Center	**13**	**11**
WFUP Data Preparation	**13**	**11**
WFUP Administration	**13**	**11**

- 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.

Accountability

- Area Evacuation Coordinators must report to the Piedmont Plaza 2 Emergency Team that 7their area is clear.
- A checklist for verifying evacuation which lists all building departments is included as Appendix D. A member of the Piedmont Plaza Emergency Team will clear each person by recording the name of the person(s) requiring assistance, the time reported out, and who reported at their particular area.

Medical Emergencies

- Contact Forsyth County Emergency Medical Service at ***911***.

Location	Emergency Number
Piedmont Plaza 2	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.

Chemical Spill

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

716-9111

Radioactive Material Spill

- Please refer to Radiation Safety Manual for spill clean-up instructions. Click here to view the Radiation Safety Manual.

Biological Spill

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

Other Emergencies

FOR OTHER EMERGENCIES	CONTACT

INCLUDING:	
1. Bomb Threat/Suspicious Package	WFUBMC Safety/Security 716-9111
2. Intruder	WFUBMC Safety/Security 716-9111
3. Accident Investigation	WFUHS EH&S 716-9375

Evacuation of Physically Challenged Faculty, Staff, and Visitors

- Each Faculty and Staff member who is physically challenged shall identify themselves to their Area Evacuation Coordinator.
- Faculty and Staff members are responsible for assisting physically challenged visitors in the event of an emergency.
- Area Evacuation Coordinators shall assign a staff member to assist the challenged person during an emergency situation.
- During an emergency requiring evacuation the challenged person and their assigned staff member shall proceed to the nearest stairwell to await assistance from responding agencies.
- Area Evacuation Coordinators shall report to the Emergency Team that an assigned staff member is waiting with a physically challenged person for assistance.
- The Emergency Team will arrange for assistance.

ROLES AND RESPONSIBILITIES

All WFUHS Departments

- Maintain a copy of this Piedmont Plaza 2 Emergency Action Plan in a location, or locations, readily accessible to all employees.
- Appoint an Area Evacuation Coordinator and an alternate.
- Train all WFUHS Engineering staff in their duties under the plan.
- Participate in fire exit drills.

Area Evacuation Coordinators

- Ensure that all personnel evacuate from the areas of their responsibility.
- Report to the Piedmont Plaza 2 Emergency Action Team on status of department areas during an evacuation.

Building Coordinators

- Ensure that all personnel evacuated from Piedmont Plaza 2 during emergencies that require evacuation.
- Report evacuation status to the WFUHS Incident Commander or public authorities.
- Review Piedmont Plaza 2 Emergency Action Plan on an annual basis.

Budd Services

- Assist in the orderly evacuation of the building.

- Contact Emergency Dispatch to advise of emergency status.
- Assist incoming agencies to area of emergency.

NCBH Hospital Organizations

- Evacuate as directed by an Building Coordinator.
- Participate in fire exit drills.
- Know the location of the Piedmont Plaza 2 Emergency Action Plan within your department.
- Participate in fire exit drills.
- Participate in annual training.
- Leave building during an evacuation.

Wake Forest University Physicians

- Provide a person to serve as Building Coordinator for Piedmont Plaza 2.

WFU Compliance Office

- Provide a person to serve as Building Coordinator for Piedmont Plaza 2.

WFUHS Public Health Sciences

- Provide a person to serve as Building Coordinator for Piedmont Plaza 2.

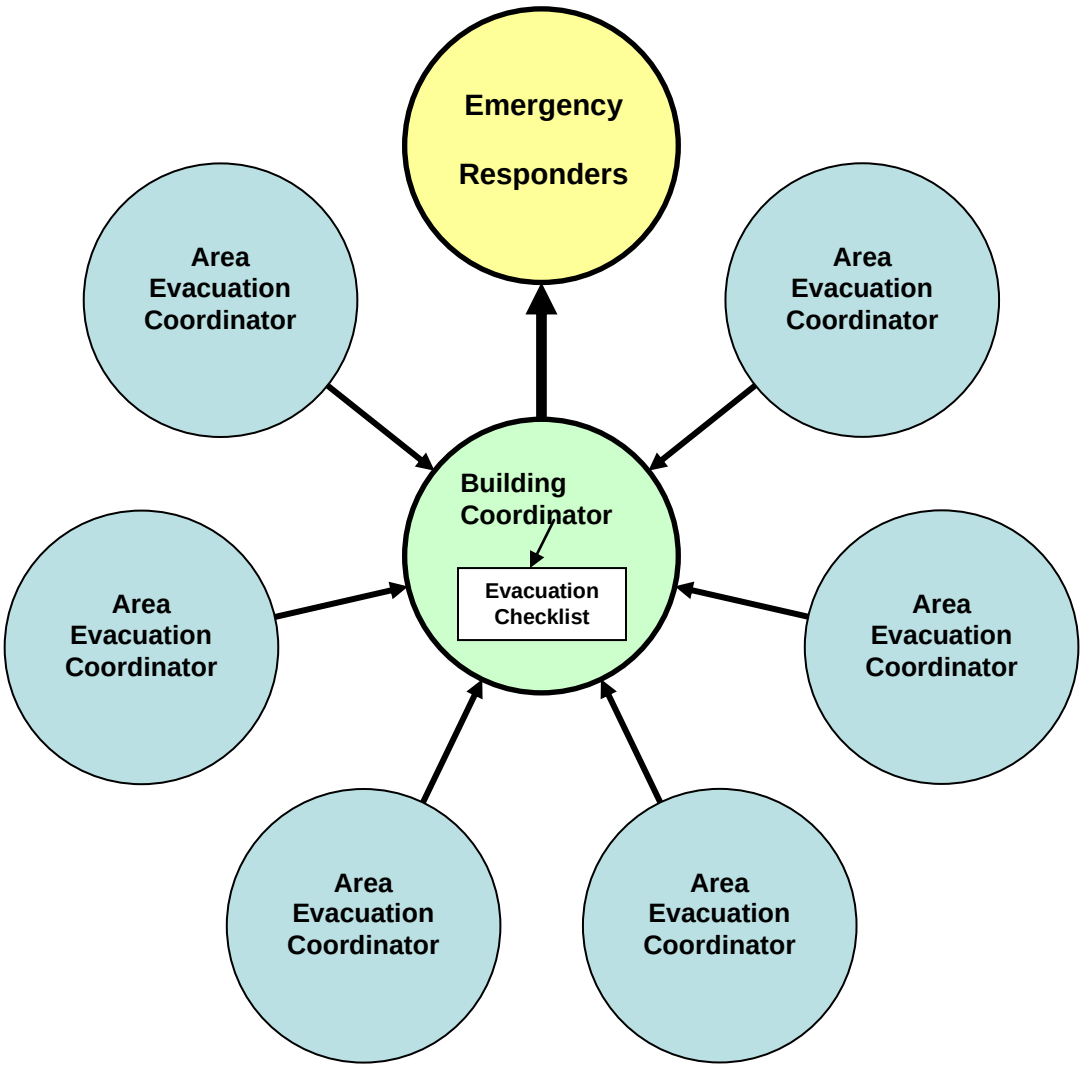
Wright Property Management

- Provide a person to serve as Building Coordinator for Piedmont Plaza 2.

WFUHS Environmental Health and Safety

- Provide technical assistance as required.
- Develop and maintain the Piedmont Plaza 2 Emergency Action Plan.
- Train all Piedmont Plaza 2 faculty and staff in their duties under the plan.
- Conduct annual drills to ensure all staff are familiar with and understand the Piedmont Plaza 2 Emergency Action Plan.

Appendix A
EMERGENCY ACTION PLAN
EVACUATION REPORTING CHART

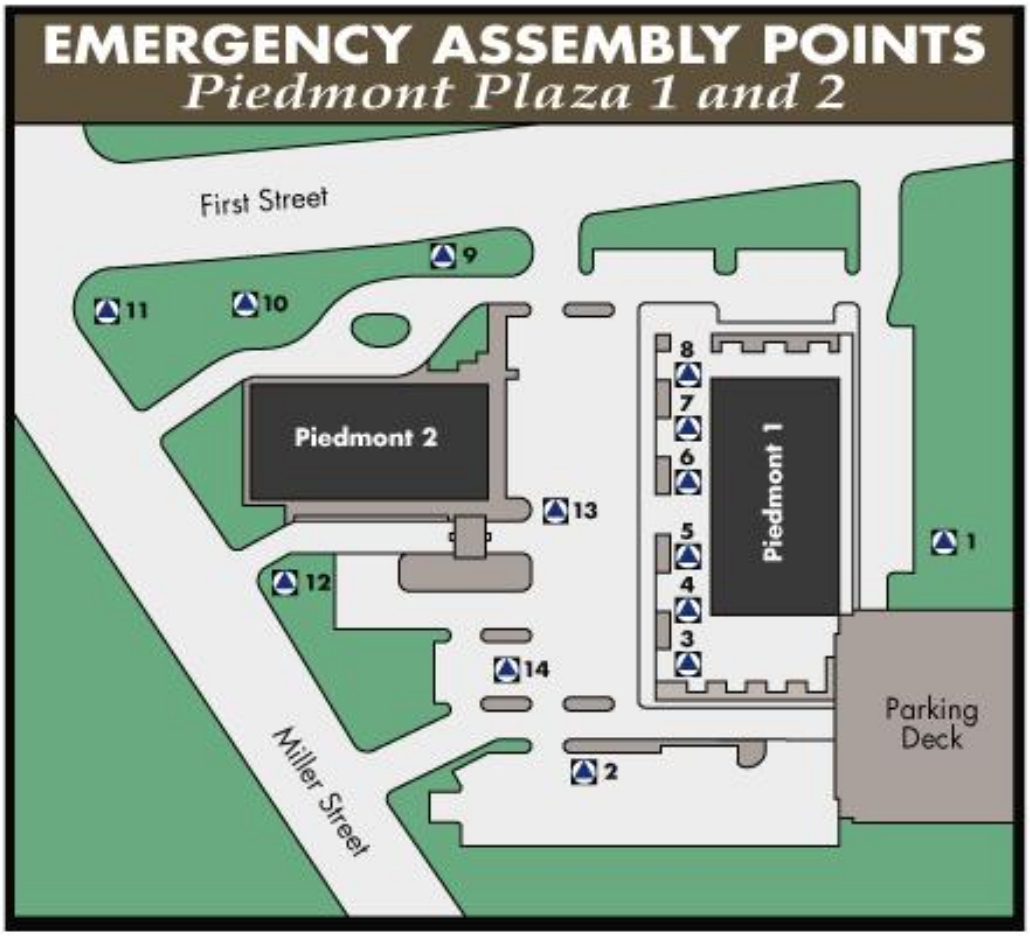


Appendix B
Building Occupants and Area Evacuation Coordinators

DEPARTMENT	AREA EVACUATION COORDINATOR
First Citizens Bank	
WFUHS PHS Women's Center of Excellence	
WFUHS PHS Social Science and Health Policy	Pat Byrd
WFUHS Information Systems	
Frank Russell Trust	
NCBH Employee Assistance Program	
WFUHS Maternal Fetal Medicine	
WFUP Compliance	Cindy Ward
WFUP Cash Control	Janie Malaza,
WFUP Business Services	Brad Niven
Wright Property Management	
WFUHS Financial Reporting and Analysis	
WFUHS PHS Nutrition Epidemiology Research and Applications	
Wendell Schollander, Attorney	
Congressman Richard Burr	
WFUP Billing Compliance	Cindy Ward
Richard Janesway MD	
WFUHS Vascular Ultrasound Research	Bob Xiao
NCBH Verification and Quality Services	
WFU Compliance Office	Paula Vaughn
WFUHS Government Relations	
Robert L. Strickland	
Health on Call etc.	
WFUP Finance	
WFUP Patient Services	Kathy Thacker (Valerie Harmon, Kathy Stewart)

DEPARTMENT	AREA EVACUATION COORDINATOR
WFUP Patient Accounts	Page Collins (Danny Smith, Bernie Ernest)
WFUP Commercial Insurance/Specialized Collections	Lynn Deskins (Jim Scruggs, Dianne Craven)
WFUP Managed Care	Marlene Rule
WFUP Ins. Registration	Cheryl Keaton
WFUP Special Billing	Michael Kennedy
WFUP Administration	Carolyn Williams

Appendix C
Piedmont Plaza 1 and 2
Emergency Assembly Points



Appendix D
Piedmont Plaza 2 Evacuation Checklist

FLOOR	DEPARTMENT	PERSON (S) REQUIRING ASSISTANCE	TIME REPORTED OUT	BY WHOM
1ST	First Citizens Bank			
1ST	WFUHS PHS Women's Center of Excellence			
2ND	WFUHS PHS Social Science and Health Policy			
3RD	WFUHS Information Systems			
3RD	Frank Russell Trust			
3RD	NCBH Employee Assistance Program			
3RD	WFUHS Maternal Fetal Medicine			
3RD	WFUP Complinace			
4TH	WFUP Cash Control			
4TH	WFUP Business Services			
4TH	Wright Property Management			
4TH	WFUHS Financial Reporting and Analysis			
5TH	WFUHS PHS Nutrition Epidemiology Research and Applications			
5TH	Wendell Schollander, Attorney			
5TH	Congressman Richard Burr			
5TH	WFUP Billing Compliance			
5TH	Richard Janeway MD			
5TH	WFUHS Vascular Ultrasound Research			
6TH	NCBH Verification and Quality Services			

FLOOR	DEPARTMENT	PERSON (S) REQUIRING ASSISTANCE	TIME REPORTED OUT	BY WHOM
6TH	WFU Compliance Office			
6TH	WFUHS Government Relations			
6TH	Robert L. Strickland			
6TH	Health on Call etc.			
7TH	WFUP Finance			
7TH	WFUP Patient Services Center			
7TH	WFUP Data Preparation			
7TH	WFUP Administration			