

**UNC School of Dentistry
EMERGENCY EVACUATION
POLICY AND PROCEDURE
MANUAL**



- Adopted by the Department Chairs Committee, January 3, 2006
- Revised 7/22/2015

SCHOOL OF DENTISTRY EMERGENCY EVACUATION PROCEDURE

I. PURPOSE

Procedures for responding to emergencies and the evacuation of all buildings on the UNC campus are encompassed by the UNC Emergency Plan. This plan provides guidelines for coordination of University and community emergency response teams during an emergency situation. As part of that effort, personnel from each building provide a first line of warning by providing information relative to a specific emergency situation (i.e., location, severity) to the Emergency Coordinator, who is the liaison between the School of Dentistry and the appropriate

Emergency Response Team (i.e., fire department, paramedics, police).

II. GENERAL PROCEDURES

Contact Support Services as soon as a fire alarm is sounded in any of the dental school buildings.

Be attentive to any messages being broadcast through the alarm system. An alarm sounding without a message indicates an immediate evacuation is required. Annunciators may instruct occupants to “STAND-BY”. This indicates the situation is occurring in another building and evacuation is not yet required. If the condition becomes more urgent the message will indicate a full evacuation is required. Stay calm and exit the building. Do not use elevators when the fire alarm or strobe lights are activated. Dental school employees will direct visitors and patients to the closest designated staging area.

III. RESPONSIBILITIES

Emergency Coordinator

- The Emergency Coordinator must proceed to the appropriate fire alarm monitoring station and meet the emergency response team. The Emergency Coordinator will remain with the emergency response team and be the liaison between the Emergency Monitors and the emergency response team.
- The Emergency Coordinator also aids in determining whether to relocate personnel from affected areas or to evacuate the building.

Emergency Monitor

- The Primary Emergency Monitor (PEM) will proceed to the appropriate designated staging area ensuring occupants stay clear of the buildings and announce “ALL CLEAR” as determined by the emergency response team.
- The Secondary Emergency Monitors (SEM) must be available to transmit information to the PEM regarding sedated or physically impaired patients, and healthcare providers that are authorized to remain in the building. The information must include the building name, department, room number, and the number of occupants remaining in-place.
- Reception desk personnel, office managers, and laboratory managers are assigned the role as Secondary Emergency Monitors.

Healthcare Provider

- Healthcare providers will assist in directing occupants and assist in relocating physically impaired occupants to the closest staging area.

IV. STAGING AREAS

Occupants in the School of Dentistry are to exit the building via the nearest exit and assemble at one of the following designated staging areas and remain until instructed to disperse.

1. Burnett-Womack lawn (east)
2. Dental School Quad (north)
3. Manning Drive/South Columbia Street (south/west)

Occupants must proceed to the designated staging areas to ensure emergency response personnel and vehicles have clear and immediate access to the site.



V. SEDATED PATIENTS

Healthcare providers treating a sedated patient may continue providing care but it is essential that an SEM be notified. A healthcare provider must convey to the SEM how many occupants are remaining in-place and the room number(s). Immediately upon arriving at the staging area, the SEM must provide the number of occupants remaining in-place, the room number(s), department, building and floor to the PEM.

When the Emergency Response Team determines that a total evacuation is required, healthcare providers will be instructed to cease care and assist in the relocation of sedated patients to the closest designated staging area.

VI. SAFE AREAS

Safe areas are to be used when an evacuation of the building is required but Healthcare Providers are unable to transport the patient to an outside area. Two Healthcare Providers are directed to assist non-ambulatory and physically impaired patients to the nearest stairwell or to an adjacent building not affected by the evacuation.

One healthcare provider is to remain in-place with the patient until the emergency response team arrives, and the other healthcare provider is to proceed to the closest staging area and inform the PEM of the location and number of occupants remaining in-place. The PEM will then relay the information to the Emergency Coordinator.

VII. EMERGENCY COORDINATOR (EC) & PRIMARY EMERGENCY MONITORS (PEM)

The EC and PEMs wear brilliant yellow vests.

EC: Al Elsenrath 919-316-8331

PEMs: Doug Brockett

Mike Crowder

Bob Link

Sheri Moyer

David Ward

VIII. FIRE PREVENTION TIPS

- Keep your working area free from debris.
- Report unsafe conditions to your supervisor.
- Report all electrical problems and exercise care in the use of electrical equipment.
- Use extra care when working around or with anesthetizing gases or other flammable liquids.
- Learn the location of fire-fighting equipment and its use.

IX. IN CASE OF FIRE

- R Remove anyone in immediate danger.
- A Activate alarm and alert others.
- C Close the doors to confine the fire.
- E Evacuate or extinguish the fire if it can be accomplished safely.

X. HOW TO SURVIVE A BUILDING FIRE

- Crawl if there is smoke.
- Feel doors before opening.
- Go to the nearest exit.
- Do not use the elevator.
- Close as many doors as possible as you leave.
- Use a portable fire extinguisher, only if you can use it safely.
- Do not reoccupy fire alert area until permission is given.