



Emergency Response Plan

The Duke University Emergency Management Plan (EMP) is the university's emergency response plan. The EMP documents the framework, processes and communications required for a successful response to, and recovery from, an emergency incident. The plan includes descriptions of categories for classifications of emergency incidents, as well as specific responsibilities and actions by level. The EMP also discusses the role of Department Operations Teams (DOT) which are at the local department level or unit based.

Duke University police supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. If a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually DUPD and the Durham Fire Department and they typically respond and work together to manage the incident. Depending on the nature of the incident, other Duke University departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for Duke University are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the Duke Police Department website at <http://www.duke.edu/police/index.php>.

Emergency Notification Systems at Duke University

Duke University has a number of communication systems (tools) that it can initiate to notify students, faculty, staff and visitors in the event of a significant emergency or dangerous situation on campus that involves an immediate threat to the health or safety of the campus community. Duke will initiate these systems, called DukeALERT, without delay, once first responders confirm a significant emergency or dangerous action. The DukeALERT system includes the following communication options: text message, blast email, and an outdoor siren system. In considering the safety of the campus community, Duke officials (described below) will determine the content of the notification system and initiate the DukeALERT system unless the notification will, in the professional judgment of responsible authorities, compromise the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Community members, upon receiving a notice of an alert, should seek additional information primarily from Duke University Emergency Webpage at www.emergency.duke.edu and take actions to protect themselves and to alert others.

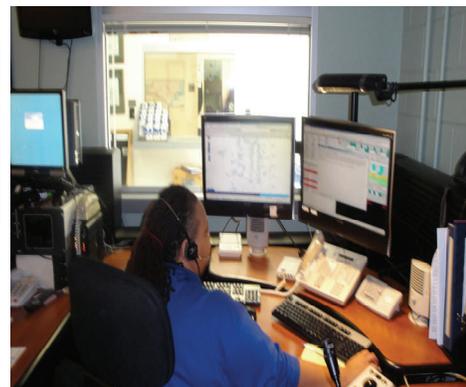
Duke ALERT 

Duke University is committed to the safety of its students, faculty, staff, patients and visitors. One component of Duke's comprehensive safety systems includes the ability to make mass, campus-wide notifications of emergency situations that may pose a threat to the health and safety of members of the Duke community. These notifications can be classified generally as:

- DukeALERT Emergency Notification
- Timely Warning Notification (as described above)

For the latest Duke Alert log onto:

[http://
emergency.duke.edu/](http://emergency.duke.edu/)



DukeALERT Emergency Notification - notification of a significant emergency when individuals need to take immediate action to protect life.

Duke University has multiple communication options available for alerting the Duke community. Some or all of these methods of communication may be activated in an emergency situation. Examples of these significant emergencies might include significant hazard material leaks, tornadoes, contagious and dangerous diseases, etc.

The emergency communication options, called DukeALERT, include:

<u>Option</u>	<u>Purpose / Target</u>
Outdoor siren system	→ alert persons outside to seek shelter and obtain more information
Text messaging	→ alert individuals who have registered their mobile device at www.emergency.duke.edu by text message of an emergency or incident
Email	→ notify all Duke email accounts
Duke Emergency Website	→ serve as the primary source and consolidation of emergency and information updates
Direct contact	→ officials may alert specific community members directly, depending on the situation

Other options, such as notification through building fire alarms or public address systems, may also be used. Duke community members may sign up to receive text messages at www.emergency.duke.edu. Notification to the larger community may be made through the local media.

Notification Process

Generally, the Duke University Police Department (DUPD) will respond and confirm there is a significant emergency on campus. The response may be in conjunction with others, such as the Durham Fire Department or hazardous material officials.

In some cases, other university officials (such as, members of Duke Occupational and Environmental Safety Office; the Vice President for Student Affairs; and Vice President for Human Resources) may recognize and confirm a dangerous or emergency situation involving an immediate threat to the health and safety of the campus, such as a radiation safety incident, hazardous materials spill, pandemic flu, etc..

Upon confirmation of an emergency, DUPD management or other University officials will typically coordinate with the Duke University Emergency Coordinator. Together, they will determine which segment(s) of the campus community that will be warned and will determine the content of the warning. Depending on the circumstances, the Duke Police Supervisor on duty has the authority and capability to activate the outdoor warning system. He/she would immediately coordinate with the Police Staff Duty Officer, who has the authority and capability to activate the mass email and text message systems.

Officials in the DUPD, Duke Human Resources and Duke News and Communications can activate the DukeALERT system to send mass emails and text messages.

Tests and Drills

Duke assesses its emergency response plans and systems each year through scheduled drills and exercises and appropriate follow through activities designed for assessment and evaluation of emergency plans and capabilities. These exercises are conducted both at the department /division level as well as the institution level. The DukeALERT Outdoor Siren System, Text Message and Email system is tested twice annually; emergency procedures and evacuation plans are publicized in conjunction with this test.

Duke University Occupational and Environmental Safety Office conducts announced and unannounced building evacuation drills each year. Emergency Evacuation plans and maps are posted in every building on campus.

The Duke University Emergency Coordinator chairs the Emergency Management Council (EMC). The EMC oversees Duke's preparation and planning for emergencies.

Community Actions Upon Receipt of DukeALERT Message

Community members, upon receiving a notice of an alert, should seek additional information primarily from Duke University Emergency Webpage at www.emergency.duke.edu , and take actions to protect themselves and to alert others. Generally, it is difficult to provide a set of instructions applicable to all community members. Individual actions will depend on factors such as the type and one's proximity to the emergency. We encourage everyone to be familiar with department and university emergency plans.

Incident Information

Incidents may occur on campus that do not appear to involve an immediate threat to the health and safety of students or employees, but due to their significance, may justify community notification.

Incidents may include, but are not limited to: follow up to an emergency notification; a significant incident on or off campus; severe weather warning; or a major facilities failure.

Communication options for incident information include: email, www.emergency.duke.edu, Duke Today and media outlets.

Evacuation Procedures

Duke University regularly conducts fire drills requiring evacuation in its facilities. These drills, conducted at least annually, are both announced and unannounced. These drills are used to:

- Familiarize community members to the audible and visible evacuation signals and the exit routes available to use in the event of a fire or other situation that requires immediate evacuation
- Evaluate the performance of the employees in a fire incident and the effectiveness of the behaviors used in accordance with the fire drills and the Emergency Plans/Site Specific Fire Plans

The results of the drills are documented. Evacuation plans are posted in each building that show the floor plan, exits and suggested evacuation routes. Evacuation procedures are as follows:

- Close all windows and (leave the overhead light ON.)
- Before opening any door, feel the door. If it is HOT, do not open it; if it is not hot, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in your room.
- If you cannot leave the room, open the window, hang a sheet or other light-colored object out of the window to attract the attention of emergency personnel and then close the window. If there is a phone in the room, call Campus Police (911) and report that you are trapped. Remain calm and give your room number and building location. Stuff towels, sheets, or similar materials under all doors leading into corridors. Stay close to the floor if smoke enters the room.
- If conditions allow you to leave the room, close, but do not lock, the door and walk directly to the nearest exit and leave the building.
- If you are away from your room when the alarm sounds, do not return to your room, but leave the building via the nearest exit.
- DO NOT use elevators. If hallways and/or exit stairwells are not accessible because of heavy smoke, return to your room, close the door and follow the instructions given above.
- If you have exited the facility, stand clear of the building and report to your designated check-in area. Emergency apparatus may be maneuvering around the building.
- Follow the directions of fire and police personnel and NEVER re-enter the building until they give permission to do so.

General Evacuation Procedures are to:

- R - REMOVE ALL PERSONS IN IMMEDIATE DANGER TO SAFETY** to include patients, visitors, students and employees.
- A - ACTIVATE MANUAL PULL ALARM/DIAL 911.** Give the following information: The exact location of the fire (Building and Location-Area, Building Zone or Color or Zone Floor, Room Number) and the name of person calling and phone number.
- C - CLOSE ALL DOORS AND WINDOWS** to prevent the spread of fire and smoke.
- E - EXTINGUISH THE FIRE** with a portable fire extinguisher or **EVACUATE THE AREA. DO NOT USE THE ELEVATOR.**

Go to <http://www.safety.duke.edu/FireSafety/RightToKnow.htm> for additional information concerning the Fire Drill Program, fire safety and evacuations.

Fire Alarm Evacuation Policy

Evacuation is mandatory for all individuals when the fire alarm is sounding. Anyone who fails to evacuate may face disciplinary action.

Once a fire alarm sounds, do not assume that a fire alarm is a drill or false alarm. Remain calm and evacuate the facility. Remember to follow the instructions of the emergency responders. Do not re-enter the facility until authorized. If you have any information regarding the alarm, present that information immediately to the responding emergency personnel.

While evacuating, remain attentive for dangerous or criminal activity that may be associated with the evacuation notice. Fire alarm activations may be associated with incidents other than fire. It is also possible that an individual has falsely activated the alarm system. If you observe criminal or suspicious activity, report it immediately to the Duke University Police.