



# Employee Preparedness Guide

## GET HELP

Dial **911** or use the Carolina Ready Safety app.

**UNC Police**  
[police.unc.edu](https://police.unc.edu)

**Environment, Health and Safety**  
[ehs.unc.edu](https://ehs.unc.edu)

**Emergency Management and Planning**  
[campussafety.unc.edu/emergency-management](https://campussafety.unc.edu/emergency-management)

To learn more about how to become better prepared for emergencies on campus, visit: [carolinaready.unc.edu](https://carolinaready.unc.edu)



## How to Prepare for an Emergency

- Familiarize yourself with:
  - your office, workspace and/or classrooms.
  - the closest emergency equipment (fire extinguishers, automated external defibrillators (AEDs), first aid kits, etc.).
  - at least two emergency exit routes out of the office, workspace, classrooms or other areas you frequent.
  - your building's emergency action plan.
  - your department's continuity of operations plan (Tar Heel Mission Ready).
- Print the Emergency Procedures Poster, a quick reference of key actions for particular scenarios, and post it near your workstation and/or office suite.
- Download the Carolina Ready Safety App and sign up for AlertCarolina messaging. Encourage your coworkers and students to do so also.
- If you discover an emergency situation or something suspicious, call 911.
- Complete any emergency response duties you may be assigned.
- Depending on the situation, evacuate or shelter-in-place. Absent official instructions, use your best judgment.
- Do not jeopardize yourself or others attempting to save property.
- Assist others, but do not exceed your training when rendering first aid.
- If you are a designated employee for your unit, be ready to support continuity operations.

## Faculty Members

- Go over emergency preparedness scenarios with your students at the beginning of the semester.
- Use the UNC Classroom Emergency Preparedness script as a guide. Point out exits and egress routes.
- Share safety information with your instructional team (TAs, undergraduate learning assistants, etc.)
- Add links to safety resources to your syllabus and course websites.
- Keep your phone on for emergency communications during class at all times.

**You are on the frontline for students. If you see something, say and do something.**

## Reporting an Emergency

- For emergencies, dial 911 from your cell phone or campus phone when you need Police, Fire or Emergency Medical Services. Remain calm – your actions influence others.
- Tell the dispatcher your location. Provide the exact address if possible.
- The nature of the emergency (describe clearly and accurately).
- Your full name and the telephone number from which you are calling, in case you are disconnected.
- Remain calm. Do not hang up as additional information may be needed.
- If possible, have someone else or yourself meet emergency personnel outside of the building.

## Evacuate or Shelter In Place?

Despite the various emergencies that may occur on campus, a majority of those scenarios will require you to either evacuate or shelter in place. Knowing when and how to perform these key actions will help you know how to act.

	EVACUATE	SHELTER IN PLACE
PLAN	<ul style="list-style-type: none"> <li>• Know your building’s evacuation assembly areas and alternate location(s).</li> <li>• Know where the emergency exits and fire pull stations are in your building.</li> <li>• Include this information in your new employee orientation.</li> <li>• Develop a plan to account for everyone once you have evacuated and arrived at the emergency assembly area.</li> <li>• If you need assistance evacuating—whether you have a permanent or temporary special need—please review “Individuals with Disabilities Evacuation Guidelines”</li> </ul>	<ul style="list-style-type: none"> <li>• Shelter in place means finding a safe location indoors and staying there until you are given an “all clear” or told to evacuate.</li> <li>• You may be asked to shelter in place because of a tornado; or chemical, radiological, or other hazard.</li> </ul>
EVALUATE	<ul style="list-style-type: none"> <li>• When you hear the fire alarm, do not assume it’s a drill. Always evacuate.</li> <li>• Locate the nearest safe exit.</li> </ul>	<ul style="list-style-type: none"> <li>• In a severe weather event the rule of thumb is to put as many walls between you and the outdoors as possible, and head to the lowest floor possible. The basement is an ideal location.</li> </ul>
RESPOND	<ul style="list-style-type: none"> <li>• If you observe smoke or fire, activate the fire alarm using a manual pull station.</li> <li>• If you are in a lab, secure any hazardous materials or equipment before you leave.</li> <li>• EVACUATE the building at the nearest exit.</li> <li>• When evacuating, use the closest stairs. DO NOT use elevators.</li> <li>• Notify emergency personnel of persons with disabilities who are unable to evacuate.</li> <li>• As you exit, move to designated assembly area that is a safe distance away.</li> <li>• Do not re-enter until notified by emergency personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• When a tornado warning is issued or instructed to shelter-in-place, immediately seek shelter inside the closest sturdy building.</li> <li>• Once inside, move to an interior room/hallway without exterior windows, on the lowest possible floor.</li> <li>• Protect yourself from flying debris and falling objects.</li> <li>• Await further instruction from Alert Carolina and emergency personnel.</li> <li>• Do not leave until an “All Clear” is received.</li> </ul>