

Murdoch's Emergency Operations Plan

Murdoch's EOP is reviewed and revised annually as indicated, and all staff at the facility are required to participate in Annual Refresher Training. Training focuses on *disaster* response and preparedness for events that require outside emergency responders beyond our normal capacity, such as tornados, large scale fires, explosions, workplace violence, etc. *Active Shooter* training is incorporated into annual training. Each residential area has evacuation drills approximately quarterly with full evacuations at least once per shift each year, typically conducted by Butner Public Safety (BPS), who also participate in other emergency/disaster drills. Persons living at the Center participate along with staff, in emergency response and evacuation exercises to be familiar with procedures in the event of a real situation. BPS and facility Monitors provide detailed reports which are shared with the facility Safety Director, Risk Managers and administrative staff to help evaluate our preparedness and response, and aid in development of action plans that may be indicated.

Guardians, family and other providers may call Murdoch for information during a disaster event at: **919-575-1000** or the DSOHF number at **919-855-4700**.

Staff EOP Quick Review

- If you discover the emergency:
 - Call "5-1999" (Murdoch emergency lines)
 - Call BPS "911"
 - Call Directors Office at "5-1000" during business hours
 - Director's office or Infirmary will make an announcement to declare a disaster
 - Begin immediate evacuation or sheltering-in-place procedures.

- As an emergency is recognized, until further instruction from management is issued, staff should keep people in their care at that moment, safe from harm and address any immediate first aid needs.
Safe from harm:
 - 1) Shelter-in-place (ex. weather outside is emergency situation and building is currently structurally safe and/or no threats inside)
 - 2) Evacuate to nearest safety zone- (ex. disaster has made the area unsafe)

Safety Zone: a safe place at least 100 feet away from a disaster; a pre-determined immediate location (which will be divided into Triage/medical care area and area for uninjured)

Evacuation Site: a safe relocation site (VE gym, Edgewood gym, Chapel, Camp Eason, etc.)

- All available staff [or as determined by Incident Commander (IC)] shall respond if it is safe to enter the area. After hours, all supervisors will send a minimum of one staff to the disaster area to assist with evacuation/care. Staff will receive instructions from the person in charge at the disaster site.

- Once a disaster is identified, MDC will implement our EOP and the IC (Facility Director or designee or Infirmary Charge Nurse after hours) will issue instructions along with BPS, issue automated Calls for off duty staff after hours, and direct organization of Command Center.

- All staff on campus will activate departmental specific procedures (outlined in policy and reviewed annually), such as transporting Disaster boxes to the scene.

View Murdoch's EOP on the DHHS website @ www.ncdhhs.gov/divisions/dsohf >Facilities