



**ROXBURY COMMUNITY COLLEGE
EMERGENCY EVACUATION AND FIRE POLICY**

INTRODUCTION:

Emergency events that threaten the welfare, safety, or health of staff or visitors, though unpredictable, may be dealt with in such a way as to minimize the likelihood of injury or loss of life. Roxbury Community College has developed procedures to help its personnel respond to a variety of emergencies. In the event of fire or potential emergency events such as severe medical situations, bomb threats, extreme weather conditions and power loss, the procedure for evacuation outlined in this policy shall be followed. This procedure satisfies the requirements of the regulation regarding safety in public buildings, including rooms occupied by the Office of Information Technology (IT).

Following this plan will assure a safe and orderly evacuation of the building in the shortest time. It should be noted that all buildings and special spaces such as the Information Technology suites are equipped with fire extinguishers, emergency lighting and lighted EXIT signs, as required by law.

This policy and all related procedures will be reviewed and evaluated annually by the Department of Facilities and Public Safety to determine if it continues to meet the needs of Roxbury Community College. THIS IS A REVIEW

SCOPE:

The College relies upon the coordinated action of an extensive emergency response team to evacuate campus buildings quickly and effectively in emergencies. This team includes the Facilities Department, Office of Public Safety, Students' Disability Services, Students' Health Services, the President's office, staff volunteers, and the Emergency Response Services of the City of Boston.

RCC requires the cooperation of all employees in conducting training and drills and responding according to established procedures if such events arise. Training will be provided to assure that all employees follow appropriate emergency procedures.

Definitions...

For the purpose of this policy, the following definitions apply:

Floor Marshalls are college employees who are designated to assume leadership in emergency response within their own departments, and to provide assistance in overall emergency response, as required. Their responsibility is to maintain preparedness at the departmental level. They will be issued either a red hand band or fire department red hat which they wear during evacuations.

The Command Station, if necessary, is the site from which the Office of Public Safety/Campus Security coordinates emergency response. The location of this site, most often, will depend on the area of the emergency. The Security Office in the Academic Building will serve as the campus command station.

Evac-chairs are especially adapted chairs, which facilitate evacuation of injured or disabled persons. Efforts will be made to have one available as a campus resource.

Defibrillators are equipment that restore the rhythm of a fibrillating heart. Efforts are on to acquire at least one for the campus.

SECTION 1: AUTHORITY and RESPONSIBILITIES

AUTHORITY...

In the event of an emergency necessitating the evacuation of a building, the Director of Public Safety/Campus Security as the Campus Fire Marshall or Chief Security Officer, shall be in command until the Boston Police and Fire Departments or the State Emergency Response Services arrive. In the absence of the Director of Facilities & Public Safety/Campus Security, the Assistant Director of Facilities & Public Safety, or the Security Duty Officer shall have full authority in such an emergency.

RESPONSIBILITIES

- In the case of fire or any other emergency, the Director of Facilities & Public Safety/Campus Security is responsible for directing emergency response until the Boston Fire Department or Police officials arrive. Under the supervision of the Director of Facilities & Public Safety, the Office of Public Safety/Campus Security coordinates the emergency response team, provides training in basic fire-fighting techniques and evacuation procedures, and conducts building inspections.
- It is the responsibility of the Director of Facilities & Public Safety to contact or inform the President. The Director of Facilities shall decide, in consultation with the President, if a public announcement shall be made on internal public address system.
- All inquiries from the media shall be referred to the Office of Communications. When a designated representative of the Office of Communications cannot be contacted, the V.P. Administration and Finance shall give a brief account of the facts pending release of an official report to the media.
- Vice Presidents, Deans, Directors or Departmental supervisors shall recruit and assign a sufficient number of Marshalls for their own areas, as directed by the Department of Facilities and Public Safety. Where a supervisor perceives the need for additional Marshalls, he or she may so advise the Director of Facilities and Public Safety. The Supervisor shall ensure that replacements are made as vacancies arise, and notify the Facilities and Public Safety Department of changes.

It is the responsibility of the departmental supervisors to ensure that the identity of Marshalls is communicated to employees working in the unit, and that a list of their names and locations is posted in the workplace.

Students and employees who feel they may, at any time, require assistance should contact the Office of Student Services, to be identified and provided with information on the type of services available to them.

The Director of Facilities and Public Safety/Campus Fire Marshall or his or her designee shall:

1. Receive information about the nature of the emergency;
2. Ensure that the Boston Fire Department (911) has been called;
3. Communicate with the Fire Department, the Police Department and any other emergency organization, as required;
4. Coordinate the operations of the emergency team; and
5. Organize the evacuation of the area.

The Office of Public Safety/Campus Security shall:

- 1 Upon the sounding of a fire alarm or an indication of a pre-signal on the simplex monitor, search the area from which the signal originates (for buildings having a two-stage alarm like the Academic Building). If a fire or other emergency situation is confirmed, Public Safety/Security shall activate the general alarm and initiate emergency evacuation;
- 2 Upon the sounding of a general alarm, search the building to ensure that no one has been left in the building and direct anyone found to an emergency exit;
- 3 Assist Floor Marshalls in critical situations such as fire extinguishing, medical care or disabled evacuation, when requested; and
- 4 Follow the instructions of the Manager of Public Safety/Campus Security.
 1. **Floor Marshalls** shall:
 2. Assist Public Safety/Campus Security in carrying out the evacuation in an orderly fashion, with a minimum of delay;
 3. Know the location of fire alarm pull-stations, emergency doors and exits, fire fighting equipment (fire cabinets, extinguishers) and evac-chairs (when

available, will be kept in Public Safety/Campus Security) and be able to use them properly;

4. Search designated premises in an effort to ascertain that no one is left behind once the signal has been given to evacuate;
 5. Instruct employees and students to close doors and windows when leaving offices and classrooms and, during the search, close doors and windows when feasible;
 6. Assist the disabled; and
 7. Follow the instructions of the Director of Facilities and Public Safety/Campus Security.
- At no time are Floor Marshalls expected to put themselves at personal risk during an emergency evacuation, however, situations that cannot be handled safely must be reported without delay, to the Director of Facilities & Public Safety/Campus Security.
- Employees and students shall familiarize themselves with the location of emergency exits, the locations of fire alarm pull-stations and emergency telephones nearest the areas where they work or study.
- Faculty shall inform the students under their supervision of the evacuation procedures for the building in which the academic activity takes place, and evacuate their classes.
- Facilities & Public Safety personnel shall provide professional assistance as required.

SECTION 2: IMMEDIATE RESPONSE PROCEDURE

2.1. IN THE EVENT OF FIRE:

Any employee discovering smoke and/or fire should perform the following activities as appropriate: If fire is small:

- Report the findings at once to the Floor Marshall or supervisor if time permits; or
- Attempt to extinguish the fire with a fire extinguisher
- Activate the nearest alarm by pulling a fire alarm pull-station or, in buildings where there is no fire alarm system, alert building occupants by word of mouth.

If fire is severe and threatening

- Dial 911 or 0 for Public Safety/Campus Security Office, and provide the following information:

- ❑ Your name and location;
- ❑ Location of fire;
- ❑ Details as requested.
- ❑ Leave the building as quickly as possible.

In case of electrical or other serious fire, no attempt should be made to deal with the fire unless such action is compatible with the safety of all concerned.

2.2. IF YOU SUSPECT FIRE...

Call the Public Safety/Campus Security Office (0) and provide the following information:

- ❑ Your name and location;
- ❑ Where the fire is suspected;
- ❑ Details as requested.

SECTION 3: EVACUATION PROCEDURES

In the event that an emergency situation requires the complete evacuation of the floor or building, the following procedures will apply to all departments, employees, students, and visitors:

1. An employee discovering a fire or other emergency necessitating a general alarm, shall activate the fire or necessary alarm; and call Public Safety/Campus Security or 911 and give appropriate information.
2. Everyone must leave the building immediately, in an orderly fashion, by the closest possible exit. Exit from emergency stairwells where indicated. Do not use elevators.
3. The first person to reach any exit door should touch it to determine if it is hot. If the door feels hot, direct evacuating persons to an alternate exit route.
4. In smoke areas, stay low (out of highest concentration of smoke).
5. Maintain a single file and keep to the right on stairways so that persons entering the stairwell from lower floors can merge safely into the line and emergency response personnel can use the opposite side.
6. Once outside report to the designated assembly area or move far away from the building. Do not obstruct the exit doors at street level. Clear the area.
7. Remain in the assigned assembly area until instructed by the appropriate authority to return to the building or to move to a safer location.

8. Do not re-enter the building until the Boston Fire Department, or the Public Safety/Campus Security Department gives the "All-Clear" signal.
9. Obey the directions of Floor Marshalls and Public Safety/Campus Security Officers at all times.

Marshalls will:

1. Remain in assigned area until all personnel have exited; inspect restrooms and offices to assure no one remains.
2. Assist with the evacuation of anyone with special requirements (such as limited mobility due to existing condition or injury). Carry unconscious victims out of the building.
3. Take the list of personnel to the designated assembly area and conduct a "roll call" to account for staff from the assigned area.
4. Report to the Public Safety/Campus Security for additional instructions (also report the name of anyone for whom you can not account).
5. Be prepared to address crowd control or if indicated, direct evacuated personnel to a safer area.
6. Inform occupants of any emergency procedures specific to the building.
7. Direct emergency response teams to the scene when they arrive.
8. Notify emergency response teams of the names of possible unaccountable persons.

Faculty shall supervise the evacuation of their classes.

Facilities and Public Safety Department Personnel (with the exception of those providing ventilation control or acting as Marshalls) shall assemble immediately to await further instructions.

SECTION 4: PEOPLE WITH DISABILITIES

At the beginning of each semester, the Office of Students' Disabilities Services shall provide the Office of Public Safety a comprehensive list of all disabled students and the type of disability to enable the department plan for eventual evacuation. **Faculty, staff and students** are encouraged to communicate to the Office of Public Safety or Marshalls, as they exit, the location of any disabled person. In the event of a fire,

- Elevators must not be used.

- ❑ Disabled persons are to be evacuated by the stairwells with the assistance of Marshalls, Security or other volunteers.
- ❑ Generally, wheelchairs should not be carried down the stairs; a person who, for reasons of personal health or safety, may not be removed from his or her wheelchair must so inform the Marshall or security officer.
- ❑ Evac-chairs, if available, should be brought to assist the non-ambulatory.

SECTION 5: MAINTAINING EMERGENCY READINESS

The Department of Facilities & Public Safety has determined that each suite of offices and offices in the corridors on the 3rd and 4th floors of the Academic building shall each have a Marshall and an assistant.

The Department of Facilities and Public Safety in collaboration with the Office of the Vice President of Administration and Finance shall:

1. Organize training sessions in basic fire awareness and suppression, and emergency evacuation, using the facilities of the Boston Fire Department Training Center;
2. Provide specialized training in emergency evacuation procedures for certain locations such as laboratories and workshops, and provide this training in additional areas as requested;
3. Conduct regular building inspections, receive inspection reports from the Boston Fire Prevention Unit, represent the College in communications with the Boston Fire Department; and investigate reports of accidents and incidents related to fire and public safety.

**MARSHALLS, FLOOR WARDENS AND OTHER VOLUNTEERS ARE
NEEDED FOR THIS PLAN TO SUCCEED. HEADS OF DEPARTMENTS,
DIRECTORS, DEANS, AND VICE PRESIDENTS ARE REQUESTED TO HELP
IDENTIFY CANDIDATES FOR THESE RESPONSIBILITIES.
ARE YOU READY FOR AN EMERGENCY EVACUATION DRILL IN
SEPTEMBER?**



**BUILDING EVACUATION PROCEDURE
IN AN EMERGENCY**



1. **WHEN AN ALARM SOUNDS, LISTEN CAREFULLY TO INSTRUCTIONS RECEIVED VIA THE PUBLIC ADDRESS SYSTEM.**
2. **IF YOU RECEIVE INSTRUCTIONS TO EVACUATE, WALK TO YOUR DESIGNATED STAIRWELL (SEE FLOOR PLAN BELOW). DO NOT USE ELEVATORS WHILE AN ALARM IS SOUNDING.**
3. **WHEN EXITING YOUR CLASSROOM, LABORATORY, OR OFFICE AREAS, TAKE ONLY WALLETS AND HANDBAGS; ALL DOORS SHOULD BE CLOSED NOT LOCKED.**
4. **WHEN DESCENDING THE STAIRS, USE THE HANDRAIL AND STAY ON THE RIGHT-HAND SIDE IN ORDER TO ALLOW PASSAGE ON THE LEFT-HAND SIDE FOR THE FIRE DEPARTMENT.**
5. **PROCEED CAUTIOUSLY TO YOUR DESIGNATED RELOCATION AREA UNLESS OTHERWISE INSTRUCTED. (THE FOLLOWING ARE DESIGNATED AREAS FOR RELOCATION: PARKING LOT 1 FOR THE STUDENT CENTER, ACADEMIC SOUTH PLAZA FOR ACADEMIC SOUTH, ACADEMIC NORTH PLAZA FOR ACADEMIC NORTH AND THE MEDIA ARTS PLAZA FOR BOTH THE ADMINISTRATION AND MEDIA ARTS). DO NOT PANIC.**
6. **ONCE YOU REACH YOUR DESIGNATED RELOCATION AREA, REMAIN THERE FOR FURTHER INSTRUCTIONS OR THE “ALL CLEAR” COMMAND IS GIVEN.**
7. **NO ONE SHOULD UNDER ANY CIRCUMSTANCES RETURN TO THE BUILDING UNLESS DIRECTED BY THE P.A. ANOUNCEMENT.**

THIS EVACUATION PROCEDURE HAS BEEN POSTED ON WALLS IN ALL HALLWAYS SINCE 2001 FOR OUR SAFETY, PLEASE ACCORD THEM THE DIGNITY THEY DESERVE BECAUSE TO DO CONTRARIWISE MIGHT BE DANGEROUS TO **YOUR HEALTH !!!!!!!!!!!!!!!**



**CAMPUS SECURITY AND EMPLOYEE SAFETY
POLICY GUIDELINES**



In the wake of the September 11 terrorist attack and the spate of emergency activities that have occurred since then, it is essential that Roxbury Community College take necessary steps to ensure the security and safety of students, staff and faculty, and visitors to the campus. It is the goal of the institution to maintain the same educational atmosphere characterized by safety, security and respect for individual rights.

In view of this, it is requested that the following safety policy guidelines be adhered to strictly in the daily operations of the campus in order to assure continued safety and well-being of all:

- 1. Students, staff and faculty shall carry Roxbury Community College identification, and be prepared to display it when requested by a campus security staff or college official.**
- 2. Visitors shall be required to stop at the Office of Public Safety, located on the ground floor (Room 109) of the academic Building, sign in, and be issued a visitor's pass before proceeding to the location of visit.**
- 3. Every student, staff, and faculty shall adhere to the evacuation plan that is on each floor of every building, strategically placed in the hallways.**
- 4. The campus closes down at 11:00 PM on Mondays through Friday, and 5:00 PM on Saturdays. Every building must be vacated on or before these times. Only essential personnel can be on campus between 11:00 PM and 7:00 AM. Faculty and staff who desire to enter any of the buildings to work must sign-in on arrival and sign-out at departure at the Security desk. There shall be no exceptions. Those who must work beyond 5:00 PM on Saturday must obtain written permission from the Provost (Vice President of Academic Affairs). Persons without the appropriate permission shall be required to vacate the premises immediately.**
- 5. The campus is officially closed on Sunday; however, faculty and staff who report for work on Sunday must follow the instructions in (4) above.**
- 6. Per State Public Safety regulations, no unauthorized employee shall change locks in any state building and access to all parts of a building shall not be inhibited in the event that entry becomes necessary.**

While it is recognized that some faculty and staff bring personal belongings to work, the responsibility for their security rests with the individual. The College, the Board of Higher Education or the Commonwealth of Massachusetts accepts no liability for any loss or damage of personal property.

Your cooperation and attentiveness to these matters would be greatly appreciated.