



ROXBURY COMMUNITY COLLEGE

1234 Columbus Avenue, Roxbury Crossing, MA 02120-3400

EVACUATION

CAMPUS EVACUATION: In the event of an emergency necessitating the evacuations of all or part of the campus grounds, announcements to evacuate the campus are typically made via the fire alarm PA system, the emergency telephone notification system, email, or text message. All persons are to immediately vacate the area in question. Instructors and their designees are responsible for assisting persons with disabilities.

BUILDING EVACUATION: In the event of an emergency necessitating the evacuation of a building; i.e., fire, explosion, smoke, fumes, or other factors, the following procedures are to be followed immediately. The signal for such evacuation will be constant ringing of the fire alarm. Upon notification, secure your workstation, gather your personal belongings and leave the building in an orderly fashion for one of the following sites:

SPECIFIC EMERGENCY PROCEDURES

Fire:

- Activate the manual pull station fire alarms
- Call 911.
- Give specific location and any possible information.
- Alarms and fire extinguishers are generally located near each exit.
- Familiarize yourself with the location of the exits and extinguishers
- Immediately notify the switchboard **(X5338)**
- Inform VP of Administration's Office: **(X3501)**
- DO NOT USE ELEVATOR
- Move quickly, without running, to the designated area posted near the door of each room
- Close all doors after exiting room or office
- DO NOT LOCK DOORS
- Turn gas off in science labs
- Move away from buildings to facilitate the maneuvering of emergency vehicles
- Guide, assist, and command, if necessary, to insure proper evacuation.
- **Disabled individuals should be assisted by the classroom instructor or the individual in charge of the area. The wheelchair-confined person should be accompanied to the nearest fire evacuation location where he/she should wait to be evacuated by fire department personnel**
- **The fire evacuation location will be one where fire emergency personnel can see a visual signal for help, if at all possible**
- Do not re-enter the building until authorized

Disabled Persons

- Course schedules of all mobility disabled students and staff will be kept in appropriate administrators' offices so that the individual's scheduled location will be available to fire and other emergency personnel:
 - Whenever possible, disabled individuals will be notified prior to fire drills so that they can use the elevator to leave the building
 - In those building areas where direct evacuation through self-help by the disabled individual is possible, the first available staff person is requested to assist the disabled person with evacuation
 - All personnel can assist the physically impaired by walking slowly by the individual's side, especially down the stairs
 - At each building location where a wheelchair or other mobility restricted student is unable to evacuate the building, a fire evacuation location will be designated for the individual to go to and await assistance from the fire emergency personnel
 - The fire evacuation locations will be filed with the local fire department, local fire marshal, and state and local agencies
 - In those areas where evacuation by fire emergency personnel is required, a staff member is requested to wait with the disabled individual to aid in the evacuation
 - Disabled individuals should be assisted by the classroom instructor or the individual in charge of the area. The wheelchair-confined person should be accompanied to the nearest fire evacuation location where he/she should wait to be evacuated by fire department personnel
 - The fire evacuation location will be one where fire emergency personnel can see a visual signal for help, if at all possible:

NOTE: Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, a coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!