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Department of Campus Police and Public Safety

DATE: January 27, 2022

TO: College Faculty and Staff

FROM: Karen Kolimaga  
Chief of Campus Police and Public Safety

**REFERENCE: EVACUATION PROCEDURE – DEVENS CAMPUS**

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It may be necessary to evacuate the College not only as a result of a fire but also for a variety of other reasons. This memorandum identifies procedures that should be followed in emergency evacuation situations. If time permits, the Campus Police Department will be notified of the reason for the evacuation. Persons with disabilities should be moved after everyone else for safety. Move if on ground level. Coordinate with emergency personnel whenever possible before moving down stairs.

**IN CASE OF FIRE: PULL NEAREST ALARM BOX**

**SILENCING OF THE ALARM IS NOT AN “ALL-CLEAR SIGNAL.” DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT GIVES THE ALL CLEAR SIGNAL TO THE DIRECTOR OR HER/HIS DESIGNEE. IF POSSIBLE TAKE OUTDOOR CLOTHING, PERSONAL BELONGINGS, AND AUTOMOTIVE KEYS WITH YOU. CIRCUMSTANCE MAY PREVENT RE-ENTERING THE BUILDING. MEMBERS OF THE ADMINISTRATIVE STAFF AND CAMPUS POLICE WILL CIRCULATE AROUND THE EXTERIOR OF THE BUILDING WITH INSTRUCTIONS.**

**UPON EXITING THE FACILITY ALL PERSONNEL SHOULD PROCEED APPROXIMATELY 200 YARDS FROM THE BUILDING, BACK OF PARKING LOT/ PERSONAL MOTORVEHICLES IF INCLEMENT WEATHER. EXIT MONITORS SHOULD ENSURE THAT ALL STUDENTS, FACULTY, AND STAFF EVACUATE TO THE REQUIRED DISTANCE. IN ADDITION, EXIT MONITORS SHOULD ENSURE THAT THE ROADWAYS AROUND THE FACILITY ARE CLEAR FOR EMERGENCY PERSONNEL.**

## **KNOW THE LOCATION OF EMERGENCY PHONES, FIRE EXTINGUISHERS, AND EMERGENCY PULL BOXES.**

### ALARM

The alarm signal is a unique emission of sound (audible) and light (visual) alert signals placed throughout the College. Fire alarm pull boxes are located in the halls throughout the building.

### EXITING

Each area of the College contains illuminated signs labeled "EXIT." Classrooms are posted with signs indicating the primary and secondary exit routes. The primary exit should be used, except when obstructed or congested. In those circumstances the secondary exit should be used. From all other areas of the college, the nearest exit should be used when available.

### EQUIPMENT

There are fire extinguishers located throughout the College. These extinguishers will normally be operated by trained personnel. NOTE: Fire extinguishers are marked with the proper instructions for use in case of emergency.

### FLOOR MONITORS

Monitors are assigned to each floor. They are responsible for expediting evacuation of the building and coordinating safety response for persons with disabilities.

Monitors will be re-assigned, when necessary, in both Day and Evening classes by separate Memorandum from the Chief of Campus Police and Public Safety.

Floor monitors will sweep their assigned area, including bathrooms, offices, and classrooms as applicable. **Please review attached documents, regarding evacuation of people with disabilities and emergency notification procedures.**

### FACULTY:

All faculty members are requested to expedite the movement of students from classrooms and laboratories to appropriate fire exits. It shall also be the responsibility of faculty to assist any handicapped students in their classroom into the hall and to remain with them until the evacuation team arrives. Ground level may move out after others.

## **LOCATION OF THE FIRE ALARM PANEL**

The fire alarm panel is located in the front lobby of the building. The Fire department responds to the panel in order to determine the zone/location of the alarm. The alarm could be in another area of the building. For example, once the panel is checked, the Fire Department may respond to the second floor. Prior to re-entry the Campus Director/Designee will confirm with the Fire Department that it is safe to re-enter the building.

## APPENDIX I

### EVACUATION OF PEOPLE WITH DISABILITIES FROM THE MWCC BUILDING COMPLEX

**The person with a disability is to be evacuated after all others to prevent injury. DO NOT leave the person with a disability unattended at any time during an emergency.**

#### **People who are visually impaired**

- 1) Have the person take your arm. The motion of your body will tell the individual where to walk. Ask the person to use the railing with their free hand while descending the stairs.
- 2) Describe the stairway procedure and the evacuation process to the blind person as you move through it. Remember to use the stairs **after** all others, and move slowly.

#### **People who have crutches**

- 1) Have the person use both crutches as a single crutch and the railing with his/her free hand.
- 2) Move up or down the stairs, **slowly**.
- 3) If the person appears to be unsteady while moving down the stairs, hold his/her belt or clothing from behind.

#### **People using wheelchairs**

- 1) One to two volunteers will remain with this person at the time of emergency, one to stay with him/her at all times, the other to be able to go for help if necessary. Move out of the classroom into the hallway, **after everyone** else, and close the classroom door (do not lock the door). May move out if on ground level.
- 2) If there is **no smoke or fire** in your area, remain at this position with the assistants. A member of the evacuation team will arrive in your area to assist you. If there **is** fire or smoke in your area, move **to another area if you cannot safely exit**, closing doors behind you, **Call 911 for assistance**.
- 3) DO NOT use or move to the elevator area without permission from the Fire Department. Once the Fire Department has arrived, the firefighters and **only the firefighters** will decide whether the elevator is safe for use.
- 4) If the elevator is safe for use, the **Evacuation Team** will coordinate with the **Fire Department** to assist the person into the elevator and out of the building.
  - DO NOT evacuate anyone in a wheelchair from this building via the stairs unless you have been thoroughly trained to do so, and you have both the Fire Department and two strong helpers at the person's feet.
  - If the person with a disability feels unsafe in your hands DO NOT FORCE him/her to evacuate the building by the stairs- move to another section of the building and seek help.
  - DO NOT remove anyone from a wheelchair to evacuate the building.

## APPENDIX II

### **FOR AN EMERGENCY ON THE CAMPUS DIAL 9-1-1 FROM RED PHONES IN HALLWAYS.**

#### **FIRST AND FOREMOST, KNOW WHERE TO GET HELP!**

- From any campus phone dial “9” then **9-1-1**; in addition, there are red emergency phones in the hallways which ring to Devens Police/Fire by dialing 9-1-1
- Confirm your exact location including address and city/town. (Example: Mount Wachusett Community College, 27 Jackson Road, Devens, MA, Basement, Classroom 3).

#### **WHAT IF YOU CANNOT GET TO AN EMERGENCY PHONE OR OFFICE PHONE?**

- Designate a person to call or run for help.
- If trapped in the room and no one can go for help?
  - Option 1: call 9-1-1 from a cell phone (must give address and exact location).
  - Option 2: Use a **cell phone** to call Devens Police at 978-772-8800
  - Option 3: Call Campus Police Main line (Gardner) at 978- 630-9111

\*\*\*Cell phone use may be limited in certain areas of the building especially the basement where there is poor reception.