



Department of Public Safety and Security

DATE: November 2021

TO: College Faculty and Staff

FROM: Karen Kolimaga
Chief of Campus Police and Public Safety

REFERENCE: **EVACUATION PROCEDURE – GARDNER CAMPUS**

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 department will be notified of the reason for the evacuation. Persons with disabilities will not be moved down stairways unless directed by the College Nurse, or in her absence, the Campus Police Chief, or designated emergency personnel.

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 YOU ARE TOLD TO DO SO BY THE EXIT MONITOR. TAKE OUTDOOR CLOTHING, PERSONAL BELONGINGS, AND AUTOMOTIVE KEYS WITH YOU. IF CIRCUMSTANCES PREVENT RE-ENTERING THE BUILDING IN A TIMELY FASHION, MEMBERS OF THE FACILITIES MANAGEMENT AND CAMPUS POLICE DEPARTMENTS WILL CIRCULATE AROUND THE EXTERIOR OF THE BUILDING WITH INSTRUCTIONS.

UPON EXITING THE FACILITY ALL PERSONNEL SHOULD PROCEED APPROXIMATELY 200 YARDS FROM THE BUILDING. 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.

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.

TRAFFIC

Each area of the College contains signs labeled "FIRE EXIT." On each of these signs, the primary and secondary exit routes are indicated. The primary exit should be used, except when obstructed or congested with exiting traffic; in those circumstances the secondary exit should be utilized.

EQUIPMENT

There are fire extinguishers located throughout the College. These extinguishers will normally be operated by Police/Maintenance personnel. A qualified person will instruct the faculty in the use of extinguishers upon their request. ****NOTE**** Fire extinguishers are marked with the proper instructions for use.

FLOOR MONITORS

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

Monitors will be re-assigned, when necessary, in both Day and Evening Divisions by The Campus Police and Public Safety.

Floor monitors will sweep their assigned area, including crossovers, bathrooms, offices, and classrooms as applicable. **Please review attached documents re: 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 students with disabilities in their classroom into the hall and to remain with them until a member of the evacuation team arrives.

DISABILITIES TEAM SWEEPERS

The disabilities team sweepers will be assigned to each floor and will respond to the assigned floor to locate people in need of assistance and coordinate response. People assigned to this task will have a radio for communication with Campus Police.

LOWER LEVEL BASEMENT AND WETMORE: Evacuation Team Members

LOWER LEVEL LIBRARY: Library Evacuation Team
FIRST FLOOR: Evacuation Team Members
SECOND FLOOR: Evacuation Team Members
THIRD FLOOR: Day Shift Maintainers
SCIENCE WING FLOORS: Evacuation Team Members

****Note: When an alternate is needed assignment will come from "Command" (designated Campus Police Officers).*

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 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).
- 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. Members of the evacuation team will be wearing an "emergency response team tag."
- 3) Contact campus police on an emergency phone located in the hallways or via an office phone by dialing 1111. If unable to contact campus police on the emergency line you may use a secondary means of contact as outlined in the emergency call procedures by calling the local police 9-1-1 system and advising them of your need for assistance in evacuating, etc.
- 4) If there **is** fire or smoke in your area, move **horizontally down the corridor** and **across the building**, closing doors behind you. Because of the size of the building and the presence of so many fire doors, there are many safe areas where one could move in the event of a fire or other emergency.
- 5) 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.

- 6) If the elevator is safe for use, the **Evacuation Team** will coordinate with the **Fire Department** to assist the person down the stairs 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

EMERGENCY PROCEDURES FOR AN EMERGENCY ON THE MAIN CAMPUS DIAL 1111

1ST AND FOREMOST, KNOW WHERE TO GET HELP!

- From any campus phone dial “**1111**” the call will ring to campus police and can be answered on the radio.
- There are emergency phones on both ends of the classroom hallways, which ring to campus police.
- There are Alertus boxes located throughout the building.

Emergency phones are also located outside of the Main Entrance of the Main Building, outside of the garage (Bay 6) area, and outside of the Fitness and Wellness Center.

*******KNOW THE LOCATION OF EMERGENCY PHONES/ALERTUS BOXES, FIRE EXTINGUISHERS, AND EMERGENCY PULL BOXES*******

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

- Designate a certain person to call or run for help

If trapped in the room and no one can go for help:

- Option 1: Use a **cell phone** to call Campus Police Emergency line **978-630-9111**
- Option 2: Call Campus Police Main line **978-630-9150**
- Option 3: Call Gardner Police (**978**)-**632-5600** (press “**0**”) for the dispatcher (operator). Explain as specifically as possible what the problem is and your location (i.e. MWCC, 444 Green Street, 3rd Floor, Room 340).
- Option 4: Call **9-1-1 from a cell phone** (Note: a 911 call dialed from a cell phone will triangulate on the nearest cell tower(s) and the call should be received by the local police department in the area. However, it is always best to confirm your exact location including address and city/town in case of a misrouted call. (i.e. MWCC, 444 Green Street, Gardner, MA, 3rd Floor, Room 340). Triangulation does not always pinpoint an exact area but will give a radius so it is important to give as much information as possible to the dispatcher regarding your location.