



Mount Wachusett Community College

Department of Campus Police & Public Safety

DATE: August 2023
TO: Faculty and Staff
FROM: Melissa Croteau
Chief of Police and Public Safety

REFERENCE: EVACUATION PROCEDURE – GARDNER CAMPUS

This memorandum identifies assigned college employees and the procedures that should be followed in an emergency evacuation. It may be necessary to evacuate from the Gardner Campus not only as a result of a fire but also for a variety of other emergency circumstances. In the event of an evacuation notification, all employees, faculty, staff, students, and the public must immediately exit the building unless otherwise instructed by authorized personnel. An order to evacuate may be received via the following means: an audible alarm signal, Mass Notification System (Connect Ed), campus email, phone call back, or at the direction of MWCC staff.

- Audible 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.
- Mass Notification System: The College uses the Connect Ed Mass notification system. The Connect Ed system allows for audio and text messaging. The Connect Ed system will be utilized when appropriate in actual emergencies. It may also be utilized during some weather cancellations as a secondary notification system.
- Campus Email: The email system is set up with an “All Campus” email address, which can be utilized quickly in an emergency to send messages to office computers. Recipients will then respond to emergency instructions as indicated.
- MWCC Staff: Members of the MWCC Staff have been designated as part of the emergency evacuation team. They are trained to assist in evacuation procedures and will provide guidance and floor sweeps in an emergency.
- Phone Call back (Audix): Internal phones on the Gardner Campus may be called by mass dialing.

Emergency Evacuation Sweeps- Day Evacuation Assignments

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| Basement | Haley, Science Wing Wetmore, Loading Dock/Garage Area Fine Arts Library | Nathan Haney Timothy Scanlon Christopher Chouinard Chad Charbonneau Laurene Minns Jeff Boisseau Kiara Logan Robert Koch |
| First Floor | Haley East Haley West Haley Center Kitchen/N. & S. Café Student Center & Wetmore Fine Arts Library Science Wing | Denise Whitney Peggy Dow Mark Brillon Laurie Snoonian Sandra Quaye Rick Skinner Jason Zelesky Sarah Savoie Kyle LeGrand Kitchen Staff Kathy Matson Gail Steele Carla Morrissey Matt Raymond Elaina McDowell |
| Second Floor | Haley East Haley West Science Wing | Nancy Regan Marianne Stoy Luz Lopez Gardner Wood Samantha Johnson |
| Third Floor | Haley East Haley West Science Wing | Sara Vettese Jessica Connors Laurie Occhipinti Chrystal Voorheis Jennifer Crandall |
| Fitness Center | Upper & Lower Levels | Jason Snoonian Jennifer Shortis Fitness Staff |

Emergency Evacuation Sweeps Evening Evacuation Assignments

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| Basement | Haley, Science Wing Wetmore, Loading Dock/Garage Area Fine Arts Library | Campus Police & Public Safety Maintainers Available Faculty & Staff. |
| First Floor | Haley East Haley West Haley Center Kitchen/N. & S. Café Student Center & Wetmore Fine Arts Library Science Wing | Campus Police & Public Safety Maintainers Available Faculty & Staff. |
| Second Floor | Haley East Haley West Science Wing | Campus Police & Public Safety Maintainers Available Faculty & Staff. |
| Third Floor | Haley East Haley West Science Wing | Campus Police & Public Safety Maintainers Available Faculty & Staff. |
| Fitness Center | Upper & Lower Levels | Campus Police & Public Safety Maintainers Available Fitness Staff |

EMERGENCY EVACUATION SWEEPS

- Sweep area of assignment including offices, classrooms, restrooms, hallways, and cross overs.
- Encourage people to leave the building via the nearest and safest exit.
- Evacuation of people with disabilities: 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. Radio or call Campus Police if you need assistance evacuating.

People who are visually impaired

- Have the person take your arm. The motion of your body will guide the person where to walk. Ask the person to use the railing with their free hand while descending the stairs.
- Describe the evacuation process to the person as you move through it. Use the stairs after all others, and move slowly.

People who have crutches

- Have the person use both crutches as a single crutch and the railing with their free hand.
- Use the stairs after all others, and move slowly.

People using wheelchairs

- If they are not on the ground level one to two volunteers will remain with this person at the time of emergency, one to stay with them at all times, the other to be able to go for help if necessary. Move them out of the classroom/office into the hallway.
- If there is no smoke, fire, or other danger in your area wait until a member of the evacuation team arrives in your area to assist. Contact Campus Police & Public Safety on an emergency phone located in the hallways or via an office phone by dialing 1111. If unable to contact Campus Police & Public Safety 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.
- 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 areas where one could move in the event of a fire or other emergency.
- Do not use the elevator without permission from the Fire Department. Once the Fire Department has arrived, the firefighters will decide whether the elevator is safe for use.
- Do not evacuate anyone in a wheelchair from this building via the stairs unless you have been thoroughly trained to do so.

If the person with a disability feels unsafe evacuating the building by using the stairs with you, move them to another section of the building that is safe and call for assistance.

Faculty and Staff not assigned as Emergency Evacuation Sweeps

All faculty and staff are requested to expedite the movement of students from classrooms/offices to the appropriate fire exits. It shall also be the responsibility of faculty and staff to assist any students with disabilities in their classrooms/offices into the hall and to remain with them until a member of the evacuation team arrives.

Staff with radios (Exit Monitors)

- All staff that utilize a college issued radio will turn their radios to Channel 1 Campus Police to listen for instructions by the Campus Police & Public Safety Department during an emergency.
- Once you exit the building, we ask that you spread out in different areas/parking lots to assist with making sure that everyone remains 500 feet away from the building and continue to monitor your radios for follow up instructions.
- Do not allow people to return to the building until an all clear is given.


EMERGENCY PROCEDURES


Emergencies may require a variety of responses

Emergency Response Guide


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| EMERGENCY PHONE NUMBERS | MWCC Campus Police 978-630-9111 | 1111 On Campus |
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| GENERAL PRINCIPLES | |
| <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;"> PROTECT YOURSELF </div> | <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> CALLING: WHEN </div> <div style="flex-grow: 1;"> <ul style="list-style-type: none"> Tell operator your location – Building: MWCC Gardner Campus Answer all of the operator's questions and do NOT hang up until told to do so. Follow all directions given by emergency personnel. </div> </div> |


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| CRIMINAL ACTS | |
|  Acts IN PROGRESS/Suspicious Activity <ul style="list-style-type: none"> Call MWCC Campus Police 978-630-9111 | Dial 1111 On Campus |


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| EMERGENCY PROCEDURES | | | |
|  Emergency situations may require a variety of responses. | Protect yourself | If safe to do so, SEEK SANCTUARY by proceeding to a room that can be locked. Close and lock all doors and windows, and turn off lights. | Dial 911 Follow up with Campus Police when safe to do so |
| | | OR | |
| | | If safe to do so EVACUATE the building Using nearest exit. | Await further instructions from Emergency Personnel. |

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| MEDICAL EMERGENCY | | |
| Dial 911 | If trained, Begin First Aid | Call MWCC Campus Police Dial 1111 |

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| FIRE ALARM OR ACTUAL FIRE | | | |
|  Fire In Building | Evacuate Area & Pull Fire Alarm | Use Nearest Exit or Alternate Safe Route Do NOT use elevators | CALL 911 Call from assembly point, neighboring building*, or cell phone |
| Fire Alarm Strobes | Evacuate Area | | |

• Stay 500 ft. away from building. Do **NOT** return to the building until **All Clear** is given.

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| NATURAL DISASTER/INCLEMENT WEATHER | | | |
|  Natural Disaster or Inclement Weather e.g., tornado | WARNING Severe weather has been sighted WATCH Conditions are favorable for the development of severe weather | Seek Appropriate Shelter <i>Interior Hallways</i> | Stay away from windows. Avoid large rooms. Do NOT use elevator. Monitor news and weather broadcasts. |

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|  MENTAL HEALTH OR COUNSELING EMERGENCY | EMERGENCY OR IMMEDIATE ASSISTANCE CALL CAMPUS POLICE DIAL 1111 OR (978) 630-9111 | - KEEP PERSON CALM - PROVIDE SUPPORT & REASSURANCE - SEEK APPROPRIATE SAFETY - SPEAK IN CALMING VOICE |
| NON-EMERGENCY COUNSELING ASSISTANCE & REFERRAL | 8AM-4PM (M-F) EXT. 9855 AFTER 4PM DIAL 1111 CAMPUS POLICE | DISCUSS ANY OBSERVATIONS, CONCERNS AND BEHAVIORS COUNSELORS WILL: ASSESS AND INITIATE SERVICES |
| | | CAMPUS POLICE & HEALTH SERVICES RESPOND |