



Emergency Evacuation and Operations Plan (EEOP)

A. Purpose

This plan has been created in an effort to assist departments, faculty, staff, and students that occupy campus buildings in preparing for building emergencies. This plan applies to state buildings only. A separate plan or procedure for residence halls is maintained by the Residence Life Office.

B. Scope

This EEOP plan applies to all occupants of campus buildings regardless of their department or organization affiliation.

C. Coordination of Other Emergency Plans

A building's evacuation and operation plan is a key component in department safety plans and college disaster planning and must be coordinated with other emergency/safety plans listed below.

1. Critical Incident Emergency Response Guide
2. Hazardous Materials Security Plan
3. Emergency Management & Operations Plan
4. Continuity of Operations Plan
5. Department Emergency Management Plans

D. Emergency Resources and Contacts

1. Campus Police

The Campus Police department maintains an emergency communication post 24 hours a day, 7 days a week at Central Campus. To report an emergency of any kind, dial extension 6111 from any telephone with a campus prefix to reach Campus Police. If using either a cell or pay phone, dial 978 542.6511.
Facilities Management

Facilities Management support includes, but is not limited to, operating the heating, ventilation, and air conditioning systems (HVAC) as well as the shutdown of steam, water, electrical, and other utilities. If you have a facilities related emergency during normal operating hours, call extension 4357. After 5pm and during weekends and holidays, call extension 6511.

E. Emergency Communications

1. Telephones

The campus telephone system will be used to the extent possible. To ensure communications in case of a major power failure, the campus telecommunications system has a generator and battery backup feature.

If there is a need to call for emergency services from an outside agency (police, fire department, etc.), this can be accomplished by dialing 9-911 on any campus telephone.

1. Monitored Systems

All fire alarms result in an automatic response by the Salem Fire Department. Campus Police and other emergency services respond as well.

1. Web Site

Any announcements would be broadcast similar to campus closings and this would be done by Campus Police.

1. College's Main Switchboard

Any major announcements would be recorded by Campus Police and be heard by incoming callers to our main telephone number 978 542.6000.

F. Expectations for Department and Staff

1. Employees, faculty and staff are responsible for:

- a. Being familiar with and follow EEOP and procedures when required.
- b. Participating in drills and training as required.
- c. Orienting and informing students and visitors of procedures to be followed in case of a building alarm or emergency. It is suggested that each faculty member give a brief orientation during the first class session to assure that students are aware that evacuation is required when the alarm system is activated and that they know where the nearest exits are located.

Visitors unfamiliar with building procedures should be informed and assisted as appropriate.

G. Emergency Evacuation for Persons with Disabilities

1. This section provides general guidelines for evacuation procedures for persons with disabilities who may have difficulty exiting during fire and other building emergencies. Some of the guidelines may not apply in every circumstance.

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make any emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, lost of electricity) will complicate evacuation efforts.

1. After an evacuation has been ordered:

- . Evacuate people with disabilities if possible.
- . DO NOT USE ELEVATORS, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or major earthquake.
- . If situation is life threatening, call 911.
- . Check on people with special needs during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (coworkers/neighbors) alert them and assist them in an emergency, is a good method.
- . Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- . Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can be assisted or moved, and whether there are any special considerations or items that need to come with the person.

1. Specific guidelines for unique circumstances:

Bomb threat, fire, hazardous materials releases, and power outages for persons with

Blindness or visual impairment:

- . Give verbal instructions to advise about safest route or direction using compass directions, estimated distances, and directional terms.
- . DO NOT grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

Deafness or hearing loss:

- . Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- . Offer visual instructions to advise of the safest route or direction by pointing toward exits or evacuation maps.

Mobility impairment:

- . It may necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- . If people with mobility impairments cannot exit, they should move to a safer area. Check your specific building’s rescue area on our web site.
- . Notify police or fire personnel immediately about any people remaining in the building and their locations.
- . Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The fire department may determine that it is safer to override the rule against using elevators.

. If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

Power outages:

. If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, Facility department personnel should be notified so they can advise emergency personnel.

. If people would like to leave and an evacuation has been ordered or if the outage occurs at night, call Campus Police at extension 6111 from a campus phone to request evacuation assistance.

H. Classrooms-Emergency Procedures for Faculty

As a faculty member, what do I need to know about emergency preparedness?

The faculty member is usually seen as an authority figure for the student and can influence how the student responds in an emergency. Remaining calm and providing clear directions will have a calming effect on the students. Knowledge of the emergency evacuation procedures will enable the faculty member to promote orderly and safe evacuations.

Faculty and adjuncts are expected to:

Provide their classes or audiences with general information relating to emergency evacuation procedures. This information should be shared during the first week of class or at the start of a seminar.

1. Know how to report an emergency from the classroom being used.
1. Assure that persons with unique needs have the information they need. The faculty member should be familiar with the procedures for individuals with mobility impairments and be able to direct visitors with different needs.
2. Take charge of the classroom and follow emergency procedures for all building alarms and emergencies.

. **Emergency response guide:** The college has a written emergency response guide for personnel to follow in case of an emergency. These plans will cover events such as fire, power outage, bomb threat, severe weather, etc.

. **Evacuation routes:** The college has posted floor plans in every office/classroom showing specific evacuation routes.

. **Emergency assembly points:** After the class leaves the alarmed building or area, it is important for them to proceed away from the building where the emergency is occurring. Additionally, please instruct the students not to interfere with responding

. **Evacuation for persons with mobility impairments:** If there is a person with a unique need in class, the faculty member should be knowledgeable of the evacuation procedures.

I. Emergency Response Guide

This guide has been developed and approved by the Emergency Preparedness Committee. The guide contains emergency instruction in the event of a critical incident that occurs on or affects the Salem State College community or its members. Additional guides are on our web site at: <http://www.salemstate.edu/4268.php>

Evacuation Assembly Area (EAA)
Academic Building

All persons upon exiting either the side doors or ramp proceed to the front of the Alumni House.

For people with mobility impairments who cannot exit the building, the rescue area(s) are:

- . Basement level – leave this area by the tunnel leading into the Alumni House.
- . All other floors (in this building) wait in the corridor area by the elevator.

Evacuation Assembly Area (EAA)
Alumni House

All persons upon exiting this building should proceed to the rear of the faculty/administration parking lot.

DO NOT BLOCK THE ALUMNI HOUSE DRIVEWAY.

Evacuation Assembly Area (EAA)
Cat Cove

All persons upon exiting the building should proceed to the front parking lot area (Forte Avenue) side, by the entrance gate.

Evacuation Assembly Area (EAA)
Harrington Building

This building is comprised of two major corridors. FRONT WING/CLASSROOM SIDE REAR WING/FACULTY OFFICES. All persons upon exiting from either wing should proceed to the front of the Bates Complex.

DO NOT BLOCK LOBBY ENTRANCE.

For persons with mobility impairments who cannot exit either wing, the rescue area is by the emergency phone.

Evacuation Assembly Area (EAA)
Campus Center

All persons upon exiting from either the front, side or rear doors should proceed to the Dining Commons (ground level) directly opposite the Campus Center Building.

Evacuation Assembly Area (EAA) Central Campus

WEST WING (first and second floors)

Bertolon School of Business offices and classrooms

Information Technology Services

All persons located in this section of the building upon exiting should meet at the entry to the bike path (Loring Avenue side). **DO NOT BLOCK ENTRANCE.** All other personnel at Central Campus are to meet by the Enterprise Center entrance.

For people with mobility impairments who cannot exit from the second floor, the rescue area is by the elevator.

Evacuation Assembly Area (EAA) Administration Building

Ground level: Cafeteria and Theatre

All persons located in this section of the building upon exiting should proceed to the front of the Campus Center on the Alumni Plaza.

First floor: Cafeteria and Administration Wing

All persons upon exiting this section should proceed to the rear of the Horace Mann School (parking lot)

Auditorium

All persons upon exiting this section should proceed to the front of the Sullivan Building.

DO NOT BLOCK THE MEIER DRIVEWAY.

Second Floor

All persons upon exiting should proceed to the rear of the Horace Mann School (parking lot).

For persons with mobility impairments who cannot exit this level, the rescue area is by the elevator.

Evacuation Assembly Area (EAA)
Sullivan Building

All persons upon exiting should meet at the rear of the Horace Mann School (parking lot). DO NOT BLOCK the drive entrance.

For people with mobility impairments who cannot exit the building, the rescue area is by the elevator.

Basement level – leave this area by the tunnel leading into the Administration Building.

All other floors – wait by the EMERGENCY PHONE located next to the elevator.

Evacuation Assembly Area (EAA) Meier Hall

This building is comprised of two major corridors:

Front Wing/Lafayette Street

All persons located in this section of the building upon exiting should meet at the front of the Sullivan Building.

For people with mobility impairments who cannot exit this corridor, the rescue area is by the elevator.

Rear Wing/Tennis Court

All persons located in this section of the building upon exiting should meet in front of the Campus Center on the Alumni Plaza.

For people with mobility impairments who cannot exit this corridor, the rescue area is by the elevator.

DO NOT BLOCK THE MEIER DRIVEWAY ENTRANCE.

Evacuation Assembly Area (EAA)

Library

Use the nearest stairwell to exit the building. Remember that emergency exits are located the bottom of all stairwells, not only at the front entrance. **BE AWARE OF ALL LIBRARY EXITS.** All persons upon exiting from the Library should meet at the entry to the bike path (Loring Avenue side). **DO NOT BLOCK ENTRANCE.**

For people with mobility impairments who cannot exit the building, the designated rescue area on all floors is located next to the **EMERGENCY PHONE** by the elevator on the first floor near the food court.

Evacuation Assembly Area (EAA) O'Keefe Center

This building is comprised of three major sections:

Ice Rink: All persons located in this section of the building upon exiting should meet on the quadrangle area immediately adjacent to the rink.

Apparatus Gym and Swimming Pool: All persons located in this section of the building should exit at the main building entrance, proceed down the ramp, and onto the quadrangle adjacent to the ramp.

Main Gymnasium: All persons located in this section will exit out the west doors (Canal Street) and move to the grassy area on the side of the building.

For persons with mobility impairments, the rescue area is by the elevator.

Occupants with Disabilities

If an occupant with disabilities is unable to exit the building unassisted, the faculty, staff or student must notify the emergency response personnel of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell or by the elevator.

M. Evacuation from the Campuses

A **Major Emergency** is defined as one serious emergency that completely disrupts one or more operations at Salem State College.

Please reference the **SSC/Critical Incident Emergency Response Guide** which contains emergency instructions in the event of such an occurrence.

In the event that the Salem State College campuses must be evacuated, the parking lots will be emptied in the following order. The reason is to prevent a gridlock situation and major congestion to the point that emergency personnel cannot enter or exit the campus.

- . North Campus-Peabody Hall and Library lots
- . Central Campus
- . South Campus/lower level
- . O'Keefe Center

Localized Emergency

A localized emergency is one that impacts only a small part of the college community, i.e., one particular campus or building.

If possible, uniformed officers will be there to assist in moving traffic as quickly as possible.

Examples would include, but are not limited to:

- . Small, localized fire
- . Isolated power outage

Attachment A

Emergency Evacuation Plans and Symbols for Building Evacuation

The evacuation plan is **building specific**. It is important for all employees of the college to be familiar with the evacuation policy for the building that is their primary place of employment as well as other areas that they are required to frequent. Signs that identify the nearest horizontal and vertical routes of egress are posted and employees are advised to familiarize themselves with the closest route of safe egress.

Attached is an example of an emergency evacuation plan. It is important for you to know where to locate such plans for your building.

Symbols for Building Evacuation Signs

Elevator

Alarm

Fire Extinguisher

Waiting Area for Disabled Persons

Staircase

You are here

Attachment B

During the regular workday, key Facilities personnel should be contacted for all emergencies at extension 4357 (HELP). After hours and on weekends a custodial supervisor can be reached through the Campus Police department, extension 6111. After hours, Campus Police can reach the on-call custodial supervisor by means of a pager.

Administrator Offices

Dan Burke, Director, Power & Energy X6096

Tim Shea, Director, Athletics X6517

William Anglin, Director, Public Safety X6002

After hours Monday through Friday, the custodial supervisor on campus can be reached by cell phone.

The Campus Police dispatcher will relay any emergency messages during weekends and on holidays.

There is a facilities supervisor on call who can be paged through the Campus Police dispatcher.

Power Plant Personnel

Warren Gray, Operations Manager X7651

Michael Servizio, Energy & Utilities Manager X8321

Information Technology Services

Patricia Ainsworth, CIO X6446

Brian Helman, Director, Network Services X7272

Gail Rankin, Director, User Support X7037

Kristin Gronberg, Assistant Director, Help Desk Services X7099
and Training

Attachment C

Outside agencies, including but not limited to:

- . Salem Fire Department
- . Hazardous Materials Response Team
- . North Shore Ambulance

Massachusetts State Police

- . Bomb Squad
- . Hostage Rescue Team
- . Massachusetts State Fire Marshall's office
- . Massachusetts Department of Labor & Industry
- . Massachusetts and Federal Environmental Protection Agency
- . Massachusetts State College Building Authority
- . Massachusetts Bay Transportation Authority

Updated December 10, 2009