

Wellesley College

EMERGENCY EVACUATION PLAN

Purpose

This plan provides information for a safe and timely evacuation for Wellesley College employees in **(Department)** occupying **(Building)** during a man-made or natural emergency. Emergencies include, but are not limited to, fires, toxic chemical releases, radiological or biological releases, workplace violence, and natural disasters (flood, earthquake, etc.).

Process

All emergencies require the timely evacuation of all employees, except for those emergencies that may result in greater safety risks outside of the building (i.e. tornado).

Anyone discovering a potential life-threatening emergency should immediately evacuate the building and activate one of the building's fire alarm pull stations located in stairwells and building exits. Outside, at a safe location call x5555 and inform Campus Police of the type of emergency and other pertinent details. Activation of a fire alarm should initiate building evacuation of all occupants through an audible and visual alarm. It will automatically notify Wellesley College Police and or Wellesley Fire Department.

Designated emergency coordinators and all employees should be familiar with the locations of building exits, fire alarm pull stations, and the closest fire extinguisher.

Fire extinguishers shall only be used by trained individuals when the fire is small, in its beginning stages, if you know the type of material on fire, have the proper type of fire extinguisher, and if the use of the extinguisher does not pose a threat to the user's safety.

In the event of an emergency, fire doors in hallways and leading to stairwells shall remain closed and unobstructed. At all times, means of egress from the building shall remain unobstructed. All problems concerning obstructed egress shall be reported to Campus Police, Physical Plant and/or the Environmental Health and Safety Office.

**Never use an elevator for emergency
evacuation upon fire alarm activation!**

In the event of an emergency:

- Employees will be alerted by the fire alarm and or the Emergency Coordinators in your department.
- The Emergency Coordinator will:
 1. shut down facility operations, as necessary. **(Insert a description of plant operations that may need to be shutdown in the event of an emergency, if any exist).**
 2. assist handicapped individuals and visitors in evacuating the building, if they can do so safely.
 3. on their way out, knock-on doors and indicate to people that they need to evacuate, if you can do so safely.
 4. communicate to emergency responders the nature of the emergency and if there are any people left in the building.
 5. attempt to ensure that all employees and other building occupants are accounted for and are at a designated meeting point. A head count will be taken at the designated meeting point to ensure all individuals have evacuated the building.

Training:

Training for employees will be conducted by the Emergency Coordinator or designee. Training will occur when new employees are hired, the layout of the facility changes, when new hazards are introduced, and at least annually. Training will include:

- Individual roles and responsibilities
- Potential threats, hazards, and protective actions
- Notification, warning, and communications procedures
- Emergency response procedures
- Emergency evacuation procedures
- Primary routes of evacuation
- Location of common emergency equipment (i.e. fire extinguishers, chemical spill kits). Further training is required for the actual use of emergency equipment.
- Emergency shutdown procedures

Physically Challenged Occupants:

If a physically challenged occupant is unable to exit the building, the Emergency Coordinator must notify the emergency response personnel of the person's location. Transporting physically challenged individuals up or down stairwells should be avoided without the assistance of emergency response personnel. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or physically challenged person, relocation of the individual by the Emergency Coordinator should be limited horizontally to an area of refuge (an area on the same floor separated by a set of closed fire doors) preferably in close proximity to an evacuation stairwell.

Rescue and Medical Duties:

The local Emergency Response Departments will be responsible for rescuing individuals and alleviating any threats to safety surrounding the emergency. Wellesley College Police and/or other Emergency Medical Technicians will assist with rescue and emergency medical duties. Employees are taken to Beth Israel Deaconess Hospital in Needham for medical emergencies.

Do not move injured persons unless they are in imminent danger, keep persons lying down, covered, warm, and as comfortable as possible.

Personal Information:

Personal Information can sometimes be helpful in an emergency. Each employee has home telephone numbers, telephone numbers of their next of kin, and medical information on file at Campus Police and Human Resources.

Other Notes:

Evacuation of all building occupants is required when the fire alarm sounds.

Do not re-enter the building until the fire alarm has been silenced and the Wellesley College Police Department and or the Wellesley Fire Department has granted permission.

Ensure that employee meeting areas are out of the way of first responders and or fire department personnel and vehicles. Choose meeting areas for outside and in the event of inclement weather.

DEPARTMENT:
BUILDING:

DATE:

Emergency Coordinator: (Insert name and position of Emergency Coordinator)

Office:

Phone:

Home Phone:

Alternate Emergency Coordinator: (Insert name and position of person who will be EC in EC's absence)

Office:

Phone:

Home Phone:

Designated meeting location outside of the building: (insert 2 locations)

Primary Evacuation Route:

Emergency Phone Numbers:

Campus Police

x 5555 or 911 24/7

Physical Plant

x 2767 during normal business hours

Environmental Health and Safety

x 3882 during normal business hours

Health Services

x 2810

Beth Israel Deaconess Hospital

781-453-3041