

Emergency Evacuation Plan

Gordon-Conwell Theological Seminary CUME/Boston Campus

September 2014

PURPOSE

This Emergency Evacuation Plan has been created in an effort to assist departments, faculty, staff and students that occupy the CUME campus building in preparing for building emergencies.

EMERGENCY RESOURCES AND CONTACTS

1. CUME Office Coordinator/Security Administrator and Boston Police and Fire Departments

To report an concern of any kind, dial (617) 427-7293 from any phone to reach the CUME Office Coordinator/Security Administrator.

The Boston Police, Fire and Emergency Medical Services Departments are available 24 hours a day, 7 days a week for criminal, fire or medical emergencies and can be contacted by **dialing 911**.

2. Hamilton Campus (Campus Safety)

The Department of Public Safety, Campus Safety maintains communication 24 hours a day, 7 days a week by wireless (cell) phone. To report an emergency of any kind, dial extension 4180 from any campus telephone to reach the Department of Public Safety, Campus Safety Officer on-duty. If using either a cell or off campus phone, dial 978-646-4180.

The Facilities Department 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 4361. After normal hours and during weekends and holidays, call the Department of Public Safety, Campus Safety at extension 4180.

EMERGENCY COMMUNICATIONS

1. Telephones

The campus telephone system will be used to the extent possible.

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

2. Monitored Systems

All fire alarms result in an automatic response by the Boston Fire Department. The CUME Office Coordinator/Security Administrator and other emergency services respond as well.

3. Campus Emergency Notification System (Send Word Now)

Any major announcements or emergency notifications will be communicated through this system in addition to any other means possible.

EXPECTATIONS FOR DEPARTMENT AND STAFF

Employees, Faculty and Staff are responsible for:

- Being familiar with and following Emergency Evacuation Plan procedures when required.
- Participating in drills and training as required.
- 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.

EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

This section provides general guidelines of 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 an 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, loss of electricity) will complicate evacuation efforts.

After an Evacuation Has Been Ordered:

- Evacuate people with disabilities if possible.
- **DO NOT USE ELEVATORS.** Elevators could fail during a fire or major earthquake.
- If the 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. Employees or students can notify Safety Coordinators or CUME Office Coordinator/Security Administrator in advance by completing an “employee or resident in need of Assistance form” regarding any special assistance they require.
- 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 best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Specific Guidelines for Unique Circumstances

1. 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 exist, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

2. 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 safest route or direction by pointing toward exits or evacuation maps.

3. Mobility Impairment

- It may be 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.
 - 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.

CLASSROOMS EMERGENCY PROCEDURES FOR FACULTY

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 is expected to: *(This information is contained in the Campus Emergency Information Station located in your work area or building)*

- Provide his/her classes/audience 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.
- Know how to report an emergency from the classroom being used.
- Assure that known persons in need of assistance, i.e., person(s) physical impairments, etc. 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.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

1. Emergency Response Guide

The Seminary's *Emergency Response Guidebook* for personnel will be used in case of an emergency. It covers events such as fire, power outage, bomb threat, severe weather etc. (Please refer to the Campus Emergency Information Station located in your work area or building.)

2. Evacuation Routes

The Seminary has floor plans posted on building walls showing specific evacuation routes.

EVACUATION ASSEMBLY AREA (EAA)

After the class leaves the alarmed building or area, it is important for the class to proceed away from the building where the emergency is occurring. Additionally, please instruct the students not to interfere with responding emergency services or place themselves at risk of injury from the emergency. Once the evacuated group of faculty, staff, and students have reached their designated Evacuation Assembly Area (EAA) faculty should take a head count of his/her group. The faculty member should report to the CUME Office Coordinator/Security Administrator or other emergency personnel at the Evacuation Assembly Area if someone from their class has not evacuated the building.

Please refer to the Campus Emergency Information Station located in your work area or building for your designated Evacuation Assembly Area.

EMERGENCY RESPONSE GUIDEBOOK

This guidebook has been developed and approved by the Seminary. The guidebook contains emergency instructions in the event of a Critical Incident that occurs on or affects the Gordon-Conwell Theological Seminary community or its members. Additional guidebooks are available from the Department of Public Safety, Campus Safety at 978-646-4180.

EMPLOYEE ORIENTATION

It is suggested that new employees be informed of the Emergency Evacuation Plan as part of their new employee orientation. This initial plan and all significant revisions to the plan should be provided to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their groups, students, and visitors.

FIRE EXIT DRILLS

Evacuation drills will be scheduled, conducted, and recorded by the CUME Office Coordinator/Security Administrator with the assistance of the Boston Fire Department.

EVACUATION ASSEMBLY AREAS

Building Evacuation Procedures

- When the building evacuation alarm is activated, leave by the nearest marked exit and alert others to do the same.
- **DO NOT USE THE ELEVATOR**

- Once outside, maintain a safe distance from the affected building, keep walkways, fire lanes, hydrant areas clear for emergency vehicles and personnel. **Know your EVACUATION ASSEMBLY AREA(S).**
- DO NOT RETURN to an evacuated building unless told to do so by a Seminary or Public Safety official.
- Persons with disabilities needing assistance should notify their instructor or supervisor.

Important Notes:

- The Evacuation Assembly Area is a designated place for the building occupants to gather after a disaster to organize, rescue and provide first aid if needed.

CAMPUS EMERGENCY INFORMATION STATION LOCATIONS

Campus Emergency Information Stations include:

- 1. Emergency Response Guidebook**
- 2. Emergency Quick Reference Guides**
- 3. Emergency Evacuation Assembly Area (for the specific building)**

CUME Building:

Level (floor) 1: Library

Level (floor) 2: Reception Area/ Main Offices

Level (floor) 3: Student Lounge

Gordon-Conwell Theological Seminary Safety Committee

Safety Committee Mission Statement

Gordon-Conwell is committed to the safety and security of the Seminary community with the ultimate goal being to provide the safest worshipping, working and learning environment possible for our students, faculty, staff and visitors. We will ensure that policies and practices are developed, adopted and followed that will best protect our students, our faculty, our staff, our facilities and our resources.

Committee Members:

- Director, Department of Public Safety, Campus Safety
- Director, Housing
- Director, Facilities (Physical Plant)
- Assistant Director, Department of Public Safety, Campus Safety
- Captain, Department of Public Safety, Campus Safety

**EVACUATION ASSEMBLY AREA
CUME CAMPUS**

All persons upon exiting from CUME Campus should proceed to:

The Boston Day and Evening Academy on Kearsarge Street or stand by the vacant church parking lot at the corner of Warren St and Warren Place just beside the Urban League of Eastern Massachusetts.