

Campus Police Department – Fire Safety Guidelines

Please take a few minutes to review these fire safety guidelines.....

The following information is provided to assist students, faculty, staff, and visitors in the event of a fire alarm activation at your campus location.

When the fire alarm sounds, all persons are required to evacuate the building in an orderly manner.

The Campus Police Department, Administration, and Staff have been trained to assist in the orderly evacuation of all buildings and in providing special assistance to persons with disabilities. Please follow their instructions and requests.

Your cooperation in evacuating the building will enable the Campus Police Department and the Fire Department to concentrate solely on the emergency.

Please take a few minutes to review these simple guidelines to facilitate a safe and prompt evacuation.

GENERAL GUIDELINES

When the alarm sounds.....

CLASSROOMS & LABS

Students

- Leave the building quickly following the faculty member's instructions and the **evacuation route posted on the wall immediately adjacent to the corridor door.**
- Assist persons with disabilities as needed or as requested to the closest evacuation point.

Faculty

- Instruct all students to quickly leave the building following the evacuation route found on the fire exit sign located on the wall immediately adjacent to the corridor door.
- If there is a person needing assistance or having a disability in a class or in your office, please provide assistance or assign a person to assist them **to the closest evacuation point. NOTE:** This is extremely critical during Saturday classes when there is a reduced number of Staff on hand. **Remain with the person and provide support until they are evacuated.**
- When the classroom/lab is evacuated, the faculty member is to turn off all electrical and gas devices. **The lights should be left on.** Make sure the classroom corridor door is unlocked and closed then exit the building.

OFFICES & WORK AREAS

Faculty, Staff & Tutors

- The person in charge of the area shall instruct **all persons to quickly leave the area following the evacuation route found on the fire exit sign located on the wall immediately adjacent to the corridor door.**
- If there is a person with a disability in the areas that is in need of assistance, please provide assistance or assign a person to assist them **to the closest evacuation point.**
- Persons located in offices or other work areas, where practical, will immediately lock all safes, shut any interior doors, shut off all electrical devices and exit the building. The last person out of the area shall leave the lights on and make sure the corridor doors are shut and unlocked.

PUBLIC AREAS (CORRIDORS, LOUNGES, CAFETERIA, ETC)

- Immediately evacuate using the **closest available stairwell and exit.**
- Provide assistance to persons with disabilities as needed or requested **to the closest evacuation point.**

What else should I know?

EVACUATION ROUTE

Please review the fire exit sign, posted next to the door closest to the corridor, at the beginning of the semester and note where the primary and secondary routes of evacuation are.

ELEVATOR USE

The use of the elevator is prohibited by law for safety reasons during fire emergencies. As a matter of fact the elevator is designed so that it will not function upon the activation of an alarm.

BUILDING EXTERIOR

Once outside the building proceed 300 feet away from the entrance or as far as necessary as to not interfere with the Fire Department response.

BUILDING RE-ENTRY

The building re-entry will be coordinated by the Campus Police Department when the authorization is received from the Fire Department.

PERSONS WITH DISABILITIES

GENERAL

- Persons with disabilities who anticipate needing assistance during a building evacuation are urged to **advise the faculty member instructing the course of their needs at the beginning of each semester.**
- Persons with disabilities on the ground level of all buildings are to exit using the closest exit.
- Persons with disabilities on the upper levels of all buildings are to proceed to the ends of the corridors that access stairwells or designated evacuation points (posted on the fire exit sign) where assigned personnel will assist in your evacuation.
- **Elevator use is prohibited by law during fire emergencies.**

DANVERS CAMPUS

Berry Building

Persons with disabilities on the first floor are to exit using the nearest posted fire exit. Persons on the second floor are to proceed to the South Exit. Persons on the Third Floor are to South stairwell where a monitor will assist in your evacuation should an actual emergency exist.

Heath Professions & Science Building

Persons with disabilities on the first floor are to exit using the nearest posted fire exit. Persons on the second floor are to proceed to the center stairwell where a monitor will assist in your evacuation should an actual emergency exist.

LYNN CAMPUS

Persons with disabilities on the upper levels of the building shall proceed to the east* and west ends of the corridors and remain at the stairwells. A fire monitor will be stationed there to assist in your evacuation should an actual emergency exist.

* Second floor east - persons shall meet the fire monitor in front of the Learning Resource Center.

HATHORNE CAMPUS

It is incumbent upon the faculty and staff to coordinate assistance for the evacuation of students on floors above ground level.

Should a student identify themselves as needing assistance in the case of an evacuation of the building:

- The student and the instructor should discuss and organize a personal evacuation plan.
- If necessary classmates may be enlisted to assist should an evacuation of the building occur.

Maude Hall

Basement - Persons with disabilities on ground level floors are to exit using the nearest posted fire exit.

First & Second Floors – Proceed following evacuation route to stairwell. Faculty and Staff should either provide assistance or if additional assistance is necessary they should enlist the assistance of by-passers.

Berry Hall

Basement - Persons with disabilities on ground level floors are to exit using the nearest posted fire exit at ground level or if not at ground level Faculty and Staff should either provide assistance or if additional assistance is necessary they should enlist the assistance of by-passers.

First Floor – Exit using center of building exit.

Second Floor – Proceed following evacuation route to stairwell. Faculty and Staff should either provide assistance or if additional assistance is necessary they should enlist the assistance of by-passers.

REPORTING A FIRE

What do I do if I observe fire or smoke?

RED FIRE ALARM WALL PULL BOX

If a fire alarm pull box is immediately visible:

- Pull the alarm handle.
- Exit the building.

REPORT FIRE BY TELEPHONE

- **Call extension 6222**. Provide the Campus Police Officer with the following information:
 - Your name.
 - What building.
 - Location (room number, area, etc.)
 - Nature of fire.
 - Answer Campus Police Officers questions.
 - Exit the building.

FIRE SAFETY TIPS

- If you are in a room, check the hall first; look through the door window for smoke or fire; feeling the door, **if it is hot do not open it**. If the hall is clear and the doors cool open the door slowly, because smoke and fire gases are deadly.
- If the primary evacuation route shows signs of fire or heavy smoke use the secondary route. Continue to check the hall door, as described above, until a clear passage is found. This passage might be a few rooms down the hall, beyond the next set of corridor fire doors. **Be calm and don't panic.**

- If you cannot leave the room open a window, wave anything available (computer paper, trash bag, your shirt) and shout to gain the attention of anyone outside.
- Should you encounter heat and smoke on the way out of the building, stay low. Crawl if necessary. There will be breathable air at floor level even when there is smoke and heat just two feet higher.
- If your clothing should catch on fire - don't run - **stop, drop, and roll** - until the flames are out.