

EMERGENCY ACTION PLAN

14. FIRE AND EVACUATION PLAN

A fire safety plan is an essential part of any workplace safety program. Occupational Safety and Health Administration (OSHA) standards require a written plan to be prepared and communicated to all employees.

The Fire and Evacuation Plan is one component of the Three Rivers Community College (TRCC) Emergency Action Plan (EAP). **The most critical and essential elements of the Fire and Evacuation Plan are: immediate reporting of the incident to EMS AND timely & safe evacuation of the building.**

TRCC is equipped with both automatic and manual fire alarms which activate an automated public address announcement instructing occupants to evacuate the building. TRCC is also equipped with a state of the art automated sprinkler fire control system and, therefore, no faculty, staff, or student should attempt to fight the fire in any way. All firefighting efforts should be left to trained EMS personnel only.

**Security will notify Norwich Police Department prior to and immediately following a fire drill exercise.

It is essential that all students, staff and faculty be familiar with the locations of emergency phones, pull alarms, and evacuation route maps posted in each classroom and office and use specified routes and stairs to exit and proceed to their designated assembly area.

Fire Warden Responsibilities:

Fire Wardens and Alternate Fire Wardens have been designated for all occupied areas of the main TRCC campus building. They are responsible for ensuring that all building occupants within their area of responsibility have evacuated those areas.

Fire Wardens are identified below along with their areas of responsibility, evacuation routes, and designated assembly areas.

All designated Fire Wardens have assigned radios and should operate those radios on the Security frequency (channel 1) in any fire or other emergency evacuation unless directed otherwise.

Radio discipline is essential to the orderly reporting, recording, and accountability of the Fire Wardens by the Security Guard on the Post 2 Security Desk. With the exception of a report of an emergency condition by a Fire Warden, the Post 2 Security Guard will initiate and control the required roll call and related transmissions to Fire Wardens. All Fire Wardens must monitor their radios to avoid "stepping on" transmissions of others when initiating a radio transmission. Fire Wardens must take care to ensure that their transmissions are received and acknowledge by the Post 2 Security Guard.

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Fire Warden duties and responsibilities are detailed as follows:

- When the fire alarm to evacuate in an emergency is sounded, each Fire Warden must respond to radio recall and related inquiries from Security on the Security frequency (channel 1).
 - Fire Wardens must only use the port number inscribed on the front of their radios (vice names or locations) to identify themselves, e.g., Port 1 to Security. Similarly, the Post 2 Security Guard will acknowledge receipt of the transmission by the Fire Warden's radio port number.
- Fire Wardens must report to Security by radio any difficulties encountered during evacuation. This would include the location and identity of any individuals unable or unwilling to evacuate.
 - Particular care must be shown in identifying the location of non-ambulatory occupants in Areas of Assistance awaiting evacuation by the Fire Department.
 - Observation of anyone in distress requiring medical attention must be reported to Security.
- Upon exiting the building, Fire Wardens must notify Security of the successful evacuation of the Fire Warden's assigned area.
- Fire Wardens must ensure occupants from their assigned areas of responsibility move to their designated assembly areas.

Security Responsibilities:

If notified of a fire, the Post 2 Security Guard must determine if the fire has been reported to 911. If 911 has not been called or the alarm has not been activated, the Post 2 Security Guard will activate the manual pull station alarm AND call 911. In the event that an automatic fire alarm has been activated, the Post 2 Security Guard will call 911 to report and/or confirm the alarm as a safeguard.

The Post 2 Security Guard will utilize the Post 2 Security check list of Fire Wardens by assigned radio ports in Appendix D to initiate Fire Warden checks and maintain a continuous log of all radio communications. The Post 2 Security Guard will ensure that effective radio discipline is maintained during an emergency.

The Post 2 Security Guard will maintain Post 2 (main entrance security desk) until evacuation is necessary or until instructed by the Post 4 Security Guard to disconnect the primary Security/Emergency phone and evacuate Post 2. Should immediate evacuation of Post 2 be necessary, the Post 2 Security Guard will disconnect the primary Security/Emergency phone prior to leaving Post 2.

The Post 4 Security Guard will remove and transfer the Emergency First Aid bag, the green Oxygen System bag, and Automated External Defibrillator (AED) from the Security Desk to the Security Patrol Vehicle for ready access. The Post 4 Security Guard will then drive the Security

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Patrol Vehicle to the CUP, remove the briefcase containing the backup Security/Emergency phone and report directly to the Emergency Operations Center (EOC) where he/she will connect that phone in the EOC. The Post 2 Security Guard will disconnect the primary Security/Emergency phone at the Security Desk at that time. The Post 4 Security Guard will maintain his/her Post in the EOC until relieved by the Post 2 Security Guard.

All Security Personnel, with the exception of the Post 2 Security Guard (channel 1), will change to the Admin frequency (channel 3) during the building evacuation to reduce radio traffic on channel 1 (Post 2 / Fire Warden comms frequency).

All other Security Guards will assume traffic posts under the direction of the Post 1 Security Shift Supervisor to keep departing vehicles exiting in a safe and timely manner. These Guards will also prevent vehicles from entering campus in order to maintain a clear path for responding emergency vehicles.

- The Post 1 Security Supervisor will assume traffic duties at the old campus entrance northwest of F Wing to allow access to EMS.
- The Post 3 Security Guard will assume traffic duties at the intersection at the southeast corner of the CUP.
- The Post 5 Security Guard will assume traffic duties at the intersection at the southwest corner of the Clock Tower.
- Upon relief from EOC duties, the Post 4 Security Guard will maintain his/her post in the Security Patrol vehicle and/or assist in traffic control at the direction of the Post 1 Security Supervisor.
 - Contingent on the location of the fire/emergency and the anticipated entry route of responding emergency vehicles, all exiting traffic will be diverted to the new main southwest campus entrance/exit.

Facilities & Maintenance Responsibilities:

Maintenance personnel will, if possible, verify the sprinkler valves are open in the appropriate sprinkler room without reentering the main campus building after a fire alarm has been activated.

The Director of Facilities will dispatch Maintenance personnel to respective fire control panels and to assist in confirming that all spaces have been evacuated and personnel are moving to designated assembly areas.

Occupant Responsibilities:

In the event a fire is discovered in an area it is essential that you follow these steps:

- Activate the manual pull station building alarm.
- If possible, dial 911 from one of the emergency phones located throughout the building.
 - Unless faced with no alternative, avoid using cell phones to call 911 as the routing of cell phone calls could delay emergency response to the TRCC campus.
- Use emergency phones to notify TRCC Security of the nature and location of the fire or emergency on the Emergency Hot Line, extension 55555.

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- When the alarm is sounded proceed to evacuate the building following the designated evacuation route and/or direction of the Fire Warden.
 - **Do not use the elevators during a fire.**
 - Immediately initiate evacuation and do not waste time in gathering personal items or work material, or in logging off computers.
 - During evacuation close all doors to confine the fire and use discretion in locking doors.
 - Assist physically disabled individuals in exiting the building.
 - Physically disabled occupants requiring wheel chairs or other assistance in evacuating the building from the second floor should proceed either to Assistance Area A (outside Art Gallery doors at eastern end of 2nd floor C Wing, OR Assistance Area B (next to 2nd floor staircase above cafeteria at western end of 2nd floor C Wing).
 - **The location of physically disabled occupants in need of assistance must be reported to Security by either the Fire Warden responsible for that area by radio, the volunteer assisting the individual, or the individual requiring assistance by use of an Emergency Phone.**
 - Do not panic or cause others to panic.
- Should you become trapped inside the building during a fire and a window is available place an article of clothing (shirt, coat, etc.) either outside of the window or on the window as a marker for rescue crews.
 - Use an internal phone to call Security on 55555 and/or 911, or if using a cell phone call the Security Desk on (860) 215-9053 and/or 911 to respectively alert Security and first responders to your location.
 - If there is no window, stay near the floor where the air will be less toxic and shout at regular intervals to alert emergency crews of your location.
- Once outside move to the designated Assembly Area.
- Remain in your Assembly Areas, maintaining a safe distance from the structure.¹
- Faculty and students should assemble with their classes and staff with their respective office occupants. Faculty should attempt to account for students; and, the senior staff office representative must account for occupants from their respective office areas; each reporting findings to their designated Fire Warden.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building until the Fire Department has declared the building safe for reentry and instruction by Fire Wardens to reenter the building has been issued.