

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.

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Weekday	Primary Warden/Radio #	Alternate Warden/Radio #	Area of Responsibility	Exit Point	Assembly Area
M-F/Day/1st Fl	?	?	E wing Child Development Center	Main Child Care Entrance	Central Utility Plant (CUP)
M-F/Day/1st Fl	Dave Ferreira - 52	?	D Wing West	Stair A Exit Door	No. 1 - Sidewalk leading to south student parking next to Cafeteria.
M-F/Day/1st Fl	?	?	D Wing East	Stair J Exit Door	No. 3 - Northeast Student Parking Lot
M-F/Day/1st Fl	Steve Pudlo - 34	Mark Davis - 39	E Wing	Stair E and Stair F North Exit Doors	No. 3 - Northeast Student Parking Lot
M-F/Day/1st Fl	James Kelly - 29	Amy Main - 43	F Wing North from Cafeteria, Purchasing and receiving, Health & Wellness Ctr, Multi-Purpose Rooms	F-100 Exit Door, F-100B Multi-Purpose Exit Door and F-100G Wellness Ctr and Purchasing Exit Doors	No. 1 - Sidewalk leading to south student parking next to cafeteria
M-F/Day/1st Fl	Janice Czikowsky - 36	?	Kitchen Serveries, Dining Hall	Cafeteria - South Exit Door & Loading Dock Exit Door	No. 1 - Sidewalk leading to south student parking next to cafeteria
M-F/Day/1st Fl	Mildred Hodge - 32	Kumar Appadwedula	Library & T.A.S.C	SW Library Exit Door	No. 1 - Sidewalk leading to south student parking next to cafeteria
M-F/Day/1st Fl	?	?	C-D Wing Connector, C Wing East Bookstore & Cyber Café	C-D Wing Connector, C Wing East and Bookstore East Main Door Exit, Cyber Café - South Exit Door	No. 2 - East Faculty Parking Lot
M-F/Day/1st Fl	Deborah Civitello - 24	Cheryl Salva	C Wing West	C Wing - South & West Exit Doors	No. 1 - Sidewalk leading to south student parking next to Cafeteria.
M-F/Day/1st Fl	Olan Angulo - 37	?	B Wing	B Wing - NE Exit Door and East Main Exit Door	No. 3 - Northeast Student Parking Lot
M-F/Day/1st Fl	Brenna Jaskiewicz - 27	Judy Ames	A Wing	A-Wing SE Exit Door	No. 4 - South Student Parking Lot access from the Clock Tower Entrance

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Weekday	Primary Warden/Radio #	Alternate Warden/Radio #	Area of Responsibility	Exit Point	Assembly Area
M-F/Day/2nd Fl	Kacey McCarthy-Zaremba - 31	Carol Lee	C Wing West & F Wing	C Wing - Stair L and West Exit Door/F Wing - Stair O and West Exit Door	No. 1 - Sidewalk leading to south student parking next to Cafeteria.
M-F/Day/2nd Fl	Diane Jewett - 28	?	C-D Wing Connector & D Wing East	Stairs E and F to respective Exit Doors	No. 3 - Northeast Student Parking Lot
M-F/Day/2nd Fl	Gayle O'Neill - 26	Barbara Watson-Barboza	C Wing East & A Wing	C Wing E - Stair P to East Main Exit Door/A Wing - Stair N. to SE Exit Door	No. 2 - East Faculty Parking Lot
M-F/Day/2nd Fl	Anthony Mitta - 25	Lori Angel	B Wing	B Wing - Stair P to East Main Exit Door & Stair E to North Exit Door	No. 3 - Northeast Student Parking Lot
M-F/Day/2nd Fl	Heidi Zenie - 38	?	D Wing West	Stair O to West F Wing Exit Door	No. 1 - Sidewalk leading to south student parking next to Cafeteria.
M-F/Day/2nd Fl	?	?	E Wing	Stair D to Exit Door and E Wing Stairs E & F to North Exit Doors	No. 3 - Northeast Student Parking Lot
M-S/Eve/1st Fl	James Ellis - CUP Radio	?	C Wing East & West and F Wing	C Wing East - Stair P to East Main Exit Door/ C Wing West Stair L to West Exit Door/F Wing - Stair O to Exit Doors	C Wing E No. 2 - East Faculty Parking Lot & C Wing West and F No. 1 - West Cafeteria
M-S/Eve/1st Fl	?	?	E Wing	Stairs E & F to North Exit Doors	No. 3 - Northeast Student Parking Lot
M-S/Eve/1st Fl	?	?	D Wing	stairway Exits A, J, E and F to respective Exit Doors	No. 3 - Northeast Student Parking Lot
M-S/Eve/1st Fl	Linda Champagne - CUP Radio	?	B Wing	Stair P to East Main Exit Door & Stair E to North Exit Door.	No. 3 - Northeast Student Parking Lot

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Weekday	Primary Warden/Radio #	Alternate Warden/Radio #	Area of Responsibility	Exit Point	Assembly Area
M-S/Eve/1st Fl	Evening Assistants - Joyce Lebaron - 27	Kathy Williams, Felicia Bullock	Bookstore & Cyber Café A-Wing	Bookstore - East Main Exit Door, Cyber Café - South Exit Door and A-Wing SE Exit Door	No. 4 - South Student Parking Lot access from the Clock Tower Entrance
M-S/Eve/2nd Fl	Roy Tookes - CUP Radio	?	C Wing East & West and F Wing	C Wing East - Stair P to East Main Exit Door/ C Wing West Stair L to West Exit Door/F Wing - Stair O and West Exit Doors	C Wing East - No. 2 - East Faculty Parking Lot/C Wing West & F Wing - No. 1 - Sidewalk leading to south student parking next to cafeteria
M-S/Eve/2nd Fl	Louis Forand - CUP Radio	?	E-Wing & D Wing	E Wing - stairs E & F to North Exit Doors/ D Wing Stairs A, J, E and F to respective Exit Doors	No. 3 - Northeast Student Parking Lot
M-S/Eve/2nd Fl	Otto Erazo - CUP Radio	?	A Wing	Stair N to SE Exit Door	No. 2 - East Faculty Parking Lot
M-S/Eve/2nd Fl	Andrew White - CUP Radio	?	B Wing	Stair P to East Main Exit Door & Stair E to North Exit Door.	No. 3 - Northeast Student Parking Lot
	There are three designated Assembly Areas:				
	Assembly Area 1 - Located on the sidewalk leading from the west cafeteria exit to the south parking lot.				
	Assembly Area 2 - Located at the east Faculty Parking Lot across the street and furthest from the building				
	Assembly Area 3 - Located at the northeast Student Parking Lot adjacent to the east side of the Central Utility Plant (CUP). (Access to Assembly Area 3 must proceed around west and north sides of the CUP Building to avoid interference with responding EMS vehicles).				
	Assembly Area 4 - Located at the south Student Parking Lot across from the Clock Tower Entrance.				