



Fitchburg State University Police Department

Subject: Building Evacuation Plan

Reference: IACLEA: 17.1.5 (CLERY)

MPAC: N/A

Rescinds: 46C

Effective Date:

December 7, 2018

Review Date:

August 22, 2019

August 5, 2021

By Order of: Michael J. Cloutier, Chief of Police

General Order

17.1.6

PURPOSE:

To establish a university wide procedure to evacuate an occupied building during a fire alarm or exigent circumstances.

PROCEDURE:

Emergency Contact Information

- A. University Police Department
 - 1. University Police Department: (978) 665-3111
 - 2. Campus phones: ext. 3111

- B. External Public Safety (Massachusetts State Police or Fitchburg Police)
 - 1. Cellular Telephones: 911
 - i. Calls are received by the Massachusetts State Police
 - 2. Campus phones: 911
 - i. Calls are received by the City of Fitchburg Police Department

All individuals on campus are encouraged to plan in advance for emergencies by identifying primary and secondary evacuation routes to exits.

Fire or Explosion

At the sound of a fire alarm or if you are instructed to evacuate, leave the area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify the Fitchburg State University Police Department (978-665-3111) or dial 911.

- A. Stay calm and activate the nearest fire alarm pull station.
- B. Immediately leave the building by the nearest unobstructed exit.
- C. Do not attempt to recover personal property!
- D. If no one is following, close all doors behind you
- E. Go to a safe location and call the University Police Department, (978-665-3111 or 911).
- F. Give as much of following information as possible:
 - 1. Your name and location
 - 2. Type of incident
 - 3. Briefly provide details of incident

Medical Emergencies

- A. Do not move a seriously ill or injured person unless it is a life-threatening situation.
- B. Call the emergency number for the University Police Department (978-665-3111 or 911).
- C. Give as much of the following information as possible:
 - 1. Your name and location
 - 2. Type of illness or injury
 - 3. Condition of ill or injured person
- D. Remain with the person until emergency personnel arrive and have an opportunity to speak with you.

Acts of Violence

- A. Do not try to intervene!
- B. Stay calm. Go to a safe location and call the University Police Department, (978-665-3111 or 911).
- C. Give as much of following information as possible:

1. Your name and location
 2. Type of incident
 3. Briefly, provide details of incident
- D. If possible, stay on the line until help arrives.

EVACUATION PROCEDURES FOR PEOPLE WITH DISABILITIES

If you are a student or staff member with disabilities, it is vital that you take a proactive approach in planning for emergencies. Language related to disability emergency planning for students with disabilities can be added to the accommodations agreement at the request of the student. The student is responsible for identifying any emergency needs to Disability Service Office staff, University Police, and others as appropriate.

Students: Should contact Disability Services, **978-665-4020**.
Disability Services is located in Hammond Hall, Room 303.

Faculty or Staff: Should contact Human Resources, **978-665-3172**.
Human Resources is located in the Sanders Administration Building, Room 202

People with disabilities should plan in advance for emergencies by identifying primary and secondary evacuation routes to accessible exits.

If you need evacuation assistance, please take the following steps:

- A. Do NOT use the elevator. Move to a stairwell or a protected area near the stairwell that is protected from the emergency and notify the University Police Department (978) 665-3111 or 911. If you do not have a phone, notify a student, staff member or faculty of your location and have them alert the University Police Department (978-665-3111) or 911.
- B. You should NOT stay in the classroom or office **UNLESS** there is fire or smoke in the hallway and the room has no smoke or fire. If it is safe to stay in your current location and you are unable to safely exit the building, then you should shelter in place. Make sure to contact the University Police Department. Emergency Responders will conduct a "room to room" search to ensure that everyone has evacuated the building.
- C. If you cannot notify anyone on your floor that you need help, listen for rescue personnel who will be searching the building and be prepared to make noise to help responders find your location.
- D. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.

- E. Once alerted, the University Police Department will take the appropriate actions to assist in your evacuation, or will notify those trained to evacuate individuals in need of special assistance, who will help to ensure your safe exit.

ASSISTING PEOPLE WITH DISABILITIES DURING AN EMERGENCY

General Guidelines

- A. Ask the person how you can help before attempting any rescue technique or giving assistance.
- B. Listen to the answer; the person is the best authority on his or her own disability.
- C. Keep service animals with their human handlers.

Blind Low Vision Individuals

- A. Tell the person the nature of the emergency and offer guidance to the nearest exit.
- B. Have the person take your elbow and escort him/her out of the building. Advise of obstacles as you walk.
- C. When you reach safety, help orient the person to the location and ask if any further assistance is necessary.

Deaf and Hard of Hearing individuals

- A. Alert the person that there is an emergency by turning a light switch on and off several times.
- B. Look directly at the individual, verbalize, speak clearly, do not over exaggerate mouth movements, give instructions and write a short note on paper or text with a cell phone.
- C. Offer assistance as you leave the building.

Persons with Physical Disabilities

- A. If there is no immediate danger, take the person to the nearest accessible exit.

- B. If you cannot safely accompany the person to an accessible exit, notify the University Police Department of the person's exact location by calling (978) 665-3111 or 911.
- C. Whenever possible, remain with the person until help arrives.
- D. Elevators should not be used for evacuation during an emergency. Move to a stairwell or a protected area near the stairwell that is protected from the emergency and notify the University Police Department (978) 665-3111 or 911.
- E. If you do not have a phone, notify a student, staff member or faculty of your location and have them alert the University Police Department or Emergency Responders.
- F. Do not attempt to carry an electric wheelchair if it cannot be driven out of the building. ONLY in situations of extreme and immediate danger should you try to evacuate a wheelchair user without assistance. This person is the best authority on how he/she can be moved. Ask before attempting to move.
- G. It is best to let professional emergency personnel conduct the evacuation; however, a person with a mobility impairment can be carried by two people who have interlocked their arms to form a "chair," or by carrying the person in a sturdy office chair. This should be considered ONLY as a last resort.

Approvals:



Chief of Police

8/6/21

Date