



# Emergency Evacuation Plan

## **Purpose and Objective:**

Potential emergencies such as fire and other life-threatening events in Boston College properties require all employees, occupants and staff to immediately evacuate the building. Anyone discovering a fire and/or other life-threatening emergency should, in most cases, activate one of the building's fire alarm pull stations, which are located near all exits. This will initiate building evacuation and in most buildings automatically notify BC Police and the local fire department.

All employees, occupants and staff should familiarize themselves with the locations of all building exits, the locations of fire alarm pull stations and the location of the nearest fire extinguisher. Additionally, all employees and staff should avoid obstructing any means of egress, which includes stairwells, corridors and any other space that is used for egress. Fire doors in corridors and leading into stairwells should remain closed, unobstructed and should not be propped open. All problems concerning blocked or obstructed egress should be reported to your immediate supervisor and/or the Office of Environmental Health and Safety.

## **In the event of a fire or other life-threatening event:**

- Rescue or assist people in immediate danger, but only if you can do so safely without endangering yourself.
- Sound the fire alarm by activating a fire alarm pull station and call BC Police from a safe location, outside of the building, to report the precise location and nature of the fire or situation.
- Close all doors, windows and other openings as you leave, but only if you can do so safely.
- **Do not use elevators to evacuate**, only stairways can be used for emergency evacuation.
- Upon evacuation of the building, everyone should report to a pre-arranged designated meeting site where an attempt is made to determine if everyone safely evacuated the building.
- Report the names of anyone not accounted for to the emergency response personnel along with their last known location.
- Never attempt to reenter a building that has been evacuated until the fire department or BC Police advises that it is safe to do so.

## **In the event circumstances prevent your evacuating the building:**

- Remain in your room, office or work place with the door closed.
- Call BC Police and notify them of your exact location and the reason you cannot evacuate the building.
- Prevent smoke and heat from entering your room by blocking all openings. Use wet towels or clothing if possible.
- If smoke is present in your room, remain close to the window; hold a wet towel to your face if possible.
- Do not open or break the window glass unless absolutely necessary. This source of oxygen may intensify a fire or allow smoke to enter your room.
- Hang a white towel or brightly colored clothing out your window to alert emergency response personnel.

## **Physically Challenged Occupants:**

If a physically challenged occupant is unable to exit the building unassisted, the Emergency Coordinator must notify the emergency response personnel of the person's location. Transporting of physically challenged individuals up or down stairwells should be avoided without the assistance of emergency response personnel. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or physically challenged person, relocation of the individual should be limited horizontally to an area of refuge (an area on the same floor separated by a set of closed fire doors) preferably in close proximity to an evacuation stairwell.

### **Rescue and Medical Duties:**

The local fire department will be responsible for rescue and extinguishment. BC Police, and/or other Emergency Medical Technicians (EMT's) will assist with rescue and emergency medical duties as requested by local Fire Department.

Do not move injured persons unless they are in imminent danger from fire, smoke, etc.. Keep the person lying down, covered, warm, and as comfortable as possible.

### **Notes and Precautions:**

Small fires in their incipient stage can be extinguished with a fire extinguisher **only if you are trained to use a fire extinguisher and the fire alarm has been activated.** Never enter a smoke filled room. Never enter a room or open a door if it is warm to the touch. If attempting to extinguish a fire, keep your back to the exit. Never let a fire get between yourself and the exit. Do not attempt to fight a fire if the following conditions exist:

- You do not know what is burning.
- You are not sure you have the proper type of fire extinguisher.
- The fire is spreading rapidly.
- You are not comfortable using an extinguisher.

All occupants should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. A list of exit locations and Designated Meeting Sites should be posted in a conspicuous location.

Boston college policy requires all occupants, students, faculty and staff to evacuate any building in the event of a fire alarm. Only personnel assigned to Critical Operations Shutdown Procedures are permitted to delay evacuation in the event of a fire alarm.

**The Office of Environmental Health and Safety is available to answer questions and to provide other technical information concerning Emergency Evacuation Planning.**

### **Emergency Phone Numbers:**

**BC Police (617) 552-4444**

**Medical: (617) 552-4444**

**Fire: (617) 552-4444**

**Work Order Center: (617) 552-3048**

**Office of Environmental Health and Safety: (617) 552-0308**

**To Report a Fire or Other Emergency  
Call  
BC Police 4444**