

## Annex 1 - Campus Evacuation

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### Purpose

The purpose of Campus Evacuation Annex is to ensure the safety of BHCC staff, faculty, student, contractors, and visitors. Facility Evacuation provides a defined egress strategy from the Campus in situations where continued occupancy (during an event such as fire, tornado, bomb threat, etc.) would be hazardous to life safety. All BHCC staff and faculty share in the responsibility of being aware of the Campus Evacuation procedure and should be able to provide Campus Evacuation support to students and visitors.

### Roles and Responsibilities

ALL BHCC Staff and Faculty	<ul style="list-style-type: none"> <li>• Receive training in evacuation drills and trainings</li> <li>• Report possible incidents that may require evacuation (smoke, fire, suspicious smells, leaks, suspicious packages, etc.) to BHCC Police personnel or contracted security</li> <li>• Inform students and visitors of this Campus Evacuation Procedure by posting and maintaining required facility evacuation maps (including a figure of the building with arrows pointing to the closest exit)</li> <li>• Follow all instructions from the emergency notification, public address system, or BHCC Police/security personnel during an Evacuation</li> <li>• Follow zoned egress guidance to evacuate a building via the nearest SAFE route</li> <li>• MAINTAIN PERSONAL LIFE SAFETY</li> <li>• Refer all media questions to the PIO</li> <li>• Faculty and supervisory staff who have individuals with disabilities under their direction are recommended to meet with them as soon as possible to discuss evacuation procedures in case of fire or other emergency.</li> <li>• Faculty and staff who have individuals needing mobility assistance under their direction are recommended to notify emergency personnel about the location of these people within the building.</li> </ul>
Emergency Management Team (EMT)	<ul style="list-style-type: none"> <li>• Maintain this Campus Evacuation Annex</li> <li>• Schedule and conduct regular exercises and trainings</li> <li>• Coordinate Campus evacuations activities</li> <li>• Conduct incident After Action Reports (Annex) following an evacuations</li> </ul>
EMT Chair	<ul style="list-style-type: none"> <li>• Ensure awareness of the Campus Evacuation Annex</li> </ul>

	<ul style="list-style-type: none"> <li>• Make the decision to evacuate/close the facility (in situations without clear directive)</li> <li>• Examples of when to evacuate include a credible bomb threat, an active fire or hazmat incident, etc.</li> <li>• <b>During normal business hours the EMT Chair or the Chief of Police will make the decision to evacuate/close the facility</b></li> <li>• <b>After business hours, the BHCC Police/security personnel will make the decision to evacuate/close the facility</b></li> <li>• Make the decision to re-open the building once all clear has been provided by first responders</li> <li>• Communicate all activities to the College President and Trustees</li> <li>• Manage the After Action Report and Improvement Plan process following an incident</li> </ul>
Public Safety	<ul style="list-style-type: none"> <li>• Know and understand all Public Safety operating procedures</li> <li>• Receive regular training on procedures</li> <li>• IF NOT A DIRECT THREAT TO LIFE SAFETY - Conduct sweep of vacated area (bathrooms, etc.) to ensure full evacuation</li> <li>• Maintain perimeter and restrict unauthorized access to the facility</li> <li>• Maintain and monitor camera and CCTV system</li> <li>• Liaison to first responders</li> </ul>
Operations and Logistics	<ul style="list-style-type: none"> <li>• Maintain and test all alarm, communications, surveillance, and access systems</li> <li>• Maintain the emergency egress system including signage and lighting</li> <li>• Ensure all egress routes are clear</li> <li>• Maintain and report regular monitoring of all relevant systems</li> <li>• Conduct regular Fire alarm checks</li> <li>• IF NOT A DIRECT THREAT TO LIFE SAFETY - Conduct sweep of vacated area (bathrooms, etc.) to ensure full evacuation</li> <li>• Activate HVAC and/or lock-out system if directed by first responders, EMT Chair, Chief of Police, or designee</li> </ul>
Planning and Finance	<ul style="list-style-type: none"> <li>• Faculty should review evacuation procedures with students at the beginning of each semester.</li> <li>• Maintain access to rosters of onsite students, staff, faculty, and contractors</li> <li>• Provide additional evacuation support, as needed, to</li> </ul>

	<p>persons with Functional Needs</p> <ul style="list-style-type: none"> <li>• Organize evacuees at Staging Areas</li> <li>• Relay critical information to students, staff, and faculty</li> <li>• Conduct headcounts and identify any medical needs</li> <li>• Conduct reporting and review process following a facility evacuation</li> </ul>
Public Information	<ul style="list-style-type: none"> <li>• Coordinate all emergency communication platforms</li> <li>• Implement Area Evacuation Notice from Crisis Communication Plan</li> <li>• Liaise with the media</li> <li>• Implement the EMT communications strategy</li> <li>• Evaluate communications and record for future reference</li> </ul>

**Scope**

The procedure applies to all BHCC staff, faculty, and contractors. It should be activated in cases of fire, credible bomb threat, structural compromise, or other clear, immediate, and present threat to health and safety. It may be activated, at the discretion of the Emergency Management Team (EMT) Chair, the Chief of Police, or on-site first responders in cases of natural disasters, chemical or biological releases, or threat of violence.

**Requirements**

The Campus emergency notification and public address systems must be fully operational and regularly tested and maintained. Evacuation signage, throughout the Campus, will be posted depicting evacuation flow diagrams and identifying exits. Clearly identified exits with eliminated signage on battery backup power. Fire prevention and suppression systems must be fully operational and maintained. Regular evacuation drills must be conducted.

**References**

OSHA Standards 29 CFR 1910.38(a) – Emergency Action Plans  
 National Fire Protection Association – 101: Life Safety Code (2012)  
 National Fire Protection Association – 101B: Code for Means of Egress for Buildings and Structures (2002)  
 National Fire Protection Association – Emergency Evacuation Planning Guide for People with Disabilities (June 2007)  
 Massachusetts 527 CMR 10.00: Board of Fire Prevention Regulations

**Procedures**

<i>Reporting, Assessment, and Notification</i>	<b>Who</b>
<ol style="list-style-type: none"> <li>1. Report all irregular activity that could lead to threats to life safety (suspicious smells, sudden illness of two or more with the same symptoms, leaks, etc.) to BHCC Police Personnel or contracted security.</li> <li>2. If fire or smoke is present:                             <ul style="list-style-type: none"> <li>• Alert others in the immediate area and evacuate the room.</li> <li>• If present, activate a fire alarm pull box on your way out of the building                                     <ul style="list-style-type: none"> <li>○ The fire department is automatically notified when the alarm is pulled</li> </ul> </li> <li>• CALL 911 from a safe location                                     <ul style="list-style-type: none"> <li>○ Report the location and size of the fire or size and color of smoke</li> </ul> </li> </ul> </li> <li>3. If fire alarm sounds, or if a notification to evacuate is broadcasted on the public address system:                             <ul style="list-style-type: none"> <li>• Begin to evacuate the facility</li> <li>• Follow all instructions provided via the public address system</li> </ul> </li> </ol>	<p><b>All Staff and Faculty</b></p>
<ol style="list-style-type: none"> <li>1. Make the decision to evacuate/close the Campus or affected buildings (in situations without clear directive) or execute the evacuation order issues by the EMT Chair or the BHCC Chief of Police                             <ul style="list-style-type: none"> <li>• Notify first responders of the situation</li> <li>• Broadcast evacuation directions on the public address system                                     <ul style="list-style-type: none"> <li>○ Provide direction on evacuation assembly (Staging) point, if not already specified</li> <li>○ Activate alarm system</li> </ul> </li> </ul> </li> <li>2. Identify appropriate Staging Areas based on affected area and required standoff distance (Fire, Bomb Threat, etc).                             <ul style="list-style-type: none"> <li>• First Ring                                     <ul style="list-style-type: none"> <li>○ Main Plaza</li> <li>○ Lot #1</li> <li>○ Lot #2</li> <li>○ Charlestown Footbridge</li> </ul> </li> <li>• Second Ring                                     <ul style="list-style-type: none"> <li>○ Gravel Lot (Area G)</li> <li>○ Athletic Fields (Area 5A)</li> <li>○ Athletic Field near Rutherford Ave (Area 5B)</li> </ul> </li> <li>• Third Ring                                     <ul style="list-style-type: none"> <li>○ 99 Parking Lot</li> <li>○ H-Building (Boston Sand and Gravel Yard Wall area)</li> <li>○ Community College T Station</li> </ul> </li> </ul> </li> <li>3. In incidents where a direct aggressive threat (active shooter) is suspected evacuees may be directed to scatter from the area and regroup at the Third Ring Staging Areas.</li> </ol>	<p><b>EMT Members</b></p>

<i>Emergency Egress</i>	<b>Who</b>
<ol style="list-style-type: none"> <li>1. Exit via the nearest <u>SAFE</u> escape route                             <ul style="list-style-type: none"> <li>• Follow illuminated exit signage</li> <li>• Feel Door Knob and Upper Part of the Door - do not open the door if either are hot</li> <li>• Open door slowly if it is cool, be ready to close it if smoke or heat is present</li> <li>• Close (do not lock) all doors to confine fire or other threats</li> <li>• Walk, do not run to the exits. Always use stairwells to exit the building, do not use elevators</li> <li>• Exit building and move away from affected areas.                                     <ul style="list-style-type: none"> <li>○ Congregate at identified Staging Area</li> <li>○ Or, proceed to clear area that is at least 500 feet away from the building</li> </ul> </li> <li>• Keep streets, fire lanes, hydrant area, and walkways clear for emergency vehicles and personnel</li> </ul> </li> <li>2. If you are unable to leave the building due to a physical disability or obstacle:                             <ul style="list-style-type: none"> <li>• Seek assistance from designated personnel                                     <ul style="list-style-type: none"> <li>○ In Classrooms – Faculty</li> <li>○ Other Areas – EMT Planning and Finance Section</li> </ul> </li> <li>• Go to the nearest protected area where there are no hazards</li> <li>• Use a telephone to call 911 or use other means to advise first responders of your situation                                     <ul style="list-style-type: none"> <li>○ Give your name and location</li> </ul> </li> <li>• If unable to call, signal out the window to on-site emergency responders</li> <li>• One person may remain with you if he/she wishes to assist you</li> </ul> </li> <li>3. Report any missing or trapped people to the emergency responders</li> <li>4. Evacuation of people with disabilities who are ambulatory, such as those who have vision or hearing impairments:                             <ul style="list-style-type: none"> <li>• Should take place normally with other building occupants.</li> <li>• Volunteers should be sought from within the class or work area at the beginning of the semester.</li> </ul> </li> <li>5. People who are dependent upon equipment for their mobility:                             <ul style="list-style-type: none"> <li>• Should look to their Personal Care Assistant (PCA) for assistance during emergency situations</li> <li>• Should not use elevators unless directed to do so by the emergency personnel.</li> <li>• Should remain in a protected place (SAFE ZONE) to await arrival of emergency personnel. Emergency personnel are trained to look for persons with mobility difficulties in these designated areas. Currently defined SAFE ZONES are as follows:                                     <ul style="list-style-type: none"> <li>○ Charlestown Campus: E-234; Stairwells in A, B, C, D and E buildings</li> <li>○ Chelsea Campus: Near Elevators on floors 3 and 4</li> </ul> </li> </ul> </li> </ol>	<p><b>All Staff and Faculty</b></p>

<ul style="list-style-type: none"> <li>• Once the stairs have begun to clear of other evacuating people, the Volunteer and the person needing mobility assistance should enter the stairway and remain on the landing near the door. PCAs or Volunteers are encouraged to request Emergency Evacuation Chairs that are located around the campus by contacting the Campus Police Department (x2222)</li> <li>• If the stairway becomes smoke-filled or unsafe before the arrival of emergency personnel:             <ul style="list-style-type: none"> <li>○ Move back into the building and proceed to another usable stairway.</li> <li>○ If another stairway is not available, find a room that is safe and close the door.</li> <li>○ Wave a coat or similar object in a window to gain attention.</li> <li>○ If there is a direct and immediate threat, the individual should be moved to a securable location. If there is potential for fire, explosion, biohazards, gas or violent action in the area where the person needing mobility assistance is located, their PCA along with the Volunteer (when applicable) will need to assist the person to leave the building.</li> </ul> </li> </ul>	
<ol style="list-style-type: none"> <li>1. Assist evacuees during evacuation             <ul style="list-style-type: none"> <li>• Direct persons to exits and tell them to meet at the Staging Areas</li> </ul> </li> <li>2. Identify and assist persons with Functional Needs during an evacuation</li> </ol>	<b>EMT Members</b>
<ol style="list-style-type: none"> <li>1. Ensure that first responders are notified and coordinated with</li> <li>2. IF NOT A DIRECT THREAT TO LIFE SAFETY - Conduct sweep of vacated area (bathrooms, etc.) to ensure full evacuation</li> <li>3. Monitor situation on Campus CCTV system and provide situational awareness</li> </ol>	<b>Public Safety</b>
<ol style="list-style-type: none"> <li>1. Manage HVAC and system lock out as directed by first responders</li> <li>2. IF NOT A DIRECT THREAT TO LIFE SAFETY - Conduct sweep of vacated area (bathrooms, etc.) to ensure full evacuation</li> </ol>	<b>Operations and Logistics</b>
<ol style="list-style-type: none"> <li>1. Access rosters of onsite students, staff, and faculty</li> <li>2. Identify locations of persons with Functional Needs</li> </ol>	<b>Planning and Finance</b>

<i>Regroup and Establish Perimeter</i>	<b>Who</b>
<ol style="list-style-type: none"> <li>1. Move to emergency Staging Areas</li> <li>2. Follow directions of on-site first responders and EMT personnel</li> <li>3. Participate in headcount</li> <li>4. Identify any one missing or injured</li> <li>5. Do not leave site unless directed to by first responders or EMT personnel</li> </ol>	<b>All Staff and Faculty</b>
<ol style="list-style-type: none"> <li>1. Notify the President and Trustees of situation and current activities</li> <li>2. Assess the situation and identify if further response actions are</li> </ol>	<b>EMT Chair</b>

required	
3. Begin to coordinate continuity and recovery activities	
<ol style="list-style-type: none"> <li>1. Identify yourself to first responders</li> <li>2. Act as situational liaison to first responders</li> <li>3. Secure the affected facility and establish perimeter at primary doors, as applicable and as personnel levels will support.                             <ul style="list-style-type: none"> <li>• Main Plaza Entrance 2nd Floor</li> <li>• Lower Lobby Entrance 1st Floor</li> <li>• C-Lounge Patio Entrance 1st Floor</li> <li>• D-Lounge Patio Entrance</li> <li>• Patio Area G-Building 2nd Floor</li> <li>• G-Building Main Entrance 1st Floor</li> <li>• E-Building Loading Dock Area 1st Floor</li> </ul> </li> <li>4. Establish traffic control measures for ingress and egress to Campus</li> <li>5. Monitor situation on Campus CCTV system and provide situational awareness</li> </ol>	<b>Public Safety</b>
<ol style="list-style-type: none"> <li>1. Support first responders</li> <li>2. Identify facility access, fire hydrant and stand pipe locations</li> <li>3. Manage HVAC and lock out system as directed by first responders</li> <li>4. Support Public Safety in monitor situation on Campus CCTV system and provide situational awareness</li> </ol>	<b>Operations and Logistics</b>
<ol style="list-style-type: none"> <li>1. Establish appropriate Staging Areas</li> <li>2. Identify anyone with a Functional or medical needs that may require support</li> <li>3. Coordinate communication between the EMT, first responders, and evacuees</li> </ol>	<b>Planning and Finance</b>
<ol style="list-style-type: none"> <li>1. Coordinate all emergency communication platforms</li> <li>2. Liaise with the media</li> <li>3. Implement the EMT communications strategy</li> </ol>	<b>Public Information</b>

<i>Re-Entry</i>	<b>Who</b>
<ol style="list-style-type: none"> <li>1. Follow directions of first responders or BHCC Police/security personnel</li> </ol>	<b>All Staff and Faculty</b>
<ol style="list-style-type: none"> <li>1. Following all clear from first responders, decide if the facility can be re-entered/re-opened</li> </ol>	<b>EMT Chair</b>
<ol style="list-style-type: none"> <li>1. Support first responders in assessing the safety of the facility</li> <li>2. Manage re-entry into facility</li> </ol>	<b>Public Safety</b>
<ol style="list-style-type: none"> <li>1. Support first responders in assessing the safety of the facility</li> <li>2. Ensure that the facilities are in proper working order</li> <li>3. Support Public Safety during re-entry activities</li> </ol>	<b>Operations and Logistics</b>

<i>Follow-up and Review</i>	<b>Who</b>
<ol style="list-style-type: none"> <li>1. Report any irregular, suspicious, or abnormal occurrences before, during, or after the evacuation</li> <li>2. Participate, as needed in any follow-up or review</li> </ol>	<b>All Staff and Faculty</b>
<ol style="list-style-type: none"> <li>1. Oversee a full After Action review of the incident and identify any lessons learned or improvement or mitigation actions</li> <li>2. Support first responders during any public review</li> </ol>	<b>EMT Chair</b>
<ol style="list-style-type: none"> <li>1. Provide a full report on the incident using the Incident Reporting System</li> <li>2. Participate in After Action Reporting and Improvement Plan</li> </ol>	<b>EMT Members</b>
<ol style="list-style-type: none"> <li>1. Conduct a full After Action review of the incident and identify any lessons learned or improvement or mitigation actions</li> </ol>	<b>Planning and Finance</b>

### Attachments

- Copy of [Building Evacuation Maps](#) (if available)
- Staging Area Map