

**HUDSON VALLEY COMMUNITY COLLEGE
BUILDING EMERGENCY ACTION PLAN**

MAIN CAMPUS 80 VANDEBURGH AVENUE

FOR OUTSIDE EMERGENCY ASSISTANCE
DIAL 911 FROM A CAMPUS PHONE OR
629-7210 FROM A CELL PHONE

PURPOSE:

To establish an action plan and procedures for the orderly and coordinated evacuation in response to fire, smoke or other building emergencies. The action plan addresses all major aspects of fire safety, evacuation and other emergencies:

Section I	Roles, Responsibilities
Section II	Fire Safety Planning
Section III	Evacuation Procedures
Section IV	Emergency Rescue and Medical Aid
Section V	Listing of major fire hazards and personnel assignments
Section VI	Severe Weather – Floods
Appendix A	Specific building information

**SECTION I
ROLES, RESPONSIBILITIES**

HVCC Public Safety's role and responsibilities are:

- Provide emergency response and assistance to calls for service and to work harmoniously with other agencies at the scene of an emergency
- Maintain a 24/7 dispatch operation to receive calls and fire alarm notifications and respond to the scene
- Notify the local fire department through the Rensselaer County 911 system
- Communicate the need for additional resources and initiate a call out to the HVCC Emergency Response Team as necessary
- Coordinate and maintain egress to the site for responding emergency resources
- Convey additional information regarding the emergency to responding agencies, Floor Marshals and other response officials
- Dispatch officers to physically open the East and North exterior doors when the alarm is initiated and the smoke control system is operating.

The responsibilities of the Floor Marshals are:

- be familiar with this building plan and procedures
- assist in evacuation by encouraging occupants to leave and communicating evacuation routes to occupants
- make note of any occupants that may be left in the building and immediately provide this information to the Public Safety or other emergency responders
- when notified by Public Safety, communicate to occupants that it is safe to re-enter

SECTION II FIRE SAFETY PLANNING

The following steps have been taken in planning for fire safety and emergency evacuation of this building:

1. All exits are labeled and operable. Note: until the smoke control system is adjusted, Public Safety will be dispatched during all alarms to ensure the East and North exterior entrance doors are physically open for occupant exiting.
2. Evacuation route diagrams have been developed by Physical Plant and are posted on all floors.
3. All fire prevention and controls systems in buildings are inspected, tested, and maintained as per NYS Fire Code and applicable NFPA codes.
4. A campus site plan indicating the location of fire hydrants, emergency phones, and normal routes of fire department vehicle access has been developed by Physical Plant.
5. Designated assembly areas outside the building have been identified for evacuation.
6. Storage or arrangement of furniture or equipment does not block exits, fire hoses, fire extinguishers, corridors or stairs. Good housekeeping is everyone's responsibility.
7. All Floor Marshals have been familiarized with their specific duties.
8. Fire drills to ensure occupants are familiar with emergency evacuation procedures are held three times per year to coincide with the academic calendar.
9. A brochure entitled, "In Case of Emergency" has been developed and distributed to the campus community.

SECTION III EVACUATION PROCEDURES

The following procedures will be initiated when there is a fire, explosion, major hazardous material incident, or other incident when notified by Public Safety to evacuate the building.

Hazardous materials include chemicals, biological or radioactive materials. Lab personnel are trained to handle certain hazardous materials releases as outlined in their Chemical Hygiene Plans, Blood borne Pathogen and other department specific plans. However, if a hazardous materials incident is large enough in scale to require outside assistance, occupants will evacuate and call Public Safety. The extent of the area to be evacuated during such an event will be determined by emergency response personnel, and in most cases will be the immediate area of the release.

Fire, explosion or smoke:

1. Occupants will be notified of fire/evacuation by:
 - Manual fire alarm pull stations
 - Automatic fire alarm with smoke detection
2. Anyone discovering a fire should pull the nearest fire alarm pull station and then call Public Safety, 911 from any campus phone. Give your name, location, and the nature of the emergency.
3. Occupants will evacuate and go to the designated assembly area for the building.
4. Floor Marshals will encourage occupants to leave in an orderly fashion and sweep their assigned area as they leave the building. All Floor Marshals should then report the status of any occupants left in the building to Public Safety or the Fire Department.
5. Evacuation of persons with disabilities may be facilitated by individuals in the immediate area, a supervisor or a Floor Marshal. If an individual cannot evacuate, go to a safe area, away from the fire. Call Public Safety and report your exact location and nature of emergency.
6. Procedures for accounting for employees and occupants: Due to the nature of the varied use of college buildings, it will not always be possible to conduct a head count or otherwise account for all the individuals who were in the building. The Floor Marshals will provide any information they have on the status of persons still in the building to Public Safety and/or response personnel immediately.

7. **Occupants will not re-enter the building** until advised to do so by Public Safety, or the Fire Department. After the Fire Department has left the scene, Public Safety in consultation with other response departments has final authority to release the building for re-occupancy.
8. If members of the press are on scene, they will be referred to the Director of Communications & Marketing, for information concerning the emergency. Depending on the nature of the emergency, a media staging area will be established and be staffed by members of the Office of Communications & Marketing.

SECTION IV EMERGENCY RESCUE & MEDICAL AID

If someone is injured, Public Safety will be contacted immediately at 911 from any campus phone or 629-7210. Do not move the injured person unless there is a danger to their safety.

For minor injuries, employees and students will report to the Health Office located in Fitzgibbons.

Additional emergency rescue and medical aid will be provided through Rensselaer County's emergency response 911 system.

SECTION V MAJOR FIRE HAZARDS AND PERSONNEL ASSIGNMENTS

Major fire hazards associated with normal use and occupancy campus buildings is listed in Appendix A, Building Specific Information.

Responsibility for maintenance of systems and equipment installed to prevent or control fires is assigned to the Physical Plant Department. Records of all inspection, testing, and maintenance is kept in the office of the Director of Environmental Health & Safety.

Responsibility for maintenance, housekeeping and controlling fuel hazard sources is assigned to Physical Plant Department.

SECTION VI SEVERE WEATHER - FLOODS

Severe Weather

When notified of a severe weather warning such as a hurricane, tornado, severe thunderstorm, high winds or other natural catastrophe, building occupants will not leave the buildings, but will follow the concept of "shelter in place" as follows:

1. In the event you are notified of severe weather requiring occupants to take shelter, move to a sheltered area of the building immediately. Safe places during severe weather are inside the building, at the lowest level, in the interior, away from windows such as an interior room or hallway. **Stay away from windows** and avoid auditoriums, gymnasiums, atriums, or other areas with large, free-span roofs. **Do not seek shelter in the ice rink or fieldhouse.**
2. Faculty may use this statement in informing their students:

"There is a severe weather warning. Class is dismissed. Please seek shelter in the lowest level or a room without windows." If the classroom is an interior room, instruct students to stay where they are.
3. Public Safety will notify occupants when the weather emergency is over.

Floods

Should flooding occur in this building, occupants will follow these procedures:

1. Immediately contact your supervisor or Floor Marshal and notify Physical Plant at 7356. If after normal working hours, contact Public Safety, 7210. Report the location, extent of flooding, and any damage.
2. Leave the area, turning off or unplugging any electrical equipment in the area. Also shut down any machinery or processes that do not need to be left on.
3. If it appears that flood water has mixed with any hazardous materials in the vicinity, notify Physical Plant or the Director of Environmental Health & Safety. Assistance in containing and cleaning up the area will be provided by outside trained professionals.
4. Mitigation of the flooding and clean up of the area will be coordinated through Physical Plant. EHS will evaluate clean up procedures and any potential for mold growth.