

# **Emergency Evacuation Plan**

## **Gordon-Conwell Theological Seminary South Hamilton Campus**

**Updated: October 2016**

### **PURPOSE**

This Emergency Evacuation Plan has been created in an effort to assist departments, faculty, staff and students that occupy campus buildings in preparing for building emergencies. This plan applies to all Seminary buildings except the Nursery School. A separate plan or procedure for the Nursery School is maintained by the Director of the Nursery School.

### **EMERGENCY RESOURCES AND CONTACTS**

#### **1. Department of Public Safety, Campus Safety**

The Department of Public Safety, Campus Safety maintains communication 24 hours a day, 7 days a week by wireless (cell) phone. To report an emergency of any kind, dial extension 4180 from any campus telephone to reach the Department of Public Safety, Campus Safety Officer on-duty. If using either a cell or off campus phone, dial 978-646-4180 or 978-836-6798 (direct to on-duty officer mobile phone).

The Department of Public Safety, Campus Safety Officer on-duty has two-way radio contact 24 hours a day, 7 days a week with the Hamilton Emergency Communications Center (*Hamilton Police and Fire Departments*).

#### **2. Facilities Department (Physical Plant)**

Facilities Department support includes, but is not limited to, operating the heating, ventilation, and air conditioning systems (HVAC) as well as the shutdown of steam, water, electrical, and other utilities. If you have a facilities related emergency during normal operating hours, call extension 4361. After normal hours and during weekends and holidays, call the Department of Public Safety, Campus Safety at extension 4180, 978-464-4180 or 978-836-6798.

### **EMERGENCY COMMUNICATIONS**

#### **1. Telephones**

The campus telephone system will be used to the extent possible.

If there is a need to call for emergency services from an outside agency (police, fire department etc.), this can be accomplished by **dialing 911** on any campus telephone.

## 2. Monitored Systems

All fire alarms result in an automatic response by the Hamilton Fire Department. The Department of Public safety, Campus Safety and other emergency services respond as well.

## 3. Campus Emergency Alert Notification Service - Send Word Now (SWN)

Any major announcements or emergency notifications will be communicated through this system in addition to any other means possible.

### **EXPECTATIONS FOR DEPARTMENT AND STAFF**

#### **Employees, Faculty and Staff are responsible for:**

- Being familiar with and following Emergency Evacuation Plan procedures when required.
- Participating in drills and training as required.
- Orienting and informing students and visitors of procedures to be followed in case of a building alarm or emergency. It is suggested that each faculty member give a brief orientation during the first class session to assure that students are aware that evacuation is required when the alarm system is activated, and that they know where the nearest exits are located.

**Visitors unfamiliar with building procedures should be informed and assisted as appropriate.**

### **EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES**

This section provides general guidelines of evacuation procedures for persons with disabilities who may have difficulty exiting during fire and other building emergencies, some of the guidelines may not apply in every circumstance.

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

#### **After an Evacuation Has Been Ordered:**

- Evacuate people with disabilities if possible.
- **DO NOT USE ELEVATORS.** Elevators could fail during a fire or major earthquake.

- If the situation is life threatening, **call 911**.
- Check on people with special needs during an evacuation. A “buddy System,” where people with disabilities arrange for volunteers (coworkers/neighbors) alert them and assist them in an emergency, is a good method. Employees or residents can notify Safety Coordinators or the Department of Public Safety, Campus Safety in advance by completing an “employee or resident in need of Assistance form” regarding any special assistance they require.
- Attempt a rescue evacuation **ONLY** if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always **ASK** someone with a disability how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

## **Specific Guidelines for Unique Circumstances**

### **1. Blindness or Visual Impairment**

- Give verbal instructions to advise about safest route or direction using compass directions, estimated distances, and directional terms.
- **DO NOT** grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exist, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

### **2. Deafness or Hearing Loss**

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

### **3. Mobility Impairment**

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safer to override the rule against using elevators.

## **CLASSROOMS EMERGENCY PROCEDURES FOR FACULTY**

The faculty member is usually seen as an authority figure for the student, and can influence how the student responds in an emergency. Remaining calm and providing clear directions will have a calming effect on the students. Knowledge of the emergency evacuation procedures will enable the faculty member to promote orderly and safe evacuations.

**Faculty are expected to:** *(This information is contained in the Campus Emergency Information Station located in your work area or building)*

- Provide their classes or audiences with general information relating to emergency evacuation procedures. This information should be shared during the first week of class or at the start of a seminar.
- Know how to report an emergency from the classroom being used.
- Assure that known persons in need of assistance (i.e., person(s) physical impairments, etc.) have the information they need. The faculty member should be familiar with the procedures for individuals with mobility impairments and be able to direct visitors with different needs.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

### **1. Emergency Response Guide**

The Seminary has a written Emergency Response Guidebook for personnel to follow in case of an emergency. These plans will cover events such as fire, power outage, bomb threat, severe weather etc. *Please refer to the Campus Emergency Information Station located in your work area or building.*

### **2. Evacuation Routes**

The Seminary has posted floor plans on building walls showing specific evacuation routes.

### **3. Evacuation Assembly Areas**

After the class leaves the alarmed building or area, it is important for them to proceed away from the building where the emergency is occurring. Additionally, please instruct the students not to interfere with responding emergency services or place themselves at risk of injury from the emergency. Once the evacuated group of faculty, staff, and students have reached their designated Evacuation Assembly Area faculty should take a head count of his or her group. The faculty member should report to Campus Safety or other emergency personnel at the Evacuation Assembly Area if someone from their class has not evacuated the building.

*Please refer to the Campus Emergency Information Station located in your work area or building for your designated Evacuation Assembly Area.*

## **EMERGENCY RESPONSE GUIDEBOOK**

This guidebook has been developed and approved by the Seminary over the past year. The guidebook contains emergency instructions in the event of a Critical Incident that occurs on or affects the Gordon-Conwell Theological Seminary community or its members. Additional guidebooks are available from the Department of Public Safety, Campus Safety at 978-646-4180.

## **EMPLOYEE ORIENTATION**

It is suggested that new employees be informed of the Emergency Evacuation Plan as part of their new employee orientation. This initial plan and all significant revisions to the plan should be provided to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their groups, students, and visitors.

## **FIRE EXIT DRILLS**

Evacuation drills will be scheduled, conducted, and recorded by the Director of Department of Public Safety, Campus Safety with the assistance of the Hamilton Fire Department.

## **EVACUATION ASSEMBLY AREAS**

### **Building Evacuation Procedures**

- When the building evacuation alarm is activated, leave by the nearest marked exit and alert others to do the same.
- **DO NOT USE THE ELEVATOR**
- Once outside, maintain a safe distance from the affected building, keep walkways, fire lanes, hydrant areas clear for emergency vehicles and personnel. **Know your EVACUATION ASSEMBLY AREA(S).**
- **DO NOT RETURN** to an evacuated building unless told to do so by a Seminary or Public Safety official.
- Persons with disabilities needing assistance should notify their instructor or supervisor.

### **Important Notes:**

- The Evacuation Assembly Area is a designated place for the building occupants to gather after a disaster to organize, rescue and provide first aid if needed.
- Every Evacuation Assembly Area site is **BUILDING** and /or **FLOOR SPECIFIC**. *(Please review the Evacuation Assembly Area for the area in which you work or reside)*

**Campus Emergency Information Station Locations  
and  
(Office Safety Coordinators)  
*as of July 2016***

**Campus Emergency Information Stations include:**

- 1. Emergency Response Guidebook**
- 2. Emergency Quick Reference Guides**
- 3. Emergency Evacuation Assembly Area (for the specific building)**

**Academic Center Offices:**

Level (floor) 1: (*Shiri Messina*, \_\_\_\_\_)

- Faculty Lounge
- Copy area

Level (floor) 2:

- Mentored Ministry (*Katherine Horvath*)
- Media Services (*Joe Bartley*)
- J. Christy Wilson Center

Level (floor) 3:

- DMIN Office (*Bridget Erickson, David Currie*)
- Production Studio
- Courseware Production – Hallway
- Okenga Institute- Lobby (\_\_\_\_\_, \_\_\_\_\_)

**Library:** (\_\_\_\_\_, *Robert McFadden*)

Upper Level:

- Library Main Office
- Circulation Desk – Hallway

Lower Level:

- Outside of Faculty Workroom (Rm. #124)

**D Building Offices:** (*Todd Johnson, Bert Hickman*)

- Center for the Study of Global Christianity – Hallway

### **Kerr Building Offices:**

#### Level (floor) 2: (\_\_\_\_\_)

- IT (Information Technology) Office

#### Level (floor) 3:

- Admissions Office (\_\_\_\_\_, \_\_\_\_\_)
- Registration Office (*Natalie Crowson*, \_\_\_\_\_)
- President's Work Room – Admin Row (*Dorrie Smith*)
- Cashiers Office/Student Accounts – lobby (\_\_\_\_\_, *Brinn Weaver*)
- Financial Aid Office (*Stacy Glidden*)
- Human Resources (\_\_\_\_\_, *Laura Bowerman*)
- Student Life Services (*Michelle Williams, Julie Nichols*)
- Dining Services (*Jacqui Bynum, Jill Grimley*)
- Copy Services/ Mailroom (*David Shorey*)
- Housing Office (*Jason Strzepek*)

#### Level (floor) 4:

- Pierce Center
- Communications Office – outside in hallway
- Physical Plant – Lounge-North Wing (*Timothy Ingraham, Sean Gillis*)

### **Kerr Building Dorms:**

#### Level (floor) 1:

- Gray Hall Lounge

#### Level (floor) 2:

- Phippen Hall Lounge

#### Level (floor) 3:

- Lamont Hall Lounge

#### Level (floor) 4:

- Main Dorm Lounge

#### Level (floor) 5 – North Wing Commuter Rooms:

- North Wing Hallway

### **Retreat House**

- Second Floor Lounge

### **Pilgrim Hall**

- Second Floor Lounge

**A Building**

- Main Entrance Foyer

**B Building**

- Main Entrance Foyer

**C Building**

- Main Entrance Foyer

**D Building**

- Main Entrance Foyer

**E Building (Bell Hall)**

- Main Entrance Foyer

**F Building (Graham Hall)**

- Main Entrance Foyer

***IMPORTANT NOTE:***

***Residence Life Coordinators (RLC's) are the Apartment and Dorm Safety Coordinators for their area of responsibility.***

# **Gordon-Conwell Theological Seminary Safety Committee**

## Safety Committee Mission Statement

Gordon-Conwell is committed to the safety and security of the Seminary community with the ultimate goal being to provide the safest worshiping, working and learning environment possible for our students, faculty, staff and visitors. We will ensure that policies and practices are developed, adopted and followed that will best protect our students, our faculty, our staff, our facilities and our resources.

### Committee Members:

(as of October 2016)

- Cabot Dodge, Director, Department of Public Safety, Campus Safety
- Jason Strzepek, Manager, Housing
- Timothy Ingraham, Director, Facilities (Physical Plant)
- Donald Cole, Deputy Chief/Asst. Director, Department of Public Safety, Campus Safety
- Kristin Beattie, Officer, Department of Public Safety, Campus Safety

## EVACUATION ASSEMBLY AREA ACADEMIC CENTER (AC)

All persons upon exiting from:

### **LOWER LEVEL**

All persons upon exiting from AC Lower Level should proceed to the entrance of the Main Kerr Lot on the grass (Emergency Evacuation Area #1)

### **ALL OTHER FLOORS**

All persons upon exiting from AC Upper, Middle Levels or Chapel should proceed to the Academic Center Lot on the grass by the exit roadway - exit leading to upper Kerr Lot (Emergency Evacuation Area #2).

### **Secondary Evacuation Assembly Area for Academic Center and Chapel**

If evacuation of the Academic Center or Chapel to a secondary Evacuation Assembly Area is required all persons upon exiting should proceed to the lower Kerr Lot on the grass by old tennis courts (Emergency Evacuation Area #3).

## EVACUATION ASSEMBLY AREA LIBRARY

All persons upon exiting from:

### **LOWER LEVEL**

All persons upon exiting from the Library Lower Level or faculty offices should proceed to the entrance to the Main Kerr Lot on the grass.  
(Emergency Evacuation Area #1)

### **UPPER LEVEL**

All persons upon exiting from Library Upper Level should proceed to the entrance to the Main Kerr Lot on the grass (Emergency Evacuation Area #1) or proceed to the Academic Center Lot on the grass by the exit roadway - exit leading to upper Kerr Lot (Emergency Evacuation Area #2).

### **Secondary Evacuation Assembly Area for Library (Upper and Lower Levels) and ALL faculty offices**

If evacuation of offices to a secondary Evacuation Assembly Area is required all persons upon exiting from Library or faculty offices should proceed to the lower Kerr Lot on the grass by old tennis courts (Emergency Evacuation Area #3).

## EVACUATION ASSEMBLY AREA KERR BUILDING - OFFICES

This building is comprised of three major corridors on levels 1-3, two major corridors on level 4 and the two floors of the North Wing.

### **FRONT WING (INCLUDING CAFETERIA)**

All persons upon exiting from Front Wing should proceed to the end Main Kerr Lot on the grass (Emergency Evacuation Area #1)

### **REAR WING (ADMIN ROW/MAILROOM/COPY SERVICES/BOOKSTORE)**

All persons upon exiting from Rear Wing should proceed to the lower Kerr Lot On the grass by old tennis courts (Emergency Evacuation Area #3).

### **NORTH WING**

All persons upon exiting from North Wing should proceed to the lower Kerr Lot On the grass by old tennis courts (Emergency Evacuation Area #3).

### **DO NOT BLOCK KERR LOBBY ENTRANCE.**

### **Secondary Evacuation Assembly Area for ALL offices**

If evacuation of offices to a secondary Evacuation Assembly Area is required all persons upon exiting from the Kerr Building should proceed to the Academic Center Lot on the grass by the exit (exit leading to upper Kerr Lot).

## EVACUATION ASSEMBLY AREA KERR BUILDING - DORMS

This building is comprised of three major corridors on levels 1-3, two major corridors on level 4 and the two floors of the North Wing.

### **MAIN DORM**

All persons upon exiting from Main Dorm should proceed to the picnic area (former pool) on the grass behind Lamont, Phippen and Gray Halls.

### **LAMONT HALL**

All persons upon exiting from Lamont Hall should proceed to the picnic area (former pool) on the grass behind Lamont, Phippen and Gray Hall.

### **GRAY HALL**

All persons upon exiting from Gray Hall should proceed to the picnic area (former pool) on the grass behind Lamont, Phippen and Gray Halls.

### **PHIPPEN HALL**

All persons upon exiting from Phippen Hall should proceed to the picnic area (former pool) on the grass behind Lamont, Phippen and Gray Halls.

### **NORTH WING**

All persons upon exiting from Main Dorm should proceed to the picnic area (former pool) on the grass behind Lamont, Phippen and Gray Halls.

### **Secondary Evacuation Assembly Area for ALL Kerr Building Dorms**

If evacuation of Dorms to a secondary Evacuation Assembly Area is required all residents upon exiting from the Kerr Building should proceed to the grass area behind Retreat House, across from Pilgrim Hall.

## EVACUATION ASSEMBLY AREA RETREAT HOUSE

All residents upon exiting from Retreat House should proceed to the grass area behind Retreat House, across from Pilgrim Hall.

### **Secondary Evacuation Assembly Area for Retreat House**

If evacuation of Retreat House to a secondary Evacuation Assembly Area is required all residents upon exiting from Retreat House should proceed to the Great Room located on the fourth level of the Kerr Building.

## EVACUATION ASSEMBLY AREA PILGRIM HALL

All residents upon exiting from Pilgrim Hall should proceed to the grass area behind Retreat House, across from Pilgrim Hall.

### **Secondary Evacuation Assembly Area for Pilgrim Hall**

If evacuation of Pilgrim Hall to a secondary Evacuation Assembly Area is required all residents upon exiting from Pilgrim Hall should proceed to the Great Room located on the fourth level of the Kerr Building.

## EVACUATION ASSEMBLY AREA C & D BUILDINGS

All residents upon exiting from C & D Buildings should proceed to the grass area behind Retreat House, across from Pilgrim Hall.

### **Secondary Evacuation Assembly Area for C & D Buildings**

If evacuation of C & D Buildings to a secondary Evacuation Assembly Area is required all residents upon exiting from C & D Buildings should proceed to the Great Room located on the fourth level of the Kerr Building.

## EVACUATION ASSEMBLY AREA A & B BUILDINGS

All residents upon exiting from A & B Buildings should proceed to the grass area near the playground behind A Building.

### **Secondary Evacuation Assembly Area for A & B Buildings**

If evacuation of A & B Buildings to a secondary Evacuation Assembly Area is required all residents upon exiting from A & B Buildings should proceed to the Great Room located on the fourth level of the Kerr Building.

## EVACUATION ASSEMBLY AREA E BUILDING (Bell Hall)

All residents upon exiting from E Building (Bell Hall) should proceed to the grass area between E Building (Bell Hall) and the Waste water Treatment Plant (WWTP).

### **Secondary Evacuation Assembly Area for E Building (Bell Hall)**

If evacuation of E Building (Bell Hall) to a secondary Evacuation Assembly Area is required all residents upon exiting from E Building (Bell Hall) should proceed to the Great Room located on the fourth level of the Kerr Building.

## EVACUATION ASSEMBLY AREA F BUILDING (Graham Hall)

All residents upon exiting from F Building (Graham Hall) should proceed to the playground area across from E Building (Bell Hall) and F Building (Graham Hall).

### **Secondary Evacuation Assembly Area for F Building (Graham Hall)**

If evacuation of F Building (Graham Hall) to a secondary Evacuation Assembly Area is required all residents upon exiting from F Building (Graham Hall) should proceed to the Great Room located on the fourth level of the Kerr Building.

# SEVERE WEATHER / TORNADO EMERGENCY SHELTERING

**The pre-designated sheltering locations are as follows:**

**Kerr Building:**

Level 1 - Main Building (*for those in Campus Offices and Dorms*)  
Old Root Cellar/Maintenance Storage area - off dry storage hallway (*for those in Dining Hall and Kitchen*)

**Academic Center:**

Level 1 - rear hallway (by AC 151/152) or shelter in AC151 or 152

**Library:**

Lower Level - along rear wall away from doors

**Retreat House:**

Basement

**Pilgrim Hall:**

Center most portion of the building (hallway by GCNS (Gordon Conwell Nursery School), if not possible, follow instructions below for *"If you can not reach a designated shelter area"*.

**A Building:**

Level 1 - Center of building between hallway fire doors

**B Building:**

Level 1 - Center of building between hallway fire doors

**C Building:**

Level 1 - Center of building between hallway fire doors

### **D Building:**

Level 1 hallway and front stairway (residents)

Level 1 rear stairway (residents)

Office area center connector hallway (CSGC - Center for the Study of Global Christianity)

### **E Building**

Level 1 - Center Hallway/Center of Building

### **F Building:**

Basement (*remember to bring your key - better to have everyone have there key to get in than no one*)

or;

**If you can not reach a designated shelter area, remember:**

- **Put as many walls as possible between you and the outside. Get under a sturdy table and use arms to protect head and neck. Stay away from windows and open spaces. Stay there until the danger has passed.**
- **If there is no basement, go to an interior room on the lowest level (closets, interior hallways, or restrooms). Do not open windows.**
- Get out of vehicles immediately and go to the lowest floor of a sturdy nearby building.
- If caught outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of potential for flooding.
- Never try to outrun a tornado in a car or truck; instead, leave the vehicle immediately for safe shelter. Tornadoes are erratic and move swiftly.