

# DUTCHESS

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## COMMUNITY COLLEGE



## Emergency Action Plan

### Conklin Hall Academic Housing

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## Purpose:

This Emergency Action Plan establishes guidelines and provides information which is necessary to ensure that members of the College Community are knowledgeable in the event of an emergency and to ensure their own safety and the safety of others. Planning and preparation play a vital role in handling emergencies to limit injuries and damage to property.

## Introduction:

An Emergency Action Plan (EAP) is a written document that is required by OSHA Standard 29 CFR 1910.38(a). The purpose of an EAP is to facilitate and organize staff, faculty, student and visitor actions during unforeseen emergencies. This emergency action plan provides procedures that must be followed to prepare, communicate and properly respond to emergency situations including but not limited to, fire, hazardous chemical release, earthquakes, utility failures, and threat of lethal violence.

The EAP is to be used as a supplement to the Dutchess Community College Critical Incident Management Plan (CIMP) in the event of a declared emergency.

Faculty and Staff shall be informed of and comply with the plan. Students and/or visitors shall be assisted in following the plan so that they may react appropriately and effectively. If you have any questions or need further information or explanation of duties, please contact the Office of Safety and Security at 845-431-8070.

## Evacuation:

Evacuation of Conklin Hall shall take place upon the discovery of a fire or the sounding of the fire alarm; the fire department shall immediately be notified. In other incidences where an event has occurred that has warranted the evacuation of the facility the Emergency Action Plan shall be implemented. The affected building shall be deemed closed. The College requires immediate and total evacuation of all occupants including, but not limited to staff, faculty, students and visiting public.

The signal for evacuation will be the continuous sounding of the alarm system (horns and strobe lights) and/or by an official announcement by a designated College official. Use of the Fire Alarm system will not be used for a bomb scare, or suspected active shooter unless specifically approved by the Incident Commander.

All occupants including students, staff, and visitors are to evacuate the building immediately. Evacuate utilizing the nearest fire exit. Close doors when you leave. Leave building in an orderly fashion. Proceed directly to the designated assembly area.

All information concerning the emergency should be directed to the Office of Campus Safety & Security Office. Dial extension 8070, (845-431-8070 via cell phone); or use the College Emergency phones to report any additional information.

Occupants will evacuate in an orderly fashion without causing panic or confusion. Individuals who refuse to leave the building or fail to obey an evacuation order will be removed from the premises by College Security Officers and/or an appropriate law enforcement agency. Upon evacuation, occupants of the facility shall not remain near the building; College staff and students shall report directly to a designated assembly area the: **South West Corner of D Lot parking area near the storage building or the area directly in front of the tennis courts.** Per NYS Law, once the alarm is activated in the

building, the building is now “owned” by the Fire Chief until such time as they turn it back to the College. At no time will College personnel interfere with their operations. Responding Emergency Services will be responsible for all rescue and emergency medical aid upon their arrival.

AT NO TIME WILL COLLEGE PERSONNEL ATTEMPT TO FIGHT FIRES, UNLESS DESIGNATED BY THE COLLEGE AND PROPERLY TRAINED IN THE GENERAL PRINCIPLES OF FIRE EXTINGUISHER USE AND THE HAZARDS INVOLVED WITH INCIPIENT STAGE FIRE FIGHTING.

## Fire Emergencies:

In the event of a fire, explosion, or smoke take the following steps:

- a) Activate the nearest emergency fire alarm box and immediately call Dutchess County 911.
- b) Do not attempt to extinguish the fire.
- c) Close all doors; do not lock.
- d) Proceed to the nearest exit.
- e) NEVER use elevators. Use the stairwells.
- f) Immediately report the location of anyone injured or unable to evacuate.
- g) If heavy smoke prevents you from reaching a primary or alternative fire exits:
  - return to your room;
  - close the door and open the windows, if possible;  
DO NOT BREAK THE WINDOW:
  - seal the cracks around the door to keep smoke out;
  - Immediately call Dutchess County 911 to inform them of your situation and location.

- stay near the window until firefighters can reach you;  
DO NOT BREAK THE WINDOW.

## Evacuating Individuals with Special Needs:

In the event of an emergency situation that requires the evacuation of the building, some individuals with temporary or permanent disabilities may require evacuation assistance. The type of disability will determine the form of assistance. It is recognized that individuals with permanent or temporary mobility disabilities will need assistance with evacuating. All staff and students should be aware of life safety features in place to assist in emergency evacuations.

Individuals requiring assistance to evacuate the building should go directly to the “Area of Refuge” and follow the instructions posted at the location. The “Area of Refuge” located inside a stairwell has two way communication to a constantly attended location. These stairwells will provide protection from fire and smoke until rescue personnel arrive. Persons unable to evacuate and that do seek shelter in a staircase should make every effort not to block the staircase for those who are evacuating via the stairs.

Individuals requiring assistance to evacuate the building that cannot report to the “Area of Refuge” for whatever reason should contact Dutchess County 911 immediately and report their location. The responding Fire Department personnel will be responsible for evacuating those occupant(s) in need of special assistance.

## Responsibilities:

### Conklin Hall Front Desk Security:

- a) Will monitor the alarm panel for activation.
- b) Will respond to the location of the detector activation or alarm within ninety seconds.
- c) Will notify the College Security Desk that they are en route to the location of the alarm.
- d) Will investigate the scene; update the Security Desk as to the situation and request additional resources including 911 if required.
- e) Upon the discovery of smoke or fire will activate the closest manual fire alarm and update the Security Desk of the situation.
- f) Will assist in the evacuation of all occupants that are in the immediate area by pounding on doors on their way to the nearest exit; as long as it is safe to do so.
- g) Will meet responding Fire Department and update them of all pertinent information in regards to the incident such as: exact location, reason for activation, individuals in need of special assistance and any related information.

Note: Security will respond to the location of the alarm activation only when it is safe to do so. If smoke or fire is encountered then responding Security shall retreat to a safe location and inform the College Security Desk of the situation.

### College Security Desk in the Orcutt Student Services Center:

- a) Will monitor the alarm panel for activation.
- b) Will notify or acknowledge the receipt of a detector activation or alarm to the appropriate responding Security Officer.
- c) In the event that the Security Officer does not respond or **CAN NOT** reach the activated detector within ninety seconds dispatch will notify Dutchess County 911 to dispatch Emergency Services (Fairview Fire Department).

- d) In the event that the Security Desk receives a call reporting an emergency or a manual pull station is activated or a water flow alarm is received will immediately notify Dutchess County 911 to dispatch Emergency Services (Fairview Fire Department).
- di) Will dispatch additional Security Officers to Conklin Hall to assist in the evacuation and to conduct crowd control.
- dii) Will notify Physical Plant Personnel of the emergency via radio and instruct them to report to Conklin Hall to assist in the evacuation, to maintain emergency vehicle access and crowd control as directed. Responding personnel shall not enter the building that is in active fire alarm.
- diii) Will notify the Chief of Safety & Security of the Emergency.
- div) Will relay any additional information received from the scene to Dutchess County 911 and/or the responding Emergency Services (Fairview Fire Department).

Note: Security Officers shall only enter the building to assist in the evacuation when it is safe to do so. If fire or smoke is encountered then Security shall retreat to a safe location.

#### Residential Life Staff:

- a) Will familiarize themselves with the evacuation plan.
- b) Will participate in training and evacuation drills as required.
- c) Will assist in the evacuation of students and staff as trained by pounding on doors on their way to the nearest exit: as long as it is safe to do so.
- d) When applicable; will notify Security Personnel and/or Emergency Services of individuals in need of special assistance.
- e) When applicable; will notify Security Personnel and/or Emergency Services of the location of individual(s) that were unable to evacuate.



- f) Will report to the designated assembly area and remain with the evacuees until further instructions have been given.

## Emergency Evacuation Drills:

Emergency Evacuation Drills shall be the responsibility of the Chief of Safety and Security.

- a) Local authorities will be notified and encouraged to participate in emergency evacuation drills.
- b) Drill frequency shall be held as follows;  
Four times per year: one in each fall, spring, and summer (if applicable) session and one additional drill to be conducted during hours after sunset and before sunrise.
- c) Drills will be conducted by activating the fire alarm system.
- d) Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.
- e) Records shall be maintained of required emergency evacuation drills. See Appendix A: Building Evacuation Drill Evaluation Form.

## Training:

College Employees, Staff and Residential Life Staff shall be trained as part of their orientation and annually thereafter in the following areas: Fire Prevention and Evacuation Procedures.

- a) Fire prevention training shall include the fire hazards of the material and processes to which they are exposed and the proper procedures for preventing fires in the conduct of their assigned duties.
- b) Evacuation training shall include the recognition of fire alarms and evacuation signals. Their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas and procedures for evacuation.

**APPENDIX A**

**DUTCHESS**  
**COMMUNITY COLLEGE**

**CHECK LIST FIRE EXIT DRILL**

DATE: \_\_\_\_\_

SEMESTER: \_\_\_\_\_

Weather: \_\_\_\_\_

ALARM ACTIVATOR: \_\_\_\_\_

President's Office	Begin	-----	End	-----
Dean of Administration	Begin	-----	End	-----
Dean of Students	Begin	-----	End	-----
County Fire (911) Dispatcher	Begin	-----	End	-----
Fairview Fire Dept.	Begin	-----	End	-----
Telephone Operator	Begin	-----	End	-----

**Notification method used:** \_\_\_\_\_

Alarm activation: \_\_\_\_\_

Time Alarm In Mode: \_\_\_\_\_ Clearance: \_\_\_\_\_

Number evacuated: \_\_\_\_\_

**Searchers**

Lower level  
East  
West  
Core

1<sup>st</sup> Floor  
East  
West  
Core

2<sup>nd</sup> Floor  
East  
West  
Core

3<sup>rd</sup> Floor  
East  
West  
Core

4<sup>th</sup> Floor  
East  
West  
Core

**Outside Areas**

East Side	(A)
West Side	(A)
South Side	(A)
North Side	(A)

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX B**

**DUTCHESS**  
**COMMUNITY COLLEGE**

**FIRE DRILL ROSTER**

**Please Print**

**Date** \_\_\_\_\_

	Print Name	Department
1		
2		
3		
4		
5		
6		
7		
8		
9		
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## **APPENDIX C**

### **Conklin Hall Maintenance and Housekeeping Procedures**

#### **Fire Hazards:**

The following is a list of potential fire hazards associated with the normal use and occupancy of the premise:

First Floor Kitchen:

- a) Grill-Natural Gas
- b) Oven-Natural Gas
- c) Deep Fryer-Electric
- d) Warmer Tray-Electric
- e) Toaster-Electric

Basement Laundry Room:

- a) Clothes Dryer-Natural Gas

#### **Maintenance Assignments:**

The HVAC Supervisor is responsible for:

- a) Maintenance of heat producing equipment listed above in accordance with the manufacturer's requirements.
- b) Maintenance of systems and equipment installed to prevent or control fire.

The Housekeeping Supervisor is responsible for:

- a) Minimizing the storage of combustible materials.
- b) Disposing of combustible waste on a daily basis.
- c) Making sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.

