

# THE COLLEGE AT BROCKPORT

## EVACUATION PROCEDURES IN NON-RESIDENTIAL BUILDINGS

**POLICY:** All fire alarms, emergency voice notification system messages, etc., are to be taken seriously, especially in this time of heightened security awareness and the potential need to evacuate a building for other reasons such as an emergency response to a spill or other event. Evacuation of the facility is mandatory until the signal to reenter has been given by the **Brockport Fire Department, University Police, or Environmental Health and Safety personnel.**

### PROCEDURE:

- Stairwells in the building will be used for the evacuation of the building – proceed to the **nearest exit sign**, which MAY NOT be the way you entered the building.
- ***The elevators will not be used as they are programmed to shut down during a fire alarm.***
- When the alarm is sounded, all occupants will use the **nearest exit**. If that stairway is not usable, go to the next closest stairway.
- Doors and, if possible, windows, should be closed as the last person leaves a room or area.
- When the alarms sound, evacuate the building quickly, but do not run. Do not panic.
- Persons who walk slowly or have difficulties with stairs should walk to the right.
- Leave the vicinity of the building so that **emergency personnel** will have access to the building.
- Proceed to your muster point/designated assembly area for your floor. The designated area should be relayed to your group by the faculty instructor, staff member, building coordinator or otherwise indicated in the fire evacuation plan/signage. A head count needs to be taken at the designated area to ensure all occupants have left the building.
- Never re-enter a building without the all clear from the **Fire Department, University Police, or Environmental Health and Safety personnel.**

**RESPONSIBILITIES:** \* Be advised – it is a requirement of the New York State Office of Fire Protection and Control and New York State Law that all occupants evacuate the building once a fire alarm is activated, whether it is a drill or not. Failure to evacuate will result in appropriate disciplinary action.\*

**FACULTY** – All faculty members should immediately evacuate students from classroom upon activation of the fire alarm. It is imperative that ALL faculty follow this procedure to ensure a complete evacuation of the building.

**Please consider the following language to be added to your syllabus, filling in the blank where you would like your class to gather:**

In the event of the fire alarm, please gather your belongings and calmly go to the nearest exit. Once you are outside the building, please gather at \_\_\_\_\_ outside the building, where the class will gather together. If you cannot find the class group outside the building, please stay away from the building until it has been cleared for reentry by the Fire Department, University Police, and/or College personnel. If you feel you may need assistance to exit the building, please notify me as soon as reasonably possible.

**STUDENTS** – All students are required to evacuate the building immediately and stand approximately 200 feet from the building at a designated assembly area.

**EMPLOYEES** – All employees are required to evacuate the building immediately and stand approximately 200 feet from the building at a designated assembly area.

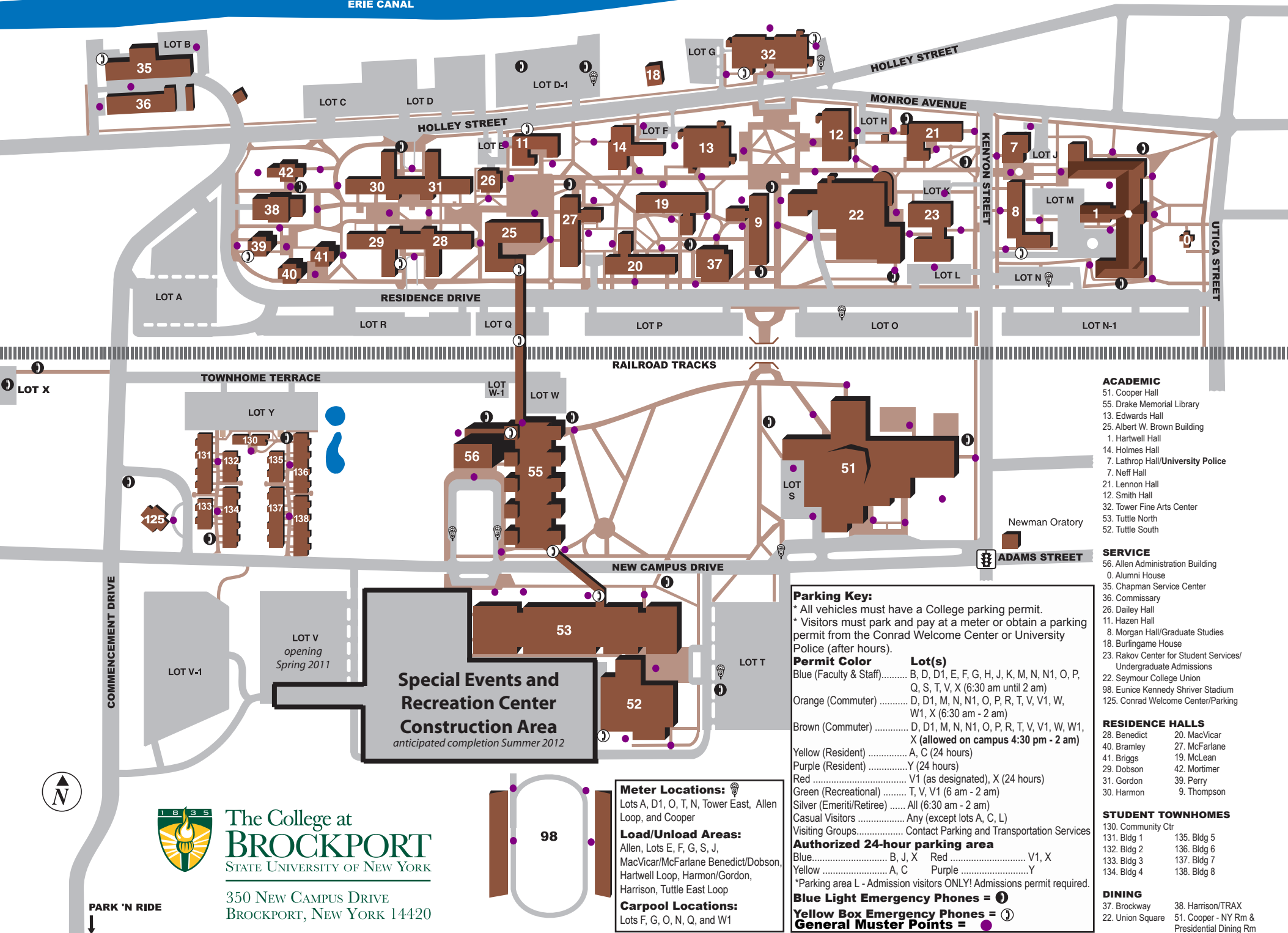
## **DESIGNATED ASSEMBLY AREAS/ MUSTER POINTS**

Department heads, supervisors, faculty and/or building coordinators should designate a muster point outside the building approximately 200 feet away from the building for people to go to after evacuation. Please use the map of general muster points at the end of this procedure to aid you in choosing a location. Once outside, those who are away from their respective group, at time of evacuation, should make their way to the muster point if safe to do so. It is important to know that everyone is out of the building and to ensure that everyone is accounted for. In the event of an extended evacuation or inclement weather, designated assembly areas have been determined for each building. Please refer to the map and chart below.

**We are all responsible to provide for a safe learning and working environment – please take a few minutes with your floor, your department, or your class to designate a muster point for your particular group. Communicating this information prior to an incident is critical to the safety of our campus community.**

**See PDF map on next page.**

ERIE CANAL



- ACADEMIC**
- 51. Cooper Hall
  - 55. Drake Memorial Library
  - 13. Edwards Hall
  - 25. Albert W. Brown Building
  - 1. Hartwell Hall
  - 14. Holmes Hall
  - 7. Lathrop Hall/University Police
  - 7. Neff Hall
  - 21. Lennon Hall
  - 12. Smith Hall
  - 32. Tower Fine Arts Center
  - 53. Tuttle North
  - 52. Tuttle South

- SERVICE**
- 56. Allen Administration Building
  - 0. Alumni House
  - 35. Chapman Service Center
  - 36. Commissary
  - 26. Dailey Hall
  - 11. Hazen Hall
  - 8. Morgan Hall/Graduate Studies
  - 18. Burlingame House
  - 23. Rakov Center for Student Services/Undergraduate Admissions
  - 22. Seymour College Union
  - 98. Eunice Kennedy Shriver Stadium
  - 125. Conrad Welcome Center/Parking

- RESIDENCE HALLS**
- 28. Benedict
  - 40. Bramley
  - 41. Briggs
  - 29. Dobson
  - 31. Gordon
  - 30. Harmon
  - 20. MacVicar
  - 27. McFarlane
  - 19. McLean
  - 42. Mortimer
  - 39. Perry
  - 9. Thompson
- STUDENT TOWNHOMES**
- 130. Community Ctr
  - 131. Bldg 1
  - 132. Bldg 2
  - 133. Bldg 3
  - 134. Bldg 4
  - 135. Bldg 5
  - 136. Bldg 6
  - 137. Bldg 7
  - 138. Bldg 8

- DINING**
- 37. Brockway
  - 22. Union Square
  - 38. Harrison/TRAX
  - 51. Cooper - NY Rm & Presidential Dining Rm

**Parking Key:**  
 \* All vehicles must have a College parking permit.  
 \* Visitors must park and pay at a meter or obtain a parking permit from the Conrad Welcome Center or University Police (after hours).

**Permit Color**

Blue (Faculty & Staff)	..... B, D, D1, E, F, G, H, J, K, M, N, N1, O, P, Q, S, T, V, X (6:30 am until 2 am)
Orange (Commuter)	..... D, D1, M, N, N1, O, P, R, T, V, V1, W, W1, X (6:30 am - 2 am)
Brown (Commuter)	..... D, D1, M, N, N1, O, P, R, T, V, V1, W, W1, X (allowed on campus 4:30 pm - 2 am)
Yellow (Resident)	..... A, C (24 hours)
Purple (Resident)	..... Y (24 hours)
Red	..... V1 (as designated), X (24 hours)
Green (Recreational)	..... T, V, V1 (6 am - 2 am)
Silver (Emeriti/Retiree)	..... All (6:30 am - 2 am)
Casual Visitors	..... Any (except lots A, C, L)
Visiting Groups	..... Contact Parking and Transportation Services

**Authorized 24-hour parking area**

Blue	..... B, J, X	Red	..... V1, X
Yellow	..... A, C	Purple	..... Y

\*Parking area L - Admission visitors ONLY! Admissions permit required.

**Blue Light Emergency Phones = ①**  
**Yellow Box Emergency Phones = ②**  
**General Muster Points = ●**

**Meter Locations:** Ⓜ  
 Lots A, D1, O, T, N, Tower East, Allen Loop, and Cooper

**Load/Unload Areas:**  
 Allen, Lots E, F, G, S, J, MacVicar/McFarlane Benedict/Dobson, Hartwell Loop, Harmon/Gordon, Harrison, Tuttle East Loop

**Carpool Locations:**  
 Lots F, G, O, N, Q, and W1

**The College at BROCKPORT**  
 STATE UNIVERSITY OF NEW YORK

350 NEW CAMPUS DRIVE  
 BROCKPORT, NEW YORK 14420



**PARK 'N RIDE**  
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**Designated Assembly Areas – for extended evacuations and inclement weather**

**Updated 11/2011**

<b>Current Building</b>	<b>First alternative</b>	<b>Second alternative</b>
Allen	Drake	Tuttle North
Drake	Allen	Tuttle North
Tuttle North	Tuttle South	Drake
Tuttle South	Tuttle North	Drake
Cooper	Drake	Tuttle North
Welcome Center	Townhome Community Center	Allen
Townhome Community Center	Welcome Center	Allen
Hartwell	Seymour Union	Lennon
Lathrop/Neff	Hartwell	Seymour Union
Morgan	Hartwell	Rakov
Rakov	Seymour Union	Lennon
Lennon	Seymour Union	Edwards
Smith	Seymour Union	Lennon
Seymour Union	Lennon	Edwards
Brockway	Seymour Union	Edwards
Edwards	Seymour Union	Holmes
Holmes	Edwards	Seymour Union
Hazen	Dailey	Holmes
Dailey	AW Brown	Holmes
AW Brown	Dailey	Holmes
Harrison	Dailey	Holmes
Tower Fine Arts	Edwards	Lennon
Chapman	Commissary	Harrison
Commissary	Chapman	Harrison
Townhomes 1-8	Townhome Community Center	Tuttle North
Mortimer	Harrison	Harmon-Gordon
Perry	Harrison	Briggs
Briggs	Harrison	Perry
Bramley	Harrison	Perry
Benedict-Dobson	Harmon-Gordon	Harrison
Harmon-Gordon	Benedict-Dobson	Harrison
MacVicar	Dailey	McFarlane
McFarlane	Brockway	MacVicar
McLean	Brockway	McFarlane
Thompson	Brockway	McLean

## EVACUATION OF INDIVIDUALS WITH DISABILITIES – PRE-PLANNING

- Any individual with a disability should contact either the Office of Students with Disabilities, Human Resources, University Police or the EHS Office to pre-plan how you will evacuate during an emergency based on location and needs.
- Students with disabilities should fill out a self-disclosure form from the Office of Students with Disabilities. The Coordinator of the Office of Students with Disabilities will meet with students needing assistance to discuss a plan of action. The Assistant Director of Human Resources/Affirmative Action Officer will meet with faculty and staff needing assistance to discuss a plan of action. The College cannot guarantee that aid will be available during an evacuation, so the individual must be prepared to evacuate as best they can unassisted.
- Arrangements should be made ahead of time to alert building coordinators, departments, faculty and/or staff so that the responding fire department is aware of the location of disabled persons. The fire department will evacuate persons with disabilities in a fire emergency situation.

## EVACUATION OF INDIVIDUALS WITH DISABILITIES – “AREA OF REFUGE”

- All persons (including those who are disabled) should proceed toward the nearest safe emergency exit and exit the building – with the help of others, if necessary. Those with physical disabilities, which make exiting by stairs impossible (e.g., wheelchair), should exit into the stairwell landing. Stairwell landings in all buildings are considered the “AREA of REFUGE,” as these areas have additional fire protection due to building codes and emergency responders are trained to check all stairwells first as part of their rescue procedures.
- If PREVIOUS ARRANGEMENTS HAVE NOT BEEN MADE a disabled person should request help from others in the area in order to exit the building. If this is not successful, proceed to an “AREA of REFUGE” which should be a fire exit stairwell or an otherwise designated location. It is best to know, ahead of time, where an “AREA of REFUGE” is located. It is strongly recommended to have some form of communication to the outside world from an “AREA of REFUGE” – cell phone, emergency phone, etc., or let someone else know so this information can be provided to emergency responders. Close all fire doors behind you.
- If you have a phone available, call 395-2222 or ext. 2222 (on campus phone) and give your name and location OR let someone know where you will be, beforehand, so they can relay the information to emergency responders. **Do not** call 911 from your cell phone, as it may delay response by campus police.
- Students with disabilities should fill out a self-disclosure form from the Office of Students with Disabilities. The Coordinator of the Office of Students with Disabilities will meet with students needing assistance to discuss a plan of action. The Assistant Director of Human Resources/Affirmative Action Officer will meet with faculty and staff needing assistance to discuss a plan of action.
- **If a disabled person is visiting a department, it is that department’s responsibility to assign sufficient employees or students to assist in evacuation when necessary and to alert University Police, EHS, and/or Emergency Responders. The Brockport Fire Department takes control of the building in any fire situation – they need to be alerted to any instance where assistance is required to evacuate the building.**

# The College at Brockport

Pre-planning Document

## Self-disclosure and Emergency Evacuation Notification Form for Students with Disabilities

In order to be more effective during an emergency, the College must be able to identify those individuals with a disability who may need assistance in order to evacuate safely in a time of need. The College requests you fill out this form if you feel you would need assistance in evacuating in an emergency. **This form does not guarantee you will have assistance during an emergency.** The form will be used by the Office for Students with Disabilities, University Police, and Environmental, Health and Safety to evaluate our emergency evacuation procedure, but be kept confidential within these departments.

Please complete the applicable sections of this form and return it to Maryellen Post, Office of Students with Disabilities, Seymour Union.

Name: \_\_\_\_\_ Full time/ Part time schedule \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Other phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### Functional Limitation

Mobility       Auditory       Visual       Other

**\*\* Please complete each section below as it applies to you\*\***

#### Mobility

Does the limitation prohibit you from using steps or hinder your ability to negotiate stairs? Yes  No

If yes, please describe: \_\_\_\_\_

Does the limitation hinder your ability to open doors unassisted (Latch, handle, panic hardware, etc)? Yes  No

If yes, please describe: \_\_\_\_\_

Does the limitation hinder your ability to evacuate the facility in an emergency without assistance? Yes  No

#### Auditory

Do you use hearing assistance devices while using our facilities? Yes  No

If yes, please describe: \_\_\_\_\_

Would you be able to hear the alarm and evacuate the facility in an emergency without assistance? Yes  No

If no, please describe the assistance you would need: \_\_\_\_\_

**Visual**

Does your visual limitation hinder your ability to evacuate the facility in an emergency without assistance?

Yes  No

Do you use a cane or guide dog to navigate the facility: Yes  No

**Other**

Please describe in detail any other limitations that might hinder your ability to evacuate the facility in an emergency without assistance?

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Additionally, the Environmental Health and Safety Office is available for one-on-one counseling to discuss emergency evacuation procedures and specifics for each building given your limitations. Would you like EHS to contact you directly for this counseling? Yes  No  If yes, what is the best way to contact you? \_\_\_\_\_

This form completed by: \_\_\_\_\_ Date: \_\_\_\_\_

# The College at Brockport

Pre-planning Document

## Self-disclosure and Emergency Evacuation Notification Form

### for Employees with Disabilities

In order to be more effective during an emergency, the College must be able to identify those individuals with a disability who may need assistance in order to evacuate safely in a time of need. The College requests you fill out this form if you feel you would need assistance in evacuating in an emergency. **This form does not guarantee you will have assistance during an emergency.** The form will be used by Human Resources, University Police, and Environmental, Health and Safety to evaluate our emergency evacuation procedure, but be kept confidential within these departments.

Please complete the applicable sections of this form and return it to Adrienne Collier, Human Resources, Allen 4.

Name: \_\_\_\_\_ Full time/ Part time schedule \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Other phone #: \_\_\_\_\_

Email: \_\_\_\_\_

#### Functional Limitation

Mobility       Auditory       Visual       Other

**\*\* Please complete each section below as it applies to you\*\***

#### Mobility

Does the limitation prohibit you from using steps or hinder your ability to negotiate stairs? Yes  No

If yes, please describe: \_\_\_\_\_

Does the limitation hinder your ability to open doors unassisted (Latch, handle, panic hardware,etc)? Yes  No

If yes, please describe: \_\_\_\_\_

Does the limitation hinder your ability to evacuate the facility in an emergency without assistance? Yes  No

#### Auditory

Do you use hearing assistance devices while using our facilities? Yes  No

If yes, please describe: \_\_\_\_\_

Would you be able to hear the alarm and evacuate the facility in an emergency without assistance? Yes  No

If no, please describe the assistance you would need: \_\_\_\_\_

**Visual**

Does your visual limitation hinder your ability to evacuate the facility in an emergency without assistance?

Yes  No

Do you use a cane or guide dog to navigate the facility: Yes  No

**Other**

Please describe in detail any other limitations that might hinder your ability to evacuate the facility in an emergency without assistance?

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Additionally, the Environmental Health and Safety Office is available for one-on-one counseling to discuss emergency evacuation procedures and specifics for each building given your limitations. Would you like EHS to contact you directly for this counseling? Yes  No  If yes, what is the best way to contact you? \_\_\_\_\_

This form completed by: \_\_\_\_\_ Date: \_\_\_\_\_