

## Evacuation Plan

In the event of a fire or fire alarm, Regis College requires all occupants of campus buildings to **activate an alarm** (if safe to do so) and **evacuate** the building.

### Alarm Activation Procedure

**If you discover a fire or if you smell or see smoke:**

- Activate the building's fire alarm by pulling a manual fire alarm station.
- Follow the evacuation procedures outlined below.

### Evacuation Procedure

**If you hear the fire alarm siren:**

- **Evacuate** the building *immediately* via the closest exit or stairs. **Do not use the elevators.** If you are working in a laboratory, as quickly as possible, shut down any lab procedures involving heated reactions before you leave. As you leave your work area **close all doors**, including any that have been propped open.
- Move away from the building at least 50 feet so you do not interfere with the responding fire department. All building occupants that exit the building must congregate in one of the evacuation areas outlined below:

Building	Evacuation Area
College Hall	Grass area in the middle of the campus main entrance roundabout Main Quad Quad between Domitilla and Maria Grass area leading to Lot D
St. Joseph Hall	Main Quad Grass area leading to Lot D
Student Center	Grass area beyond Lot D Grass area in front of Prospective Student Parking Road side of Lot E
Maria Hall	Main Quad Grass area in front of Prospective Student Parking Quad between Domitilla and Maria
Domitilla Hall	Quad between Domitilla and Maria Lot F behind Domitilla
Learning Commons	Quad between Domitilla and Maria Grass area abutting the start of the Grand Walkway
Walters Hall	Grass area across the main roadway
Spellman Museum	Grass area across the main roadway Rear of Lot 1
Angela Hall	Grass area across main roadway Lot C

<b>Athletic Facility</b>	Lot A Grass area between Athletic Facility and Science Building
<b>Science Building</b>	Lot A Grass area beyond front semi-circle parking
<b>Fine Arts Center and Theatre</b>	Lot A Grass area denoting semi-circle parking Grass area near the main entrance roadway
<b>Power House and Garage</b>	Grass area across roadway
<b>Morrison House</b>	Norman Tower lot

- Report any details of the fire to the Regis College Police Department (x7777). After evacuating, state which building you are calling about.
- Remain outside the building, at the designated evacuation areas, until the Regis College Police Department or the Weston Fire Department personnel give the “all clear.” **Only people located at the designated evacuation areas will be notified when the building may be re-occupied.** If you evacuate to another location, you may not receive the “all clear” notice.

It is very important that you **never enter a building if you hear the fire alarm siren or see the fire alarm strobes flashing.** A fire or other emergency could be in progress and you may be putting yourself in danger.

It is even more important that you **never re-enter a building you have evacuated until you have heard the “all clear.”** The Weston Fire Department may silence the fire alarms when they arrive at a building so they can communicate over their radios. Just because you may hear the fire alarm siren turn off does not mean the building can be re-entered. Wait in the designated evacuation area for notice from the Regis College Police Department or the Weston Fire Department that you can go back into the building.

Prior to an actual fire alarm, supervisors should ensure that any disabled person is informed of the closest safe refuge area locations and evacuation procedures in the event of an emergency. All other staff members should also be informed of the evacuation procedure for disabled persons.

- If a disabled person is able to exit the building without use of the elevator (i.e.: the person is on the ground level of the building) then they should exit the building and proceed to one of the evacuation areas.
- If a disabled person is located on an upper floor or in the basement, they should proceed to the nearest *enclosed or exterior* stairwell.
- The disabled person should remain in the stairwell as a safe refuge area. **Do not attempt to carry anyone up or down the stairs!** It is acceptable for a staff member to remain with the disabled person **only** if there is another staff member evacuating that can report to the Regis College Police Department or the Weston Fire Department the location and number of people in the stairwell.
- Make sure any doors to the stairwell are closed. Open doors will violate the safe refuge area “envelope” and might allow smoke, and possibly fire, into the stairwell.
- Once outside, staff should inform an emergency responder (Regis College Police Department or Weston Fire Department) that someone is in a stairwell and the location of that particular stairwell. Weston Fire Department will make the determination to evacuate people in stairwells if necessary.
- After the Regis College Police Department or the Weston Fire Department has given the “all clear” the staff member or a supervisor should go immediately to the safe refuge area and notify the disabled person.