



Boston University Evacuation Plan



**The School of Law
765 Commonwealth Avenue**

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1.0 PURPOSE OF PLAN

This evacuation plan has been established for the School of Law, 765 Commonwealth Avenue, to ensure a complete understanding of procedures to follow when there is a situation leading up to the possibility of an evacuation.

Potential evacuation could be caused by, but not limited to: fire, biological threat, bomb threat, flood, gas leak, or building system malfunctions. Evacuation is mandatory when the fire alarm system for the building is activated, or initiated by the Boston University Police Department (BUPD), Boston Police Department (BPD), Boston Fire Department (BFD), or other recognized authorities.

An effective evacuation requires the cooperative efforts of various departments and city agencies including, Physical Plant, Boston University Police, Environmental Health and Safety, Boston Fire Department and Boston Police Department. A cooperative effort is also necessary from the building occupants. This plan assigns duties to particular individuals involved with the evacuation process, which is critical to a quick and smooth evacuation. The assignments will include a list of fire marshals in appendix C.

The plan also describes the fire alarm system and egress routes to educate building occupants and those involved in emergency evacuation.

This plan contains emergency phone numbers; many of which can be found in the Safety/Emergency Instruction chart mounted on the wall in the main administrative area of each department. The emergency chart contains basic University instructions for various safety scenarios including fire, bomb threat, and natural disaster.

2.0 OVERVIEW OF BUILDING

Knowledge of the building layout is critical information for a quick and safe evacuation. The building layout can be viewed by the emergency evacuation maps posted in the corridors, lobbies and common areas of the building. 765 Commonwealth Avenue was built in 1964 and is constructed of fire resistive construction. The building is a 167,671 square foot academic building containing eighteen stories plus a basement.

The building has two sets of emergency stairwells. The northeast stairwell, located to the right of the main entrance and the southwest stairwell located across from the elevator bay. There is one emergency exit in the basement, three exits at ground level, and one exit into the Courtyard on the first floor. The lower level of the Library also contains a separate exit. Appendix A contains critical stairwell access information and a sample Evacuation Map. The alarm pull stations are located on all floors. All floors are equipped with fire extinguishers. Heat detectors are located throughout the building. The location of the fire alarm control panel is to be confirmed and included in this section. The fire alarm, when activated, rings in the building only

and is not directly connected to BUPD dispatch. The building is protected by an automatic sprinkler system.

3.0 FIRE EXTINGUISHERS

Fire extinguishers are available in common areas throughout the facility. The use of fire extinguishers on the University campus is restricted to the A.C.E.S. fire plan and will only be used by trained individuals. Extinguishers are to be used to put out a small fire or to assist in escaping from a large fire without risk to operator safety. Contact the Office of Environmental Health and Safety for instructions.

4.0 ORGANIZATION AND RESPONSIBILITY

The following sections outline the roles and responsibilities that have been assigned in the event of an emergency evacuation.

4.1 Evacuation Director

The Evacuation Director for the School of Law is Sunny Schlichter, mschlich@bu.edu. Responsibilities include the following:

- Alerting Boston University Police Department (BUPD) of the emergency situation
- Assessing the situation and directing emergency response actions until Emergency Responders (BUPD, BFD) arrive
- Providing assistance and acting as a liaison between BU and Emergency responders
- Overseeing and assisting with evacuation procedure to ensure an effective evacuation is conducted.
- Becoming familiar with all areas in which he/she may occupy; review the posted emergency evacuation floor plan, which shows exit routes (primary and secondary means of egress), fire alarm-pull stations, location of fire extinguishers, and other emergency equipment.

4.2 Assistant and Reserve/Backup Evacuation Director

The Assistant and Reserve's Responsibilities include the following:

- Assuming the responsibilities of the Evacuation Director in their absence
- Overseeing the gathering point activities and ensure occupant safety
- Receiving evacuation information from the fire marshals and communicate the information to the Evacuation director
- Accounting for all Fire Marshals during the evacuation

- Coordinating Fire Marshal activity in response to Evacuation Director directives including assigning Fire Marshals to assigned exits.

4.3 Fire Marshals

The Fire Marshals are responsible for the following:

- Supervising the evacuation of a specific area; usually this will include a section of a floor. Fire marshals will be responsible for asking all personnel in their areas to evacuate the building; areas include bathrooms, classrooms, offices, and conference areas.
- Directing all occupants to stairs and avoiding the use of elevators.
- Closing all doors upon evacuation.
- Directing all personnel to the designated gathering point:
 - **Alpert Mall** [The courtyard located right outside of the main entrance]
- Making reasonable efforts to determine if there are missing persons from their area and provide department head with names of missing persons as feasible.
- Determining if anyone in his or her area may need special assistance in the event of an alarm. When the alarm sounds and someone cannot evacuate his/her area for whatever reason, the fire marshal or designee should assist the individual to the safe refuge area, typically a stairwell. Assign someone to wait with this person while another person notifies emergency responders (BFD, BUPD) that assistance is needed.

Please note that stairwells are protected as a rated enclosure and should provide adequate protection during egress.

4.4 Student and Student Employee Responsibilities

- Becoming familiar with all areas in which he/she may occupy; review posted emergency evacuation floor plan, which shows exit routes (primary and secondary means of egress), fire alarm-pull stations, location of fire extinguishers, and other emergency equipment.
- Evacuating the building upon hearing the fire alarm, or listen for and follow voice instructions.
- Closing all doors upon evacuation.

4.5 Department Head Responsibilities

The Department Head Responsibilities include the following:

- Becoming familiar with the evacuation guidelines set forth in this plan.
- Ensuring that new and existing employees are familiar with the guidelines set forth in this plan.
- Designating and assigning fire marshal(s) for his/her area, and alternate fire marshals in his/her absence, and assign replacements when employees leave.

- Identifying persons that may require special assistance in the event of a building evacuation.

4.6 Office of Environmental Health and Safety

The Office of Environmental Health and Safety is responsible for the following:

- Coordinating and assisting with fire drills.
- Inspecting University buildings to ensure proper compliance with fire protection and life safety regulations and codes.
- Reviewing this plan with the Evacuation Coordinator to make necessary changes and updates.
- Providing training for fire marshals and other occupants as necessary or requested.
- Assisting BUPD as requested. Investigating fires or fire alarms as necessary or as requested.

4.7 Boston University Police

The Boston University Police are responsible for the following:

- Responding to emergency calls.
- Notifying Boston Fire Department on calls regarding fire and/or smell of smoke.
- Assisting with crowd control in the event of evacuation.
- Securing entrance(s) in the event of building closure.

4.8 Office of Physical Plant

The Office of the Plant is responsible for the following:

- Responding to emergency evacuation and re-setting the alarm system when directed by the authority having jurisdiction.
- Testing of emergency systems including fire alarms and emergency lighting in accordance with applicable NFPA, State of Massachusetts and City of Boston regulations.
- Maintaining and repairing facility emergency equipment.
- Assisting the Office of Environmental Health and Safety during emergency evacuation drills.

5.0 EVACUATION PROCEDURES

Upon the detection of fire or smoke the A.C.E.S. fire plan is to be followed. The fire alarm system is to be activated and building evacuation is to be conducted. The following describes the steps of the A.C.E.S. fire plan:

5.3 Re-entry Notification Procedures

Re-entry will be allowed when the Boston Fire Department or the authority having jurisdiction has cleared the building. This will be indicated by the de-activation of the alarm system or through a verbal notification by the Fire Department. Physical Plant electricians can only turn off the alarm when directed by the Boston Fire Department. The electrician is the official BU contact for the status on the alarm system.

It is the responsibility of the department or authority that closes the building to notify key departments before authorizing re-entry:

- Physical Plant Emergency Control Desk 353-2105
- OEHS Emergency # 353-7233
- BUPD Emergency# 353-2121

6.0 TRAINING

The following sections outline the evacuation plan training requirements. Initial training will be conducted for responsible individuals within the evacuation plan, and periodic refresher training will be provided when facility, personnel or procedural changes are made.

6.1 Initial Training

Employees expected to perform duties under this evacuation plan are provided training prior to assuming their roles. The Office of Environmental Health and Safety conducts a one-hour Fire Marshal Training to all fire marshals prior to them performing duties under this plan. Fire marshal training includes, but is not limited to, roles and responsibilities, notification procedures, evacuation procedures, gathering points and accounting for personnel. Additional training will be provided when the Evacuation Plan is amended or changed due to facility or personnel changes.

6.2 Refresher Training

Periodic refresher training will be provided to responsible individuals identified in this plan. The Evacuation Director, with assistance from the Office of Environmental Health and Safety, will conduct the refresher training. Refresher training will be provided annually and when deficiencies in the plan are discovered or the plan is amended as a result of the annual review.

7.0 ANNUAL REVIEW

This Evacuation Director, with assistance from the Office of Environmental Health and Safety, will conduct an annual review of this plan. Items that should be taken into consideration during

the review include, but are not limited to, evacuation drill critiques, information provided by the fire marshals, and facility changes. The Evacuation Plan will be amended to reflect any facility or personnel changes affecting the Plan.

APPENDIX A STAIRWELL ACCESS INFORMATION

STAIRWELL	ACCESS
Northwest Stairwell Right of Main Entrance	The Northwest Stairwell connects the basement to the 18 th floor. Exits on Ground Floor and First Floor.
Southwest Stairwell Across from Elevator Bay	Southwest Stairwell connects the basement to the 18 th floor. Exits on Ground Floor and First Floor.
Library Stairwells 1 and 2	Non-emergency stairwells that lead to lower levels of the library, and a separate alarmed exit.

- **Exits**

Basement – Exit beyond elevator lobby.

Ground Floor – Main entrance and two exits South of the elevators.

1st Floor– Exit into Courtyard.

2nd Floor- Exit in the lower level of the library.

	YES	NO	N/A
1. Were the alarm bells/horns working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Could the alarm bells/horns be heard in all areas of the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Did all personnel evacuate building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Were elevators used during the drill? (never use elevators, stairwells only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Were any fire doors (stairwell doors) propped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

open?

6. Did fire doors, which automatically close,
function properly?

7. Were any persons requiring special assistance,
if any, properly attended to?

8. Were the fire marshal(s) on your floor clearly visible?

9. How did personnel, students, and/or visitor's respond/react to the drill on your floor?

10. What type of difficulties, if any, were encountered during the evacuation?

NAME:

DEPARTMENT:

DATE:

APPENDIX D EMERGENCY CONTACT LIST

BU POLICE	(617) 353-2121
Boston Fire Department	911
Boston Police Department	911
Evacuation Director Sunny Schlichter	(617) 353-3112
Area Manager: Frank Smith	(617) 353-2144
Office of Environmental Health and Safety	(617) 353-4094
	Emergency (617) 353-SAFE (7233)
Office of Physical Plant Emergency Control Desk	(617) 353-2105
Poison Control Center	1-800-222-1222
Boston Medical Center	(617) 534-5000
Massachusetts General Hospital	(617) 726-2000
New England Medical Center	(617) 636-5000

