

EMERGENCY EVACUATION PLAN

In an EMERGENCY
you need
to get out
safely!



UNION
COLLEGE
of Union County, NJ

Department of Public Safety
1033 Springfield Avenue
Cranford, NJ 07016
(908) 709-7152
www.ucc.edu

We at Union College care deeply about the safety and well-being of everyone on campus.

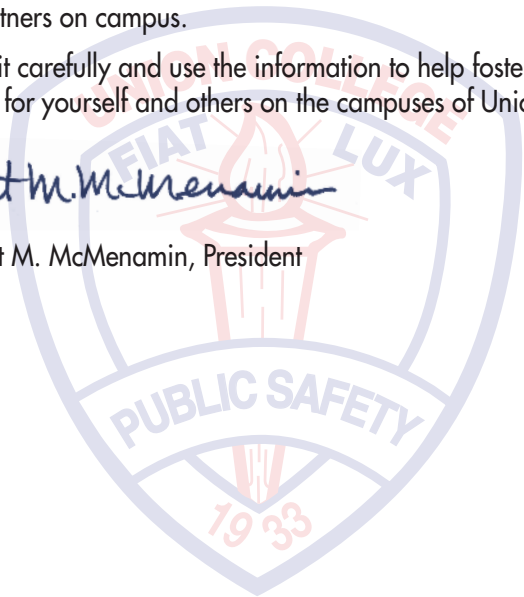
Our Department of Public Safety's main responsibilities are the protection of life and property, prevention of crime, and the preservation of an environment conducive to the pursuit of educational goals and personal growth. This Emergency Evacuation Plan reflects enhanced efforts to ensure the safety of all students, faculty, staff and business partners on campus.

Please read it carefully and use the information to help foster a safe environment for yourself and others on the campuses of Union College.



Margaret M. McMenamin

Dr. Margaret M. McMenamin, President



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I. UNION COLLEGE FIRE SAFETY INFORMATION

All campuses of Union College are equipped with fire safety systems, including fire alarms, fire sprinklers and portable fire extinguishers. Additionally, the kitchen areas of the Cranford Campus, the Plainfield Campus and the Kellogg Building in the Elizabeth Campus are protected by Ansul chemical fire suppression systems. The main IT machine room in the Cranford Campus is protected by a Sapphire chemical fire suppression system.

Any additional information regarding fire safety systems may be obtained from the main Public Safety Office, Room SD-108 in the Student Development Building on the Cranford Campus or by dialing 908-709-7152.

II. EMERGENCY EVACUATION PLAN

The College has developed an Emergency Evacuation Plan, which will take effect immediately. Please become familiar with these procedures. Faculty/staff and students are to cooperate and follow the directions of the Campus Public Safety Officers and rescue personnel.

Once a Fire/Smoke Alarm is activated, the Public Safety Officer monitoring the Control Panel at the help desk or office will immediately notify the Fire Department by dialing 911; providing the dispatcher with the following information:

- A) Name and address of building.
- B) On what floor or area was the alarm activated.
- C) Officer's name and telephone number.

BUILDING EVACUATION SIGNAL – CONTINUOUS RINGINGS OF BELLS, FLASHING STROBE LIGHTS AND/OR LOUD AUDIBLE SOUNDS AND LOUD SPEAKER MESSAGES.

Before a Fire Emergency

- Know the locations of fire alarm pull stations in your area. These stations are designed to be easily activated. The protective shields covering the stations at the gym are also easily lifted to activate the alarms
- Know the locations of emergency telephones. These units are self-dialing to the Public Safety Office, wait for the tone and speak
- Know the location of two exits in your area
- Know the location of fire extinguishers in your area. These units are normally activated by simply pulling out the security pin, and squeezing the handles
- Be aware of persons in your section who would have difficulty during an evacuation
- Be aware of any rooms where an alarm may not be heard as loudly, including bathrooms and photographic darkrooms

On Discovering a Fire

- Remove any person from immediate danger, if no such action would result in injury
- If you observe fire, smoke, or any evidence of fire, activate the fire pull station
- Faculty/staff, close all the windows of the room in which you are located
- Make certain all persons have left the room and close all doors
- **PARTICULAR ATTENTION MUST BE GIVEN TO THE EVACUATION OF HANDICAPPED PERSONS**
- After the faculty/staff has directed the students under his/her supervision to an exit route, he/she may, at their own discretion remain with the handicapped person at a rescue area until assistance/fire rescue personnel arrive.

Special Note: For handicapped persons or those requiring special assistance in the high rise structures (Elizabeth Campus, Lessner Building), a rescue area has been designated on every floor in the ladies bathrooms which contain a two-way communication system with the Public Safety control station on the ground level. Also, evacuation chairs are wall

mounted near stairways to allow able-bodied persons to assist disabled persons evacuating floors other than the main egress floor. Please become familiar with the written instructions for using the evacuation chairs, which are posted on the wall near the chair. NOTE: Evacuation chairs should be used as a last resort, and only during an actual emergency. (i.e. an active fire, smoke condition, etc.). The Elizabeth Campus bathrooms are equipped with wall mounted push button activated two-way communication speakers that allow handicapped persons or those with special needs to communicate rescue needs with the Public Safety control station. Low-rise structures i.e. the Cranford and Plainfield campus buildings must be exited. Handicapped persons unable to exit, should position themselves at or near a stairwell and await assistance.

- Go to the nearest exit and leave the building.
- Stay at least fifty feet from the evacuated building. Allow easy access for Public Safety
- Personnel and emergency apparatus. Keep clear of driveways
- Custodial personnel will check to insure that the building has been emptied, windows and doors are closed; fire doors at corridors are closed, and will then leave the building by nearest exit

On Hearing the Fire Alarm

- Students in classrooms and laboratories will be advised by their instructors to evacuate
- Alert all persons in your area if possible
- Evacuate using the nearest stairs (See section "Exiting")
- Time permitting, carry appropriate clothing for outside assembly
- Before leaving an office or classroom, check for the presence of a fire condition in the corridor as follows: Feel the door (from the bottom towards the top, feel also the door knob) before opening it, and see if it is warm to the touch within five seconds. If it is hot, DO NOT open the door (See section: "If You are NOT Able to Leave"). If the door is not warm to the touch, carefully open it a small amount with your body against it, so

you may check for the presence of smoke in the corridor (See section: "Exiting")

If You Are NOT Able to Leave

- If you are unable to leave, REMAIN CALM, MAKE SURE TO UNLOCK YOUR DOOR so that a quick search is possible by rescue personnel. Seal the cracks around the door with towels or any available materials. Call the Public Safety Office if possible and let them know your location. If unable to make outside contact, open the window a few inches to allow fresh air and hang an object out of the window to alert the rescue personnel of your location
- If unable to get out of a room KEEP LOW TO THE FLOOR. If available, a wet towel or cloth placed over the nose and mouth can act as an effective temporary smoke filter

Exiting

- Do NOT use the elevators under any circumstances

In the event of an elevator emergency entrapment, when the elevator company mechanics are not on campus, the Public Safety Officer will attempt to reset the elevator by turning the main power switch off then back on. If that fails, the local fire rescue unit should be called to evacuate the person/s that may be trapped in the elevator.

III. ELEVATOR POWER SWITCH LOCATIONS:

Cranford Power Switches:

- S119 – Electrical Room/Science Building
- C226 – Elevator Machine Room/ Campus Center – 2nd Floor
- L-05 – Elevator Machine Room/Library Building – Bsmt.
- H-20 – Elevator Machine Room/ Humanities Bldg. – Bsmt.

Elizabeth (Lessner Building) Power Switches:
Penthouse Motor Room

Elizabeth (Kellogg Building) Power Switches:
Room 544

Plainfield Power Switches: Room L-03

Scotch Plains Power Switches: Rm. SP-113

Under no circumstances are any Union College personnel to make any attempt to open the doors or remove anybody from the elevators.

After the Fire Department has been notified, the elevator maintenance company must be notified of the entrapment. The Fire Department will turn off the power and free entrapped individuals, the elevator company must still respond to repair the cause of the original problem.

Key to elevator/Emergency elevator tool will be found at:

Cranford – Key Labeled #25

Elizabeth (Lessner Building) – Key labeled #17

Elizabeth (Kellogg Building) – Key labeled # CAA 32

Plainfield – Key labeled #444

Scotch Plains – SP-112 DPA Office – Key labeled L-103

- If you feel the corridor may be used, proceed directly to the nearest exit/stairway; after closing the door unlocked behind you
- When using the stairwell to evacuate, stay to the right, remaining close to the wall to allow the Fire Department to get to the fire floor
- If either fire or smoke blocks an exit, go to another exit

Once again, please become familiar with this Evacuation Plan and the areas which you are scheduled to occupy. Your safety and the safety of others may depend on it. Union College is equipped with many safety devices. Fire extinguishers, a state of the art fire/smoke detection system, sirens, strobe lights, two-way communication and other systems have been adopted to minimize the hazards associated with a fire.

The primary purpose of this policy is to protect the lives of our Union College community and any persons occupying our facilities. Although a specific Emergency Evacuation Chain of Command (EECC) is included in this policy, it is everyone’s responsibility to provide assistance to others whenever possible without compromising oneself. It is everyone’s obligation to cooperate with fire officials and

personnel at the scene providing guidance to effectively neutralize the emergency.

NO PERSONNEL MAY RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO AFTER THE EMERGENCY HAS BEEN CLEARED.

Public Safety Officers will authorize re-entry into the buildings only after the emergency has been cleared by the local Fire Department. Persons failing to comply with instructions by emergency personnel are subject to arrest as a disorderly person.

EVACUATION EMERGENCY CHAIN OF COMMAND (EECC)

Public Safety Officers @ Help Desk Station

Will establish a command center on the ground floor at the Public Safety Office/Help Desk Area. If this area is not available, the command center will be established at an alternate location (Elizabeth Campus, Lessner Building – The Plaza Area) (Kellogg Building, Room # 109) (Plainfield Campus – The Admissions Area). Public Safety Officers will serve as the liaison to the arriving Fire Departments units. The following information should be developed from reports received from the Floor Team Leaders and relayed to the arriving units:

- A) Location of Fire
- B) Size of Fire
- C) Trapped or unaccounted persons
- D) Occupied Areas of Refuge
- E) Need for Emergency Medical Units

FLOOR TEAM LEADERS (Public Safety Officers & Facilities Department Personnel)

The Floor Team Leader or anyone observing a fire will be responsible for pulling the fire alarm if no one else has done so. After the alarm activation, the leaders will position themselves in the elevator lobbies on their assigned floors, preventing use of the elevators during the evacuation and redirecting occupants to the appropriate fire exit or area of refuge. The Floor Team Leader will relay any necessary information to the command center Fire Marshal. Furthermore, after people have evacuated the building, Public Safety personnel on duty will make sure that people do not congregate in front or rear of the building. Those exiting the building should go sufficiently far away (at least fifty feet or more)

from it, so as to avoid interfering with firefighters and rescue personnel at the scene.

FACULTY AND STAFF

Faculty and staff should perform a visual search of their respective office or assigned area relaying all information to the Floor Team Leader. Faculty and staff should assist in further evacuation or relocation to the refuge areas as deemed necessary by the Floor Team Leader. After the general population has vacated the floor, faculty and staff may, at their own discretion, assist all persons requiring assistance to descend down the stairs or relocating to a designated area of refuge.

SPECIAL INSTRUCTIONS FOR SPECIFIC CAMPUSES

CRANFORD CAMPUS

In the event of a Cranford Campus evacuation, for any reason, the following areas are where faculty/staff and students must relocate:

- A) Parking Lots – Across the street from buildings, at least fifty feet away.
- B) Alternate Buildings – As directed by Public Safety Officers/Faculty and Staff.

All persons must be directed to the above-mentioned areas, so that college personnel do not interfere with the emergency efforts. All doors of the college must be kept clear. Proceed to the instructed locations and do NOT block the entry points.

ELIZABETH CAMPUS

In the event of an Elizabeth Campus, Lessner Building evacuation, for any reason, the following are areas where faculty/staff and students must relocate:

- A) Bank Lot – Located behind the Elizabeth Campus, Lessner Building.
- B) Sidewalk – to the east away from the front of the building.

All persons must be directed to the above-mentioned areas, so that college personnel do not interfere with the emergency efforts. The front and rear doors of the College must be kept clear. Proceed to the designated locations and do NOT block the entry points. During the evacuation an audible message may be transmitted by way of the P.A. system.

Handicapped individuals are to be directed to the ladies room on each floor (2-7 and lower level). There will be a sign with a “Fire Emblem” and another sign indicating “Area of Rescue Assistance”.

In the event of an Elizabeth Campus, Kellogg Building evacuation, for any reason, the following are areas where faculty/staff and students must relocate:

- A) Sidewalk – behind the Kellogg Building and the open lot across the street.
- B) Sidewalk – to the east away from the front of the building.

PLAINFIELD CAMPUS

In the event of a Plainfield Campus evacuation, all persons must relocate to the parking lot areas/safe areas, or as directed by Public Safety Officers, so that College personnel do not interfere with emergency efforts. All doors of the College must be kept clear. Proceed to the instructed locations and do NOT block the entry points.

SCOTCH PLAINS CAMPUS

In the event of a Scotch Plains Campus evacuation, all persons must relocate to the parking lot areas/safe areas, or as directed by Public Safety Officers, so that College personnel do not interfere with emergency efforts. All doors of the College must be kept clear. Proceed to the instructed locations and do NOT block the entry points.



Union College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

The following persons have been designated or can be reached to handle inquiries regarding Section 504 and Title IX.

Section 504 Coordinator: Amanda Nielsen, Coordinator of Disability Support Services
1033 Springfield Avenue, Room SD-115, Cranford, NJ 07016
Phone: 908-659-5168

Title IX Coordinator: Vincent Lotano, Equal Employment Opportunity/Affirmative Action Officer
1033 Springfield Avenue, Room A-219, Cranford, NJ 07016
Phone: 908-709-7046



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For further information please consult Union College's Public Annual Notification at www.ucc.edu/about/PublicAnnualNotificationND.aspx