

**HUDSON VALLEY COMMUNITY COLLEGE
BUILDING EMERGENCY ACTION PLAN**

BUILDING NAME: TEC-SMART

**FOR OUTSIDE EMERGENCY ASSISTANCE: DIAL 911
TO REACH THE SARATOGA CTY POLICE & FIRE**

PURPOSE:

To establish an action plan and procedures for the orderly and coordinated evacuation in response to fire, smoke or other emergencies. The action plan addresses all major aspects of fire safety, evacuation and other emergencies:

Section I	Roles, Responsibilities
Section II	Fire Safety Planning
Section III	Evacuation Procedures
Section IV	Emergency Rescue and Medical Aid
Section V	Listing of major fire hazards and personnel assignments
Section VI	Compressed Gas Cylinder Alarm Procedures
Section VII	Severe Weather – Floods

**SECTION I
ROLES, RESPONSIBILITIES**

HVCC Public Safety’s role and responsibilities are:

- Provide emergency response and assistance to calls for service and to work harmoniously with other agencies at the scene of an emergency
- During normal working hours on site Public Safety officers will receive calls for assistance from building occupants and initiate emergency notifications and respond to the scene
- Notify the local fire department through the Saratoga County 911 system
- Communicate with the main campus regarding the emergency and identify any additional resources needed that may initiate a call out to the HVCC Emergency Response Team as necessary
- Coordinate and maintain egress to the site for responding emergency resources
- Convey additional information regarding the emergency to responding agencies, the HVCC main campus, the floor marshals and other response officials.

The responsibilities of the Floor Marshals are:

- be familiar with this building plan and procedures
- assist in evacuation by encouraging occupants to leave and communicating evacuation routes to occupants
- make note of any occupants that may be left in the building and immediately provide this information to the Public Safety or other emergency responders
- when notified by emergency response personnel, communicate to occupants that it is safe to re-enter

The Floor Marshals and assigned areas are:

Name	Assigned Area	Office phone
Ed Harppinger	1 st floor	4932
HVCC Security Guard	2 nd floor	4999

SECTION II FIRE SAFETY PLANNING

The following steps have been taken in planning for fire safety and emergency evacuation of this building:

1. All exits are labeled and operable.
2. Evacuation route diagrams have been developed by Physical Plant and are posted on all floors.
3. All fire prevention and controls systems in buildings are inspected, tested, and maintained as per NYS Fire Code and applicable NFPA codes.
4. A site plan indicating the location of fire hydrants, emergency phones, and normal routes of fire department vehicle access has been developed by Physical Plant.
5. Designated assembly areas outside the building have been identified for evacuation.
6. Storage or arrangement of furniture or equipment does not block exits, fire hoses, fire extinguishers, corridors or stairs. Good housekeeping is everyone's responsibility.
7. All Floor Marshals have been familiarized with their specific duties.

8. Fire drills to ensure occupants are familiar with emergency evacuation procedures are held three times per year to coincide with the academic calendar.

SECTION III EVACUATION PROCEDURES

The following procedures will be initiated when there is a fire, explosion, major hazardous material incident, or other incident when notified to evacuate the building.

Hazardous materials include chemicals, biological or radioactive materials. Lab personnel are trained to handle certain hazardous materials releases as outlined in their Chemical Hygiene Plans and other department specific plans. However, if a hazardous materials incident is large enough in scale to require outside assistance, occupants will evacuate and call 911. The extent of the area to be evacuated during such an event will be determined by emergency response personnel, and in most cases will be the immediate area of the release.

Fire, explosion or smoke:

1. In this building, occupants will be notified of fire/evacuation by:
Manual fire alarm pull stations
Automatic fire alarm with smoke detection
2. Anyone discovering a fire should pull the nearest fire alarm pull station and then call, 911 from any phone. Give your name, location, and the nature of the emergency.
3. Occupants will evacuate and go to the designated assembly area for the building.

Assembly Area Option 1	Assembly Area Option 2	Assembly Area Option 3
Parking lot	West side of building	

4. Floor Marshals will encourage occupants to leave in an orderly fashion and sweep their assigned area as they leave the building. All Floor Marshals should then report the status of any occupants left in the building to Public Safety or the Fire Department.
5. Evacuation of persons with disabilities may be facilitated by individuals in the immediate area, a supervisor, Floor Marshal. If the individual cannot be evacuated, go to a safe area away from the fire. Call 911 and report your exact location and nature of the emergency. This building is equipped with an Evac Chair in the hallway of the second floor.

6. Procedures for accounting for employees and occupants: Due to the nature of the varied use of college buildings, it will not always be possible to conduct a head count or otherwise account for all the individuals who were in the building. The Floor Marshals will provide any information they have on the status of persons still in the building to Public Safety and/or response personnel immediately.
7. **Occupants will not re-enter the building** until advised to do so by Public Safety, or the Fire Department. After the Fire Department has left the scene, Public Safety in consultation with other response departments has final authority to release the building for re-occupancy.
8. If members of the press are on scene, they will be referred to the Director Communications & Marketing, for information concerning the emergency. Depending on the nature of the emergency, a media staging area will be established and be staffed by members of the Office of Communications and Marketing.

SECTION IV EMERGENCY RESCUE & MEDICAL AID

If someone is injured and needs emergency medical service, immediately call 911. Do not move the injured person unless there is a danger to their safety. Emergency rescue and medical aid will be provided through Saratoga County's emergency response 911 system.

For minor injuries, employees and students should seek outside emergency health care services. All injuries should be reported to the HVCC Health Office on the main campus, Fitzgibbon building at the earliest opportunity.

SECTION V MAJOR FIRE HAZARDS AND PERSONNEL ASSIGNMENTS

Major fire hazards associated with normal use and occupancy in this building (including maintenance and housekeeping procedures) are:

- SMT Lab and automotive lab may have flammable materials in storage. Proper storage, labeling and use is the responsibility of the departmental faculty
- Responsibility for maintenance of systems and equipment installed to prevent or control fires is assigned to the Physical Plant Department.
- Records of all inspection, testing, and maintenance is kept in the office of the Director of Environmental Health & Safety.

Critical equipment in this building that requires employees to remain during emergencies to operate:

None; chemicals in use will be covered. Where feasible, heating elements will be turned off as occupants evacuate. However, the furnaces in the SMT may be left on and unattended for up to 24 hours.

Procedures employees will follow to keep equipment operational before leaving:

None

SECTION VI COMPRESSED GAS ALARM

The gas storage room in the SMT lab contains cylinders of compressed gases: nitrogen, compressed air, oxygen and argon. The room is equipped with an oxygen meter. A local alarm will sound if oxygen levels in the room decrease or increase to unsafe levels.

The LCD on the monitor will indicate the percent oxygen in the room air. During normal operations this will read approximately 20.9%. Personnel using this room should routinely check the display to ensure the monitor is on and functioning properly.

If the oxygen meter alarm is sounded, the following procedures will be followed:

1. All personnel will evacuate the SMT lab
2. Call 911 to contact the local Fire Department and inform them of the situation
3. Do not reenter the room until the Fire Department gives the all clear
4. Report any compressed gas cylinders to the vendor (Air Gas) for follow-up replacement or correction

SECTION VII SEVERE WEATHER - FLOODS

Severe Weather

When notified of a severe weather warning such as a hurricane, tornado, severe thunderstorm, high winds or other natural catastrophe, building occupants will not leave the buildings, but will follow the concept of "shelter in place" as follows:

1. In the event you are notified severe weather requiring occupants to take shelter, move to a sheltered area in the building immediately. Safe places during severe weather are inside the building, at the lowest level, in the interior, away from windows such as an interior room or hallway. **Stay away from windows** and avoid auditoriums, gymnasiums, atriums, or other areas with large, free-span roofs.
2. Faculty may use this statement in informing their students:

"There is a severe weather warning. Class is dismissed. Please seek shelter in the lowest level or a room without windows."
3. Public Safety will notify occupants when the weather emergency is over.

Floods

Should flooding occur in this building, occupants will follow these procedures:

1. Immediately contact the TECSMART main office. If after normal working hours, contact Public Safety at 629-7210. Report the location, extent of flooding, and any damage. The TECSMART main office or Public Safety will relay this information to Physical Plant on the main campus.
2. Leave the area, turning off or unplugging any electrical equipment in the area. Also shut down any machinery or processes that do not need to be left on.
3. If it appears that flood water has mixed with any hazardous materials in the vicinity, specify this information when notifying the TECSMART main office or the Department of Public Safety. Assistance in containing and cleaning up the area will be provided by outside trained professionals through the campus Department of Environmental Health & Safety.

Emergency response\building action plan\TEC-SMART