

## **Threat Assessment and Planned Response 5 – Fire**

### **Threat Assessment:**

The East Elm campus of Eastern Nazarene College consists of seventeen buildings, housing administrative offices, educational buildings, and dormitories. These buildings were built between the early and late 1900's.

In all cases of fire, pull the fire alarm and notify Campus Security IMMEDIATELY. Campus security will contact emergency services and direct them to buildings requiring attention. All campus buildings have systems in place to notify the Quincy Fire Department when an alarm is activated. Many buildings have voice dialers and will contact the 24/7 security staff as well.

As with any older building, there is a concern for fires due to the many electronic devices now being used that require extension cords or outlet expanders to power these devices. In addition, the use of electric heaters in office space adds to this fire hazard concern if left unattended and/or close to combustible materials. Some buildings are heated by electric base boards.

The potential for furniture to be placed against the wall could result in fire spreading throughout the room and building. Items such as candles being left unattended can also cause a fire. Other risks may include some appliances in kitchen areas being left on or misused (such as toasters, stoves, ovens, toaster ovens, and microwaves).

### **Lahue Physical Education Center**

- Brick and mortar structure
- Offices, classrooms, training room, weight room and gymnasium.
- Fire extinguishers in hallways and gymnasium
- Smoke detectors
- Boiler

### **Canterbury Hall**

- Wooden structure
- Offices, classrooms, lecture hall, rat lab
- Fire extinguishers throughout building
- Smoke detectors
- Voice dialer

**Shrader Hall**

- Brick and mortar structure
- Offices, classrooms, laboratories
- Fire extinguishers on each floor and inside labs
- Fire blankets
- Smoke detectors

**Angell Hall**

- Brick and mortar structure
- Classrooms, offices, and lecture hall
- Smoke detectors
- Fire extinguishers on all floors

**Mann Student Center**

- Brick and mortar structure
- Cafeteria, food service areas, dining areas, offices, lecture hall
- Smoke detectors
- Fire suppression in kitchen areas
- Voice dialer
- Fire extinguishers in kitchen and throughout building
- boiler

**Cove**

- Brick and mortar structure
- Classrooms, rehearsal room, auditorium, offices
- Smoke detectors
- Sprinkler system
- Fire extinguishers on each floor

**Gardner**

- Brick and mortar structure
- Administrative offices, classrooms, offices
- Sprinkler system
- Fire extinguishers on each floor
- Smoke detectors
- Heat detectors?
- Voice dialer

**Bower/Grimshaw Center**

- Brick and mortar structure
- Administrative offices
- Sprinkler system
- Fire extinguishers
- Smoke detectors
- Voice dialer

**Nease Library**

- Brick and mortar structure
- Offices, study rooms, library space
- Sprinkler system
- Fire extinguishers
- Smoke detectors
- Voice dialer
- Boiler

**Memorial**

- Brick and mortar structure
- Dormitories, lounges
- Local smoke detectors in dorm rooms
- Common area smoke detectors
- Fire extinguishers on each floor
- Voice dialer

**Shields**

- Brick and mortar structure
- Dormitories, lounges, office space
- Local smoke detectors in dorm rooms
- Common area smoke detectors
- Fire extinguishers on each floor
- Boiler
- Voice dialer

**Munro**

- Wooden structure
- Dormitories, common areas, storage space
- Smoke detectors
- Heat detectors in dorm rooms
- Fire extinguishers in each dorm room and in hallways
- Voice dialer
- Boiler

**Spangenberg**

- Brick and mortar structure
- Dorm rooms, 24/7 common area, full kitchen
- Fire extinguishers through building
- Smoke detectors
- Voice dialer

**Williamson**

- Brick and mortar structure
- Dorm rooms, 24/7 common area, full kitchen
- Fire extinguishers through building
- Smoke detectors
- Boiler
- Voice dialer

**Young**

- Brick and mortar structure
- Dorm apartments, tenant apartments, lounges with full kitchens
- Sprinkler system
- Smoke detectors
- Fire extinguishers in hallways
- Voice dialer

**Brickley**

- Wooden structure
- Fire extinguishers
- Smoke detectors

### **Facilities Shop**

- Wooden structure
- Storage for facilities equipment, wood workshop, key workshop
- Fire extinguishers
- Flammable equipment
- What else is notable?

The Old Colony campus consists of three buildings, all rehabilitated in the 1990's. These buildings house classrooms, offices, and a daycare.

### **180 Old Colony**

- Brick and mortar structure
- Administrative offices, office space (rented), classrooms, kitchen
- Sprinkler system
- Smoke detectors
- Fire extinguishers

### **162 Old Colony**

- Brick and mortar structure
- Administrative offices, office space (rented), computer lab, kitchen
- Sprinkler system
- Smoke detectors
- Fire extinguishers

### **Campus Kinderhaus**

- Brick and mortar structure
- Office, classrooms, kitchen
- Sprinkler system
- Smoke detectors
- Fire extinguishers

**Planned response:** The following summarizes the major operations in preparation for and in response to fire emergencies.

*Fire emergency response preparation for dormitories:*

**(To be implemented)** A mandatory training session for Student Development employees, Resident Directors, and Resident Assistants will occur before the beginning of each school year. During this session, the Office of Safety and Security will review the following information with SDO employees:

- Fire extinguisher identification and use
- Floor plans and exits
- Fire door locations
- Smoke/heat detector problem identification

**(To be implemented)** Resident Assistants will hold mandatory meetings with all residents on their floor every semester to review the following fire emergency information, including fire emergency evacuation procedures and fire exit locations.

Each school year, the Office of Safety and Security and the Student Development Office will conduct fire drills in all dormitory buildings under the supervision of the Quincy Fire Department. (Note: SDO will ensure that any disabled students are properly assisted during planned fire drills and any other evacuation)

*Fire emergency response preparation for signage, etc.:*

**(To be implemented)** Facilities Management will restripe/mark fire lanes around campus to help keep areas clear for emergency vehicles.

**(To be implemented)** Signage will be added in all buildings to emphasize fire extinguisher locations.

Fire door signs and exit signs will be routinely inspected and repaired as needed. This requires the diligence of Resident Assistants to report damage in the dormitories.

**(To be implemented)** Evacuation maps will be laminated and placed in each room inside the dormitories.

*Fire emergency response equipment preparation:*

**Voice dialers**

The Office of Safety and Security will test voice dialer systems on a weekly basis to ensure the dialers are working correctly.

**Fire panels**

Security officers check fire panels in each building multiple times per day to ensure that they are in working order and report no problems. Fire panels will enter “trouble mode” when a problem with a smoke or heat detector is present.

**Fire extinguishers**

Fire extinguishers in all campus buildings are checked and replaced twice per year by a certified vendor.

*Planned response:*

In all cases of fire, pull the fire alarm and notify Campus Security IMMEDIATELY and begin the orderly evacuation of the building led by Student Development. The campus relies on the Quincy Fire Department (QFD) for primary fire services.

In the event that a fire is reported on campus or in the immediate area by phone or fire alarm, a Security Officer will be dispatched to the scene to confirm the report and secure the area and building of personnel evacuation. If a fire is confirmed, and the fire alarm has not been pulled, the Security Officer will activate the building alarm.

The Security Officer on scene will establish an Incident Command Post and begin the process of managing the incident until relieved by QFD command. If the fire is an imminent threat to life or structure, the ERT may be activated to deal with the incident and potential cleanup after the incident.

*Incident command post*

The Security Officer on the scene will coordinate with the second officer (if available) and representatives of the Student Development Office (if available/if necessary) to ensure that occupants are evacuated and emergency services are directed to the correct location.

The Security Officer on the scene will identify the location of the alarm by checking the fire panel and will send another officer to unlock the Cove or the Student Center auditorium for evacuees. The second security office will then post at the entrance to the campus to meet emergency services vehicles and direct them to the building.

In academic or administrative buildings, the Security Officer on the scene will walk through the safe areas of the building to ensure any occupants are evacuating.

In the case of a fire alarm or fire emergency in a dormitory, Student Development staff members (RAs and RDs, etc.) will oversee the interior evacuation of the building by knocking on doors and ensuring that residents are vacating the dorm rooms. SDO will also assist in the evacuation of students with physical handicaps or special needs.

During building evacuation, occupants will walk to the nearest safe exit and depart the building. Once outside, the Security Officer on the scene, or a member of the Student Development Office, will direct occupants to the determined evacuation area.

*Re-housing:*

In the event that dorm space is unlivable for any period of time after a fire emergency, there are possible locations in which occupants can be rehoused.

- Eastern Nazarene College and the Wollaston Church of the Nazarene hold a memorandum of understanding regarding the basement of the Church. The Church basement can be used for short term lodging for students needing re-housing.
- Eastern Nazarene College and the South Shore YMCA hold a memorandum of understanding that students can be relocated to the Quincy YMCA center during emergency situations. This option requires further research
- Students can be placed in other campus dormitories
- Hotels may be used if all other options are not available

**Fire Emergency Procedures:**

Personnel should be trained to know the location of fire extinguishers, fire exits, escape routes, and manual fire alarm pull stations in their respective areas and how to use them. If a minor fire appears controllable, IMMEDIATELY notify Campus Security. Then direct the charge of the fire extinguisher at the base of the flame. If the fire is out of control, IMMEDIATELY activate the building alarm system. The manual pull stations will notify the QFD and Campus Security. On large fires that do not appear to be controllable, IMMEDIATELY notify the QFD by pulling the fire alarm. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen - DO NOT LOCK DOORS!

If you hear the fire evacuation alarm, walk quickly to the nearest marked exit clear of fire and alert others to do the same. Resident Assistants are designated to assist individuals during an emergency. DO NOT PANIC. USE THE STAIRWAYS. Smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic. Once outside, move to a designated area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel.

If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for rescue crews. If there is no window, stay near the

floor where the air will be less toxic and shout out at regular intervals to alert emergency personnel of your location.