



# **EMERGENCY ACTION PLAN**

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Main: (301) 431-6400 Fax: (866)-863-7293 Security: (301) 440-5571

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## **OBJECTIVE**

The objective of the **National Labor College** Emergency Action Plan is to comply with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and employer resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at the **National Labor College**.

# In Case of Emergency

## **ALL EMERGENCIES: Dial 911**

Follow these steps:

- 1) **Call 911 (Dial 9-911 for an outside line)**
- 2) **Call the Front Desk (Dial 0) to alert them to the nature of the emergency**
- 3) **The Front Desk manager will notify all necessary campus officials as follows:**

Security	(24 hours/7 days)	(C) 301-440-5571
Beth Shannon, VP Ops	(W) 301-5413	(C) 202-256-9685
Chris Carroll, Title	(24 hours/7days)	(C) 240-286-2972
Rick Mathews, Title	(H) 410-461-7886	(C) 301-440-2193
Campus Engineers	(C) 301-440-6890	(Pager) 202-917-4229
Others		

Once the emergency has been released, building Marshals will notify everyone in the building of the emergency using the intercom system (Kirkland), fire alarm (all buildings), bullhorn (Academic and Archives) and/or 2-way radio to proceed to the meeting point, proceed to the basement or shelter-in-place (as described in this memo).

### Other Contact Numbers

- Police Non-Emergency 301-279-8000
- Fire Non-Emergency 1-240-683-6520
- Hillandale Fire & Rescue/Non-Emerg. 301-384-6060
- Briggs Chaney Medical Center 301-890-8000
- Mont. County Mental Health Crisis Center 1-240-777-4000
- PEPCO 1-877-737-2662
- Nat'l Response Ctr. (chem/bio incidents) 1-800-424-8802
- Poison Center 1-800-222-1222
- Wildlife Rescue League 1-703-440-0800

# **EMERGENCY DEFINITIONS/PROCEDURES**

- Fire
- Medical Emergencies
- Vehicle Accidents
- Chemical Spill
- Shelter-in-Place during a Chemical or Radiation Emergency
- Gas Leak
- Utility Failure
- Bomb Threat
- Inclement Weather
  - Snow/Blizzard*
  - Tornado*
  - Earthquake*
- Disaster
- Mental Health
- Campus Violence

## **ANY FIRE OR MEDICAL EMERGENCY**

These procedures are intended to apply to any incident which may affect a building or buildings and will disrupt the overall operations of the college, and for which outside emergency services will probably be required, as well as major efforts from campus support services. Report the incident to the Front desk after dialing 9-911.

## **FIRE EMERGENCIES**

If the fire alarm sounds, evacuate to the nearest exit. If you are in your room, feel the door for heat. If the door is hot, do not open it. Stuff a wet sheet or towel under the door to prevent smoke from entering the room. Call 9-911 and let the fire department know your location, then call the Front desk and advise them of the emergency. Remember to give the phone number and location of the room.

Go to the window. Hang a large item outside of the window (i.e.: a sheet, blanket, towel, etc). Ensure there is no fire or smoke near the window, and then shout for help.

- ✓ If the door is cool, open it slowly. If there is smoke, crawl on your hands and knees, and stay low to the floor.
- ✓ Remain calm
- ✓ If clothes catch on fire, remember to STOP, DROP and ROLL.
- ✓ Evacuate from the building immediately. If safe to do so, pull fire alarm upon exiting the building. Report to the proper staging area - Flag Pole or Field in front of Academic Building.

- ✓ Contact security, the maintenance engineer or the Fire Department if you think there may be people in the building.

## **FIRE SAFETY PRECAUTIONS**

- ✓ Know your emergency exit. On the back of the door in your guest room, classroom, building exits there are maps to the nearest emergency exits. Make sure building exits are not locked or obstructed. Count the number of doors from your room to these exits so you'll be able to find them even in smoke or darkness.
- ✓ Put your room key close to your bed. In the event of fire don't pause to take anything else.
- ✓ Keep tables, chairs, furniture and other objects away from the front of the fire extinguishers and fire extinguisher cabinets.
- ✓ Know the location of the nearest fire extinguishers.
- ✓ Know how to use a fire extinguisher. Remember PASS (P-Pull A-Aim S-Squeeze S-Sweep).
- ✓ Do not hang clothes or other items on sprinkler heads (resident rooms, classrooms, etc.)

## **MEDICAL EMERGENCIES**

If you are present at the time a medical emergency occurs, call the Front Desk (0 from any campus phone) or have someone call for help. Explain to the Front Desk the nature of the medical emergency (i.e. chest pain, difficulty breathing), so the Front Desk can notify the fire department for emergency services. Call 9-911 for the Fire Department and explain what type of emergency is occurring. Make sure you give the building and room number where the emergency is occurring. Make sure you notify the Front Desk so the First Aid Team (see page 13) can be dispatched to the location of the emergency. A security guard will be dispatched to that location. Security will radio back to the Front Desk on the condition of the patient. An engineer will meet the emergency medical personnel at the Front Desk and escort them to the location of the medical emergency. Students boarding at the college will notify the Front Desk if they have special medical needs. A list of those students will be kept on file at the Front Desk. This information is extremely important in an emergency. All handicapped rooms are noted on the campus map.

## **VEHICULAR ACCIDENTS**

If a vehicular accident occurs in the parking lot or on roads surrounding the National Labor College, check the vehicles to see if there are any injuries. If there are injuries, call 9-911 and advise them of the location on the college property. Coordinate with the Front Desk and inform them of the accident and have them on standby to place further calls if necessary. If there are no injuries, ask the occupants of the vehicles if they need a police officer. If a police officer is requested call 9-911 and advise them of the location of the accident. Coordinate with the Front desk to ensure that the Police Department has been called for assistance. Only approach vehicles if you are certain it is safe to do so. If there are leaking fluids do not approach and keep others away. Do not attempt to move injured persons.

## **CHEMICAL SPILL**

In case of a chemical spill or a mixture of two or more chemicals, evacuate the area immediately. Call 9-911. Advise the Front Desk and 9-911 where the spill has taken place and if anyone is hurt or trapped near the chemical spill. If you are exposed, notify your supervisor and the fire department upon their arrival. Everyone who is exposed to a chemical must be placed together in an area where the fire department can find them, so the fire department will be able to start treating them for chemical exposure. Avoid spreading the contaminate; limit touching other people or objects. If possible bring the Material Safety Data Sheet (MSDS) book (located behind the Front Desk) with you so the fire department can determine what chemicals they will be dealing with. Remember, don't put your life in danger; protect yourself from the chemical. Remain calm, if clothing is contaminated, as soon as possible, when safe and appropriate to do so, remove all contaminated clothing and seek proper personal decontamination. Airborne chemical contaminants can cause harm a considerable distance downwind. All efforts should be made to evacuate from the spill area and meet upwind. The flag can be used to determine wind direction.

## **SHELTER-IN-PLACE** **During a Chemical or Radiation Emergency**

Shelter-in-Place means to take immediate shelter where you are – usually for just a few hours. Local authorities may instruct you to shelter-in-place if chemical or radiological contaminants are released into the environment.

1. All students and staff are to remain in the building until the emergency is over. Close and lock all windows, exterior doors and any other openings to the outside.
2. Engineers will turn-off all heating, ventilating and air conditioning systems. The systems that automatically provide for exchange of inside air with outside air, in particular, needs to be turned off, sealed or disabled.
3. Unless there is an imminent threat, students and staff should call their emergency contacts to let them know where they are and that they are safe.
4. If time permits and it is not possible for a person to monitor the telephone, turn on call-forwarding or alternative telephone answering systems or services. If voicemail or an automated attendant is available, the phones should be switched to a recording that indicates that the College is closed and that students and staff are remaining in the building until authorities advise it is safe to leave.
5. If there is a danger of explosion, close any window shades, blinds or curtains.
6. Take the disaster supplies kit to the pre-determined sheltering room and, when everyone is in, shut and lock the doors. There should be radios or TVs in the room.
7. Turn on the radios or TVs. If instructed to do so by officials, use duct tape and plastic sheeting, such as heavy-duty plastic garbage bags, to seal all cracks around the door(s) and any vents into the room. Seal any windows and/or vents with sheets of plastic and duct tape, as much as possible, to reduce the flow of air into the room.
8. All names in the room should be written down. Call the designated campus emergency contact to report who is in the room and their affiliation with the College.
9. Keep listening to the radio or watching TV for updates until you are told all is safe or you are told to evacuate.

## **GAS LEAK**

Should a gas leak occur in a building, all students and staff must evacuate. The following steps should be taken:

- ✓ Avoid actions that could create sparks. Do not activate emergency alarms, light switches, or electrical equipment and do not smoke.
- ✓ Remain calm. Walk and do not run.
- ✓ When leaving rooms, leave doors open.
- ✓ Leave the building using the evacuation routes and emergency exits.
- ✓ Never use an elevator.
- ✓ When the building has been evacuated, proceed to the meeting point.
- ✓ Do not return to the building until authorities announce that it is safe to do so.

## **UTILITY FAILURE**

Notify the Front Desk of utility failure. The Front Desk will notify the on duty Engineer to respond to check the power outage. The Front Desk will notify the Security Officer to maintain a fire watch. Security Officer will patrol the hallways until the power is restored.

## **BOMB THREAT**

The Front Desk will ask the following questions:

1. Try to get a name of the caller.
2. Try to get the location of the bomb and the time bomb is set to go off.
3. Try to determine if the voice of the caller is male or female
4. Listen to the caller closely.
5. Listen closely to background noises (traffic, music, people talking, etc.).
6. **Write down** as much information as possible.
7. What type of bomb has been planted on the college grounds?
8. After you hang up the phone, immediately notify the Security Guard and the Engineer. Evacuate the building or buildings immediately.
9. The Front Desk will notify the Police Department and give them all the necessary information.
10. The Security Guard will deny entry into the building. The Engineer will report back to the Front Desk and escort the Police Department to the location of the bomb threat.
11. The Front Desk will activate the Fire & Emergency evacuation Plan.
12. No one will re-enter the building until the Police Department has given the all-clear to re-enter the building.

## **INCLEMENT WEATHER**

**Blizzards or Snow storms:** The Human Resources Director or his/her designee will notify the Front Desk of the closing of the college. The Front Desk will notify the Chief Engineer to place the snow removal plan into effect. The Chief Engineer will make sure all fire department connections are kept clear of snow. All fire lanes will be cleared of snow. Walkways/sidewalks will be kept clear of snow at all times. In the event of severe thunderstorms, tornados or strong winds all persons should remain indoors and away from windows with the possibility of sheltering in the basement areas of campus buildings.

**Tornado:** Should a tornado threat occur on campus, all students and staff should do the following:

- ✓ If you are walking outside or in a vehicle, immediately seek shelter inside a building.
- ✓ When in a building, go to the lowest floor possible.
- ✓ Stay away from windows. Seek shelter in hallways or stairwells.
- ✓ Do not use elevators.
- ✓ Remain inside until the tornado passes.

**Earthquake:** Should an earthquake occur, all students and staff should do the following:

- ✓ If in a building, evacuate immediately using the posted routes once tremors have subsided.
- ✓ Remain calm. Walk and do not run.
- ✓ Utilize emergency fire exits and stairwells.
- ✓ Do not use elevators.
- ✓ When the building has been evacuated, proceed to the meeting point and await further instructions.
- ✓ Do not return to the building until it has been determined by authorities that it is safe to do so.
- ✓ If outdoors when the earthquake occurs, lie flat on the ground away from buildings and other objects that may fall.

## **DISASTER**

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the college. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. In the event of a large scale community wide disaster, outside emergency response may be limited and persons may need to shelter-in-place. Should this occur, and electricity is cut-off, the ability of NLC to feed guests and employees may become constrained. The food service director will manage feeding guests and employees utilizing both the outdoor grill and food items that do not require cooking. Every effort will be made to preserve the refrigerated and frozen food inventory by utilizing generator power or refrigerated storage trucks, if possible. The campus is equipped with 98 double and 71 single beds which would allow lodging for over 500 people. Each building on campus is equipped with filtered water.

## **MENTAL HEALTH**

In the case of a mental health emergency, contact the Department of Health and Human Services, Montgomery County Crisis Center. Montgomery County is also equipped with a mobil crisis unit that can initiate an on-campus assessment. If no response from the county, contact Holy Cross Hospital Emergency Room.

## **CAMPUS VIOLENCE**

**Be alert!** Should you become aware of anyone who appears suspicious or you feel intends to cause harm to your or anyone else, please do not hesitate to contact both campus security and 911. Because the actions, tactics, and state of mind of an active shooter are highly unpredictable,

discretion in responding to the threat is required. If a hostile person or persons is actively causing death or serious injury, it is recommended that you:

**Shelter-in-Place:**

- ✓ Move to the nearest safe location or room.
- ✓ Close and lock the door(s) as possible.
- ✓ If doors can not be locked, barricade them with desks, chairs, or other available objects.
- ✓ Turn off lights and equipment.
- ✓ Remain calm and quiet.
- ✓ Call 911 if you can do so safely.
- ✓ Do not open the door for ANYONE but a uniformed police officer.

**Open Area of Hallway:**

- ✓ If you can escape the building safely, do so.
- ✓ If cover or concealment is available, hide as well as you can.

**Outside Areas:**

- ✓ Run away from the threat as fast as possible, randomly changing direction as you do so. This will make you much harder to target.
- ✓ Use cover. Solid objects may shield you from bullets and hide you from the view of the aggressor.

**In All Circumstances:**

- ✓ Call 911 if you are able to do so safely.
- ✓ Give the 911 operator as much information as you can.
- ✓ Warn others you encounter of the threat if you can do so safely.
- ✓ Do EXACTLY as ordered by police and security officers.
- ✓ When approaching police or security, keep your hands visible at all times.
- ✓ Remain calm, panic will only make you more likely to be hurt or killed.
- ✓ Be alert for avenues of escape such as windows or fire exits.
- ✓ Once the threat has ended, DO NOT leave the area. The police will need to interview witnesses.

**DECLARATION OF CAMPUS STATE OF EMERGENCY**

The authority to declare a campus state of emergency rests with the Vice President of Operations, only after consultation with the President or his/her designee or, if they are not available, with any other Vice President.

During the period of any campus major emergency the Vice President of Operations or his/her designee to the National Labor College as required shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons, and maintain educational facilities.

The Vice President of Operations shall immediately consult with the President, his/her designee and/or any other Vice President available regarding the emergency. As many members as possible of the Cabinet should be notified of the situation. Their name and positions are as follows:

- |                   |                              |
|-------------------|------------------------------|
| • Paula Peinovich | President                    |
| • Beth Shannon    | Vice President of Operations |
| • Tom Loutsch     | Chief Engineer               |

In addition, only those faculty and staff members who have been assigned emergency response team duties, or issued an emergency pass by the Vice President of Operations will be allowed to enter the immediate site.

In the event of fire, emergency services, explosions, or major/minor disasters occurring on the property or near the property, the Vice President of Operations or his/her designee will be dispatched to determine the extent of the damage and the effect it may have on campus.

## **EMERGENCY COMMAND POST**

When a major emergency or disaster occurs, or is imminent, it shall be the responsibility of the Guest Services Manager and the Front Desk Manager to set up the Emergency Command Post. The Emergency Command Post will be staffed by the Front desk clerk on duty and the security officer on duty if necessary.

### **COMMAND POST-TYPE A**

If the emergency involves only one building or a small part of the campus, a College vehicle and radio are to be placed as near to the emergency scene as is reasonably possible. At least one security officer is to staff the command post at all times or until the emergency is resolved. A small office with a desk, chairs, and a telephone may also be required near the scene.

Field Emergency Command Post Equipment to include:

- Barricades, barrier tape, and signs for the scene
- Portable hand radios – Channel 2
- First Aid Kit, CPR Face pieces, Rubber Gloves, AED
- Campus telephone directory and local telephone directories to include Yellow pages.

### **COMMAND POST-TYPE B**

If the emergency involves a large part of the campus, the Command Post is to be set up in the Kirkland Center and will be equipped with a generator, cellular phone, and other equipment as designated. If this site is unavailable, the Auditorium/Theater will serve as an alternate location. The Vice President of Operations or her designee will establish a marshalling area outside and will be in command of the on-site emergency response team. A conference room with facilities for emergency teams or media crews will be readily available. This area will be set up to accommodate multiple telephones and/or electrical appliances if possible.

## **FRONT DESK PROCEDURES**

The procedures apply to all personnel, buildings, and grounds, owned and operated by the National Labor College, to include those peripheral areas adjoining the College.

If a guest or an employee calls the Front desk to request medical assistance, please get the following information from them:

### **Name of the caller**

- **Room Number or Location**
- **Nature of the medical emergency**

**Tell the caller that you will send a security officer to his/her location for assistance then ask the caller which one of the following measures YOU should take for them...**

### **1. Call 911 for paramedics**

If paramedics are called, make sure to give the dispatcher detailed instructions to quickly locate and assist patient (i.e. Building Name, Building Location, and Room Number) Call college personnel to meet the ambulance at the entrance and direct them to the specific location.

### **2. Call BARWOOD Cab at (301) 984-1900 and have them take the patient to Holy Cross Hospital - 1500 Forest Glen Road, Silver Spring, MD, Exit 31 off 495 West.**

If a cab is called, make sure to tell the dispatcher that this call is an emergency request. Then give the dispatcher detailed instructions to help guide the driver to the proper location.

### **3. Suggest that the patient call **HOTELDOCS at 1-800-468-3537** for non-life threatening illnesses.**

Examples of non-life threatening illnesses are: Stomach flu, sore throat and sprained ankle etc. (Advise the patient that this is a referral service and the National Labor College will not be responsible for any actions recommended or taken by HOTELDOCS)

Once you have conducted one or more of the procedures listed above, make sure to complete an incident report, call ARAMARK Management and give the incident report to the Guest Services Manager.

**WHETHER GUESTS CHOOSE TO GO TO THE HOSPITAL OR NOT, ALWAYS  
FOLLOW-UP BY PERIODICALLY CONTACTING GUEST/HOSPITAL**

**Holy Cross Hospital Emergency Room**

1500 Forest Glen Road  
Silver Spring, MD 20910  
(301) 754-7500

**Briggs Chaney Plaza**

**B.C. Medical Center**

13823 Outlet Drive  
Silver Spring, Md. 20904  
8:00am – 9:00pm Mon - Fri  
9:00am – 3:00pm Sat & Sun  
(Alternative to Holy Cross Hospital)

**Department of Health and Human Services**

**Montgomery County Crisis Center**

1301 Piccard Drive, Suite 1200  
Rockville, MD 20850  
(240) 777-4000

Immediate response to mental health and situational crises through telephone, walk-in and mobile outreach services. Open 24 hours, 7-days a week. They also have a mobil crisis unit that can come and do an assessment on the premises.

## **CAMPUS EMERGENCY RESPONSE TEAM**

1. The President of the National Labor College is ultimately responsible for the emergency Response team.
2. The direct control of operations of the campus during a major emergency or disaster, and the coordination of the Emergency Response Team is the duty of the Vice President of Operations of the National Labor College.

\*In addition to establishing an Emergency Command Post as necessary, the Vice President of Operations shall immediately begin contacting all necessary members of the Campus Emergency Response Team or their designee. This would include:

- Rick Matthews, Director of Hospitality
- Tom Loutsch, Chief Engineer
- Chris Carroll, Guest Services Manager
- Michael Anderson, Front Desk Manager
- Rick Seykoski, Director of Food Service
- Tony Thompson, Director of Housekeeping

### **THE DIRECTOR OF HOSPITALITY AND THE CHIEF ENGINEER RESPONSIBILITIES:**

- Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- Provide service vehicles, equipment and operators for movement of personnel and supplies.
- Obtain the assistance of utility companies as required for emergency operations.
- Furnish emergency power and lighting systems as required.
- Provide facilities for emergency generator fuel during actual emergencies or disaster periods.
- Provide for storage of vital records at an alternate site, coordinates with building and department heads for liaison and necessary support.
- Provide technical and safety assistance to reduce hazards prior to an emergency or disaster.

### **THE GUEST SERVICES MANAGER RESPONSIBILITIES:**

- Assist the Command Post. The security personnel on duty will also assist the command post and various other areas of the response team.

## **THE FRONT DESK MANAGER RESPONSIBILITIES:**

- Ensure that all information needed to verify the headcount of personnel and guests is taken to the assembly area.

## **THE DIRECTOR OF FOOD SERVICES RESPONSIBILITIES:**

- The Director of Food Services or his/her designee will provide nourishment to the Command Post and individuals unable to leave the premises.

## **THE DIRECTOR OF HOUSEKEEPING RESPONSIBILITIES:**

- The Director of Housekeeping or his/her designee will assist the Chief Engineer and the Food Service Director.

## **MEETING POINTS – (See Notes on Evacuation Map)**

Once you are safely outside, assemble in the assigned area to ensure that you are accounted for:

<b>BUILDINGS</b>	<b>MEETING POINT</b>
<b>1, 2, 3, 4, 5</b>	<b>LOCATION #1 – FIELD IN FRONT OF ACADEMICS BUILDING #1</b>
<b>6, 7, 8, 9, 10</b>	<b>LOCATION #2 – FURTHER POINT IN PARKING LOT TO THE LEFT OF KIRKLAND CENTER, BUILDING #9</b>
<b>*ALL</b>	<b>*ALTERNATE LOCATION #3 – BASKETBALL COURT</b>

**Do not re-enter the building until you are given the “all clear” from the Operations Manager, Engineer, the Fire Department and/or the Police Department.**

## **HEADCOUNT**

In the event that it is necessary to take a headcount after an emergency, the following steps will be taken:

- **Location:** Those in Buildings 1, 2, 3, 4 and 5 should gather in the field in front of the Academics Building #1 (Location #1). Those in Buildings 6, 7, 8, 9 and 10 should gather in the furthest left-side area of the parking lot adjacent to the Kirkland Center, Building #9 (Location #2). Should Locations 1 & 2 need to be evacuated proceed to Location #3, the Basketball Court which is located behind the North Residence Hall (Bldg. 6).
- **Students:** The Front desk manager, or in his/her absence the Front desk clerk on duty, will organize information necessary to take a headcount of students using room lists and NLC

Staff List. Conference Services staff and Academic staff will work with group leaders and faculty to conduct the headcount.

- **Faculty and staff:** Managers will be responsible for accounting for all of their employees. Ultimately, the VP for Operations, VP for Academic Affairs, General Counsel, President and Director of Hospitality are responsible for making sure that all headcounts are taken and that the information gathered is kept in a single location.

## **ELECTRICAL**

Emergency generators are designed to provide limited power. Building 10 has no emergency generator.

1. Additional generators will be required during long power outages or if power is required for needs not currently handled by existing emergency generators.
2. Priority items which require generator power are phone system, food storage, computers and local area network.
3. Director of Hospitality will be responsible for procuring generators.
4. Chief Engineer will be responsible for operating and connecting generators.

## **CAMPUS COMPUTERS & NETWORK**

1. Campus computers and network will require generator power to function during a power outage.
2. Director of Hospitality will procure generators to power servers and a limited number of computers.
3. Chief Engineer will handle connecting these items to generator power.

***NOTE: Generators can produce deadly carbon monoxide gas. Be sure all generators are outside and away from any building air vents.***

## **SHELTER AREAS**

The Chief Engineer has determined that the safest locations on campus during a severe weather emergency are:

1. Building 2 (Archives) lowest level
2. Building 3 (Barrett Hall) lowest level
3. Building 5 (Hoehler Residence Hall) lowest level
4. Building 6 (New Residence Hall) lowest level

## **FOOD**

1. The current kitchen cooking equipment operates on electricity, and it is not feasible to supply adequate emergency generator power for this equipment. Our ability to

- feed guests and employees during long power outages is very limited due to this reliance on electricity for cooking, and our small outdoor grill.
2. Given the above constraints, the Food Service Director will manage feeding of guests and employees utilizing both the outdoor grill and food items that do not require cooking.
  3. Refrigerated food will begin to spoil after 3-5 days. Frozen food will begin to defrost after 2-3 days. Every effort will be made to preserve this inventory, including supplying generator power or refrigerated storage trucks if possible.

## **EVACUATION TESTING PROCEDURES**

### **1. Maintenance of fire safety equipment**

(a) All fire protection systems, fire alarm systems, fire detection systems, fire and smoke ventilation systems, fixed fire communications systems, emergency lighting systems, devices or units which were installed in compliance with any permit or order, or because of any law or order, or because of any regulation or ordinance, shall be maintained in an operative condition at all times, and it shall be unlawful for any owner or occupant to reduce the effectiveness of the protection so required; except, that this shall not prohibit the owner or occupant from temporarily reducing or discontinuing the protection where necessary to make tests, repairs, alterations or additions, Except for household fire warning systems, the central fire communications center shall be notified before any disconnection or interruption of protection, tests, repairs, alterations or additions are started, and shall be advised of the extent of and the reason for such work. The restoration of the protection shall be diligently prosecuted, and the central fire communications center shall be notified immediately when service is restored.

(b) When any required fire alarm, fire communication, fire extinguishing, fire detecting, first aid fire fighting system, device or unit, or part thereof becomes inoperative, the director may order said building or structure or portion thereof vacated until such inoperative system, device or unit is repaired and returned to full service. The director may permit the building or structure or portion thereof to be occupied when he finds that suitable alternative protective measures are provided. *I.A.W. Montgomery County Fire & Rescue Fire Code Chapter 22 Section 26)*

### **2. No Obstruction of fire hydrants, extinguishers or fire department connection**

No person shall place or keep any post, fence, growth, or other materials or thing near any fire hydrant or fire department connection that would prevent such hydrant or connection from being immediately discernable or in any other manner deter or higher gaining immediate access to and use thereof. *I.A.W. Montgomery County Fire & Rescue Fire Code Chapter 22 Section 30)*

### **3. Fire hydrant maintenance**

Fire hydrants need to be painted and serviced. The painting can be done in house by the maintenance department. The fire hydrant discharges need to be lubricated. All of the fire hydrants need to be opened and flushed. All private fire hydrants shall be tested; maintained and serviced annually. A report of maintenance shall be submitted to the division of fire prevention of

Montgomery County Fire & Rescue Department. Maintenance of a fire hydrant can be found in the National Fire Protection Association Manual. *I.A.W. Montgomery County Fire & Rescue Fire Code Chapter 22 Section 31)*

#### **4. Fire lanes**

Fire lanes need to be painted yellow and a sign to be placed to indicate a No Parking Fire Lane. If the Director of Montgomery County Fire Rescue or his/her designee shall find private entrances, sidewalks, vehicular driveways or interior private driveways obstructed by snow, debris, construction material, vehicles or other matter liable to interfere with the ingress or the operation of the fire departments or other emergency vehicles in case of fires, he shall order the obstructions removed. To effective the foregoing as to vehicles, the Director of Montgomery County Fire/Rescue or his designee may order “no parking fire lane” signs erected, painting of a distinctive color and any other markings necessary to indicate the limits of the fire lane. No person shall keep, place, store or permit to be placed, kept or stored equipment, materials or other things in or on a fire lane or otherwise obstruct or reduce the effective width of any fire lane. Person violating this subsection shall be subject to the penalty section of this chapter. *I.A.W. Montgomery County Fire & Rescue Fire Code Chapter 22 Section 33*

#### **5. Notification of central communication center**

When testing any suppression system, standpipe or fire alarm system, which is connected to a central supervisory station or directly to the fire department, notification shall be given to central fire communications center before initiation of the test. *I.A.W. Montgomery County Fire & Rescue Fire Code Chapter 22 Section 25 sub (c)*

#### **6. The fire alarm pull stations need to be tested quarterly.**

A report of the fire alarm pull stations will be kept on file at all times. If a fire alarm’s pull station is found to be out of service it will be turned over to the Chief Engineer. The Chief Engineer will notify the proper authority for immediate repairs. If more than two fire alarm pull stations are found to be out of service in the same building, an out of order sign will be placed on the pull station and a fire watch will be conducted on an hourly basis by Security Officers until the fire alarm pull stations are fixed. A logbook will be kept on file with the number, time and name of the Security Officer completing the fire watch. This will continue until the pull stations are placed back in service. Anytime there is more than 1 pull station out of service, the President of the National Labor College or his/her designee will be advised and will also be advised when the fire alarm stations are back in service. The President of the National Labor College or his/her designee will sign off that the fire alarm pull station is back in service and that fire watches were conducted. This logbook will be kept updated at all times and will be kept at the Front desk. Fire alarm systems (manual pull stations) - All interior fire alarm signal systems within all buildings shall be tested quarterly. The use of the systems for drill purposes shall be accepted as a test of only those parts of the system actually used in the drill procedure. Accurate logs shall be maintained on premises indicating box number, location, date and type of device tested. Any defect, modification or repair shall be available to the Director of Montgomery County Fire & Rescues Services. *I.A.W. Montgomery County Fire & Rescue Code Chapter 22 Section 25 sub (f)*

#### **7. Fire Safety devices**

Special fire safety devices including automatic smoke venting equipment, emergency generators and any special fire safety equipment required to be installed in any building, the owner or his authority representative as prescribed by the Director of Montgomery County Fire & Rescue Services shall test structure or premises. *I.A.W. Montgomery County Fire & Rescue Fire Code Chapter 22 Section 25 (h)*

## **8. Test Records**

The owner or occupant in charge of said premises shall maintain a complete written record of all tests and inspections required under this chapter on the premises, and all such records shall be submitted to the Director of Montgomery County Fire & Rescue Services when requested for his inspection and evaluation. *I.A.W. Montgomery County Fire & Rescue Fire Code Chapter 22 Section 25 sub (d)*

## **9. Smoke Detectors**

### **a. Requirements:**

It shall be the responsibility of the owner of each new and existing occupied dwelling unit to install smoke detectors in each such dwelling unit. Smoke detectors shall be either ionization or photo-electric type capable of sensing visible or invisible particles of combustion and providing a suitable audible alarm thereof; further, they shall be installed by July 1, 1978, in the manner hereinafter provided (unless any other provision of county, state or federal law shall require installation before the date). Failure to install smoke detectors as and where required by said date will subject the property owner to the penalties set forth in the Fire Safety Code Section 22-22. Any violation of these provisions of this chapter or regulations promulgated hereunder shall be punished as a Class (A) violation as set forth in section 1-19 of chapter 1 of the County Code. Each day that a violation continues shall be deemed a separate offense.

### **b. Location:**

- At least one (1) smoke detector shall be installed to protect each sleeping area.
- At least one (1) smoke detector shall be installed in or near each stairway leading to an occupied area in such a manner as to assure that rising smoke cannot effectively bypass the detector before it reaches the occupied area.

c. Equipment: All devices, combinations of devices and equipment required herein are to be installed in conformance with the building code and this section, and approved by the Montgomery County department of Fire & Services and listed by said department for the purpose for which they're intended; said list may be subsequently amended by the department of fire & rescues services as necessary. *I.A.W. Montgomery County Fire & Rescue Code Chapter 22 Section 96*

d. A college official will not allow any student to occupy a room without a smoke detector. When a smoke detector is replaced, a college official will verify that the smoke detector works. The college official will then complete a form verifying that the smoke detector works. The form will be kept on file at all times. The NLC Director of Operations or his/her designee will also be required to sign off that the smoke detector was replaced.

e. Smoke detectors will be tested semi-annually.

The test results will be kept on file at all times.

## **10. Fire Safety Instructions**

Posting: Hotels, motels, apartment houses, lodging houses and all other residential occupancies except one-and two – family dwellings, shall have a printed copy of fire safety instructions permanently and conspicuously posted in each occupancy unit and at such other locations as required by the Director of Fire & Rescue.

Fire Plans: Fire plans will be distributed to all department heads and readily available once approved.

## **11. First Aid – CPR**

Montgomery County Fire & Rescue is approximately 0.5 miles north on New Hampshire Ave. All matters concerning the health and well being of any staff, student or guest should be called in to the Front Desk immediately or dial 9-911. If you elect to call 9-911, please notify the Front desk to coordinate the arrival of the emergency personnel.

Team Leaders/First Responders

The security officer on duty, the Front Desk personnel on duty, engineers and hospitality management will be the first responders to all emergencies on campus.

The 24-hour security department is readily available for all crises and concerns. Each officer has been informed and trained in the proper procedures in responding to all emergencies.

The NRC/OSHA department will schedule and coordinate First Aid and CPR training for all first responders for emergencies. The training will also be available to NLC employees with authorization from that employee's department head. All training records/certificates will be placed in the employees personnel file.

All National Labor College employees will receive a copy of the Emergency Response Plan once approved.

There will be training for the maintenance personnel on maintenance and testing of smoke detectors and fire alarm pull stations. Training will include instructions in proper record keeping.

### **NLC/ARAMARK Staff Trained in CPR w/AED:**

Michael Aragon  
Chris Carroll  
Jannie Cobb  
Janine Curtis  
Lynda DeLoach  
Tony DeNicolis  
Edward Fagbemi  
Alex Godley

Pat Greenfield  
Jennifer Harrison  
Henry Jajuga  
Rob Morriss  
Carol Rodgers  
Beth Shannon  
Freddie Thomas  
Jeff Tillery

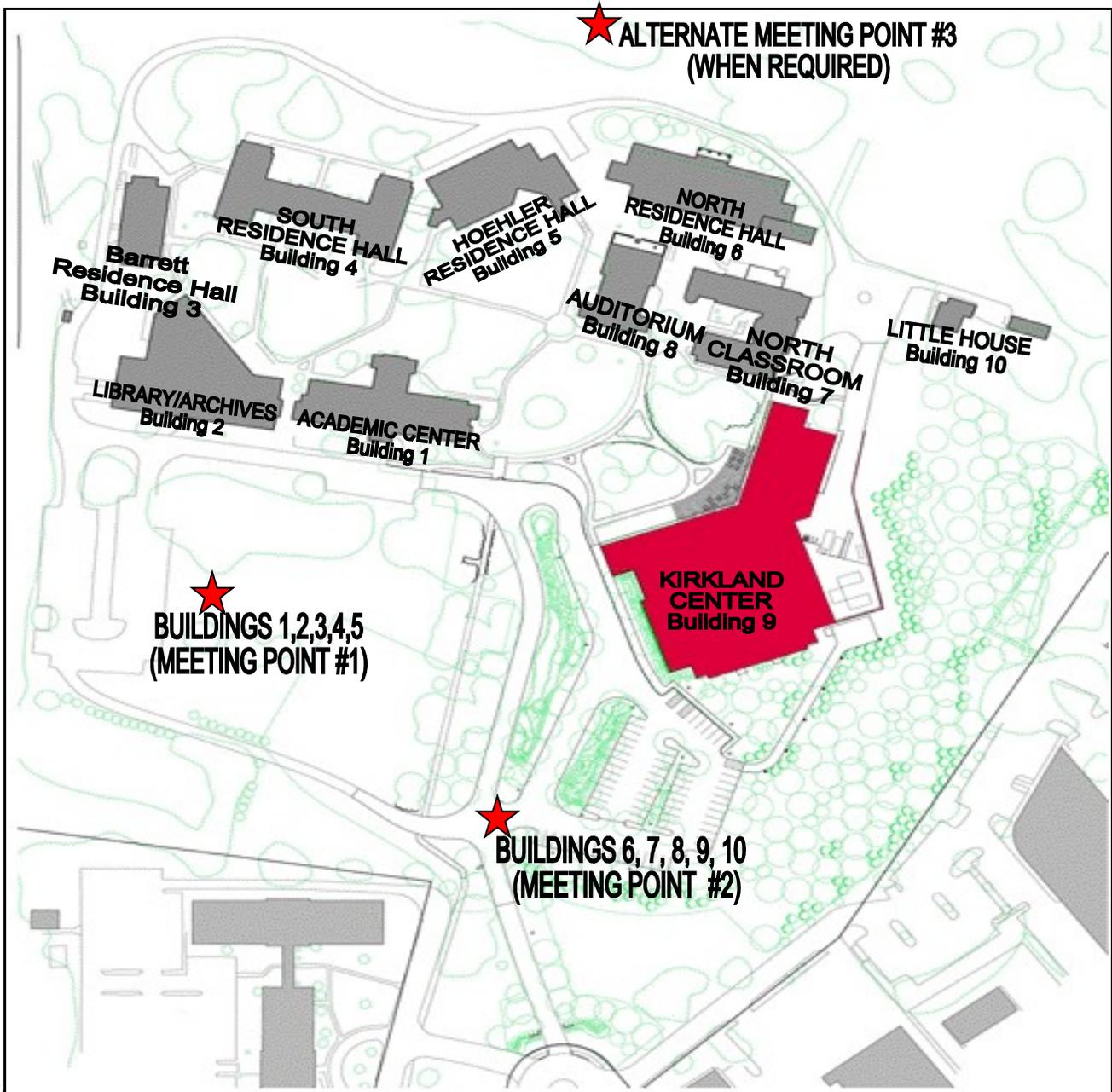
## **12. Occupancy Levels**

The number of people allowed in the classrooms, offices, and buildings will be available where applicable. The National Labor College will guarantee that the occupancy levels be enforced.

## **13. Stairwell Doors Numbered**

All doors leading to and outside the stairwell should be numbered. This is necessary so that during an emergency, the occupants of the building can identify the nearest stairwell.

# EVACUATION MAP



During an emergency, when it becomes necessary to evacuate, all staff and guests in Buildings 1, 2, 3, 4 and 5 will meet in the field across from the Academic Building #1 (meeting point 1). All staff and guests in Buildings 6, 7, 8, 9 and 10 will meet in the furthest left-side area of the parking lot adjacent to the Kirkland Center, Building #9 (Location #2). Should the emergency extend and affect meeting points 1 & 2, everyone will meet in the alternate meeting location #3, the Basketball Court located behind the North Residence Hall (Bldg. 6).

## **CLASSROOM SAFETY BRIEFING**

Prior to the start of every class on campus, instructors are required to give an overall safety briefing to students to include:

### Evacuation Plan Overview

- Exit Doors
- Meeting Points
- Location of nearest telephone to Call 911 (remember to dial 9 for an outside line) and/or Front Desk (0)

### CPR & First Aid

- Show of Hands of Qualified Individuals
- Location of First-Aid Kit
- Location of AED

Instructors should encourage students who have an underlying medical issue(s) to confidentially let him/her know the issue in case an incident occurs.

## **EMPLOYEE TRAINING AND DRILLS**

Initial training will be offered to employees upon the implementation of this plan and when new employees are hired. Employees will be retrained when the plan changes due to the layout or design of a facility, when new equipment, hazardous materials, or processes are introduced that affect evacuation routes, or when new types of hazards are introduced that require special actions. General employee training will address:

- Individual Roles and Responsibilities;
- Threats, Hazards, and Protective Actions;
- Notification, Warning, and Communications Procedures;
- Emergency Response Procedures;
- Evacuation, Shelter, and Accountability Procedures;
- Location and Use of Common Emergency Equipment;
- Emergency Shutdown Procedures;
- First-Aid and CPR Procedures;
- Portable Fire Extinguisher; and
- 2-Way Radio

Annual refresher training will be conducted.

Practice drills will take place at a minimum, annually, to keep employees prepared. Following each drill, all employees will meet to discuss and evaluate the effectiveness of the drill and identify any strengths, weaknesses and ways of improvement.