

Vermont Technical College

Emergency Action Plan

For the Randolph Center Campus



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I. Introduction

1.1 Scope

This document provides guidance to promote the conservation of life, property, maintain continuity of operation through emergencies and other situations.

This Emergency Action Plan may also be implemented if personnel need to be evacuated due to a natural disaster, i.e. earthquake, hurricane, threat to security.

1.2 Purpose

The Emergency Action Plan (EAP) contains the procedures to be implemented at the facilities in the event of an emergency and is intended to minimize hazards to human health which might result from emergencies. All employees are encouraged to take actions in emergency situations that will ensure their own safety and the safety of others.

1.3 Responsibilities

VTC Administration is responsible for implementation of the EAP to include the allocation of adequate resources to ensure adherence to applicable federal, state and local regulations as well as corporate policies.

The President of Vermont Technical College is designated Incident Commander, and is responsible for implementing emergency procedures to ensure that procedures provide sufficient protection of employees and facility assets.

The Incident Commander will act as the Emergency Coordinator and in his absence the Dean of Administration will fulfill this role. The Dean of Administration is responsible for keeping the plan current and for making any necessary revisions to the Plans. Any revisions made to the Plans will be communicated to all affected personnel. The Plans shall be reviewed and amended in the event of any of the following occurrences:

- Plan failure during an emergency
- Facility modifications
- Designated personnel changes
- Changes in operations or maintenance procedures
- Other circumstances which indicate a need for changes to the Plans
- At least annually

The Security Director also has the responsibility to develop and implement:

An on-going emergency training plan
Annual emergency evacuation drills

2. FIRE – Emergency Response Plan

This plan has been developed to insure that fire protective measures at VTC facilities are in accordance with the National Fire Protection Association (*NFPA*) and Occupational Safety and Health Administration (*OSHA*) 29CFR 1910.38. This Fire Prevention Plan includes:

- Fire detection and protection systems
- Emergency planning and response
- Installation and modification of detection and protection systems

- Fire prevention procedures

- Typical facility fire hazards
- Evacuation procedures
- Training

2.1 Fire Detection and Protection Systems

VTC Fire Detection and Protection Systems inspection program is intended to identify any abnormal conditions, which could prevent fire protection systems and equipment from performing their intended function. Included in this program are inspections for:

Hand-held portable extinguishers located throughout the facilities
Fire detection, alarm and sprinkler systems
Fire doors

2.1.1 Testing, Inspection and Maintenance

The testing program is intended to provide reasonable assurance that fire protection systems and equipment will function properly when needed. Upon installation, all fire protection systems must be inspected and acceptance tested by a competent person before being put into operation. All fire protection systems and equipment must be inspected as required by code, generally on an annual basis, with follow-up corrective actions recorded and tracked for completion. This is the responsibility of the appropriate Facilities Director and will be tracked in a Maintenance log. Emergency Lighting systems are inspected at least quarterly.

2.1.2 Portable Extinguishers

- Monthly, all fire extinguishers are visually inspected and checked in designated locations by Security personnel. This is recorded on a monthly checklist.

2.1.3 Fire Detection, Alarm & Sprinkler Systems

Every 6 months the fire alarm systems are inspected and tested.

Annually, fire sprinkler systems are inspected by an outside vendor.

2.1.4 Fire Doors

Annually, fire doors are inspected and tested.

NOTE: All Inspection records are kept in Maintenance Department

2.2 Fire Emergency Response and Planning

This section describes the response actions that will be taken in the event a fire is discovered at VTC. Also included in this section is the procedure to address the impairment of fire detection systems.

2.2.1 Steps for Emergency Response on site upon discovery of a FIRE or SMOKE:

STEP 1 - Activate building emergency alarms, and call 911

STEP 2 - Evacuate the building, closing doors on your way out & do NOT re-enter

STEP 3 – Call Public Safety at Ext. 1292, from a safe location

2.2.2 Report of the fire shall include:

- Location of the fire
- Type of fire
- Severity of the fire
- Employee injuries

NOTE - In the event of a "minor" fire involving paper, rags, or wood (class A), where portable handheld extinguishers are appropriate, VTC personnel trained in fire extinguisher use may attempt to contain the fire. Only small, easily controlled fires will be extinguished by personnel. Security and/or 911 **must** be alerted immediately in all cases.

2.2.3 Security Officer Duties

The Security Officer on duty will immediately investigate the report or alarm and initiate the appropriate response, including:

Initiate the Emergency Action Plan (Section 6.0) and evacuate the facility upon the sounding of the fire alarm. As soon as possible, the above person shall make notifications based on the type and severity of the incident. Emergency Procedures with telephone numbers are listed by each building's common area telephone. Emergency contact phone numbers are listed in *Appendix B*.

Notify the local fire department immediately of any facility fire.

If possible, assign an employee will be stationed at the main gate to direct the fire department to the location of the fire.

When appropriate, notify the Facility Director, or designee, who shall make every effort to have a qualified person available to isolate any electrical equipment associated with the fire and coordinate the isolation or valving of any mechanical equipment.

When appropriate, notify the Dean of Administration, the President, the Dean of the College (if fire is in a residence hall), and the Director of Institutional Advancement, if the incident may result in media interest. The Director of Institutional Advancement will serve as the direct liaison for all media contact.

2.2.4 Pre-Planning and Fire Department Involvement

Local fire departments are periodically invited to tour the facilities to ensure proper response actions will be followed and to pre-plan for unusual events or conditions that are site specific.

2.2.5 Impairment Procedures and Contingencies

This section provides guidance in establishing a control procedure to ensure that a consistent internal notification procedure is used and that all fire protection systems are promptly restored to operation after being shut down or impaired.

The Facilities Director or designee should plan fire system outages to be as short in duration as practical. Unplanned outages, repair work, or system restoration shall be expedited. Following restoration to service, tests of the system should be made to ensure that it is functioning properly.

The following steps will be taken when a Fire Alarm system is removed from service for routine maintenance:

- Notify the Security Office before the system is removed from service and provide the anticipated duration of the outage.
- If it is not normal maintenance, a notification and work order will be created to track the outage.
- When work and testing are completed, the Facilities Director or designee will inform the Security Office that the system has been returned to service.
- The Facilities & Security Directors or designees will also post a notice on the fire/security control panels when the system is impaired.

The following steps will be taken when the fire alarm system is determined to be malfunctioning:

- After Security personnel respond to the alarm, have determined that it is a false alarm, and if a problem is found that cannot be immediately corrected, the Security Director or "on call person" will determine whether or not the system can be shut down.
- If the alarm system malfunctions and cannot be immediately repaired in a residence hall, then Residential Life will establish a 24 hour fire watch till systems are repaired.

2.3 Fire Prevention Procedures

The purpose of this section is to describe the systems, which are in place to reduce the risk of fire through proper housekeeping, storage and handling procedures; and guidelines to reduce fuel source hazards.

2.3.1 Housekeeping Procedures

All College buildings and properties will be maintained in a clean and neat condition. Scraps and debris will be removed from floors, walks, yards, and work areas.

All refuse will be disposed of in the proper receptacles.

Combustible waste will only be stored or deposited in approved containers.

No flammable liquid will be used for cleaning purposes.

All spills of flammable and combustible liquids will be cleaned up immediately.

Fires and open flames will not be left unattended.

All exits, rescue equipment, and fire fighting equipment locations will be kept free from obstruction.

2.3.2 *Storage and Handling*

Fire extinguishers, aisles, and passageways shall not be blocked.

Storage areas shall be free from accumulated items that could create fire or explosion hazards.

Bonding and grounding procedures shall be used in all areas where flammable liquids are transferred to portable containers.

- All flammable liquid containers shall be stored in approved flammable cabinets.
- All sources of ignition shall be prohibited in areas where flammable liquids are stored, handled or pumped.
- Empty and full compressed gas cylinders shall be properly identified and stored separately. These shall be chained and stored in an upright position.

2.3.3 *Fuel Source Hazards*

- All chemicals must be listed on the VTC Master Chemical Inventory or pre-approved by the Chemical Hygiene Officer for Laboratory chemicals, and the Facilities Director for all other chemicals, before being brought on-site.
- The Facilities Director, or designee, is responsible for managing all on-site fuel source hazards.
- Smoking, open flames, temporary heaters and spark-producing containers, devices, or tools are not permitted in areas where flammable materials are used.
- All flammable materials must be stored in approved flammable cabinets.
- Adequate ventilation shall be provided when using flammable materials. Vapors have a low explosive level that can be quickly reached if the ventilation is not adequate.
- Flammable liquids such as gasoline must be dispensed from approved safety cans with self-closing caps and spark screens.
- All storage containers, safety cans, and drums containing solvents/chemicals must be properly labeled with the appropriate HazCom label.

2.3.4 *Smoking Policy*

Smoking is allowed only in designated smoking areas. "No Smoking" signs are posted near fuel and chemical storage areas.

2.3.5 *Periodic Walkthroughs*

Facility checks are made at a minimum, on a quarterly basis. The following are typical checks made for fire prevention, employee safety, emergency equipment, etc:

- Emergency generator - fuel, heaters, batteries, general condition
- Emergency battery condition
- General housekeeping
- Eyewash stations
- Gas pumps and underground storage tanks -
- Hazardous Waste Storage Areas
- Oil storage areas

2.4 *Typical Facility Fire Hazards*

This section identifies fire and explosion hazards and the typical preventative measures and controls, which are in place at VTC.

Hazard	Preventative Measures	Controls
Lead Acid Battery Sulfuric acid, Hydrogen during charging	Natural or forced ventilation, Hazard identification signs, No smoking policy	Acid Spill Kits with neutralizer, Showers and eyewash PPE
Compressed Gas Cylinders	Training, Storage procedures, No smoking policy	Fire extinguishers, Emergency procedures
Hazardous Waste and Oil Storage Areas	Training - Hazardous Waste Management Manual, Emergency Action Plans, Green System Procedures	Fire extinguishers, Emergency procedures, Oil Spill Kit
Chemical Storage	Chemical Approval Procedure, Minimize quantity and toxicity, Training	Fire extinguishers, Flammable cabinets
Welding	Training	Fire extinguishers Barriers

3. **Evacuation Procedures**

These instructions shall be followed in the event of an emergency requiring an immediate and complete evacuation of students, personnel or visitors from a VTC facility. Procedures shall be directed by the Dean of Administration, who has responsibility as the Primary Emergency Coordinator; or Director of Security who shall assume the duties of Alternate Emergency Coordinator.

3.1 *Notifications*

Upon discovery of any emergency situation, the individual who discovers the emergency shall immediately notify Security at Ext. 1292, stating the location, extent and type of emergency. Upon determination that the emergency requires evacuation, the Security Director or designee will immediately sound the building alarm and notify others as appropriate.

3.2 Evacuation Routes and Procedures

Evacuation routes are posted on each building level, and indicate the quickest path of exit from the building. In all cases, everyone will leave the building immediately upon hearing the alarm or upon notification of an evacuation. Egress from the building shall take place in an orderly and safe manner via the evacuation routes posted on each floor, and under the direction of Security Director or designee. All employees, students and visitors must then assemble at the Designated Assembly Area. Each employee is required to become familiar with this procedure and the exit routes. Each floor of every VTC building will have a Floor Warden assigned (see Appendix C), whose duties shall include: making a floor sweep to ensure everyone is out of the building; checking the safe area for that floor and helping anyone who needs assistance evacuating (or reporting the need for assistance to security); time permitting, ensure all windows and doors are closed; and ensuring NO ONE re-enters the building.

No one shall leave the Designated Assembly Area until the Security Director has given the All-Clear signal.

Anyone not at their usual work location, and students or visitors at VTC, shall join the nearest group and proceed to exit and assemble at the Designated Assembly Area.

If anyone, who was known to be in the building, cannot be accounted for, the Security Director or designee will request the fire department to assist in a station search for any missing persons.

Building elevators are not to be used during an emergency evacuation.

3.3 Dean of Administration

During an emergency situation, the Security Director shall:

- Determine if an emergency requires implementation of this Plan.
- Direct and document all emergency activities.

3.4 Security Director Responsibilities

The Security Director has responsibility for emergency station operations and for ensuring that outside assistance is obtained as needed. All Security Personnel are qualified and trained in CPR and First Aid.

During an emergency situation, the Security Director shall:

- Assist personnel and visitors in a safe and orderly evacuation of the appropriate building(s).
- Serve as the Alternate Emergency Coordinator.
- Account for the presence of all persons at the Designated Assembly Area.
- Ensure that the fire department and/or emergency medical services are called when necessary, and direct on-site emergency medical procedures until outside responders arrive.
- Coordinate the shutdown of operations and systems within the building(s) when necessary.

Upon sounding the fire alarm the Security Director or designee will notify and request assistance from outside emergency response personnel if necessary (*Appendix B*). **The Security office, with assistance of the Floor Wardens shall ensure that no one re-enters a burning building.**

In the event of medical emergencies requiring CPR or First Aid, Security Director will designate trained and qualified employee(s) to remove the victim(s) from the building and administer emergency aid.

3.5 Critical Plant Equipment Shutdown

The Facility Director will coordinate the safe and orderly shut down of any critical systems. If safe to do so, he/she may require some personnel to remain in the building to isolate electrical/mechanical equipment in order to protect emergency responders. The Facility Director will determine the risks/hazards of personnel completing critical systems shutdown and the type of emergency. The safety of employee emergency responders **must** be the primary objective of this decision.

3.6 Return to Facility

The Security Director shall determine when personnel may return to the facility. Once the emergency situation has passed and critical systems re-established, personnel will be directed back to the facility in a safe and orderly manner.

3.7 Rescue and Medical Duties

IN CASE OF EXTREME EMERGENCY, THE STAFF PERSON SHOULD IMMEDIATELY CALL 911 FOR AMBULANC, FIRE DEPARTMENT, ETC., AND THEN CONTACT SECURITY (1292)

Security will maintain a list of all personnel trained in Basic First Aid and CPR. When necessary, outside medical assistance will be called and injured personnel will be immediately transported to the nearest medical facility.

Local medical facilities are equipped and trained to handle any medical emergency from VTC. Rescue transport is available at all sites via ambulance to the nearest medical facility (*Listed in Emergency Procedures in Appendix B*).

1.6 Emergency Specific Procedures

Under the emergency situations described below, minor procedural changes may be made to safely control the specific emergency type.

4. Bomb Threat

Upon initial receipt of a bomb threat, the Security Director shall be notified. He/she shall determine if evacuation is warranted, and will initiate the procedures described above. In this situation he/she will notify the local police and fire departments of the threat and VTC's intent to evacuate. The President and the Dean of Administration (and Dean of the College if residence halls are involved) will be notified of any threat and evacuation of the college.

5. Medical Emergencies

If a need for emergency medical assistance should develop, employees shall notify the Security Office or and telephone local, emergency medical personnel for assistance. The President and the Dean of Administration will be notified of all on-site medical emergencies.

6. Police/Security Emergencies

In the event of an unauthorized entry, employees who discover the entry shall notify the Security Officer who will notify the police department. Employees and students will not attempt to interfere

with, or subdue any perpetrator(s). Any act of violence shall be reported to and handled by VTC Security. *If any employee or student observes any individual on the VTC campus carrying a firearm or other weapon, they are required to notify security immediately.*

If a security alarm is received after hours, Campus Security shall immediately investigate the alarm and then call in a maintenance employee to assist if an alarm malfunction is determined. If Security determines the need, they shall notify the police and prevent personnel or students from being endangered.

Other Emergencies

In the event of other types of emergencies, such as: hostage taking, or the death of a student or employee, the Security Office shall be notified immediately and take appropriate action.

7. NATURAL DISASTERS

In the event of any natural disasters that threaten the health and safety of VTC personnel and students, the Security Director shall determine if evacuation is necessary

8. ACCIDENTS

In the event of a transportation accident, a fuel spill during delivery or any other accident that threatens the health and safety of VTC personnel and students, the Security Director shall determine if evacuation is necessary.

9. HAZARDOUS CHEMICAL EXPOSURE OR SPILL

In the event of the incidental release (a small spill) of a hazardous chemical, employees must immediately notify Public Safety (est. 1292), who will make the determination as to whether the spill can safely be cleaned up, without the need for evacuation or calling in a professional spill response contractor. Any debris from such a clean up will be treated as a hazardous waste and handled accordingly. All employees in any situation with exposure to hazardous chemicals or fumes are encouraged to take actions that will ensure their own safety and the safety of others.

The Chemical Hygiene Officer shall be immediately notified of any and all spills and the CHO shall conduct and investigation within three working days of the incident.

10. PANDEMIC RESPONSE PLAN

The Vermont Technical College Pandemic Response Plan is based on the World Health Organization's (WHO) Phases of pandemic influenza. The Vermont Technical College plan begins at Phase 3, the current Pandemic Phase as of August 2006. While the plan has been developed in the response to the looming threat of the H5N1 virus, this plan will provide a framework for planning and response to any pandemic.

The WHO phases are as follows:

Pandemic Alert Period

Phase 3. Human infections(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.

Phase 4. Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

Phase 5. Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

Pandemic Period

Phase 6. Pandemic: increased and sustained transmission in the general population.

10.1 Pandemic Phase III: Planning Stage

TRIGGER-Phase 3: CDC designation

ACTION STEPS

1. Establish Pandemic Task Force at Vermont Technical College
2. Task Force initiates work on Pandemic Response Plan
3. Order PPE including N-95 masks for "essential" personnel & hand sanitize kits
4. Facilities installs Hand Sanitizers & other appropriate PPE in key locations throughout campuses
5. Task Force drafts "Communications" plan and "notices" for Phase IV, V and VI
6. Provide "basic" Black Board instruction for faculty
7. Re-establish communication with
 - Local community and district officials
 - Local hospitals
 - State health offices
8. Other steps
 - Identify "Pandemic" 1st Responders (mask wearers) and initiate "Mast Test Fitting" for users;
 - Draft message to "ALL" VTC community --- include explanation of all Phases, PPE, and basic control measures
 - Identify "key" personnel and operations should the college have to move to PHASE IV

10.2 Pandemic Phase IV: Preparation Phase

TRIGGER – Phase 4: WHO/CDC Phase IV Declaration

ACTION STEPS

1. Reconvene Pandemic Task Force
2. Update Web page weekly
3. Residence Life: Brief all residence personnel weekly or as needed
4. Initiate weekly updates to VTC community state-wide
5. Require faculty to post syllabi to Blackboard and attend Blackboard training as necessary
6. Institute education campaign on control measurers
7. Encourage flu vaccinations
8. ALL students must review their VTC email account at least once each week
9. Implement Phase IV Training plan; Mandatory Pandemic Response training key personnel
10. Develop plan for students who can not be evacuated from campus should Phase V or Phase VI be declared
11. Regular “sick leave” policy remains in force unless changed by the VSC

10.3 Pandemic Phase V: Implementation Phase

TRIGGER – Phase 5:

IF DECLARED OUTSIDE OF NEW ENGLAND, NEW YORK &/OR QUEBEC

- A. Phase 6 declared outside the U.S. and/or;
- B. Phase 5 declared in North America

ACTION STEPS

1. Instructors transition to Blackboard in all classes
2. President convenes the Incident Response Team
3. ARAMARK implements a box meal program; the Dining Hall and Campus Center are closed
4. Implement “Mandatory Systemic Reporting” for all possible flu cases at the college
5. Pandemic First Responders required to use PPE when responding to calls; some PPE may be available to the college community (masks and gloves)
6. Prepare to send students home “on a moments notice”
7. Implement work-at-home plan for staff as much as possible
8. Implement VSC Pandemic Sick Leave Policy
9. Consider closing college (Presidential decision made with BOT/CHANCELLOR)

10.4 Pandemic Phase VI: Final Phase

TRIGGER – Phase 6 : CDC declares Phase 6 in the continental U.S.

ACTION STEPS

1. All students are sent home; classroom sessions are cancelled but “on-line” initiatives via blackboard will continue to greatest extent practical
2. Non-essential personnel are sent home
3. Only “pre-identified” Maintenance and Security personnel remain at work

IX. Training

The purpose of this section is to ensure that all personnel and students are provided with proper training on their roles and responsibilities in the event of an emergency.

Emergency training for employees, including those at Off-Campus sites, consists of:

- An annual review of the Emergency Action Plan
- Location of 'Designated Assembly Areas'
- Location of emergency evacuation routes
- Emergency Procedures
- Duties and responsibilities during an emergency
- Annual training in the proper use of portable fire extinguishers for select individuals
- Annual fire drills in the administrative and maintenance areas and each semester for students in residence and academic halls