BOWDOIN COLLEGE
EMERGENCY ACTION PLAN (EAP)

Purpose
This document meets the requirements outlined in OSHA 29 CFR 1910.38 for the development, implementation, and maintenance of a written emergency action plan (EAP). The purpose of the plan is to provide employees of Bowdoin College general information regarding their response to ordinary emergencies, including but not limited to fires, oil spills or chemical releases, gas leaks, acts of violence, and weather emergencies. More detailed procedures for response to a serious release event or a declared disaster are addressed in the Spill Prevention Control and Countermeasures Plan, and Campus Emergency Management Plan, components of the College’s Integrated Contingency Plan (ICP) respectively.

Scope
The EAP applies to all employees who work on the College campus. NOTE: While similar in format, emergency planning specific to students in residence at the College is administered by the Office of Residential Life.

Plan Components

1. **Responsible Persons.** The Manager of Environmental Health and Safety (EHS) will be the EAP administrator, be responsible for the maintenance of emergency action programs, will act as the campus Fire Marshal, and oversee the building-specific fire training, inspections, and drills conducted under the plan. The titles and contact information of other persons knowledgeable of the EAP requirements, and/or having the authority to direct emergency response actions, are listed on the attached Responsible Persons table.

2. **Facility Information.** A plan of the campus, noting buildings by name and exterior access and egress routes, is attached. Each building is posted with interior egress signage and lighting directing occupants to the nearest fire exit, per NFPA 101. Each building is clearly posted with its street address number and campus name, per 911 requirements. Each non-residential building is administered by a Building Coordinator (as each residential building is administered by a Proctor) who for the purposes of the EAP acts as Building Fire Warden and maintains a roster of the building’s assigned occupants.

3. **Employee Information.** Detailed contact information on all employees and students is maintained electronically by Human Resources and the Registrar’s Office, respectively, and is updated regularly through online access. This information is also synced daily with the College’s web-based Emergency Notification System (ENS), which is tested at the beginning of each semester.

4. **Alarm Systems and Reporting.** Campus building are equipped selectively with fire/gas detectors, alarms, and portable (10-lb ABC fire extinguishers) and fixed suppression systems as outlined in the attached Building Inventory. Except as noted, campus detection systems report back automatically to the Security Communications Center, staffed 24-7-365; upon confirmation of an alarm, local response services are notified. Individual alarms may also be reported through building pull stations, campus emergency call boxes (map attached), or by calling the Comm Center emergency line at x3500.

Directions for larger-scale incidents will be disseminated to the campus community using the ENS, which notifies all contact points (phone, cell, text, and email) on file for each person.

5. **Building Evacuations.** Upon issuance of an alarm, either automatic or locally reported, all building occupants will evacuate immediately along the signed and lighted egress routes. Only personal belongings are to be taken along, and elevators are not to be
used. Persons in need of assistance will be aided, or instructed to shelter in place or in a designated area of refuge. Evacuees will gather at either the primary or secondary rallying point as noted in the Building Inventory. If practical, Building Coordinators will determine by employee roster or personal knowledge whether anyone may still be in the building, and inform Security or first responders of same. Visitors to the building at the time of the evacuation will be directed to follow the regular occupants to the rallying point, and report to the Building Coordinator. No one will re-enter the building until the all-clear is given by the On-Scene Commander.

6. Critical Operations. There are no critical operations on the campus that would necessitate having an area manned in the event of an emergency. All critical mechanical systems have manual or automatic shutoffs, many of the latter linked directly to the alarm systems.

7. Rescue and Medical Duties. While all Security personnel are trained in First Aid, CPR, and AED use, local response agencies are under mutual aid agreement (ICP Section 5.2) to provide emergency fire, rescue and medical services to the College.

8. Employee Training. All employees are informed of the general EAP procedures upon hiring (brochure attached), are given location-specific instructions by their Building Coordinator, and receive updated information through notices at least annually or when plans are revised. Emergency instructions are posted in all administrative/academic buildings and residences (posting attached), are available online, and are revised as necessary. Fire drills are conducted in the student residences once per semester, and in selected administrative/academic buildings at least annually. While no employee or student of the College is under any direction or obligation to use a portable extinguisher in the event of a fire, training is provided on request as part of the fire prevention program. While more detailed Awareness-level First Responder training is also provided to Facilities and Security personnel, initially upon hiring and annually thereafter, it is understood that local response agencies will provide all emergency services per our mutual aid agreements.

Additional emergency response procedures specific to laboratory facilities are attached as Appendix A.

9. Housekeeping. The EHS Manager conducts regular building inspections for recognized hazards, including blocked egressways, discharged extinguishers, malfunctioning signage or lighting, impaired detectors or sprinklers, flammable materials, and improper storage. Violations are brought to the immediate attention of the Building Coordinator (or Proctor) and corrected through the Facilities workorder system as a priority.

10. Fire Prevention. The EHS Manager maintains an inventory of campus detector, alarm, and suppression systems and the recognized hazards they address, and coordinates with Facilities personnel on the regularly scheduled inspections, maintenance, repair, and upgrades to same per NFPA regulations.

Program Review
The EAP will be audited by the EHS Manager at least annually. The information contained in the Plan and its attachments will be updated as needed to accurately reflect the status and location of equipment, addition or changes to campus buildings, and emergency contacts.

Attachments
Responsible Persons
Appendix A: Emergency Procedures for Laboratories
By-Building Life Safety Inventory
General Emergency Guidelines Posting
Campus Map
## RESPONSIBLE PERSONS

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<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>CONTACTS</th>
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<tbody>
<tr>
<td>Mark Fisher*</td>
<td>Manager, Environmental Health and Safety</td>
<td>725-3763 (w)</td>
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<td></td>
<td></td>
<td>837-2511 (c)</td>
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<tr>
<td>Randy Nichols*</td>
<td>Director, Safety and Security</td>
<td>725-4282 (w)</td>
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<td>837-1332 (c)</td>
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<td>TBD</td>
<td>Associate Director, Safety &amp; Security</td>
<td>798-7136 (w)</td>
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<td>208-7280 (c)</td>
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<td>Ted Stam*</td>
<td>Director, Facilities Management</td>
<td>725-3458 (w)</td>
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<td></td>
<td>837-1151 (c)</td>
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<tr>
<td>Jeff Tuttle</td>
<td>Associate Director, Facilities Operations</td>
<td>725-3071 (w)</td>
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<td>314-7232 (c)</td>
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<tr>
<td>Lisa Rendall</td>
<td>Associate Director, Residential Life</td>
<td>725-3589 (w)</td>
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<td>751-1098 (c)</td>
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* Facility Emergency Coordinators (FECs) under the Integrated Contingency Plan, with authority to commit resources.
APPENDIX A: EMERGENCY PROCEDURES FOR LABORATORY FACILITIES

1. **Student Training.** At the beginning of each semester, classes will be given a brief fire safety training by the instructor to include location of the room egress doors, evacuation route(s) to the nearest building exit(s), and outside rally points. Emphasis will be placed on the students properly reporting to the rally point, or they will be presumed to be missing in the building and may necessitate a search by the first responders. The instructor will be the last person to leave the room to ensure all students have exited.

   In addition, students in laboratory classes will be educated as to the location and function of emergency equipment in the lab (fire extinguisher(s), safety shower(s) and eyewash(es), gas main shutoff and detectors, electrical power kill button, first aid kit, fire blanket, emergency phone, evacuation map and informational postings). The instructor or faculty member will demonstrate the location-specific evacuation procedures. This training will be documented on that day’s class roster to record the students’ participation.

2. **Class Rosters.** Laboratory instructors will maintain a class roster, which students will sign prior to each class commencing. In the event of an evacuation, this roster will be used to confirm that all students have cleared the building. The unexplained absence of a student will be reported immediately to Bowdoin Security or a representative of the first responders (fire or police) to initiate a building search.

3. **Evacuation Maps.** Plan maps showing escape routes and outside rallying points will be posted prominently in the building hallways. Simplified, room-specific evacuation maps will be also posted at the egress doors of each laboratory. Lab instructors may at their discretion choose an alternative rally point, so long as it: is at a distance from the building; will not interfere with the approach or access of first responders (i.e., away from roads and entrances); and is not in a location presenting its own hazards (i.e., near an electrical transformer, traffic intersection, etc.). This alternative rally point will be documented on the room-specific evacuation map, and included in the students’ safety training.

4. **Emergency Procedures.** Upon the sounding of an alarm:
   - All work will immediately cease. Students, faculty and staff should collect ONLY personal belongings (coat, bag, etc.) and immediately exit the room under the instructor’s supervision and direction.
   - Lab instructors will additionally collect the class roster. Unless they can be done so safely, NO other actions need be taken before exiting the lab:
     - Gas service and power (including lights) to the building may be shut off at the discretion of the first responders.
     - Fume hoods and similar equipment may be left on, as their operation will not significantly impact the situation and may actually help with ventilation.
     - Experiments underway may be neutralized or put in a safe configuration at the sole discretion of the faculty member or lab instructor.

5. **Fire Drills.** Regular drills for faculty and staff of the laboratory facility will be conducted as training exercises, and under the supervision of Bowdoin Offices of Safety and Security and Environmental Health and Safety. Where possible, these drills will be conducted at prearranged dates and times to allow faculty and staff to schedule their participation.

This information may also be found in Section 9.0 and Appendix F of the Bowdoin College Chemical Hygiene Plan.