

**BOWDOIN COLLEGE
ADMINISTRATIVE AND ACADEMIC BUILDING FIRE DRILL PROCEDURES**

INTRODUCTION

Fire drills will be conducted in non-residential campus buildings to test the alarm systems, practice emergency evacuation, identify any egress or infrastructure issues, and educate the building's occupants on the College's emergency procedures as outlined in the *Integrated Contingency Plan (ICP)*.

ADMINISTRATORS AND ROLES

The fire drills will be administered by the Office of Safety & Security with support from the Office of Environmental Health and Safety. The team will work together to cover academic and administrative campus buildings. The team will comprise of a Lead Security Officer and three Patrol Officers, an EHS representative, an Electrical Shop Technician, and representatives from the Brunswick Fire Department (if they choose to participate). The Lead Security Officer will notify the Security Communications Center of pending test prior to activating the system, initiate the drill with the Electrical Shop Technician, monitor egress time, and direct building occupants to the rally points. The three Patrol Officers will conduct building walkthroughs looking for life safety deficiencies, provide evacuation direction to building occupants when needed, and clear the building for reentry. The Lead Security Officer will maintain documentation (egress times, life safety deficiencies). The EHS representative, will be present at the rally points, and conduct brief EAP procedure and fire extinguisher training. The Electrical Shop Technician will activate and reset the fire alarm system as directed by the Lead Security Officer. A debriefing will be conducted with selected staff following the drills.

RESOURCES: Most recent EAP by Building information. Located in TEAMS Building Coordinator Team files. EAP training summary (end of document).

PERFORMANCE SCHEDULE

Drills will be announced in advance to the Academic/Building Coordinators so as to have minimal impact on classes in session, planned events, or public presence. If special accommodations are needed Coordinators should contact EHS to make arrangements.

ONE MONTH PRIOR TO:	<p>EHS schedules a meeting with Safety & Security to review procedures and determine drill dates.</p> <p>Once dates are set EHS emails Electrical Shop Leader and submits workorder for electric shop assistance for necessary dates.</p> <p>Lead Security Officer corresponds with the Brunswick Fire Department (BKFD) regarding proposed schedule and welcoming their participation. Although assistance from the BKFD is not anticipate for non-residential drills, they will be welcomed to observe the operations and familiarize themselves with the building configurations/layouts.</p>
TWO WEEKS PRIOR TO:	<p>EHS posts a notice in the Digest, emails Building Coordinators list copying Dean and Associate Dean for Academic Affairs.</p> <p>**excludes off campus locations including 6 South, 4 South, 85 Union, Main Street Station, 3 Business Parkway and Schiller Coastal Studies Center. These locations are managed separately.</p>

EHS contacts the Office of Lab Safety manager to determine date/time that works best to avoid any schedule laboratory classes due to potential for disrupting chemical handling activities.

EHS collects information from campus regarding scheduling conflicts or issues to aid in the scheduling and timing for campus fire drills.

Lead Security Officer contacts Brunswick Fire Department (BKFD) directly with proposed schedule (if participating).

DAY PRIOR TO

EHS sends email reminder to Electrical Shop. Lead Security Officer contacts BKFD (if participating).

DAY OF DRILL:

- Brief pre-drill kick-off meeting to discuss logistics and assemble team
- EHS, Security Officers, and Electrician assemble at main entrance.
 - Electrician stands by panel and waits for Lead Security Officer to give command to activate fire alarm system.
 - Lead Security Officer notifies Comm Center of pending test.
 - Lead Security Officer stands by at egressways.
 - Lead Security Officer notifies Electrician by radio to sound alarm and starts timer.
 - Lead Security Officer direct faculty/staff to one of the rally points away from building in preparation for the group EHS safety training where the Safety Specialist is positioned.
 - After 2-minutes, Security and BKFD enter building and conduct survey.
 - During survey, EHS will discuss rally points/areas of refuge, safe fire egress procedures, and fire extinguisher safety (see below).
 - Security will clear building and report to EHS.
 - Lead Security Officer flags Electrician to reset panel and releases occupants to re-enter.

REPORTING:

Lead Security Officer will document Fire Drill information in an Office of Safety and Security Report.

ANNUAL DRILL LOCATIONS

Drills will be conducted annually in the Fall at the following buildings:

Building	Primary Rally Point
216 Maine Street	Brunswick Hotel Porch
80 Federal Street	Rear parking lot
82 Federal Street	Front Lawn at 80 Federal Street
85 Federal Street	Rear Parking Lot
Adams Hall	Lawn behind Mass Hall
Ashby House	North parking lot
38 College Street	Parking area across College St.
Banister Hall/Chapel	Traffic Circle, South Campus Drive
Bowdoin Orient Office/12 Cleaveland Street	Parking Lot across Cleaveland St.
Burton-Little Office/ Admissions Office	Front Lawn
Copeland House/88 Federal	South Side lawn
Craft Center	Lawn toward Chamberlain

Cram Alumni House/ 83 Federal Street	Parking lot off kitchen
Druckenmiller/ Cleaveland Hall	East Side Parking Lot
Dudley Coe Building	Coe Quad
Edward Pols House	Rhodes Rear Parking lot
Edwards Art Center	East Side Parking Lot
Farley Field House	Across traffic circle at corner of tennis courts
Gibbons Center for Arctic Studies	Coe Parking Lot
Gibson Hall	Main Quad at Hubbard
Ham House	Rhodes rear parking lot
Hatch Science Library	Cleaveland Quad
Hawthorne & Longfellow Library	Quad behind Hubbard Hall
Herbert Ross Brown House/ Counseling Services Offices/ 32 College Street	Front lawn of 30 College
Hubbard Hall	Main Quad
Jewett Hall	Front Lawn at Baxter House
Kanbar Hall	Cleaveland Quad
Ladd Hall	Front lawn
Lubin Squash Center	Across parking lot at corner of tennis courts
Maine St- 240	Corner of parking lot past garage
Massachusetts Hall	Main Quad
Memorial Hall/Pickard & Wish Theater	Main Quad at Searles
Mills Hall	Coe Parking Lot
Morrell Gym	Cleaveland Quad
Moulton Union	Coe Quad
Outdoor Leadership Center	South Side parking lot
Peter Buck Center for Health & Fitness	Cleaveland Quad
Pickard Field House	Baseball Field
Revers Support Building	Walkway at end of track field, graveyard side
Rhodes Hall	Front Parking Lot
Riley House	Back Parking Lot at Rhodes Hall
Roux Center for the Environment	Back Parking Lot
Sargent Gym	Coe Quad
Searles Science Building	Main Quad
Sills Hall	Cleaveland Quad
Smith Union	Coe Quad
Stowe House	Stowe Inn Upper Parking lot
Studzinski Recital Hall	Coe Quad
Thorne Hall	Lawn between Thorne and Chamberlain
Visual Arts Center	Main Quad
Walker Art Museum	Main Quad
Watson Arena	Arena Parking lot

TRAINING AND DRILL DOCUMENTATION

EVACUATION PROCEDURES

1. Treat every alarm as an emergency. Do not assume the alarm is a drill.
2. Take only personal items that are in the immediate vicinity (i.e., purse, keys, jackets, medications, etc.).
3. Do not take time to shutdown computers. Secure computers with sensitive information by setting the computer to auto lock when unattended.
4. Shut off possible sources of ignition.
5. Feel all doors before opening. If it is hot, do not open it and leave by an alternate exit.
6. If the hall between you and the fire exit is filled with smoke, crawl along the floor to the exit.
7. Close doors behind you.
8. Walk in an orderly manner to the nearest exit.
9. Do not use elevators.
10. Assist visitors and people who need additional assistance.
11. If people cannot evacuate, assist them to a safe location and notify Emergency Responders of their location within the building. Safe locations include an egress stairwell or a room with the door closed.
12. Report to the designated rally point and remain there to be accounted for.
13. Follow instructions from emergency personnel.
14. Report missing persons to the Emergency Responders or on-scene commander.
15. If possible, Building Coordinators, instructors, faculty, or staff will determine by employee/student roster or personal knowledge whether anyone may still be in the building, and inform Security or Emergency Responders of same.
16. Do not re-enter the building until the all-clear is given by the Emergency Responders on scene.

FIRE EXTINGUISHERS

- Take notice of the location of fire extinguishers in your work area
- Fires can be very dangerous and you should always be certain that you will not endanger yourself or others when attempting to put out a fire and you are trained and comfortable with their use.
 - **For this reason, when a fire is discovered...**
 - Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself. Don't put yourself in danger too.
 - Call 911 or activate the building fire alarm. The fire alarm will notify the Comm Center and other building occupants.
- If the fire is small (and **ONLY** after having done these 2 things), you may attempt to use an extinguisher to put it out
- There are different types of fire extinguishers depending on the fuel classification. Note: on campus we have mostly type ABC fire extinguishers that will work for Class A, B, C fires.
 - Type A: Trash, Wood, Paper (wood, paper, cloth, rubber, plastics)
 - Type B: Liquids, Grease (gasoline, oil, grease, tar, oil-based paint flammable gases)
 - Type C: Electrical Equipment (energized electrical equipment, computer, TV, radio)
 - Type K: Cooking Media (vegetable oil, animal oil, fats, cooking equipment)
- Remember the acronym **P.A.S.S.** when using an extinguisher
 - **P**ull the pin.
 - **A**im the nozzle.
 - **S**queeze the handle.
 - **S**weep side to side at the base of the fire.