

## AREAS OF RESCUE

In the event of an emergency where an individual cannot exit the building due to any physical condition, the following locations are designated as assembly locations:

### MAIN CAMPUS

#### Basement:

B-09-Employee Lounge  
Room 37-Classroom

#### First Floor:

Room 122-Student Activities Room  
Vending Room (near Commons)

#### Second Floor:

Room 218-Classroom  
Room 252-Copier Room

#### Third Floor:

Room 316-Meditation Room  
Room 356

#### Fourth Floor:

Library-Near Tutoring Section  
Room 411-Conference Room

### TRANSIT ROAD

#### Second Floor:

Room 206

### SENECA STREET

One floor building which is handicap accessible.

### 317/315 CHOATE (Employee Offices)

Move by front windows to be seen by emergency personnel.

Once in the designated area, call the appropriate security guard depending on building (see reverse side) and inform them of your location. In the event of an evacuation, the fire department will help move individuals.



In the event of a campus closing or other emergency situation, Trocaire College has implemented an emergency notification system that sends notifications through text messaging (SMS), email, and voice messages to cell phone and home phone numbers. Students should keep their contact information up-to-date by going to the following website:

<http://portal.blackboardconnected.com/911088311>

The website will ask you for your official Trocaire College email address and ID number – which can be found on your Trocaire ID or schedule – use only the last 5 digits of your college ID number.

The information collected through this site will be used by authorized college personnel in the event of weather-related campus cancellations or other situations where time is of the essence. Test messages to all contact numbers within the system will be sent out once each semester.

Specific ENS instructions and the above link can always be found on the myTrocaire website under Student Life – Safety & Emergency.

### **ON-CAMPUS EMERGENCY PHONE SYSTEM (all classrooms & offices have on-campus phone)**

When an on-site emergency occurs, the Emergency Notification System (ENS) is triggered and the security guard at the affected site is notified. The security guard then initiates a “panic” button on their campus phone that sends an audible (over all on-campus phone speakers) and visual (over all on-campus phone displays) message to turn on your mobile device and wait for further instructions from the Emergency Notification System.



TROCAIRE  
COLLEGE

**EMERGENCY  
EVACUATION  
PROCEDURES**

**Includes Areas of Rescue**

**Updated: Spring 2015**

## REPORTING

NON-LIFE THREATING EVENTS  
CALL SECURITY FIRST

LIFE-THREATENING OR CRIMINAL EVENTS  
CALL 911 FIRST AND THEN SECURITY



## IMPORTANT PHONE NUMBERS

DIALING "HELP" FROM ANY COLLEGE PHONE  
WILL CONNECT WITH SECURITY

Police.....	911
Security (Choate Ave.).....	827-2500 or 445-2104 (cell)
Security (Transit Rd.).....	827-4300
Security (Seneca St.).....	827-4320
Switchboard.....	827-1200 (Dial "0" inside)
Director of Security.....	827-2564
Chief Administrative Officer.....	827-2491 or 479-4648 (cell)
Chief of Student Affairs.....	827-2481
Director of Student Life.....	827-2445
Student Counselor.....	827-2412
Health Office.....	827-2489

Emergency Phones are located throughout the main building and are easily identified by signage

## WHERE TO GO DURING EVACUATIONS (Including Fire Drills)

### Choate Location:

On sidewalk across street from front entrance  
On sidewalk across street on Mercy Drive

### Transit Location:

In parking lot beyond first row of cars

### Seneca Street Location:

Rear parking area

### 315 & 317 Choate:

Opposite side of Choate



## PERSONS WITH DISABILITIES EMERGENCY PROCEDURES

Do not use elevators unless directed by security or emergency responders to do so. If you are providing assistance to someone with a physical disability, be sure to ask what type of assistance they may need or if they have any special circumstances that must be attended to.

If someone is not physically able to vacate the building, they should be moved to a safe or designated place for rescue (see areas of rescue in brochure). Posted signs are located by the door of each room. These signs provide directions for escape routes, safe locations, and those areas that have special equipment used in the rescue of individuals with physical disabilities.

- Immediately call security to inform them of the location that the individual will be located.
- Emergency responders will determine if it is safe in the designated location or if there is an immediate need for evacuation. They may also determine if an elevator is safe to use.
- If imminent danger exists and there is no possible way to move someone to a safer location, a

rescue attempt may be considered. This is a last resort. You must consider the risk to yourself, the person you are trying to rescue and others.

- Decide with the person you are attempting to rescue the best possible evacuation procedure.

To assist individuals with blindness or visual disabilities:

- Verbally announce the emergency and give instructions
- Ask if anyone needs assistance
- Verbally alert people to any obstacles they may encounter. If physically assisting someone tell them where you are going and inform them as you move along the escape route.

To assist individuals with a hearing disability:

Turns lights on and off to gain their attention, make eye contact and gesture, write a brief note explaining the emergency

To assist individuals with a psychological or psychiatric disability or other unseen disabilities:

- Be aware of those who may be hesitant or fail to respond to the emergency
- Alert security if individual is unresponsive to directions
- Try to calm the individual and assist in moving them to the evacuation route

## EVACUATION CHAIRS

Evacuation chairs are available at both the Choate and Transit locations for individuals with mobility issues

Choate: Rear Stairwell (2nd Floor)  
Library (rear stairwell)

Transit: 2nd Floor (by elevator)



These are to be used by college personnel and the fire department