

EMERGENCY PROCEDURE FOR LYMAN BRIGGS COLLEGE

IN THE EVENT OF:

- I. BODILY INJURY OR INCAPACITATION
 1. In the event of a life threatening injury or incapacitation, call 911 immediately.
 2. If the injury or incapacitation is not life threatening, follow the steps below:
 0. Someone, preferably a faculty member or teaching assistant should remain with the injured person.
 1. If reasonable and safe to do so, the injured person should report to the Dean's office (if during a weekday) or to a Holmes Hall front desk (if during the evening or a weekend).
 2. If no one is available in the Dean's office or the front desk, call the DPS desk (5-2221).
 3. Notify a LBC or Holmes Hall administrator of the incident.
- II. CHEMICAL SPILLS
 1. Clean up according to whichever of the following prescribed methods applies:
 - a. Safety Manual,
 - b. MSDS in the Laboratory,
 - c. Chemical spill kit,
 - d. Biohazard alerts.
 2. Notify Dan Koch or Christy Mecey (go in person to W-37 Holmes office, or contact their phone numbers listed on W-37 Holmes door/in mail box/e-mail)
 - a. Name of chemical,
 - b. Amount and location of spill.
- III. EQUIPMENT OR ELECTRICAL FAILURE
 1. Notify Dan Koch or Christy Mecey (W-37 Holmes) of the nature and location of the problem.

CLASS/FACULTY WARNING SYSTEM FOR EMERGENCY EVACUATION INTO/OUT OF THE BUILDING

1. Elizabeth Simmons (or member of LBC Dean Team) or Denise Poirier will alert:
 - a. Rob LaDuca, Mark Largent, Philip Strong, Dan Koch or Christy Mecey (in case of absence; another office personnel will fill in);
 - b. Faculty offices in the East Wing and Classrooms C101, C102, C103, C104, C106.
2. Rob LaDuca, Mark Largent or Philip Strong will alert:
 - a. Office and Student Affairs Staff, staff lounge and Physics Lab.
3. Dan Koch or Christy Mecey will alert:
 - a. Labs C2, C3, C4, C5, C6, C7, C12, C13, C14, W-38, W-40 and West Holmes faculty offices.

EVACUATION **OUT OF** THE BUILDING (fire alarm, personal notification): Close windows and doors as you exit – AVOID EXITING INTO THE COURTYARD. Exit to the NORTH (toward the woodlot) and away from the building.

EVACUATION Routes:

1. Occupants of the administrative offices, Physics lab, faculty offices in the East Wing, classrooms C101, C102 & C103, labs C2, C3, C4, C5, C13 and C14 are to exit by the CENTRAL EAST STAIRWELL.
2. Occupants of the faculty office in the West Wing, classrooms W-38, W-40, C104, C106, and labs C6, C7, C12 are to exit by the CENTRAL WEST STAIRWELL.

EVACUATION **INTO** THE BUILDING (outside siren, personal notification): Windows need not be closed or opened (pressure should not be a problem). Close doors – go to central section of the building's basement. Avoid standing near glass display or window areas.

IF TIME PERMITS, IT IS RECOMMENDED THAT in the event of evacuation of laboratories, you turn off electrical equipment. Close chemical containers. Return volatile chemicals to fire-safe cabinets and close cabinet doors. Return other dangerous/hazardous chemicals to the hoods and close hood doors.

STUDENTS RESTRICTED TO WHEELCHAIRS – DO NOT USE ELEVATORS

Exit with other students to nearest ground level exit.

STUDENTS WITH VISION IMPAIRMENTS should be escorted to a safe area.