

4.2 Evacuation Procedures

The following information covers all Boston Campus residence halls.

Students with a disability and/or those who may need additional assistance should follow the procedures outlined in [Section 1.2.4](#).

WHAT TO DO WHEN AN ALARM SOUNDS

When a fire alarm device is activated, audible fire alarm horns will sound and visible fire alarm strobe lights will flash. This signals the report of an emergency. An automated communication message will sound over the PA system. Listen to the message and follow the instructions.

- Floor evacuation diagrams showing escape routes are posted on each floor. Evacuation diagrams designate the nearest stairwell from that location. Individuals should follow the escape route to the nearest stairwell exit.
- Leave the building, even if the alarm stops while you are on your way out, and report to your building's designated assembly area.

No occupant, student or staff member is permitted to re-enter the building until the Boston Fire Department or Suffolk University Police give the okay. Only individuals with emergency duties may enter the building prior to the "all clear" being given.

Do not use the elevators to exit the building.

FLOOR WARDEN RESPONSIBILITIES

The Resident Assistants assigned to each floor will be the Floor Wardens in the residence halls. Floor Wardens are trained in the building layout, the various primary and secondary escape routes, and evacuation procedures.

- To assist occupants in exiting the building by identifying exit routes (IF THEY CAN DO SO SAFELY)
- To know the assembly areas and to communicate this information to occupants in the event of an evacuation
- To check all areas of their floor (IF THEY CAN DO SO SAFELY) to ensure that occupants have vacated the floor
- To maintain a list of the occupants on their floor which they take with them in the event of an evacuation
- To assemble with the occupants of their floor at the assembly area and conduct a head count, if possible. Notify the emergency personnel of any persons who cannot be accounted for
- To notify emergency response personnel of any persons that they know have special needs or disabilities, or other non-ambulatory individuals who are unable to evacuate the building unassisted

Following an emergency, it is imperative to account for all individuals that may have been in the building. It is important for individuals that have exited the building to gather at the assembly point ([Section 5.0](#)) and remain until they have been accounted for by the appropriate person in charge. The following outlines the responsibilities for accounting for individuals:

- Resident Assistants (RAs)/Conference Assistants (CAs) will have resident lists, organized by floor
- RAs/CAs will assist others in exiting the building (IF THEY CAN DO SO SAFELY)
- Once at the assembly point, the RAs/CAs will take head counts and determine whom has exited the building safely
- The RAs/CAs report this information to their Residence Director (RD) or the Residence Director on Call (RDOC)
- The RDs/RDOC report the collected information to the Administrator on Call (AOC)
- The AOC reports the information to the Director of Residence Life & Housing
- The Director of Residence Life & Housing reports the collected information to the designated emergency personnel

Reviewed by	Date
Incident Support Team	8/19/2015