



THEOLOGICAL COLLEGE

THE NATIONAL SEMINARY OF THE CATHOLIC UNIVERSITY OF AMERICA

THEOLOGICAL COLLEGE

HEALTH and SAFETY POLICY and GUIDANCE For *FIRE EMERGENCY* *PROCEDURES*

Updated: July 29, 2010

FIRE EMERGENCY PROCEDURES

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1. GENERAL ACTION IN THE EVENT OF FIRE AND EMERGENCIES

- Types of emergencies:
 - **FIRE:** Any member of faculty, staff, seminarian or tenant discovering a fire should set off the alarm at the **nearest available fire alarm point**.
 - **NATURAL GAS / DANGEROUS SUBSTANCE:** Any member of faculty, staff, seminarian or tenant **discovering an odor that you believe to be natural gas or other dangerous substance, do not operate any light switches and call the fire department at 9-1-1** from a safe, odor free location and follow the operator's instructions.
 - **MEDICAL:** If able **render first aid/CPR** or obtain assistance from someone that can provide care. **Activate the EMS (Emergency Medical System) by calling 9-1-1** and provide details to the operator (i.e., age, sex, symptoms, pre-existing medical conditions, medications and assistance being given). Follow the operator's instructions. Stay with the victim until help arrives. Obtain information from the EMS personnel before departure (i.e., note the EMS unit that arrives, personnel and what hospital the victim will be taken).
- Any member of faculty, staff, seminarian or tenant having first set off the alarm should immediately call **9-1-1** giving details of the location of the fire. After the fire has been reported to the fire department and cell phones are readily available you may also contact The Catholic University of America police emergency number **202-319-5111** giving details of the location of the fire. Such information should include, where possible, floor and room numbers of fire location. **All fires must be reported to the fire department by calling 9-1-1, even if the fire is completely out. Failure to report fire, even when extinguished may result in penalties or fines.**
- When the alarm sounds, faculty, staff, seminarians and tenants should **evacuate the building along the nearest fire escape route** as quickly as possible, without stopping to take equipment or possessions. **ELEVATORS MUST NOT BE USED.**
 - The fire alarm includes both strobe lighting and voice prompt sounds.
 - To exit a room with a closed door, **FIRST** feel the door handle and feel the door from top to bottom:
 - If the door or door handle is hot, **DO NOT OPEN** the door. Go to a window and call for help. If you have access to a towel or other linen in your room, dampen with water if possible and place at the bottom of door to prevent smoke from entering the room.
 - If it is not hot, open cautiously. Check for smoke or fire before leaving your room. When people exit their rooms, they should **CLOSE** their doors but leave the doors **UNLOCKED** to enable

- Fire Monitors, Faculty and Fire Department personnel to quickly gain access to all rooms as needed.
- If there is smoke in your room or in the hallway while you are getting out, **STAY LOW** to the floor.
 - Close the door behind you. Closing the door may help keep the fire from spreading. Also close windows, if you can do it safely.
- If you can't get out the door, get someone's attention, e.g., yell and scream out a window. If you can, hang an attention-getting item on or from a window (e.g., a sheet, sign or coat) **9-1-1**.
 - As a rule all fire fighting should be left to the professionals, i.e. the Fire Department. An attempt to fight a fire with the available fire fighting equipment should be done by authorized trained staff where the fire is of a very small nature or blocking an emergency exit route. **The first priority is to raise the alarm and evacuate.**
 - Once outside the building, all occupants should proceed to the designated **Fire Assembly Point**. Assembly points are indicated on Fire Action Notices throughout the building. **It is critical that the staff and students do not remain near the entrances of the buildings which have been evacuated as this can restrict the evacuation and hinder access for Fire Department personnel.**
 - At all times during the emergency, faculty, staff, seminarians and tenants should comply with all instructions given to them by the Fire Monitor, Fire Chief, Fire Marshall and Security Officers.
 - **Do not re-enter the building until advised to do so by the Fire Marshall or Fire Chief.**

2. PEOPLE WITH DISABILITIES

The following arrangements are required to be made to ensure the safety of faculty, staff, seminarians and tenants who through a permanent or temporary incapacity are dependent on elevators for access and egress. **IN THE EVENT OF A FIRE, ALL ELEVATORS ARE FOR USE BY FIRE DEPARTMENT PERSONNEL ONLY.** Therefore special measures are necessary to prevent their disability from creating a hazard to themselves or anyone else.

- Fire Monitors and Executive Directors will identify faculty, staff, and seminarians in this category and in conjunction with Theological College's Facility Manager will make these arrangements known to all affected by them.
- A similar approach is required for staff, seminarians and visitors who may be temporarily classified as disabled (i.e., a person on crutches as a result of an accident).

- Staff and seminarians with permanent disabilities will have been identified by the faculty and this information will be shared with the appropriate Fire Monitor. Similarly, every Executive Director will supply Theological College with a list of their disabled staff and visitors and their planned evacuation route(s) for these individuals.
- All individuals with disabilities will receive instruction from their Fire Monitor and Executive Director as to the designated place of safety.
- Theological College's Facility Manager will identify safe refuge areas throughout the campus and each Fire Monitor and executive director will transmit advice on the relevant areas to their faculty, staff, seminarians and visitors who need to know.
- The arrangements are that disabled persons should make their way, with assistance if required, to the designated place of safety which will be out of the main flow of traffic but within the protection of fire doors. The Fire Monitor and Executive Director may wish that an able-bodied person stay with them for moral support and that would be arranged in advance with Theological College's Facility Manager.
- The fire doors, if closed and undamaged, will afford a limited duration of protection against smoke and fire.
- The Fire Monitors and Executive Directors should inform the Fire Chief and/or Fire Marshall of the exact locations of the disabled persons.

3. SPECIFIC EMERGENCY CONTROL DUTIES IN THE EVENT OF A FIRE CALL DURING NORMAL HOURS

3.1 FACILITY MANAGER, FIRE MONITORS, FACULTY and EXECUTIVE DIRECTORS

- Proceed to the *Sedes* statute on the front lawn of Michigan Avenue.
- Verify that the fire department has been contacted and determine estimated time of arrival.
- The Facility Manager is to make cell phone contact with each fire monitor to ascertain the status of the evacuation process.
- The Facility Manager is to direct the fire department's entrance into the campus.
- The Facility Manager is to brief the Fire Chief and/or Fire Marshall as to the status of the evacuation, furnish him with evacuation route information, and identify any individual(s) remaining in the building with their respective location(s).
- The Facility Manager will be identified by a labeled high visibility jacket and red helmet.

- The Facility Manager will receive confirmation from the Maintenance Engineer that all elevators are residing at the ground floor.
- The Facility Manager will direct as necessary all Fire Monitors and Executive Directors to assist in control of the emergency.
- After receiving the all clear to re-enter the building by the Fire Chief and/or Fire Marshall, the Facility Manager will advise all Fire Monitors and Executive Directors to re-enter the building.

3.2 EVACUATION AND RE-ENTRY ARRANGEMENTS

FIRE MONITORS and EXECUTIVE DIRECTORS

- On hearing the Fire Alarm, Fire Monitors and Executive Directors should put on the identifying yellow vest and proceed along their allocated floor area **if safe to do so**. They should check all rooms, including restrooms and unlocked storage areas on that floor to ensure that the floor area is completely evacuated. They should remove any wedges and/or door stops and ensure that all fire doors on the exit routes are closed.
- When the check has been completed and they are satisfied that their floor area is clear, they should immediately leave the building (unless assigned other delegated specific duties) and they should progress to the following designated Fire Assembly Point (See Appendix B) and report to the Facility Manager (via cell phone). They will also assist in controlling re-entry into the building when it is declared safe to do so by the Fire Chief and/or Fire Marshall.
- **Theological College – Assembly Point 1**
Those residing on 4th St. corridors use the designated 4th Street stairwell. Quickly and quietly exit the building.
4th Street Exit: Gather at corner – where USCCB fence meets 4th Street. Move around to the front lawn *when instructed by Fire Monitor to do so*.
- **Theological College – Assembly Point 2**
Those working in the kitchen and those occupying the refectory, faculty common room and dining room, conference room and visitor's room use the designated kitchen stairwell. Quickly and quietly exit the building.
Gather at corner – where USCCB fence meets 4th Street. Move around to the front lawn *when instructed by Fire Monitor to do so*.
- **Theological College – Assembly Point 3**
Those residing on Michigan Avenue use the designated administration stairwell. Quickly and quietly exit the building through the main entrance.

Those occupying offices on the Rector's hallway and in the business office exit the building through the main entrance.

Michigan Street/Main exit: Gather on the lawn between *Sedes* statue and Theological College sign. Please keep driveway clear.

- **Providence Hall – Assembly Point 4**

This Providence Hall exit is a designated disabled exit for those tenants needing ramp access. A portable ramp is attached to the wall by the exit for easy assembly by the Fire Monitors of the first floor of McCormick building. There shall be two Fire Monitors for this floor to assist with the quick and safe evacuation of the tenants and their visitors. **Providence Hall Disabled exit: Gather on the lawn to the right of the *Sedes* statue under the oak trees. Please keep driveway clear.**

- **Providence Hall – Assembly Point 4**

This Providence Hall exit is the "old covenant entrance." It is to be used by the tenants of Providence Hall located on the first, second and third floors. **Providence Hall exit: Gather on the lawn to the right of the *Sedes* statue under the oak trees. Please keep driveway clear.**

- **Providence Hall – Assembly Point 5**

Tenants of Providence Hall located on the ground floor should exit the building using the Pallotti doorways. **Pallotti exit: Gather in the far back parking lot corner adjacent to the Dominican House.**

- **McCormick Pavilion – Assembly Point 6**

Tenants located on the ground floor of the McCormick Pavilion should immediately exit the building through the McCormick Pavilion entrance.

Similarly, tenants located on the second, third and fourth floors of the McCormick Pavilion should use the stairwell to the ground floor. If the stairwell exit is blocked then utilize the alternate stairwell exit through the seminary emergency exit doors and taking the seminary administrative stairwell. If the fire is not on the ground floor of the McCormick Pavilion then all McCormick tenants should exit the building through the McCormick Pavilion entrance way. However, if the fire is located on the ground floor of the McCormick Pavilion, tenants should exit the building through the courtyard exit heading towards the farthest courtyard gate to egress away from the building. **McCormick exit: Gather in the center back parking lot near USCCB fence.**

- **PLEASE NOTE in reference to seminary game room occupants at time of emergency:**

For occupants that are in the seminary game room when an evacuation is in progress, these occupants **SHOULD FIRST** try to exit the game room into the basement hall and then proceed out the first exit into the main rear courtyard, proceed out the gate and meet the group gathering **where USCCB fence meets 4th Street**. If the exit into the main rear courtyard is not available, the occupants **SHOULD SECOND** attempt to go up the administrative stairwell one level to the main floor, exit the front of the building and meet the group gathering **on the lawn between Sedes statue and Theological College sign**. If the exit from the game room into the hall is **NOT** passable, **ONLY THEN SHOULD** the occupants use the alternate exit out into the game room's courtyard. **Once in the game room's courtyard, the occupants should immediately call for help due to that courtyard having no easy egress to move away from the exterior of the building.**

- **PLEASE NOTE in cases of extreme cold or heat outside:**

If the heat index is 100 degrees F or below 32 degrees F outside, once all occupants are accounted for care should be taken to move occupants to alternate inside location (See Appendix B for "Off-Site Safe Refuge Areas Map"). During normal daytime hours, occupants can seek refuge inside the Basilica of the National Shrine of the Immaculate Conception across Michigan Avenue. During other hours when the Shrine is closed, occupants can seek refuge inside Leahy Hall at Catholic University across Michigan Avenue located two buildings behind the Shrine. The person(s) leading the movement to one of these locations should immediately inform someone at the location the reason why seeking refuge (i.e., notify the personnel at the information desk in the basement of the Shrine or notify the CUA Department of Public Safety office in Leahy). Follow any directions given by the personnel at these sites as to where to congregate inside the building. In the case that the Basilica of the National Shrine of the Immaculate Conception and/or Leahy Hall at Catholic University are inaccessible, contact the CUA Department of Public Safety office at 202-319-5111 for further instructions.

4. SPECIFIC EMERGENCY CONTROL DUTIES IN THE EVENT OF A FIRE OUTSIDE OF NORMAL OPERATING HOURS (including evenings, weekends and holidays)

1. Introduction

- The following procedures are designed to provide guidance in the event of an emergency on campus during the weekday hours of 5:00 p.m. to 9:00 a.m., weekends and holidays.

2. Responsible Person

- In the event of a fire alarm, the Rector, Vice Rector and/or designated faculty member on site will assume overall responsibility until such time as the appropriate member of the emergency list is contacted and able to assume control and/or the emergency service arrives on site.

3. Action to be Taken in the Event of Fire

- Anyone discovering a fire should set off the alarm at the nearest available fire alarm point. Thereafter, that person should call the emergency number 9-1-1 and give details of the location of the fire, including building, floor and room numbers. On hearing the alarm, all persons must evacuate the building promptly.

4. Building Evacuation

- Staff, students and tenants should make their way immediately to the nearest fire exit, following the normal evacuation procedures.
- Fire Monitors and Executive Directors on site are responsible for the safety and well-being of all staff, students and tenants. All reasonable steps should be taken to ensure that the staff, students and tenants evacuate the area promptly and should re-assemble with them at the designated assembly point.
- For Commercial Tenants working alone outside of normal operating hours, risk assessments are undertaken by the Facility Manager and Director of Finance prior to the lease acceptance. Theological College's emergency procedures are communicated at the time of lease consummation. The tenant must attend a safety briefing and this must include the location of the nearest fire route and the designated assembly point. Tenants should take all reasonable precautions to ensure the safe evacuation of their employees and visitors to their assigned assembly point.

5. Shelter-in-Place / Lock-Down Emergency

A shelter-in-place emergency is when people in the building would be in danger if they were to leave the building (e.g., there is an external threat from the outside such as weather or by persons or a situation creating a need for a lock-down situation to insure safety of people in the building).

- Stay calm and do not panic.
- Stay inside unless a fire alarm sounds or you have been instructed to leave by the Rector, Vice Rector or designated faculty member, Facility Manager and/ or the respective Executive Director.
- In case of severe weather such as a tornado "warning," building residents should relocate to the basement hallway where there are no windows (i.e., between the entrance to the game room and the elevator) and/or the basement level of the administrative stairwell.
- For news bulletins monitor e-mail and voice mail, and turn on the radio or TV.
- If you are outside, seek shelter inside a building. Do not remain outside.
- Follow building specific instructions from the Rector, Vice Rector or designated faculty member.
- Wait for further instructions from the Rector, Vice Rector or designated faculty member.

6. Non-Ambulant Persons

- For tenants working alone outside of normal operating hours, Executive Directors must ensure that there are adequate arrangements in place which permit the non-ambulant person to reach a place of safety (as per the normal evacuation procedures). Under no circumstances can a non-ambulant person who cannot reach their designated place of safety unaided be allowed to work as a lone worker.
- The Executive Director or his/her designee must familiarize themselves with the procedures for evacuation and the nearest place of safety and must ensure that non-ambulant persons are made aware of the above information. In addition, on evacuating the building, they must inform the Facility Manager immediately of the location of any non-ambulant persons.

7. Bomb Threats

- In the event of receiving a bomb threat, the normal safety procedures apply. If such a threat is by telephone, the key action points are as follows:
 - Write down carefully exactly what the caller says;

- Keep the caller talking while you try to notify someone near you that you are on a bomb threat call;
 - If not already provided by the caller, ask for details of where the bomb is located and time for going off;
 - Ask where they are calling from;
 - Note carefully any code words given by the caller;
 - Ask the caller the reason for doing this;
 - Note down any distinguishing features of the voice, e.g. male/female, accent, youth/adult, speech impediment or slurred speech;
 - Once the call has been terminated, dial 9-1-1 immediately; and
 - Immediately after calling 9-1-1 initiate building evacuation procedures.
- Note: The above also applies to other malicious threats.

5. PLAN IMPLEMENTATION AND TESTING

In order to insure the effectiveness of this plan, key personnel with responsibilities should review the plan, especially if it has pertinent updates. Testing of evacuation procedures should be tested at least annually. The Rector and Vice Rector will coordinate the evacuation testing for the seminary with at least one testing to occur early in the fall semester. The Executive Directors in the McCormick Pavilion and Providence Hall will coordinate the evacuation testing for their respective offices and locations.

In addition, in the fall of each new academic school year the Rector will include in the first Rector's conference to the seminary community the pertinent fire and emergency instructions contained in this plan. This will inform the community of the key personnel that would be involved in directing people in the case of emergencies and will insure a buddy system is implemented, as follows:

BUDDY SYSTEM: As an additional procedure to insure successful complete evacuation of the building, a buddy system is in place. A buddy system helps insure all people are accounted in an evacuation and a buddy system also assists knowing when individuals are not present due to being away from the facility at the time of the evacuation. A buddy system will include the Rector instructing each person in the seminarian community to select another person that in case of the emergency plan being activated, the person will insure the other person (their buddy) is accounted for when gathering outside the building. Each buddy should have the other person's cell phone number programmed into their cell phone. ALL community residents MUST have a buddy. If a buddy is not accounted for, the Fire Monitor or Executive Director should be informed immediately as they are primarily responsible for accounting for all occupants at the gathering points outside the building.

6. PLAN UPDATE AND FILING INSTRUCTIONS

This plan is to be revisited and updated on an annual basis, or at any time something pertinent in the plan changes (i.e., changes in the physical arrangement of the building or when duties of the plan changes). A copy of the plan is to be kept by all key on-site and off-site personnel.

A copy of this plan is filed with the Catholic University of America, Department of Public Safety, 620 Michigan Avenue, NE, Leahy Hall – Room 120, Washington, DC 20064. Phone number: 202-319-5111.

APPEDIX A

Location of Fire Alarms and Fire Extinguishers

FIRE EXTINGUISHERS

Fire extinguishers, compatible with the fire hazards present, must be available per local code requirement. Faculty, seminarians, staff and visitors are NOT trained in the use of fire extinguishers. Evacuate a facility immediately in the event of an emergency. Fire extinguishers are provided for Fire Department use and as an emergency means in the event the only possible escape route is impeded by fire. Facility maintenance, designated faculty and staff receive basic fire extinguisher training annually in the event of an extreme state of emergency.

LOCATION OF FIRE EXTINGUISHERS

Seminary Terrace Level

- 1 Game Room Kitchenette
- 1 Main LAN Room
- 1 Main Stairwell Entrance
- 1 Terrace Level Conference Room
- 1 Boiler Room Lobby
- 1 Boiler Room
- 1 Laundry Room (Near Far Left side of Washers)
- 1 Mechanical Room
- 1 4th Street Stairwell Lobby

Seminary Kitchen Area

- 1 Behind Food Line
- 1 In Main Food Prep Area
- 1 In Elevator #3 Room

Seminary First Floor

- 1 - Kitchen Hallway Intersection (31)

Second Floor

- 2 - Hallway Intersection/4th Street Stairwell

Third Floor

- 2 - Hallway Intersection/4th Street Stairwell

Fourth Floor

- 2 - Hallway Intersection/4th Street Stairwell

Fifth Floor

- 2 - Hallway Intersection/4th Street Stairwell

Providence Hall

- 3 - Ground Floor (inside Pallotti Center)
- 3 - 1st Floor (hallway/doorways)
- 2 - 2nd Floor (hallway/doorways)
- 2 - 3rd Floor (hallway/doorways)

McCormick Pavilion

- 1 - Basement (courtyard stairwell)
- 1 - Ground Floor (central stairwell)
- 1 - 1st Floor (central stairwell)
- 2 - 2nd Floor (central/side stairwell)
- 2 - 3rd Floor (central/side stairwell)
- 1 - 4th Floor (south stairwell)

Total Number of Extinguishers: 39

HOW TO USE A FIRE EXTINGUISHER

Even though extinguishers come in a number of shapes and sizes, they all operate in a similar manner. Here is an easy acronym and the corresponding instructions for fire extinguisher use:

P A S S -- Pull, Aim, Squeeze and Sweep

Pull the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.

Aim the nozzle toward the base of the fire.

Stand approximately 8 feet away from the fire and **Squeeze** the handle to discharge the extinguisher. If you release the handle, the discharge will stop.

Sweep the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite!

PLEASE NOTE: Fire extinguishers located in the building are of the type appropriate for the area in which they are located. Although, it is important to remember a water-based fire extinguisher should never be used for grease fires and electrical fires as it will not extinguish the fire, can cause the fire to flame up and spread quickly.

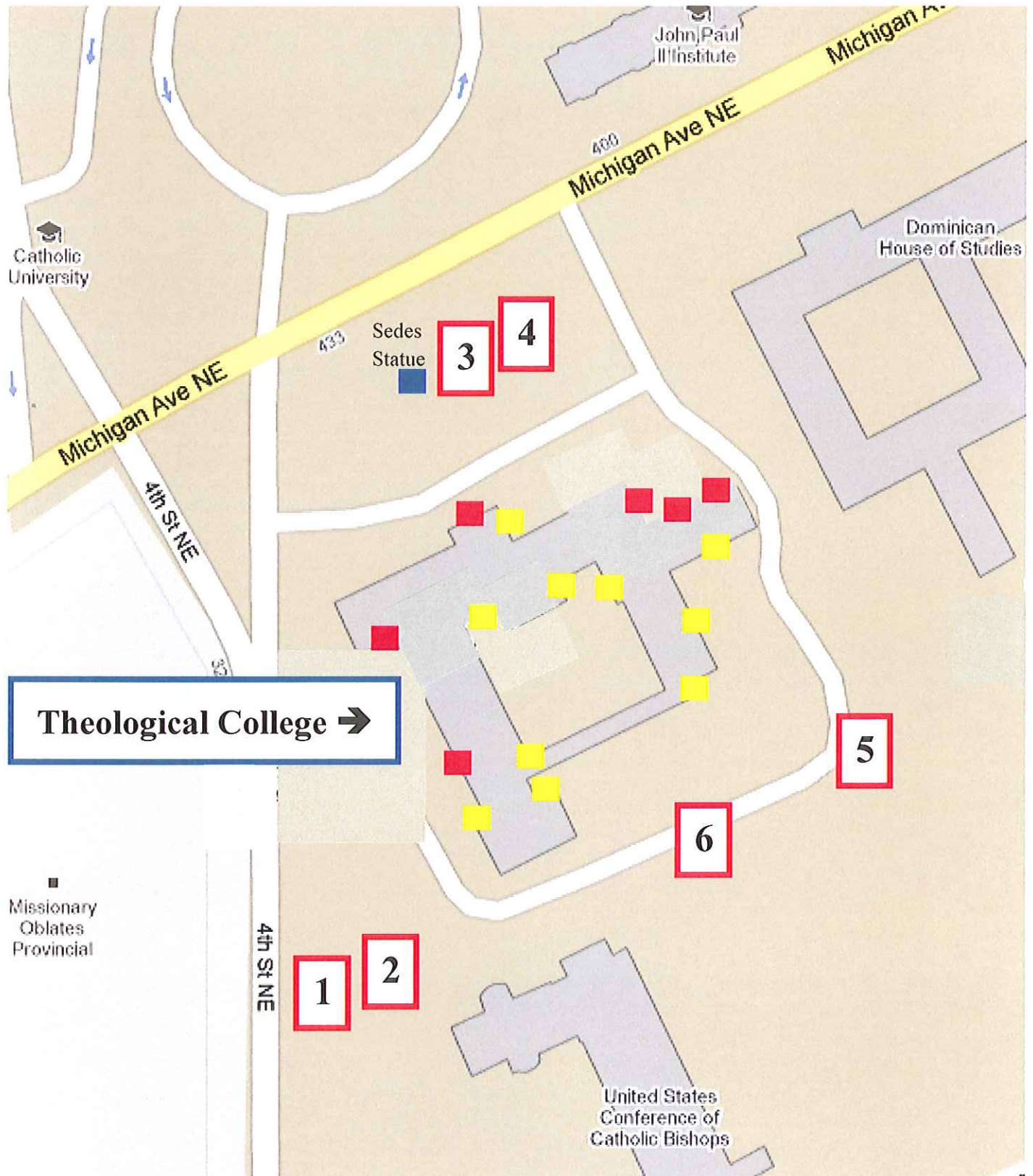
APPEDIX B

Exits and Assembly Points Layout

and

Off-Site Safe Refuge Areas Map

Exits and Assembly Points



■ = 1st Floor Exit

■ = Basement Level Exit

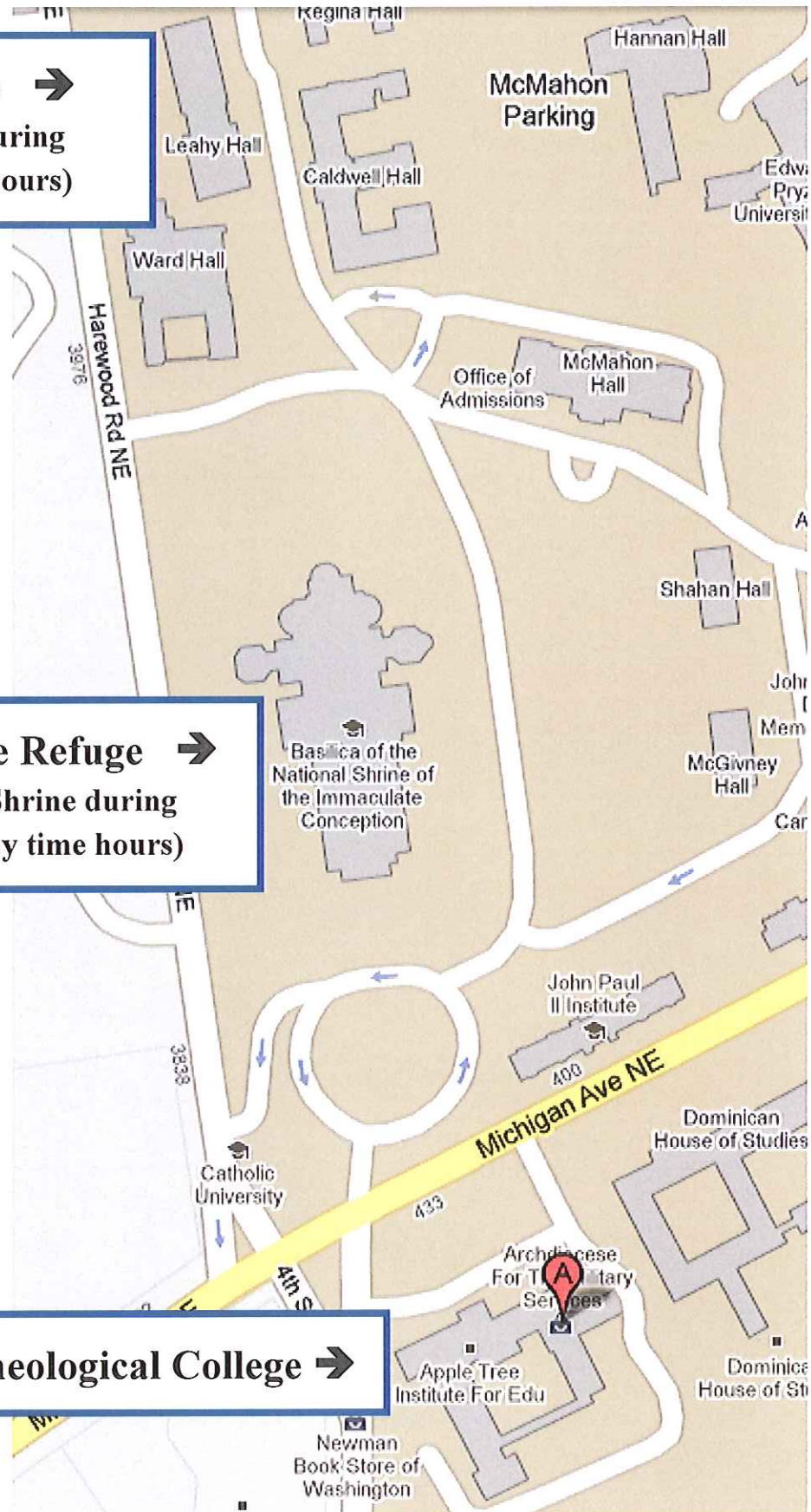
■ = Assembly Point

Off-Site Safe Refuge Areas

Safe Refuge →
(Leahy Hall during
non-day time hours)

Safe Refuge →
(Shrine during
day time hours)

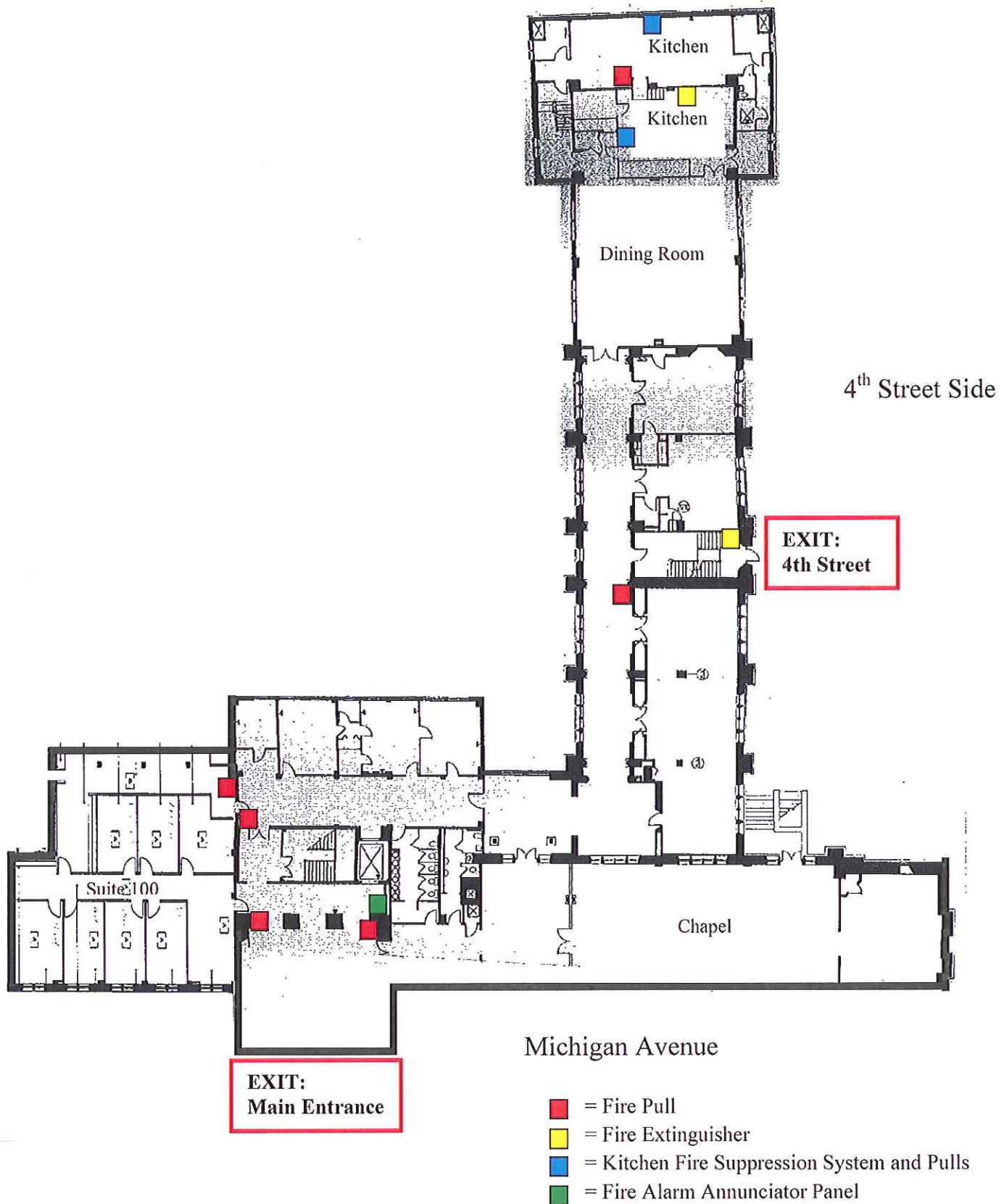
Theological College →



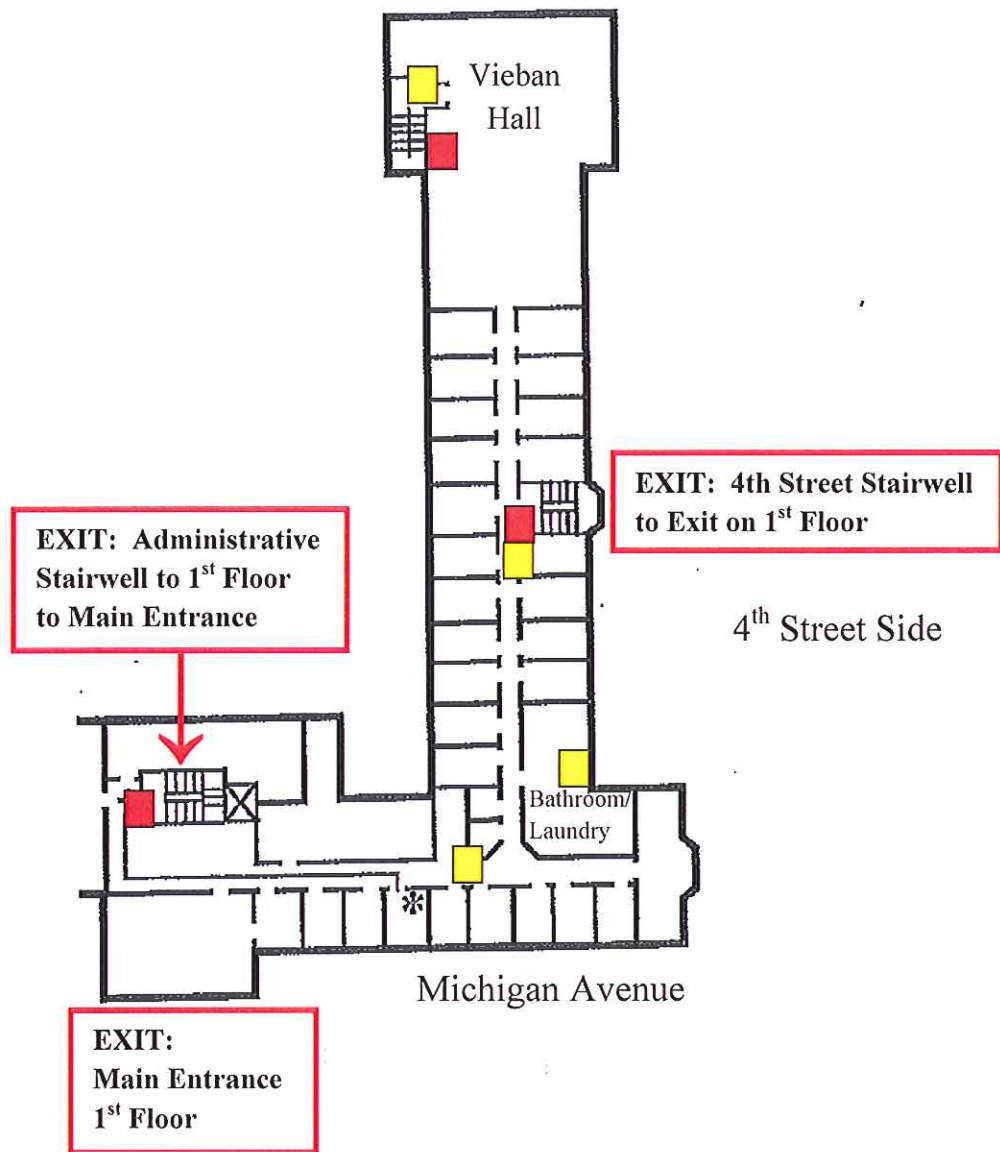
APPEDIX C

Floor Plans and Fire Evacuation Routes

First Floor – Seminary

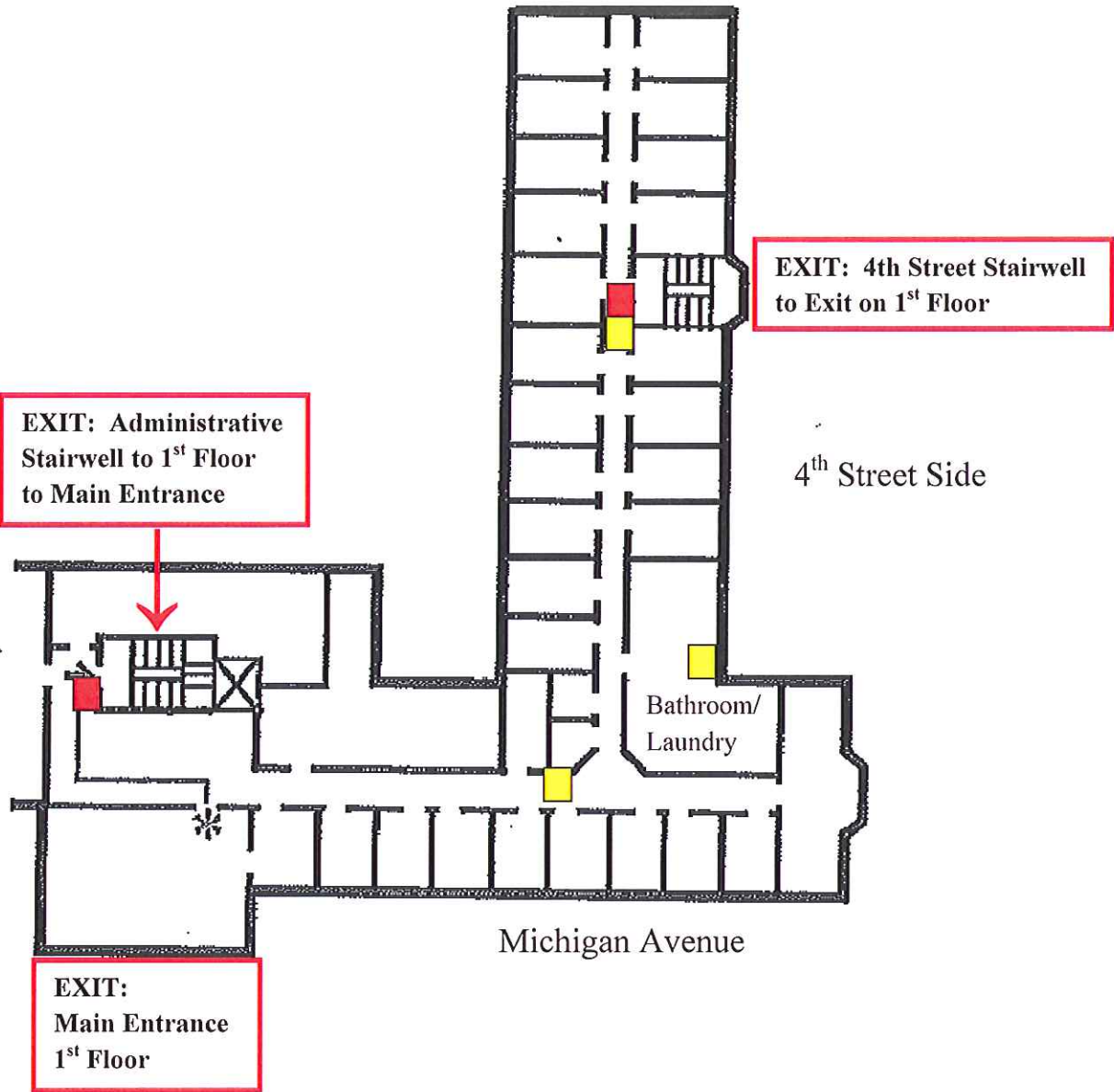




Second Floor - Seminary



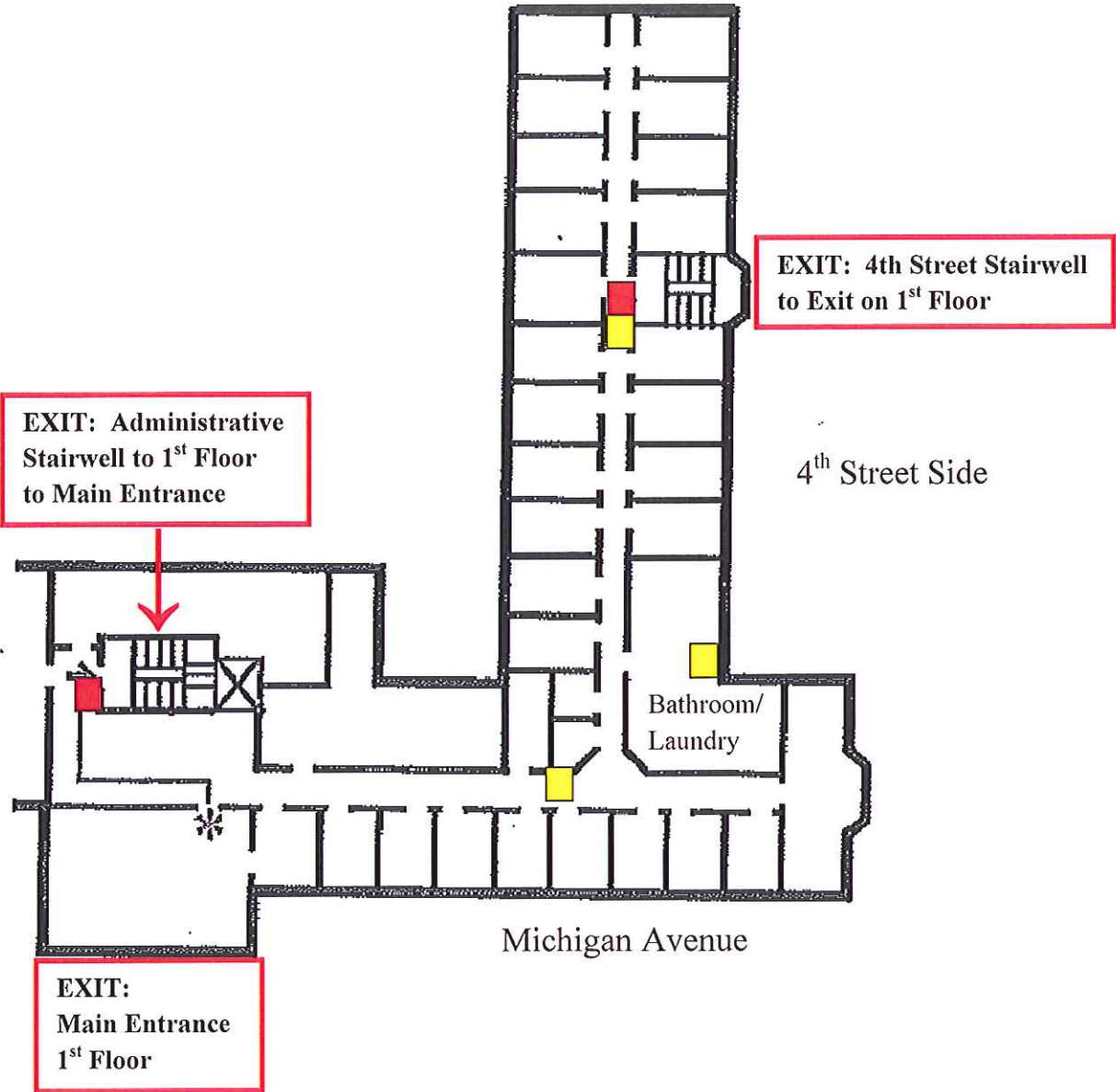
- = Fire Pull
- = Fire Extinguisher



Third Floor - Seminary



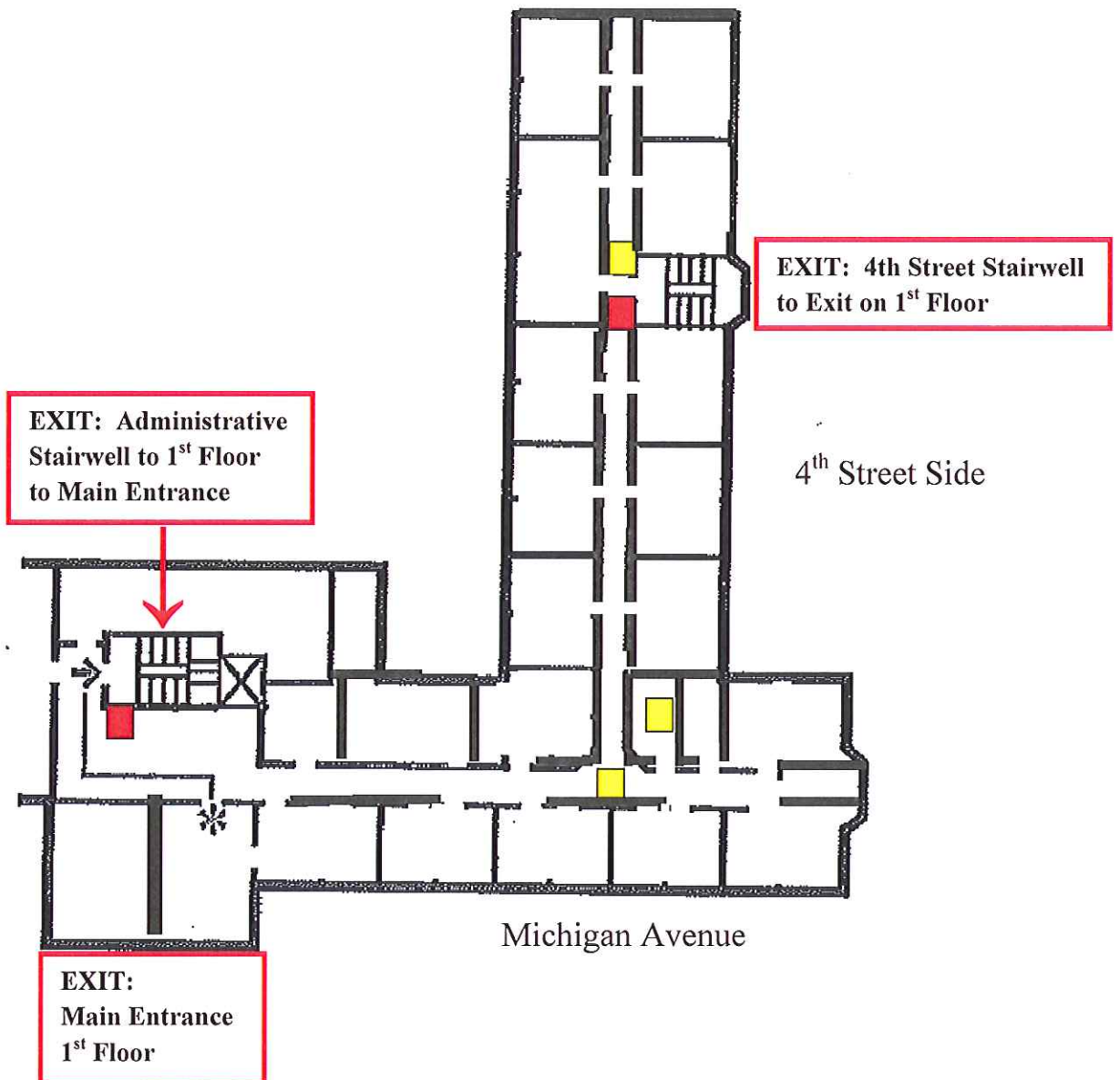
-  = Fire Pull
-  = Fire Extinguisher



Fourth Floor - Seminary



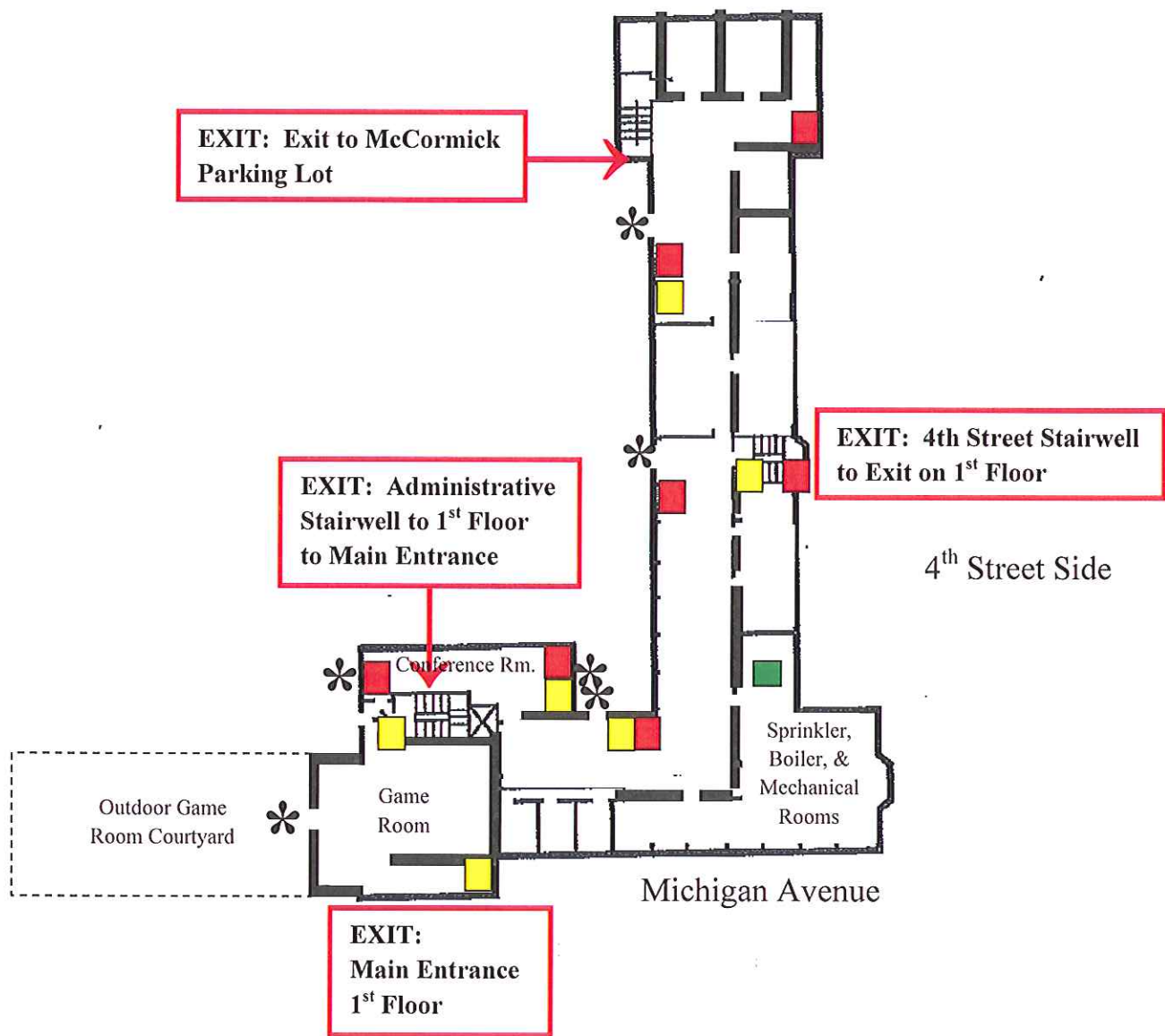
-  = Fire Pull
-  = Fire Extinguisher

Fifth Floor - Seminary



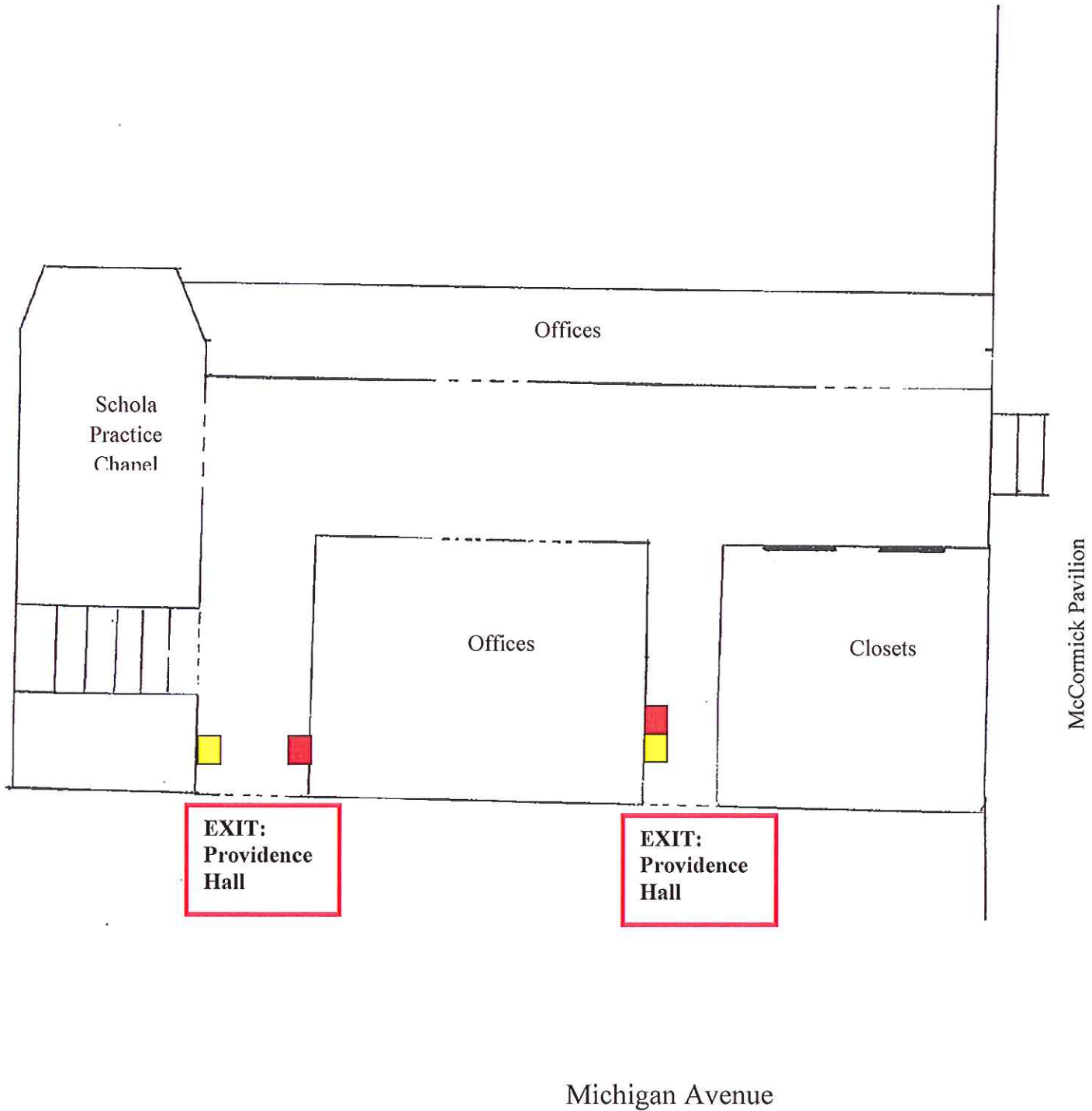
-  = Fire Pull
-  = Fire Extinguisher



Basement - Seminary



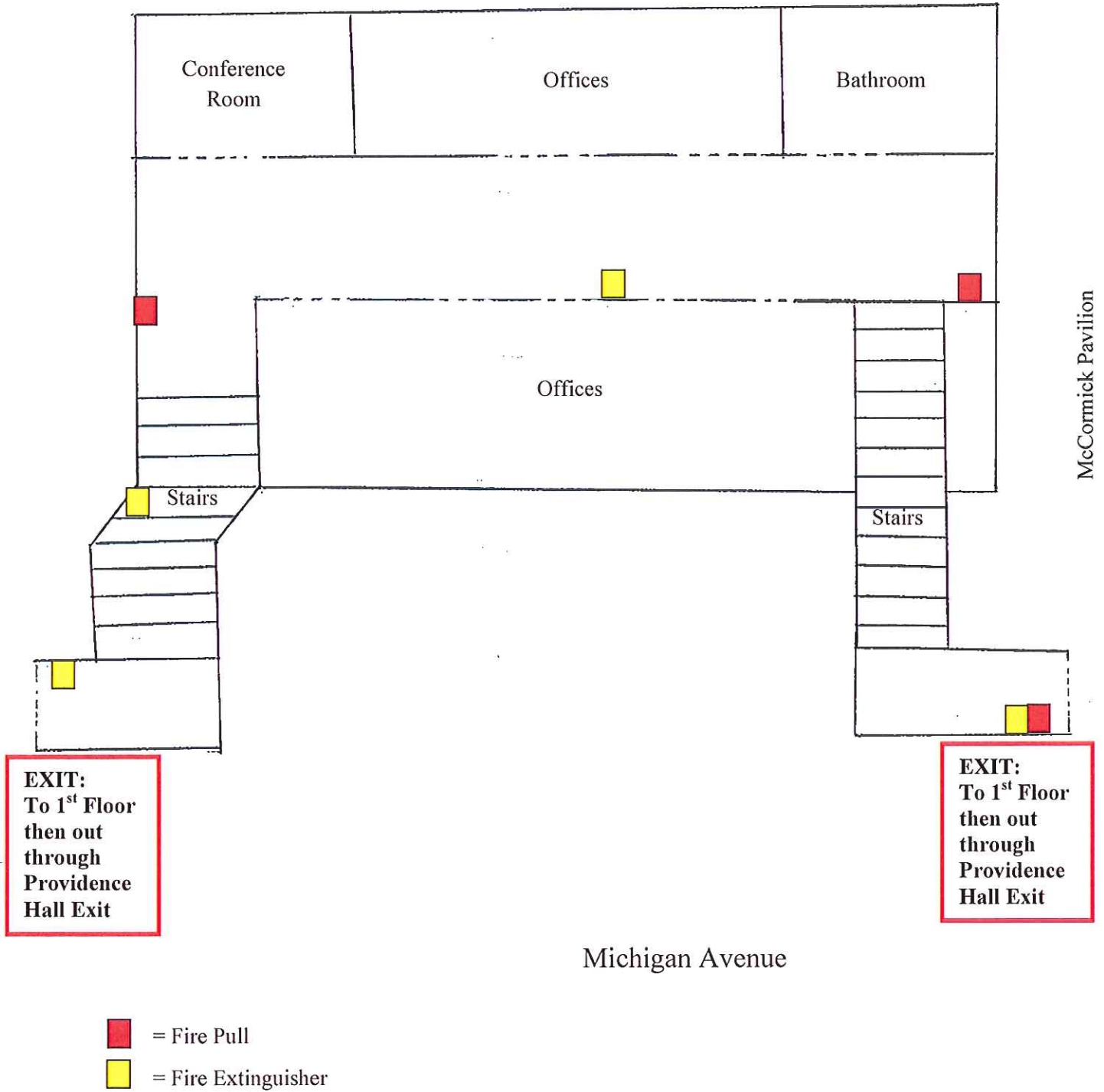
- * = Basement Level Exits to Courtyards
- Red Square = Fire Pull
- Yellow Square = Fire Extinguisher
- Green Square = Sprinkler Valve Room

First Floor – Providence Hall

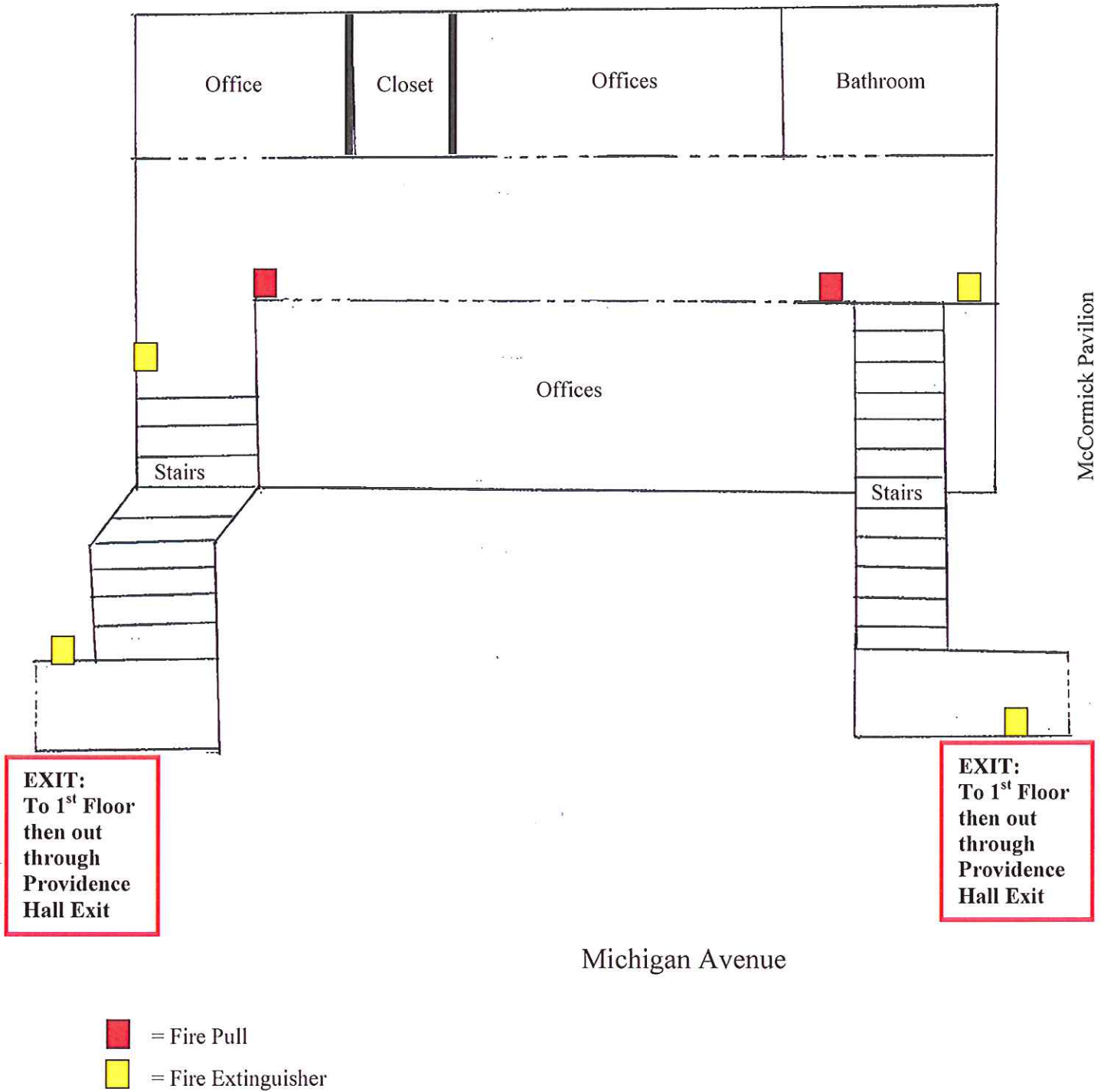


-  = Fire Pull
-  = Fire Extinguisher

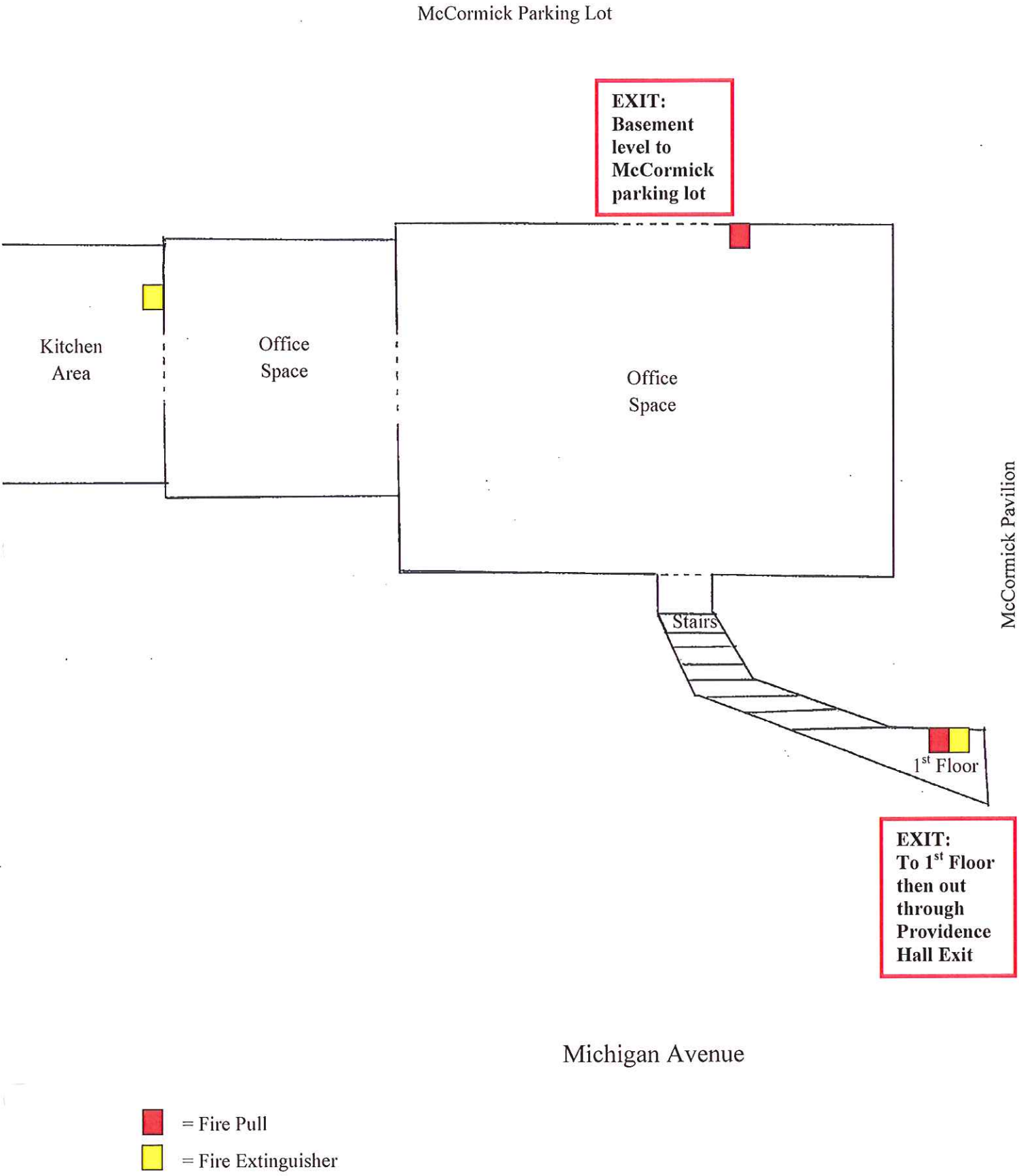
Second Floor – Providence Hall



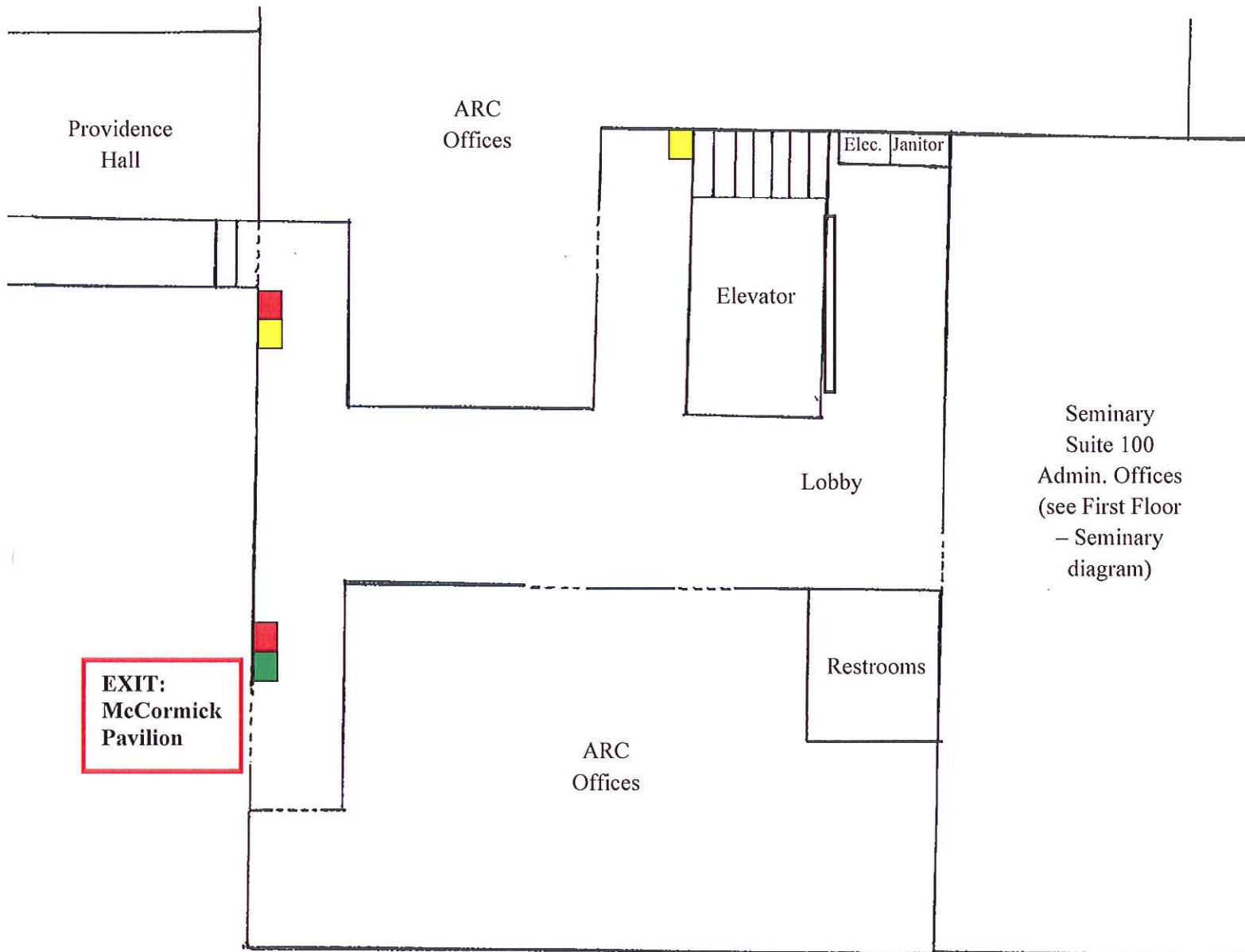
Third Floor – Providence Hall






Basement – Providence Hall



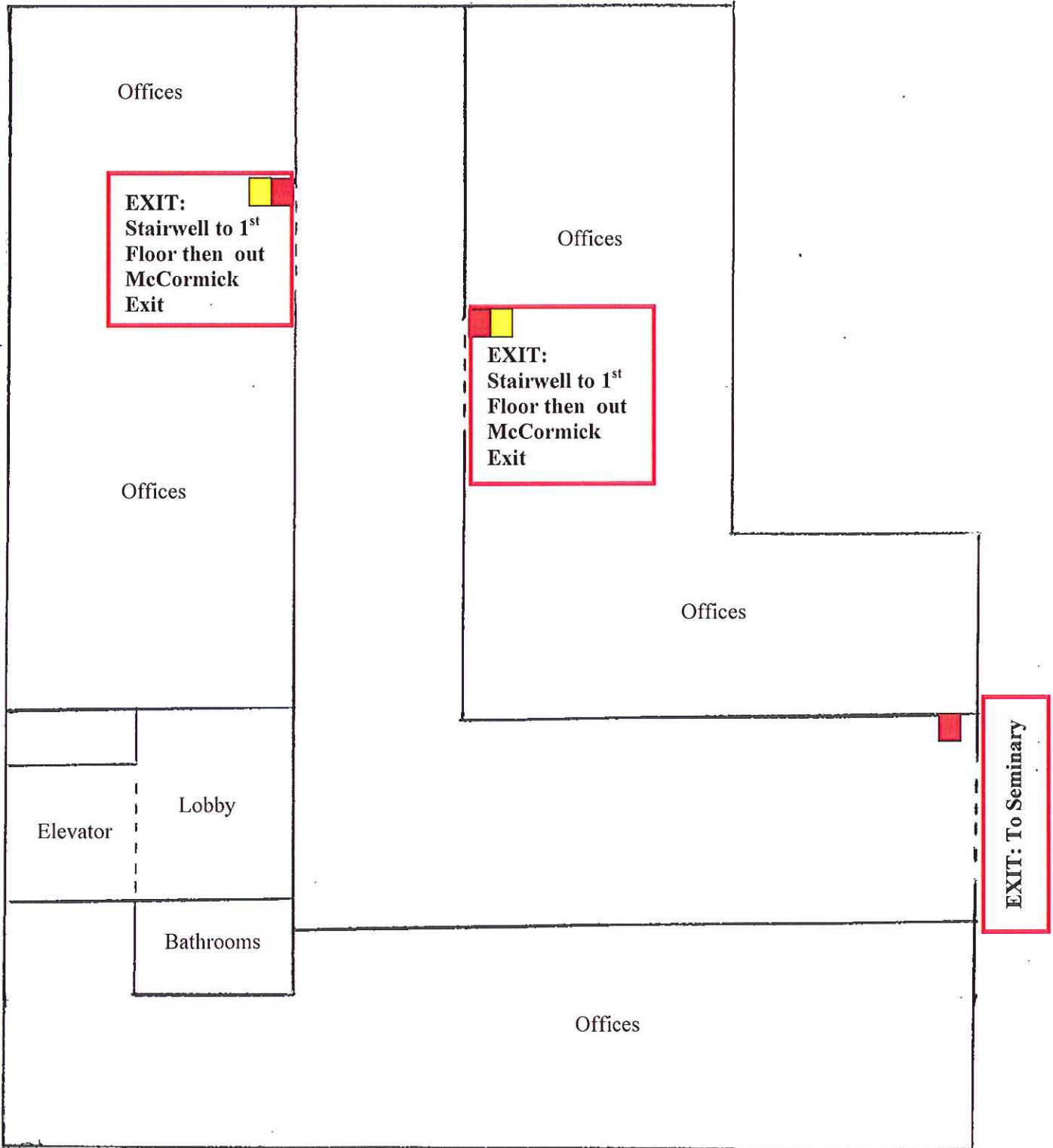
First Floor – McCormick Pavilion





Michigan Avenue

-  = Fire Pull
-  = Fire Extinguisher
-  = Portable Ramp

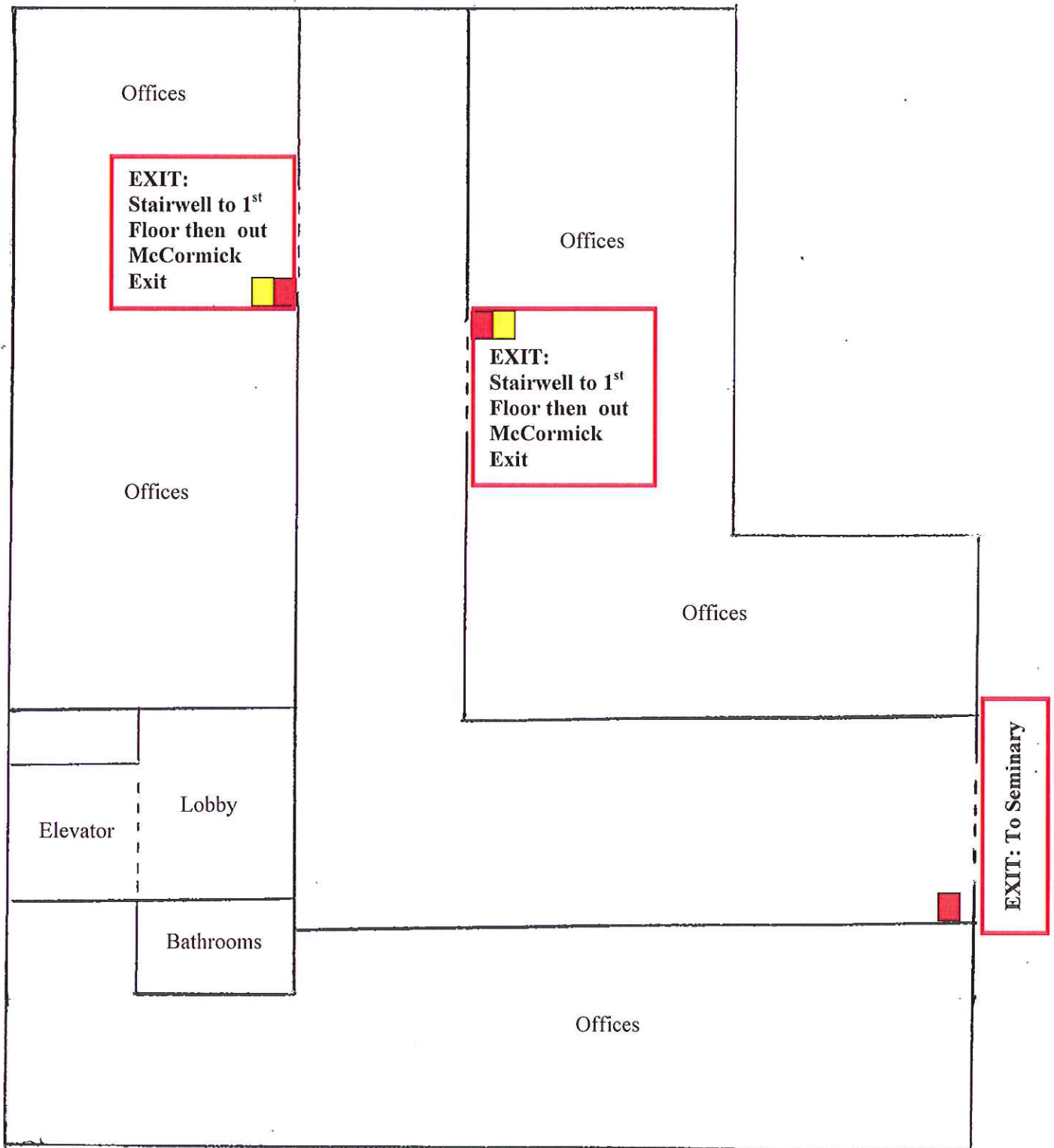
Second Floor – McCormick Pavilion





-  = Fire Pull
-  = Fire Extinguisher

Michigan Avenue

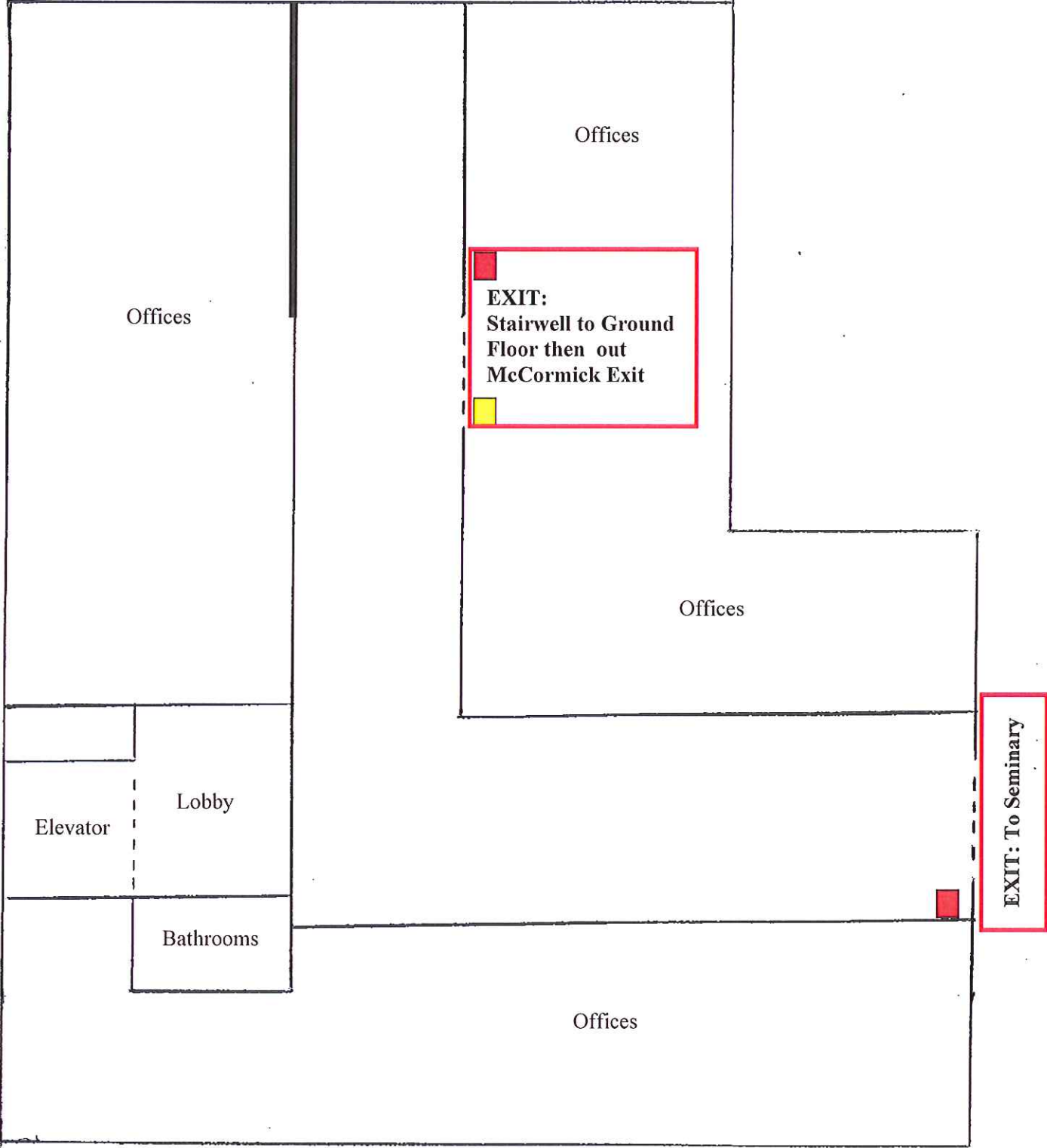
Third Floor – McCormick Pavilion





-  = Fire Pull
-  = Fire Extinguisher

Michigan Avenue

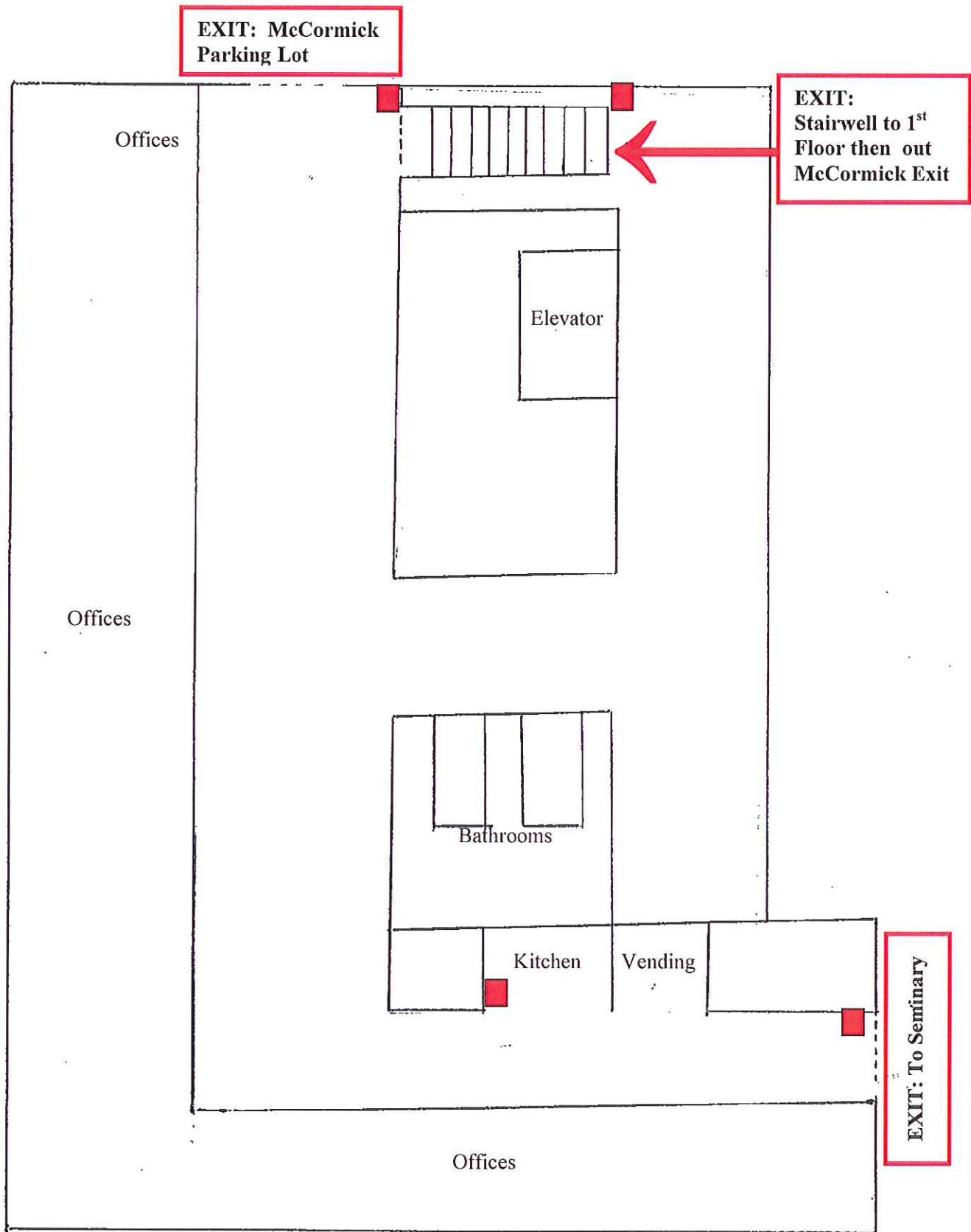
Fourth Floor – McCormick Pavilion





-  = Fire Pull
-  = Fire Extinguisher

Michigan Avenue

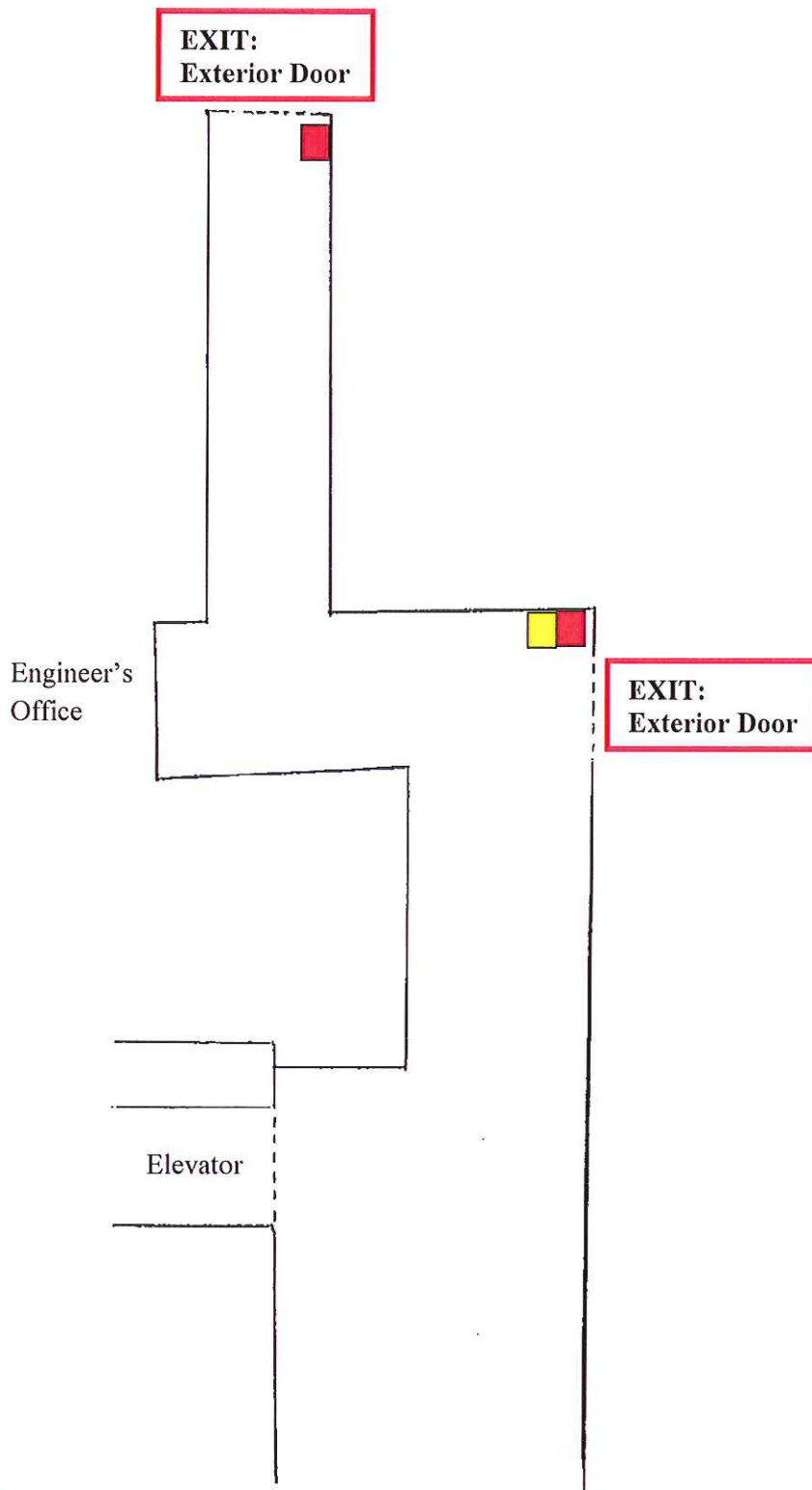
Ground Floor – McCormick Pavilion





-  = Fire Pull
-  = Fire Extinguisher

Michigan Avenue

Basement – McCormick Pavilion



-  = Fire Pull
-  = Fire Extinguisher

Michigan Avenue