



Emergency Preparedness Policy

Fire Safety and Evacuation Procedures:

At NEC, the responsibility to maintain Fire Safety on campus is entrusted to Public Safety. Fire drills are scheduled to be conducted every semester in every building owned/operated by the New England Conservatory of Music.

Emergency Procedures and Information

All students need to be aware of what to do in emergency situations. Any situation in which life, physical well-being or property is in jeopardy constitutes an emergency. In such a situation, first render assistance where practical and the second step is to get help. Emergencies might require the response of medical, law enforcement or firefighting professionals. If there is a question about the need for help, it is advisable to call.

The most immediate source for help is through Public Safety. When calling the Public Safety emergency line at (617) 585-1777, an officer will respond directly, securing any necessary assistance such as the Police Department, Fire Department or ambulance service. It is best to allow the Public Safety Officer to coordinate the response to emergencies. In case of an actual fire, contact the Fire Department directly by using the nearest fire alarm by calling 911. Once you are safely out of the building notify the Public Safety Officers.

When calling the Public Safety Emergency Line, please speak clearly, concisely and provide a telephone number where you can be reached. Remember to state your name, give your location and give a description of the emergency situation.

Emergency Call Boxes (BLUE LIGHTS)

There are 4 emergency call boxes located on campus that will put you in direct contact with Public Safety. The four emergency call boxes located on campus are at 33 Gainsborough Street, 241 St. Botolph Street, the public alley loading dock area and on the corner of Saint Botolph Street and Gainsborough Street.

When activated, these phones will automatically call Public Safety, announce your location and set off the blue strobe light. The emergency call boxes should be used whenever you need to contact Public Safety or to summon additional help such as police, fire or ambulance. These lights are to only be used to summon help for an active emergency situation. Note: For the locations of the Blue Lights on campus please refer to Appendix II of this document.

Fire Precautions and Procedures for Residence Hall Students

Whenever a fire alarm sounds, each resident and the resident guest(s) are to immediately leave the building and go to the nearest meeting place (see below). *Never assume* that fire alarm activation is accidental or a prank.

The Residence Hall is considered a “high rise” facility and is evacuated accordingly. The voice recording notifying residents of an emergency in the building plays and is followed by instructions to evacuate if a pulsating tone sounds.

The floor where the emergency is initially reported and the floors directly above and below are evacuated first. All Residence Life staff members are required to evacuate regardless of whether the tone sounds on their floor.

Residents take the Stairwells A and B to the first floor and exit the Student Life and Performance Center by the front doors. Residents proceed across St. Botolph Street to the Matthews Arena parking lot and meet with their RA and other members on their floor. Residents wait until a Residence Life staff member instructs them to cross the street and re-enter the SLPC.

When the Boston Fire Department arrives on campus they will be assisted in the SLPC by Public Safety staff, if necessary.



New England
Conservatory

Emergency Preparedness Policy



Fire Evacuation Procedures

1. Immediately activate the building fire alarm system which will automatically notify the fire department and get help on the way. It is best to have the fire department respond and not be needed than to have them arrive too late for potential rescue. If you are in a building without a fire alarm system, dial 911 from a safe location to report the fire. If you call 911, we would ask that you contact Public Safety afterward, as there can be a delay in the EMS response to the campus. Call Public Safety at (617) 585-1777. Identify yourself and provide as much specific information as you can in a calm manner.

2. After sounding the Fire Alarm, your first concern is to get out of the building. As a member of the college community, you are encouraged to assist everyone out of the building without putting yourself in harm's way. On your way out of the building, knock on doors and announce that everyone needs to evacuate the building. Do not wait for an answer. Assist those who need assistance with either leaving the building or hearing the alarm. *Never assume* that fire alarm activation is accidental or a prank.

3. Prepare and evacuate the building by way of the nearest emergency exit. Walk; do not run. Do not use elevators. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.

4. Calmly assist visitors during alarm/emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during alarm situations.

5. Close but *do not lock* all doors as you leave.

6. Before exiting through any closed door, check for heat and the presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.

7. (*In the SLPC Residence Hall*) The residence life staff will assemble students in their assigned Assembly point. Once you have arrived at your assigned Assembly point begin to assess which students have arrived from the residence hall. Help to ensure that all students stay at the Assembly point.

- a) *Assembly point for the SLPC Residence Hall:* In the event of a Fire alarm all occupants in these locations will proceed to the Jordan Hall main entrance on Gainsborough Street. Public Safety will then direct evacuees to either Williams Hall or Brown Hall as an assembly point. Please refer to the Evacuation maps in Appendix I, of this document.

8. (*In Academic and Administration buildings*) Faculty and staff will assemble students/building occupants in their assigned Assembly point. Please remember that all buildings have multiple emergency exits and faculty/staff should direct everyone to use them. Once you have arrived at your assigned Assembly point begin to assess which individuals have arrived from your building. Take note of those who are not there and report to Public Safety those you know are missing. Help to ensure that everyone stays at the Meeting point.

- a. *Assembly point for the SLPC, 33 Gainsborough Street, and 241 St. Botolph Street:* In the event of a Fire alarm all occupants in these locations will proceed to the Jordan Hall main entrance on Gainsborough Street. Public Safety will then direct evacuees to either Williams Hall or Brown Hall as an assembly point. Please refer to the Evacuation maps in Appendix I, of this document.
- b. *Assembly Point – Jordan Hall* – In the event of a Fire alarm all occupants in Jordan Hall will proceed to the SLPC. The Public Safety Supervisor will notify all on duty personnel that the SLPC will be utilized as a place of refuge.
 - i. The Public Safety Supervisor will assist in directing students, employees and visitors to the SLPC entrance.
 - ii. The SLPC officer will assist in ushering people into the dining area on the first floor of the SLPC.



New England
Conservatory

Emergency Preparedness Policy



9. Upon exiting the building and proceeding to the Assembly point, remain at least 50 feet away from the building walls and overhangs. Do not block any driveways, as Fire Department personnel will need access to these areas. Students are requested to report to their assigned meeting point as defined by the Evacuation Procedure maps.

10. The cessation of an alarm/departure of the fire department is not an "all clear" to re-enter the building as corrective measures may still be in progress. Public Safety and the Boston Fire Department will make a sweep of the building and assess the situation from that point. Stay clear of the building until the Fire Department, or Public Safety has advised you that it is safe to re-enter the building/area.

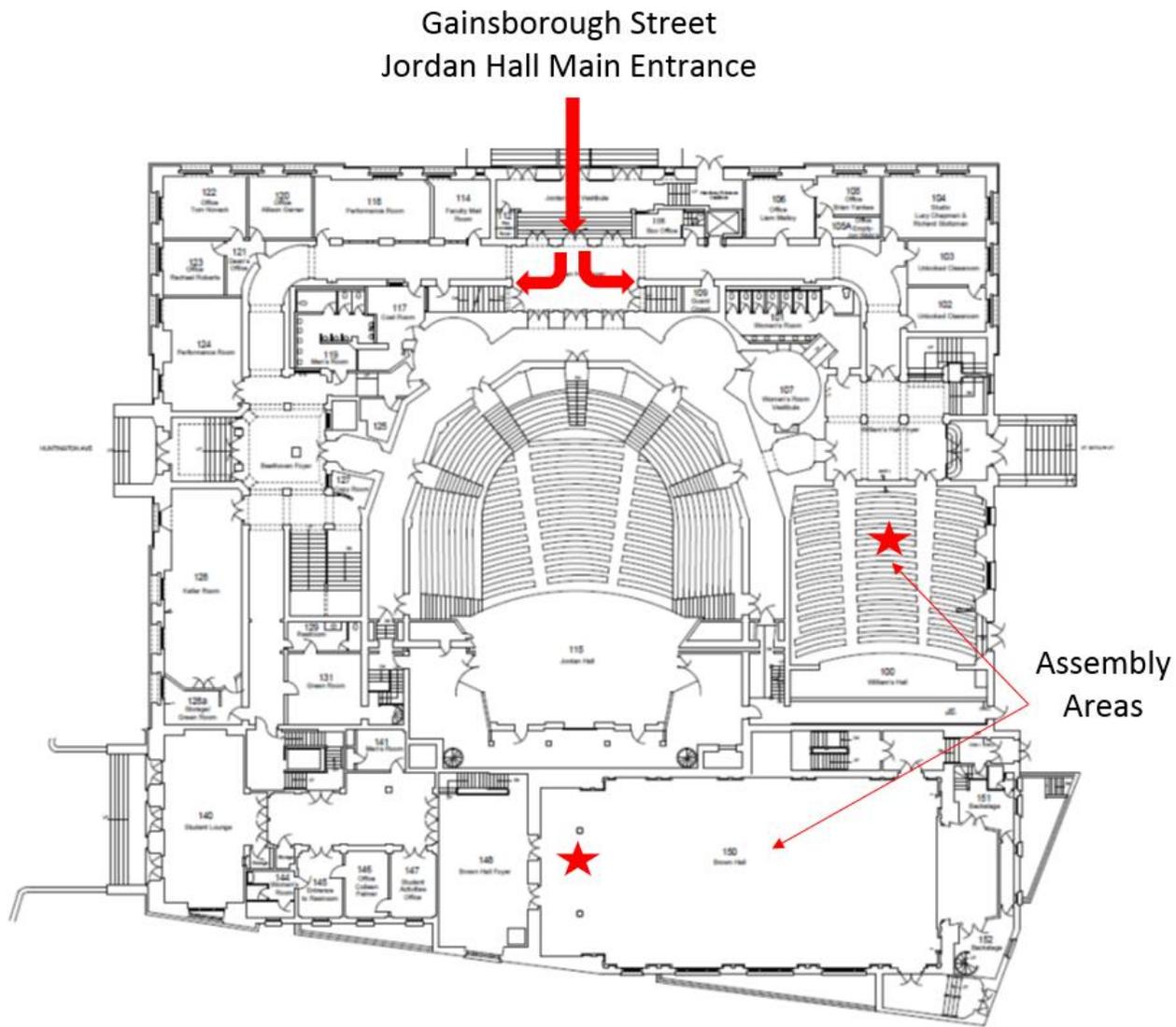
11. In the event you are unable to exit the building:

- a) Remain calm; do not panic
- b) If there is smoke in the room, keep low to the floor; crawl if necessary
- c) Place a cloth, wet if possible, over your mouth to serve as a filter
- d) Before passing through any doors, feel the metal door-knob and the door. If it is hot, do not open the door. Attempt an alternative exit.
- e) Open the windows from the top, if possible (to let out the smoke and the heat) and from the bottom (to let in fresh air).
- f) If you cannot exit out of the window, signal for help from a window. Hang something out of the window to attract the attention of the Fire Department, such as a pillowcase or shirt.
- g) If you can open the door (if it is not hot to the touch), brace yourself against the door and open it slowly in order to make sure there is no heat or heavy smoke on the other side. If there is, then close it again.
- h) If you are able to leave the room through the door, close it as you exit.
- i) Go to the nearest exit or stairs. If the nearest exit is blocked by fire, heat or smoke, go the alternate exit.
- j) If all exits on the floor are blocked, go back to your room/office, close the door, open the window, wave something out the window and shout for help.

Appendix I

Evacuation Maps:

NEW ENGLAND CONSERVATORY OF MUSIC EVACUATION ASSEMBLY AREA
 Map 1 – Assembly point for the SLPC, 33 Gainsborough Street, and 241 St. Botolph Street



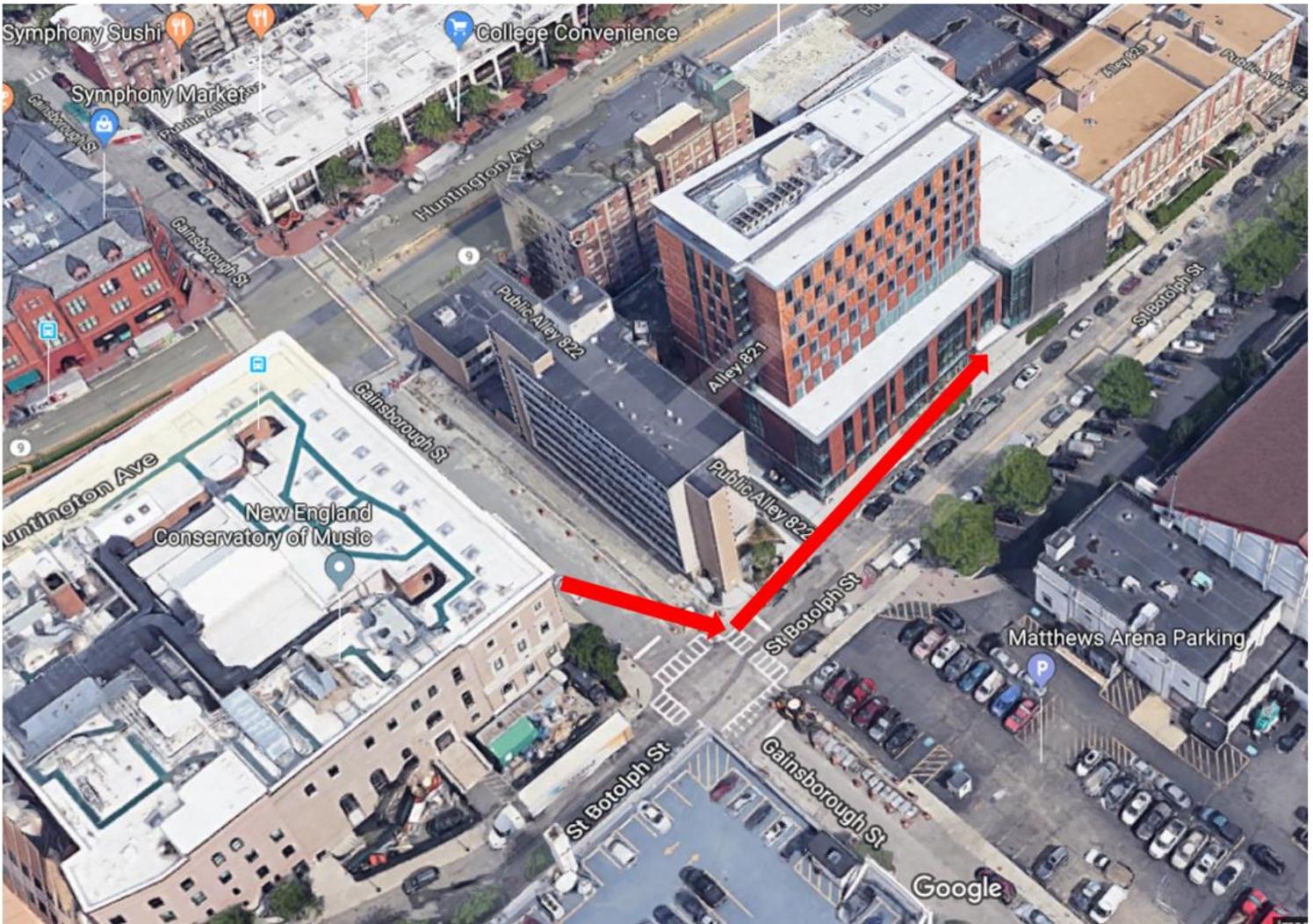


New England Conservatory

Emergency Preparedness Policy



NEW ENGLAND CONSERVATORY OF MUSIC EVACUATION ASSEMBLY AREA Map 2 – Assembly point for Jordan Hall





New England
Conservatory

Emergency Preparedness Policy



SLPC Entrance



New England
Conservatory

Emergency Preparedness Policy



Appendix II;

Locations of Campus Blue Lights, Public Safety Emergency Telephones and 911 Telephones:

Emergency Phones

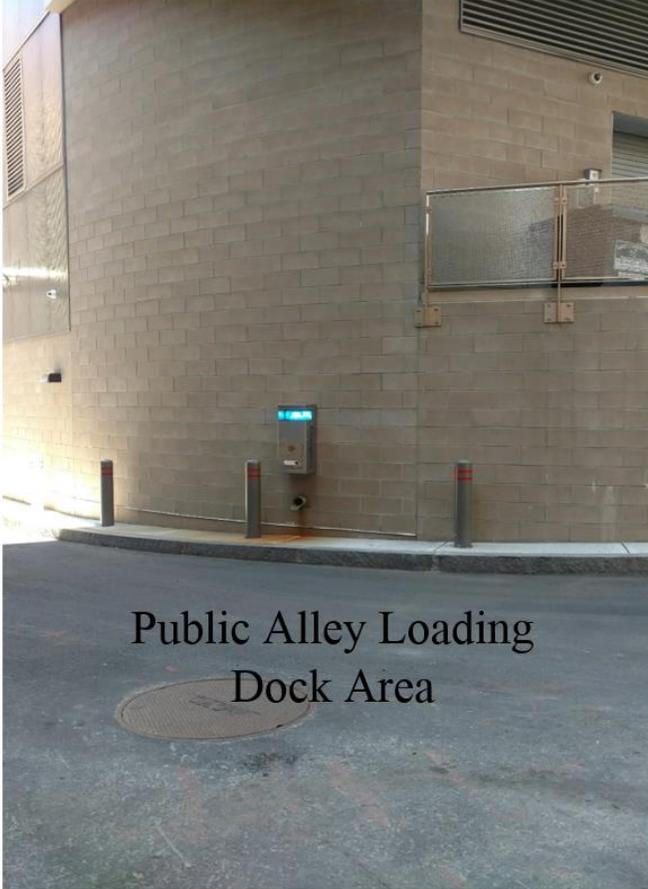
Four emergency phones with blue lights are located on campus; one at 33 Gainsborough Street, one at 241 St. Botolph Street, the public alley loading dock area and one on the corner of Saint Botolph Street and Gainsborough Street.





New England
Conservatory

Emergency Preparedness Policy



Public Alley Loading
Dock Area



Corner of Saint Botolph Street
and Gainsborough Street