Springfield Technical Community College

Campus Evacuation Plan

(Revision:06/10/2014)

July 2014

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1.1   PURPOSE

The purpose of the STCC evacuation plan is to provide clear guidance to staff and students regarding the actions to be taken in the event of a partial or campus-wide evacuation.

1.2   SCOPE

This plan applies to all staff, students and visitors to the STCC campus. Each member of the STCC staff should be familiar with this plan and their role in an emergency situation. The level of staff involvement and establishment of liaison with the emergency response authorities will depend on the nature of the emergency.

1.3   INTRODUCTION

Implementation of a response action will vary with the circumstances of the event. Included in this plan are two general response actions (Shelter-in-place and Evacuation). The decision of which response action to initiate should be based on the dynamics of the situation, after an assessment of the type of emergency and the magnitude of the event. In some instances, City or State emergency response personnel may instruct the STCC to implement one of the general response actions in reaction to an event outside or near the campus. Regardless of which action is implemented, safety is the first priority.

The need to evacuate the STCC campus may result from a variety of natural, technological, or human-caused events. The event may emanate from within or externally from the campus. Events within each category provide different levels of warning. The decision to evacuate must be balanced with the resources to safely do so. In many cases, the option to shelter-in-place is a viable alternative to evacuation. For planning purposes, three (3) standard evacuation timeline scenarios have been used to support the development of this plan:

- Spontaneous- Immediate self-evacuation in response to an incident or event
- Rapid- Limited advanced warning or preparation
- Planned- Advanced warning of a potential event or incident

In addition to the time available to evacuate the campus, the type of event, source of danger, speed of onset, expected duration, conditions of the transportation network, and the travel time and distance to a safe environment must all be considered.

2.1   SITUATION AND ASSUMPTIONS

2.1.1   Situation

2.1.1.1   Campus Geography

Springfield Technical Community College is located on the outskirts of downtown Springfield on 35 acres of the Springfield Armory Historic Site. The STCC campus is bound by Federal Street to the northeast, Pearl Street to the northwest, Byers Street to the southwest, and State Street to the southeast. State Street is a two-way roadway running through the City of Springfield and providing egress and access to Interstate 91 (I-91). Federal Street connects State Street to Armory Street to the north, which provides egress and access to Interstate 291 (I-291).

Access and egress to/from the facility is limited. The entire campus is gated, and the actual fencing surrounding the campus is protected by the National Park Service (NPS) due to the historic nature. The main driveway to the campus is located along Federal Street, and is entrance only. A second curb cut exists further north along Federal Street for vehicles to exit the campus. An additional vehicular access point exists along Pearl Street. Pedestrian access points exist more frequently, along Federal Street, State Street, and Pearl Street.

2.1.1.2   Population
- Peak day-time, in session population may be as high as 3,000 staff and students.
- As many as 50 staff and students with access and functional needs may be on campus
- The on-campus day care facility is licensed for up to 40 children
- During the summer months, various programs use the campus.
- The Municipal Police Training Committee (MPTC) Academy operates two annual recruit classes on the STCC campus with approx. 40 recruits and 6 instructors in each class.

2.1.1.3   Parking Lots
There are five (5) off campus parking lots ranging in distance from a few hundred feet to ½ mile from campus. The off-campus lots provide approximately 1,403 parking spaces for student passenger vehicles;

There are approximately 732 (47 of which are ADA accessible) parking spaces on-campus for faculty, staff, and visitor passenger vehicles

2.1.2   Assumptions

- An incident within or immediately adjacent to the STCC Campus has the potential to cause loss of life, property loss, and/or disruption of normal life-support.

- In response to an imminent or actual public emergency, the State or Springfield EMA will notify STCC and activate the appropriate planning activities at a level appropriate to the level of risk presented by the hazard.

- A public emergency affecting the STCC Campus will have an effect on the regional transportation network.

- In all cases, the first priority for planning and action is to limit the potential loss of life.

- Any evacuation will take place with the full coordination and cooperation of STCC staff, Springfield, State, and regional authorities and agencies.

- The transportation network could sustain damage, limiting access to and from the emergency location.

- Infrastructure damage and communications disruptions will inhibit efficient coordination of evacuation and transportation support during the immediate post-disaster period.

- Some emergencies and events will be predictable and will allow planning and reaction time. Others may be instantaneous, requiring immediate response.

- The decision to evacuate could occur at any time of the day or night and there may be little control over the evacuation start time.

- High volumes of pedestrian traffic will have an impact on vehicular traffic.

- Transportation may need to be provided for evacuees without personal vehicles; this includes staff, visitors, and students.

- Staff, students and visitors with access and functional needs may have unique transportation needs that will require coordination during an evacuation.
- A catastrophic event in any area of Springfield may cause an undeclared evacuation of the Campus
- Evacuees will use non-designated as well as designated evacuation routes. However, designated routes will be given the priority for resources.

3.1   CONCEPT OF OPERATIONS

Upon declaration of a need for the evacuation of the STCC campus, alone or as part of a community evacuation, the STCC Police Department will effect coordination with internal

resources and those necessary external resources from the City of Springfield, and the Massachusetts State Police to support a safe, orderly evacuation.

The STCC Police will coordinate with staff to provide personnel at identified on campus control points and notify the Springfield and State Police Departments of the need to staff critical traffic control points leading to and onto the identified evacuation routes. The STCC Police will also notify the City of Springfield Emergency Management Agency.

Upon activation of the evacuation plan, the STCC Police Department and the college executive administration will establish liaison with the appropriate civil Incident Commander.

The STCC Police will work with other state and local agencies involved in the coordination of resources responding to an evacuation of the STCC campus.

Students will be directed to their vehicles in the campus parking lots. Primary evacuation routes will be established to facilitate vehicular movement to Route 291 and Route 91. Vehicles on campus will be directed to the nearest gate. Pedestrian traffic will have priority over vehicle traffic.

3.2   PHASES

3.2.1   Pre-Evacuation Phase- Preparedness

Once STCC has received notice of an event that requires an evacuation of the campus, the Campus Police will activate Phase I. During this phase, the Emergency Response Team will be activated and the Emergency Operations Center staffed to ensure situational awareness, monitor the pending event, and review preparations. This phase will identify public safety and transportation resources available, review the designated routes needed to facilitate traffic flow, and development of a resource plan to deploy to the affected area(s). It may be necessary to pre-deploy resources prior to declaration of an evacuation. The Campus Police Department will coordinate with the City of Springfield Police and EMA, as well as the Massachusetts State Police in pre-deploying response resources as appropriate, with the goal of ensuring resources and associated equipment will deploy to their designated traffic control points. When practicle, evacuation of the Armory Square Day Care Center will be initiated during this phase.

The purpose of the Pre-Incident Phase is to ensure that STCC, state and local agencies receive the most current and accurate situational awareness information concerning communications relevant to emerging and potential threats and that those response resources are postured to respond in a timely manner. The strategy for this phase is to closely monitor events and begin review of advance preparations required to facilitate an effective and timely response; to establish an alert posture for forward deployment of resources that may be required immediately to expedite a campus-wide evacuation.

3.2.2   Incident Response Phase (Activation, Deployment, Initial Response)

Activation of Incident Response Phase – STCC Campus Police resources will deploy to the traffic control points identified and coordinate for the activation and mobilization of Springfield and State Police resources to their designated traffic control points.

This phase also has field personnel reporting on the continued and projected flow of traffic, the need for additional resources, and anticipated time frames for clearance of the area(s). Ongoing and accurate status assessments are necessary for STCC to plan for and sustain operations, to anticipate the need for follow-on personnel, supplies and equipment, and to provide other pertinent information as required to facilitate the evacuation.

3.2.3   Post Incident Phase- Demobilization and Deactivation.

This phase includes the determination when traffic control resources can be demobilized and the plan can be deactivated. This will occur when traffic flow has subsided in the area(s). The demobilization and deactivation phase, and the associated procedures, processes, practices, and protocols, begin when the Incident Command Post determines that sufficient progress has been made in restoring minimal functionality to the impacted road network. A specific traffic control point resource may be demobilized when its assignment is completed or when it has been determined that the resource is no longer needed. If not filling the role of Incident Commander, the STCC Police Chief will coordinate with the Incident Commander, Springfield Police and the State Police for the demobilization of resources when all operational objectives are satisfied.

3.2.4   No Notice Considerations

Activation of the Traffic Control Points in a "no notice" event, where very little warning of an imminent event or no warning of an event has been received, will severely impact Pre-Incident Phase and Incident Response Phase protocols.

To that end, the STCC Police, in coordination with the Springfield and State Police, and the Springfield EMA, will mobilize, prioritize, and deploy resources as needed, based on resources available. The STCC Police will coordinate with the Springfield and State Police to identify resources available and the most critical areas where they should be deployed in short order. It is presumed in a no notice event that resources will be deployed first to those points where the critical nature of the location has received a high impact designation, such as intersections and crossings likely to encounter pedestrian-vehicle interaction.

3.3   COMMUNICATIONS

Effective communication is important in all phases of emergency management. Pre-event communication between staff, with parents/guardians, and with students will reduce their anxiety during an incident. Pre-event communication with emergency response personnel will assist them in preparing for an appropriate response to an incident at the campus or an incident that may impact the campus. Communications during an event will facilitate a safe, efficient response and help the staff minimize the potential negative impacts an emergency event may have on the staff and students.

3.3.1   Notification

The STCC Police will make the following notifications during the pre-incident phase

Agency/Office	Phone
President's Office	413-755-4889
Public Information Officer	413-755-4817
Facilities Department	413-755-4700
Springfield Police Department Traffic Bureau	413-787-6333
Springfield Emergency Management	413-787-6720
Massachusetts State Police B-3 Springfield	413-731-0689
STCC Child Care Center	413-755-4955
National Park Service	413-271-3980
High School of Commerce	413-787-7220
Springfield Public Schools Director of Security	413-787-7170
Mass Mutual Center	

3.3.2   Alert Communication

Once a decision has been made regarding the appropriate response action, the decision must be communicated to the staff, students, and visitors by the most efficient means available. The urgency of situation may impact the method of communication. Information regarding an emergency situation and the corresponding response action should be conveyed in plain language using the RAVE Mobile Alert System.

- RAVE Mobile Alert. The RAVE system will be used as a primary alert notification system for staff and students on-campus; and as a warning system for those not currently on campus.

- Radios. Radios will serve as the primary means of communication during an emergency (excluding bomb threats). They are an effective means of mass communications however, radio transmissions are not private and caution must be used when transmitting sensitive information. *In the instance of a bomb threat, immediately discontinue the use of all portable radio equipment.*

- Telephones. The campus telephone system will be used to the extent possible. However, in the event of a telephone system failure, communications will be maintained through the use of radios and/or personal cellular phones

- Personal Phones. Personal cellular phones are to be used only in the absence or a campus telephone or radio.

3.3.3   Media Communication

All communication with the media will be directed through the STCC Public Information Office.

4.1   STAFF ROLES AND RESPONSIBILITIES

4.1.1 Executive Office. The Vice President of Administration/CFO will serve as the administrations senior coordinator during an evacuation or emergency and is responsible for executive oversight of the incident through the STCC Police Command Staff.

4.1.2 Campus Police
- The Chief of Police is responsible for maintaining and implementing this plan
- The Chief of Police will designate an Incident Command Post on campus if the situation permits
- The STCC Police will staff traffic control points as identified in the support matrix.

4.1.3 Facilities Department. Upon notifying Facilities of the impending evacuation, command staff from the STCC Police will coordinate with STCC Facilities Director or designee for any relevant and appropriate assistance from the Facilities staff.

4.1.4 Emergency Response Team (ERT). The level of ERT response will be scaled according to the incident. Members will assume ICS responsbilities according to the Comprehensive Emergency Management Program Concept of Operations and SOPs.

4.1.5 Public Information Officer. The STCC Public Information Officer is responsible for disseminating accurate information to the media and general public. During and evacuation or incident, the PIO will:

- Be the single point of contact for all information being disseminated related to the emergency and evacuation.
- Serve as the point of contact for media relations

- Keep evacuees and the general public informed on evacuation activities and specific actions they should take if directed to do so by the Incident Commander
- Coordinate with the public information officers from external agencies such as the City of Springfield and the State Police.

4.1.6 Faculty and Staff

- During an emergency, students and visitors will usually see the staff member as an authority figure. Staff members who present a calm, positive response to an emergency situation will have a positive influence on how a student or visitor responds. Remaining calm and providing clear directions will have a calming effect. Knowledge of the emergency evacuation procedures will enable the staff member to promote orderly and safe evacuations.

- This plan is not intended to direct staff to perform activities outside of their normal capabilities. Under the concepts outlined, emergency response functions remain the responsibility of the appropriate police, fire, and emergency medical service providers. The primary responsibility of the STCC staff is to the safety and accountability of the students.

- All staff should ensure they have an understanding of the communications, decision making, and response processes contained in this plan.

- Relocation Advance Team. In the event it becomes necessary to evacuate to an off campus host facility, an advance team will be dispatched ahead of the main evacuation to establish a receiving process. Depending on the time to assemble a team and the circumstances of the evacuation, this process may range from establishing a liaison with the host facility to as advanced as a reception accountability procedure where evacuees can register..

4.2   PERSONS WITH ACCESS AND FUNCTIONAL NEEDS.

This section provides general guidelines for the evacuation procedures for persons with access and functional needs. A specific transportation plan for persons requiring mobility assistance is included in this section.

- Evacuation of a disabled or injured person by yourself is the last resort. Staff should consider other options and the risk of injuring themselves and/or others in an

evacuation attempt. It is important that the action taken does not make an emergency situation worse.

- Emergency situations can be difficult and uncomfortable for both rescuers and people being assisted. Certain conditions may be aggravated or triggered if moved incorrectly. Emergency situations involving environmental conditions (smoke, debris, loss of power) compound response and assistance difficulties.

- Staff should develop pre-event plans for students in their courses/area that may require additional assistance during an emergency response.

- Each semester the STCC Office of Disability Services will provide the STCC Police an updated list of names and class locations of students who registered with their office and who may need evacuation assistance.

5.1   TRANSPORTATION PLAN

Transportation Coordinator. The STCC Transportation Coordinator will report to the EOC to:

- Determine resources available to support the evacuation
- Determine the transportation needs
- As available and necessary, provide transportation assets to support the evacuation of the Armory Square Day Care Center.
- Assess road and access conditions that impact transportation routes
- Identify pick-up locations for people with access or functional needs
- Coordinate pick-up locations for staff and students who use public transportation

5.2   EVACUATION ROUTES

Campus Egress. The three primary pedestrian egress points are the Pearl Street gate, the State and Federal Walk-through gate and the Byers Street gate. There is a fourth less frequently used pedestrian gate at State St. across from Building 5/6. Both this State St. gate and the Byers St. gate are controlled by the National Park Service. Vehicles will be directed towards the Federal Street exit gate and the Pearl Street gate. As the situation allows, vehicles located on the south side of the campus will be directed to exit through the Federal Street entrance gate.

5.2.1   Route resourcing.

Route resourcing will focus on the critical traffic control points identified and the primary evacuation routes under the control and responsibility of each agency.

Traffic control officers at assigned locations will have the responsibility to:

- Ensure vehicular traffic is not blocking the intersection;
- Be prepared to handle high volumes of pedestrian traffic;
- Be prepared to augment normal pedestrian and vehicular traffic patterns to ensure the most efficient flow along their assigned intersection; and
- When possible, follow the Manual on Uniform Traffic Control Devices rules and regulations on proper traffic control, which includes ensuring that officers are in proper uniform and that cones and signage are placed properly and where needed.
- Traffic Control Points (TCP) for routes under STCC, Springfield, and State Police responsibility
- Emergency assistance & coordination
- Traffic control devices (existing & recommendations for additional devices)
- Tasks to supporting agencies
- Traffic flow expectations

5.3   Temporary Staging of Evacuees

In the event that sufficient transportation assets are not immediately available to support the evacuation population requiring transportation assistance, temporary staging areas may be established to provide a safe, controlled environment. The temporary staging are should be outside of the immediate danger area, but as close as possible to facilitate pedestrian access. The High School of Commerce on State Street and the Mass Mutual Center at 1277 Main St. have been pre-identified as possible temporary staging areas. Use of either facility is by the conditions agreed to by STCC and the respective facility. When deciding to open a temporary staging area, and which facility to engage for this purpose, the Incident Commander will consider the extent of the evacuation zone, the prevailing weather conditions, the expected arrival time of transportation assets, the size of the population requiring staging and the situation at the desired temporary staging area. The Incident Commander will notify the host facility of the need to evacuate STCC and provide an estimate of the evacuation population that will transition to the temporary staging area. STCC will provide sufficient staff to oversee the evacuees at the temporary staging area.