**Fire Alarm Response and Building Evacuation Protocol**

Fire code requires all building occupants to evacuate in an orderly fashion and proceed to the designated assembly area upon activation of a fire alarm. This includes faculty, staff, students, contractors and visitors. Participation in evacuations related to real events or drills is mandatory.

**Responsibilities:**

Building occupants should be familiar with information about any building they occupy and know locations of building exits, fire alarm pull stations, fire extinguishers and other related equipment. Faculty should review building specific guidance with their students at the beginning of the semester. Supervisors should review procedures with new employees, contractors and other affected persons. Residence Life staff should review housing specific guidance with residents at the beginning of each semester.

**Assembly Areas:**

Evacuation assembly areas have been designated for campus buildings. These can be found at the end of this document and at the following link:

<https://docs.google.com/spreadsheets/d/1DU_zc5quHl0kJiEZtSxsLiGmaEcIIqlY/edit?usp=sharing&ouid=109577471021339951622&rtpof=true&sd=true>

**Fire Alarm Response:**

1. Shut down equipment you are responsible for and close doors and windows
2. Exit in an orderly fashion and proceed to the designated assembly area and remain until released by authorities.

Note: Some college buildings require a call be placed to Campus Safety at 786-6111. They will alert the fire department of the alarm. These buildings area noted in the linked spreadsheet noted above.

**Upon Finding a Fire:**

1. Exit the affected area closing door behind you
2. Pull fire alarm closest to your exit or stairwell
3. If safe to do so, alert others
4. Exit the building and proceed to designated assembly area
5. Call 911 or Campus Safety at 786-6111
6. Remain at the assembly area until released by authorities.

**General Guidance:**

* Do not take time to gather personal belongings
* Do not use the elevator for evacuation
* A fire extinguisher should only be used if you have been trained or your life is in danger
* If safe to do so, help others.
* If someone cannot exit, alert responding authorities at the assembly area or call 911 or campus safety at 786-6111

**Bates College Evacuation Assembly Areas**

|  |  |
| --- | --- |
| **Academic Buildings** | **ASSEMBLY AREA** |
| 31 Frye Street | Hayes House lawn |
| Bonney Science Center | Rear parking lot |
| Carnegie Science Hall | Quad |
| Coram Library | Quad |
| Dana Chemistry Hall | Quad |
| Hathorn Hall | Quad |
| Hedge Hall | Quad |
| Ladd Library | Library Quad |
| Muskie Archives | Library Quad |
| Olin Arts Center | Lawn by Adams |
| Pettengill Hall | Lane Hall parking lot |
| Pettigrew Hall | Lane Hall parking lot |
| Roger Williams Hall | Library Quad |
| Schaeffer Theatre | Lane Hall parking lot |
| Shortridge (Bates College Coastal Center)  | Lower parking lot |
| **Administrative Buildings** |  |
| 110 Russell Street | Front lawn |
| 161 Wood Street | Lindholm House lawn |
| 163 Wood Street  | Lindholm House lawn |
| 215 College Street | 220 College Street |
| 220 College Street | Side yard/lawn |
| 245 College Street | Rear parking lot |
| 96 Campus Avenue | Campus Ave field |
| Cutten Maintenance Center | Lawn at main entrance |
| Cutten Maintenance Center, Steam Plant | Lawn at main entrance |
| Lane Hall | Lane Hall parking lot |
| Libbey Forum | Lawn in front of Dunn House |
| Lindholm House | Opposite and across Campus Ave |
| **Athletic Buildings** |  |
| Alumni Gymnasium | Library Quad |
| Bates Hitting Facility | Leahey Baseball Field |
| Bates Squash Center | Parking Lot |
| Gray Athletic Building | Library Quad |
| Merrill Gymnasium | Leahey Baseball Field |
| Traquina Boathouse | Parking lot |
| Underhill Arena | Leahey Baseball Field |
| **Campus Life** |  |
| 31 Campus Avenue | Back lawn |
| Canham House | Wood Street House Parking Lot |
| Chase Hall | Library Quad |
| Commons | Chase Hall loading dock |
| Gomes Chapel | Quad |
| Mays Center | Lawn by Garcelon Field |
| Ross House | Opposite and across Frye St.  |
| **Residential** |  |
| 10 Frye Street House | Opposite and across Frye St |
| 100 Nichols Street | Opposite and across Nichols St |
| 108 Nichols Street | Opposite and across Nichols St |
| 125.5 Wood Street | Opposite and across Wood St |
| 126 Wood Street | Opposite and across Wood St |
| 144 Nichols Street | Opposite and across Nichols St |
| 157 Central Avenue | Opposite and across Central Ave |
| 18/20 Frye Street | Opposite and across Frye St |
| 205 College Street | Side lawn by Vale St |
| 207 College Street | Side lawn by Vale St |
| 256 College Street | Side yard near Cheney House |
| 280 College Street Hall | Rand Hall front lawn |
| 350 College Street House | Opposite and across College St |
| 352 College Street | Opposite and across College Street |
| 356 College Street House | Opposite and across College St |
| 68 Central Avenue | Opposite and across Central Ave |
| 74 Russell Street | Side lawn |
| 80 Central Avenue | Opposite and across Central Ave |
| 80 Russell Street | Side lawn |
| 84 Bardwell Street | Opposite and across Bardwell St |
| 85 Franklin Street | Opposite and across Franklin St |
| 94 Russell Street | Opposite and across Bardwell St |
| Adams Hall | Opposite and across Bardwell St |
| Chase House | Opposite and across Frye St |
| Cheney House | Front lawn |
| Chu Hall | Front lawn |
| Clason House | Rear parking lot |
| Dunn Guest House | Lawn in front of Libby Forum |
| Frye House | Opposite and across Frye St |
| Frye Street UnionHouse | Opposite and across Frye St.  |
| Hacker House | Opposite and across from Frye St |
| Hayes House | Opposite and across from Frye St |
| Herrick House | Opposite and across from Wood St |
| Hopkins House | Lawn by Garcelon Field |
| John Bertram Hall | Lawn by Campus Ave |
| Kalperis Hall | Lawn by Chu Hall |
| Milliken House | Opposite and across Campus Ave |
| Mitchell House | President's House front lawn |
| Moody House | Lawn by Garcelon Field |
| Moulton House | Opposite and across Frye St |
| Nash House | Lawn by 215 College St |
| Page Hall | Lawn by Lake Andrews |
| Parker Hall | Quad |
| Parsons House | Rear parking lot |
| Pierce House | Opposite and across Frye St |
| Rand Hall | Front lawn by College St |
| Rzasa House | Lawn by Garcelon Field |
| Small House | Opposite and across Frye St |
| Smith Hall | Opposite and across Bardwell St |
| Stillman House | Opposite and across Wood St |
| Turner House | Rear parking lot |
| Webb House | Opposite and across Frye St |
| Whittier House | Opposite and across Campus Ave |
| Wilson House | Opposite and across Frye St |
| Wood Street House | Opposite and across Wood St |