

Vermont Technical College

Randolph Center Campus

Fire Prevention & Emergency Action Plan

Approved & Last Revised, August 13, 2001

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1.0 Introduction

1.1 Scope

This document provides guidance to promote the conservation of property, maintain continuity of operation, and ensure employee safety through adequate fire prevention and fire protection measures at VTC facilities in accordance with the National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA) 29CFR1910.38. This Fire Prevention Plan includes:

- Fire detection and protection systems
- Emergency planning and response
- Installation and modification of detection and protection systems
- Fire prevention procedures
- Typical facility fire hazards
- Evacuation procedures
- Training

This Emergency Action Plan may also be implemented if personnel need to be evacuated due to a natural disaster, i.e. earthquake, hurricane, threat to security.

1.2 Purpose

The Fire Prevention Plan and Emergency Action Plan presents the procedures to be implemented at the facilities in the event of a fire or explosion, and is intended to minimize hazard to human health which might result from facility emergencies.

1.3 Responsibilities

VTC Administration is responsible for implementation of these Plans including allocation of adequate resources to ensure adherence to applicable federal, state and local regulations as well as corporate policies.

The VTC Director of Safety and Security, hereafter referred to as the Security Director, is responsible for initiating emergency procedures and ensuring that station fire prevention systems and procedures provide sufficient protection of employees and facility assets.

The Security Director will act as the Emergency Coordinator and is responsible for revisions to the Plans. Any revisions made to the Plans will be communicated to all affected personnel. The Plans shall be reviewed and amended in the event of any of the following occurrences:

- Plan failure during an emergency
- Facility modifications
- Designated personnel changes
- Changes in operations or maintenance procedures
- Other circumstances which indicate a need for changes to the Plans

The Security Director also has the responsibility to develop and implement:

- A non-going emergency training plan
- Annual emergency evacuation drills

2.0 Fire Detection and Protection Systems

VTC Fire Detection and Protection Systems inspection program is intended to identify any abnormal conditions, which could prevent fire protection systems and equipment from performing their intended function. Included in this program are inspections for:

- Hand-held portable extinguishers located throughout the facilities
- Fire detection, alarm and sprinkler systems
- Fire doors

2.1 Testing, Inspection and Maintenance

The testing program is intended to provide reasonable assurance that fire protection systems and equipment will function properly when needed. Upon installation, all fire protection systems must be inspected and acceptance tested by a competent person before being put into operation. All fire protection systems and equipment must be inspected as required by code, generally on an annual basis, with follow-up corrective actions recorded and tracked for completion. This is the responsibility of the appropriate Facilities Director and will be tracked in a Maintenance log. Emergency Lighting systems are inspected at least quarterly.

Portable Extinguishers

- Monthly, all fire extinguishers are visually inspected and checked in designated locations by Security personnel. This is recorded on a monthly checklist.

Fire Detection, Alarm & Sprinkler Systems

- Every 6 months the fire alarm systems are inspected and tested.
- Annually, fire sprinkler systems are inspected by an outside vendor.

Fire Doors

- Annually, fire doors are inspected and tested.

NOTE: All inspection records are kept in Maintenance Department

3.0 Emergency Response and Planning

This section describes the response actions that will be taken in the event a fire is discovered at VTC. Also included in this section is the procedure to address the impairment of fire detection systems.

3.1 Fire Alarms, Response Actions and Notification Procedures

3.1.1 Step for Emergency Response on site upon discovery of a FIRE:

STEP 1- Activate building emergency alarms

STEP 2- Time permitting, close windows and doors

STEP 3- Evacuate the building & do NOT re-enter

STEP 4- Call Security at Ext. 1292, from a safe location

STEP 5- In the event that security does not respond immediately, call 911

A Report of the fire shall include:

- Location of the fire
- Type of fire
- Severity of the fire
- Employee injuries

NOTE- In the event of a "minor" fire involving paper, rags, or wood (class A), where portable handheld extinguishers are appropriate, VTC personnel trained in fire extinguisher use may attempt to contain the fire. Only small, easily controlled fires will be extinguished by personnel. Security and/or 911 **must** be alerted immediately in all cases.

3.2 Security Officer Duties

The Security Officer on duty will immediately investigate the report or alarm and initiate the appropriate response, including:

- Initiate the Emergency Action Plan (Section 6.0) and evacuate the facility upon the sounding of the fire alarm. As soon as possible, the above persons shall make notifications based on the type and severity of the incident. Emergency Procedures with telephone numbers are listed by each building's common area telephone. Emergency contact phone numbers are listed in *Appendix B*.
- Notify the local fire department immediately of any facility fire.
- If possible, assign an employee will be stationed at the main gate to direct the fire department to the location of the fire.
- When appropriate, notify the Facility Director, or designee, who shall make every effort to have a qualified person available to isolate any electrical equipment associated with the fire and coordinate the isolation or valving of any mechanical equipment.
- When appropriate, notify the Dean of Administration, the President, the Dean of the College (if fire is in a residence hall), and the Dean of Institutional Advancement, if the incident may result in media interest. The Dean of Institutional Advancement will serve as the direct liaison for all media contact.

3.3 Pre-Planning and Fire Department Involvement

Local fire departments are periodically invited to tour the facilities to ensure proper response actions will be followed and to pre-plan for unusual events or conditions that are site specific.

3.4 Impairment Procedures and Contingencies

This section provides guidance in establishing a control procedure to ensure that a consistent internal notification procedure is used and that all fire protection systems are promptly restored to operation after being shutdown or impaired.

The Facilities Director or designee should plan fire system outages to be as short in duration as practical. Unplanned outages, repair work, or system restorations shall be expedited. Following restoration to service, tests of the system should be made to ensure that it is functioning properly.

The following steps will be taken when a Fire Alarms system is removed from service for routine maintenance:

- Notify the Security Office before the system is removed from service and provide the anticipated duration of the outage.

- If it is not normal maintenance, a notification and work order will be created to track the outage.
- When work and testing are completed, the Facilities Director or designee will inform the Security Office that the system has been returned to service.
- The Facilities & Security Director or designees will also post a notice on the fire/security control panels when the system is impaired.

The following steps will be taken when the fire alarm system is determined to be malfunctioning:

- After Security personnel respond to the alarm, have determined that it is a false alarm, and if a problem is found that cannot be immediately corrected, the Security Director or "on call person" will determine whether or not the system can be shut down.
- If the alarm system malfunctions and cannot be immediately repaired in a residence hall, then Residential Life will establish a 24-hour fire watch till systems are repaired.

4.0 Fire Prevention Procedures

The purpose of this section is to describe the systems, which are in place to reduce the risk of fire through proper housekeeping, storage and handling procedures ; and guidelines to reduce fuel source hazards.

4.1 Housekeeping Procedures

- All College buildings and properties will be maintained in a clean and neat condition. Scraps and debris will be removed from floors, walks, yards, and work areas.
- All refuse will be disposed of in the proper receptacles.
- Combustible waste will only be stored or deposited in approved containers.
- Nonflammable liquid will be used for cleaning purposes.
- All spills of flammable and combustible liquids will be cleaned up immediately.
- Fires and open flames will not be left unattended.
- All exits, rescue equipment, and firefighting equipment locations will be kept free from obstruction.

4.2 Storage and Handling

- Fire extinguishers, aisles, and passageways shall not be blocked.
- Storage areas shall be free from accumulated items that could create fire or explosion hazards.
- Bonding and grounding procedures shall be used in all areas where flammable liquids are transferred to portable containers.
- All flammable liquid containers shall be stored in approved flammable cabinets.
- All sources of ignition shall be prohibited in areas where flammable liquids are stored, handled or pumped.

- Empty and full compressed gas cylinders shall be properly identified and stored separately. These shall be chained and stored in an upright position.

4.3 Fuel Source Hazards

- All chemicals must be listed on the VTC Master Chemical Inventory or pre-approved by the Chemical Hygiene Officer for Laboratory chemicals, and the Facilities Director for all other chemicals, before being brought on-site.
- The Facilities Director, or designee, is responsible for managing all on-site fuel source hazards.
- Smoking, open flames, temporary heaters and spark-producing containers, devices, or tools are not permitted in areas where flammable materials are used.
- All flammable materials must be stored in approved flammable cabinets.
- Adequate ventilation shall be provided when using flammable materials. Vapor shall have a low explosive level that can be quickly reached if the ventilation is not adequate.
- Flammable liquids such as gasoline must be dispensed from approved safety cans with self-closing caps and spark screens.
- All storage containers, safety cans, and drums containing solvents/chemicals must be properly labeled with the appropriate HazCom label.

4.4 Smoking Policy

Smoking is allowed only in designated smoking areas. "No Smoking" signs are posted near fuel and chemical storage areas.

4.5 Periodic Walkthroughs

Facility checks are made at a minimum, on a quarterly basis. The following are typical checks made for fire prevention, employee safety, emergency equipment, etc:

- Emergency generator-fuel, heaters, batteries, general condition
- Emergency battery condition
- General housekeeping
- Eyewash stations
- Gas pumps and underground storage tanks-
- Hazardous Waste Storage Areas
- Oil storage areas

5.0 Typical Facility Fire Hazards

This section identifies fire and explosion hazards and the typical preventative measures and controls which are in place at VTC.

Hazard	Preventative Measures	Controls
Lead Acid Battery Sulfuric acid, Hydrogen during charging	Natural or forced ventilation, Hazard identification signs, No smoking policy	Acid Spill Kits with neutralizer, Showers and eyewash PPE
Compressed Gas Cylinders	Training, Storage procedures, No smoking policy	Fire extinguishers, Emergency procedures
Hazardous Waste and Oil Storage Areas	Training-Hazardous Waste Management Manual, Emergency Action Plans, Green System Procedures	Fire extinguishers, Emergency procedures, Oil Spill Kit
Chemical Storage	Chemical Approval Procedure, Minimize quantity and toxicity, Training	Fire extinguishers, Flammable cabinets
Welding	Training	Fire extinguishers Barriers

6.0 Evacuation Procedures

These instructions shall be followed in the event of an emergency requiring an immediate and complete evacuation of students, personnel or visitors from a VTC facility. Procedures shall be directed by the Security Director, who has responsibility as the Primary Emergency Coordinator; or appropriate personnel who shall assume the duties of Alternate Emergency Coordinator.

6.1 Notifications

Upon discovery of any emergency situation, the individual who discovers the emergency shall immediately notify Security at Ext. 1292, stating the location, extent and type of emergency. Upon determination that the emergency requires evacuation, the Security Director or designee will immediately sound the building alarm and notify others as appropriate.

6.2 Evacuation Routes and Procedures

Evacuation routes are posted on each building level, and indicate the quickest path of exit from the building. In all cases, everyone will leave the building immediately upon hearing the alarm or upon notification of an evacuation. Egress from the buildings shall take place in an orderly and safe manner via the evacuation routes posted on each floor, and under the direction of Security Director or designee. All employees, students and visitors must then assemble at the Designated Assembly Area. Each employee is required to become familiar with this procedure and the exit routes. Each floor of every VTC building will have a Floor Warden assigned (see Appendix C), whose duties shall include: making a floor sweep to ensure everyone is out of the building; checking the safe area for that floor and helping anyone who needs assistance evacuating (or reporting the need for assistance to security); time permitting, ensure all windows and doors are closed; and ensuring NO ONE re-enters the building.

No one shall leave the Designated Assembly Area until the Security Director has given the All-Clear signal.

Anyonenotattheirusualworklocation,andstudentsorvisitorsatVTC,shalljointhenearestgroupand proceedtoexitandassembleattheDesignatedAssemblyArea.

If anyone, who was known to be in the building, cannot be accounted for, the Security Director or designee will request the fire department to assist in a station search for any missing persons.

Building elevators are not to be used during an emergency evacuation.

6.3 Security Director Responsibilities

The Security Director has overall responsibility for station emergency operations and for ensuring that outside assistance is obtained as needed. All Security Personnel are qualified and trained in CPR and First Aid.

During an emergency situation, the Security Director shall:

- Determine if an emergency requires implementation of this Plan.
- Direct and document all emergency activities.
- Assist personnel and visitors in a safe and orderly evacuation of the appropriate building(s).
- Account for the presence of all persons at the Designated Assembly Area.
- Ensure that the fire department and/or emergency medical services are recalled when necessary, and direct on-site emergency medical procedures until outside responders arrive.
- Coordinate the shutdown of operations and systems within the building(s) when necessary.

Upon sounding the fire alarm the Security Director or designee will notify and request assistance from outside emergency response personnel if necessary (*Appendix B*). **The Security office, with assistance of the Floor Wardens shall ensure that no one re-enters a burning building.**

In the event of medical emergencies requiring CPR or First Aid, Security Director will designate trained and qualified employee(s) to remove the victim(s) from the building and administer emergency aid.

6.4 Critical Plant Equipment Shutdown

The Facility Director will coordinate the safe and orderly shutdown of any critical systems. If safe to do so, he/she may require some personnel to remain in the building to isolate electrical/mechanical equipment in order to protect emergency responders. The Facility Director will determine the risks/hazards of personnel completing critical system shutdown and the type of emergency. The safety of employee emergency responders **must** be the primary objective of this decision.

6.5 Return to Facility

The Security Director shall determine when personnel may return to the facility. Once the emergency situation has passed and critical systems re-established, personnel will be directed back to the facility in a safe and orderly manner.

6.6 Rescue and Medical Duties

Security will maintain a list of all personnel trained in Basic First Aid and CPR. When necessary, outside medical assistance will be called and injured personnel will be immediately transported to the nearest medical facility.

Local medical facilities are equipped and trained to handle any medical emergency from VTC. Rescue transport is available at all sites via ambulance to the nearest medical facility (*Listed in Emergency Procedures in Appendix B*).

6.7 Emergency Specific Procedures

Under the emergency situations described below, minor procedural changes may be made to safely control the specific emergency type.

6.7.1 Bomb Threat

Upon initial receipt of a bomb threat, the Security Director shall be notified. He/she shall determine if evacuation is warranted, and will initiate the procedures described above. In this situation he/she will notify the local police and fire departments of the threat and VTC's intent to evacuate. The President and the Dean of Administration (and Dean of the College if residence halls are involved) will be notified of any threat and evacuation of the college.

6.7.2 Medical Emergencies

If need for emergency medical assistance should develop, employees shall notify the Security Office or local telephone, emergency medical personnel for assistance. The President and the Dean of Administration will be notified of all on-site medical emergencies.

6.7.3 Police Emergencies

In the event of an unauthorized entry, employees who discover the entry shall notify the Security Officer who will notify the police department. Employees and students will not attempt to interfere with, or subdue any perpetrator(s). Any act of violence shall be reported to and handled by VTC Security. *If any employee or student observes any individual on the VTC campus carrying a firearm or other weapon, they are required to notify security immediately.*

If a security alarm is received after hours, Campus Security shall immediately investigate the alarm and then call in a maintenance employee to assist if an alarm malfunction is determined. If Security determines the need, they shall notify the police and prevent personnel or students from being endangered.

6.7.4 Natural Disasters

In the event of any natural disaster that threatens the health and safety of VTC personnel and students, the Security Director shall determine if evacuation is necessary.

6.7.5 Accidents

In the event of a transportation accident, a fuel spill during delivery or any other accident that threatens the health and safety of VTC personnel and students, the Security Director shall determine if evacuation is necessary.

6.7.6 Water or Electrical Emergency

In the event of a water or electrical emergency, the Director of Facilities or designee will immediately respond and take appropriate action.

6.7.7 Other Emergencies

In the event of other types of emergencies, such as: hostage taking, or the death of a student or employee, the Security Office shall be notified immediately and take appropriate action.

6.78 Hazardous Chemical Spill

In the event of the incidental release (a small spill) of a hazardous chemical, employees must immediately notify their supervisor, who will make the determination as to whether the spill can safely be cleaned up, without the need for evacuation or calling in a professional spill response contractor. Any debris from such a cleanup will be treated as a hazardous waste and handled accordingly.

7.0 Training

The purpose of this section is to ensure that all personnel and students are provided with proper training on their roles and responsibilities in the event of an emergency.

Emergency training for employees, including those at Off-Campus sites, consists of:

- Annual review of the Fire Prevention and Emergency Action Plan
- Location of 'Designated Assembly Areas'
- Location of emergency evacuation routes
- Emergency Procedures
- Duties and responsibilities during an emergency
- Annual training in the proper use of portable fire extinguishers for select individuals
- Annual fire drills in the administrative and maintenance areas and each semester for students in residence and academic halls

Appendix A

CHART OF RESPONSIBILITIES

<u>TITLE</u>	<u>NAME</u>	<u>HOME PHONE</u>	<u>OFFICE</u>
Personnel	Linda Perez		728-1252
Bloodborne Pathogens Rep.	Mary Mulhern		728-1270
Chemical Hygiene Officer Acad.	Ann Gnagey	(802)899-4639	728-1514
Chemical Hygiene Officer Non-Academic	Dick Ethier	(802)728-9635	728-1275
Director of Facilities	Dick Ethier	(802)728-9635	728-1275
Asst. Director of Facilities	Chuck Cassidy	(802)234-5262	728-1330
Director of Security/Safety	Emile Fredette	(802)728-3354	728-1292
Dean of Administration	Jack Daniels	(802)563-3316	728-1250
Chief Executive Officer	Allan Rodgers	(802)748-6584 Pres. House	728-1251 728-1335

Appendix B

EMERGENCY PROCEDURES

In The Event Of Any Emergency -- Notify the College's Campus Security Department (phone extension 1292).

The Campus Security Department will be responsible for contacting off-campus emergency services, i.e. Ambulance, Fire Department, State Police, Mental Health Counselor setc.

In cases of **extreme** emergency, the staff persons should call for Ambulance, Fire Department etc. and then contact Security and other College Officials.

For **ANY** emergency, the administration of the colleges should be informed in a timely manner. This normally would be the President, the Academic Dean, the Administrative Dean, and the Dean of the College.

The official spokesperson for the college is Allan Rodgers, President and he will be kept current of the particular situation by the appropriate administrative official. All questions from the public and/or media about any emergency should be referred to Allan Rodgers.

IMPORTANT NUMBERS

Security	728-1292 or ext. 1292	
Dean of the College		ext. 1213
Dean of Administration	ext. 1250	
Director of Student Life	ext. 1319	
Maintenance	ext. 1264	
Keenan Hall Residence Director	ext. 1300	
Morey Hall Residence Director	ext. 1360	
Nutting Hall Residence Director	ext. 1223	
Old Dorm Residence Director	ext. 1361	
Randolph Center Fire Department	911	
Vermont State Police	911	
White River Valley Ambulance	911 (or campus ext. 551)	

BOMB THREAT

Call Security Department, **728-1000 or Ext. 1292** and/or if residence hall related, contact the Director of Student Life, who will then in turn notify the appropriate hall director.

Action Steps As Appropriate:

- 1) Evacuate the buildings A.S.A.P.
- 2) Security or Residential Life Staff will direct people in the affected building to take shelter in a designated area.
- 3) Keep all fire lanes open

EMERGENCY MAINTENANCE

Report the Emergency to Security (Ext. 1292) and if in a Residence Hall to a member of that Hall's Staff. Security will initiate the following calls as needed:

Day-Time Emergencies: Maintenance
Dean of Administration

Night-Time/Weekend Emergencies : Security--Ext. 1292.

FIRE OR EXPLOSION

Call Security Ext. 1292 who will then call Randolph Center Fire Department and/or WRVA. Security will initiate further calls as appropriate:

Step for Emergency Response on site upon discovery of a FIRE:

- STEP 1- Activate building emergency alarms**
- STEP 2- Time permitting, close windows and doors**
- STEP 3- Evacuate the building & do NOT re-enter**
- STEP 4- Call Security at Ext. 1292, from a safe location**
- STEP 5- In the event that security does not respond immediately, call 911**

A Report of the fire shall include:

- Location of the fire
- Type of fire
- Severity of the fire
- Employee injuries

GENERAL DISTURBANCE

Contact Security Ext. 1292 and/or Residence Hall Director if in Residence Halls.

Security will initiate additional calls as needed:

State Police
WRVA
Dean of the College
Director of Student Life

MEDICAL EMERGENCY

Contact Security Ext. 1292 and Health Services. Security will initiate additional calls as needed:

White River Valley Ambulance
Gifford Hospital
Dean of the College
Director of Student Life

MISSING PERSON

Contact Security Ext. 1292 and/or Residence Hall Staff on campus student. Additional staff to be notified include:

Dean of the College
Director of Student Life

ROOM ENTRY PROCEDURE

1. See College Housing Contract for directions.
2. In cases of concern re: safety or health, two (2) college representatives may do a room check.

PSYCHOLOGICAL/CRISIS INTERVENTION

PROTOCOL FOR CRISIS INTERVENTION

If you have a concern or become aware that

- * the behavior of someone you know changes dramatically.
Ex. - sudden, serious illness
- substance use/abuse
- changes in habits of eating, sleeping, or hygiene
- obvious changes in their thought processes
- * someone presents a significant medical or psychological problem
- * someone with unusual behavior or speech
- * someone threatens to harm themselves or others
- * someone plans to damage or destroy property
- * someone abuses or neglects minors or elders
- * a student has repeated absences from class
- * you have been asked to keep a "secret" that makes you uncomfortable
- * you witness persistent inappropriate classroom behavior
- * an individual is mobilizing many people around their personal problems
- * someone tells a dramatic story that is "BIG" and inconsistent

Please review the preceding information, and when you have concerns or questions call one of these VTC staff members:

IMPORTANT NUMBERS

Lynn Wells, Personal Counseling	1271
Barbara Bendix, Disabilities Issues	1278
Mary Mulhern, R.N., Health Services	1270
Greg Hughs, Ombudsperson	1298
Judith Irving, Ombudsperson	1337

* If on-campus staff are not available then the individual needs to go to the Gifford Memorial Hospital Emergency Room if life threatening or an emergency. If this is a mental health emergency, call Clara Martin Center at 728-4466 or after hours at 1-800-639-6360.

Additional staff to contact include the Dean of the College and the Director of Student Life.

SUICIDE INTERVENTION

Do not leave the person alone. Ask the following pertinent questions:

- * Are you presently seeing a counselor on campus?
- * If so, how long?
- * Have you ever had thoughts or actions regarding suicide in the past?

During the regular workday, contact the counselor. If campus staff are unavailable, notify the Clara Martin Center.

Notify the Dean of the College of any concerning behavior.

VIOLENT AND/OR OUT-OF-CONTROL BEHAVIOR

Contact Campus Security Ext. 1292. Security will contact Vermont State Police.

Additional staff to contact include the Dean of the College, the Director of Student Life and your Residence Director.

SEXUAL ASSAULT

In cases of Sexual Assault, the victim must give their permission for contacting Security and/or law enforcement agencies.

Therefore, contact as appropriate-

Security	1292
Mary Mulhern	1270
Lynn Wells	1271
Michael Van Dyke, Dean of the College	1213

If the victim is a known client of the TRIOP Program, contact Lynn Wells. If the victim desires support outside the college, contact Rape/Domestic Violence SafeLine, 1-800-639-7233 or any of the following:

a. A college counselor or representative will assist the victim in dealing with law enforcement authorities, accompany the victim to the hospital when emergency care is needed and provide the necessary support and information, should the victim desire such services, the counselor will also provide the victim with information of other resources and facilitate the implementation of those resources should the victim desire.

b. If the victim desires to report the assault, Security, Ext. 1292. Security will then contact the Vermont State Police.

c. Confidentiality must be maintained. Names and addresses of those involved and all other information received by college officials in the course of processing an incident, shall be treated confidentially.

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APPENDIX C

LIST OF FLOOR WARDENS BY BUILDING

06/14/2001

<u>BUILDING NUMBER</u>	<u>BUILDING NAME</u>	<u>PRIMARY WARDEN</u>	<u>ASSISTANT WARDEN</u>	<u>ASSISTANT WARDEN</u>
100	Conant	Gae Kovalesky	Carrie Wright	Vickie Blanchard
200	Judd	Linda Boyd	Charles Castelli	
300	Morrill	Deb Catherman	Mary Waldo	Toni Welch
300A	Morrill Addition	Jenna Pollock	Mary Waldo	Rita Wakefield
400	Hartness	Maggie Drown	Julie Taylor	
500	Admin	Sharon Butler	Nancy Guild	
600	SHAPE	Vickie Goodrich	Aaron Hill	
700	Old Dorm	R.D.	R.A. Staff	
800	Morey	R.D.	R.A. Staff	
900	Keenan	R.D.	R.A. Staff	
1000	Allan House	Occupant		
1100	Nutting House	Occupant		
1200	Presidents House	Occupant		
1300	Green	Ingrid Vansteamburg	Victoria Crain	Tom Milne
1400	Nutting	R.D.	R.A. Staff	
1500	Facilities	Karen Tetreault	Shirley Hewitt	Chuck Cassidy
1600	Student Garage	Unoccupied		
1700	Farm	Peter Leonard	Anita Salvas	
1800	Auto Tech	Betsy Hoffman	Technician	
1900	Building Trades/L.	Bobby Durkee	Steve Strait	
2000	Red School House	Unoccupied		