



TROCAIRE  
COLLEGE

# Emergency Evacuation Procedures

**Includes Areas of Rescue**

Updated: Fall 2023

# ENS Emergency Notification System

## ENS (Emergency Notification System)

In the event of a campus closing or other emergency situation, Trocaire College has implemented an emergency notification system that sends notifications through text messaging (SMS), email and voice messages to cell phone and home phone numbers. Students should keep their contact information up to date by going to the following website:

<http://portal.blackboardconnected.com/911088311>

The website will ask you for your official Trocaire College email address and ID number, which can be found on your Trocaire ID or schedule. Use only the last 5 digits of your College ID number.

The information collected through this site will be used by authorized College personnel in the event of weather-related campus cancellations or other situations where time is of the essence. Test messages to all contact numbers within the system will be sent out once each semester.

Specific ENS instructions and the above link can always be found on the **myTrocaire** website under **Student Life - Safety & Emergency**.

## WHERE TO GO DURING EVACUATIONS (Including Fire Drills)

### Main Campus:

On sidewalk across street from front entrance  
On sidewalk across street on Mercy Drive

### Trocaire Achievement Complex:

In parking lot beyond first row of cars

## AREAS OF RESCUE

In the event of an emergency where an individual cannot exit the building due to any physical condition, the following locations are designated as assembly locations:

### Main Campus:

#### Basement

B-09 – Employee Lounge  
Room 37 – Classroom

#### First Floor

Room 122 – Student Activities Room  
Vending Room (near Commons)

#### Second Floor

Room 218 – Classroom  
Room 252 – Copier Room

#### Third Floor

Room 316 – Meditation Room  
Room 356

#### Fourth Floor

Library – Near Tutoring Section  
Room 411 – Conference Room

### Trocaire Achievement Complex:

#### Second Floor

Room 206

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## ON-CAMPUS EMERGENCY PHONE SYSTEM

**All classrooms and offices have an on-campus phone. When an on-site emergency occurs, the Emergency Notification System (ENS) is triggered and the security guard at the affected site is notified.**

The security guard then initiates a “panic” button on their campus phone that sends an audible (over all on-campus phone speakers) and visual (over all on-campus phone displays) message to turn on your mobile device and wait for further instructions from the Emergency Notification System.

## PERSONS WITH DISABILITIES EMERGENCY PROCEDURES

**Do not use elevators unless directed by security or emergency responders to do so. If you are providing assistance to someone with a physical disability, be sure to ask what type of assistance they may need or if they have any special circumstances that must be attended to.**

If someone is not physically able to vacate the building, they should be moved to a safe or designated place for rescue (see areas of rescue in brochure). Posted signs are located by the door of each room. These signs provide directions for escape routes and safe locations.

- Immediately call security to inform them of the location that the individual will be located.
- Emergency responders will determine if it is safe in the designated location or if there is an immediate need for evacuation. They may also determine if an elevator is safe to use.

- If imminent danger exists and there is no possible way to move someone to a safer location, a rescue attempt may be considered. This is a last resort. You must consider the risk to yourself, the person you are trying to rescue and others.
- Decide with the person you are attempting to rescue the best possible evacuation procedure.

### To assist individuals with blindness or visual disabilities:

- Verbally announce the emergency and give instructions
- Ask if anyone needs assistance
- Verbally alert people to any obstacles they may encounter. If physically assisting someone, tell them where you are going and inform them as you move along the escape route.

### To assist individuals with a hearing disability:

- Turns lights on and off to gain their attention, make eye contact and gesture, write a brief note explaining the emergency.

### To assist individuals with a psychological or psychiatric disability or other unseen disabilities:

- Be aware of those who may be hesitant or fail to respond to the emergency
- Alert security if individual is unresponsive to directions
- Try to calm the individual and assist in moving them to the evacuation route

# REPORTING

**NON-LIFE-THREATING EVENTS**

**CALL SECURITY FIRST**

**LIFE-THREATENING OR CRIMINAL EVENTS**

**CALL 911 FIRST AND THEN SECURITY**



**Emergency Phones are located throughout the main building and are easily identified by signage.**

## IMPORTANT PHONE NUMBERS

**DIALING “HELP” FROM ANY COLLEGE PHONE WILL CONNECT WITH SECURITY**

### **Police 911**

- Security (Main Campus) ..... 716.827.2500
- Security Cell (Main Campus) ..... 716.445.2104
- Security (Achievement Complex)..... 716.827.4300

### **Michael Cucinotta, VP of Administration**

- Main Campus – Room 325 ..... 716.827.2512
- Cell ..... 716.310.2861

### **Director of Facilities**

- Main Campus, Room 337 ..... 716.827.4338

### **Chief Student Affairs Officer**

- Main Campus, Room 121 ..... 716.827.2445

### **Chief Human Resources Officer**

- Mercy Center, Room L04-B ..... 716.827.2559