

EMERGENCY DORM-EVACUATION AND HOUSING PLAN
Revised 6/18//07
(abridged)

ESSENTIAL DEPARTMENTS

Residential Life
Dining Services
Housekeeping
Information Services
Dean's Office
Environmental Health and Safety
Facilities Services
Health Center and Counseling Services
Public Affairs
Public Safety and Transportation

OFF-CAMPUS RESOURCE

The Environmental Health and Safety Officer will contact American Red Cross (610-566-4580) to inquire about availability of cots.

TRI-COLLEGE EVACUATION AGREEMENT

The three housing offices of Bryn Mawr, Haverford, and Swarthmore agree that in emergencies, they would offer support and resources as needed and available (i.e., bed linens, etc.) The colleges also believe that relocating students to another campus in the Tri-co should not be viewed as a workable long-term solution.

EMERGENCY DORM-EVACUATION PROCESS

1. Emergency occurs and dorm is evacuated.
2. Students assemble in Erdman, using the living room, the Pit and the dining room (Rhoads Hall –2nd choice)
 - Establish phone banks as needed for students to phone home. Will use Dining Services phones for immediate needs, can set up Helfarian or Cartref to be used if many students need to phone home. Students may also use their PIN in individual student rooms in Erdman. Refer to BMC Crisis Communication Plan.
 - Students are checked in using alphabetical and dorm rosters. Director and Assistant Director of Residential Life will coordinate check-in procedure.
 - Pillows and blankets will be stored on site. Director of Housekeeping will determine locations and establish inventories.
3. Dorm roster confirmed through housing records (hard copy in Student Life office; database maintained on Peoplesoft, RMS, and Residential Life shared server).
4. Damage assessment determines projected length of necessary relocation.
5. Essential personnel meet to determine specifics of relocation plan and supplies needed based upon the emergency, number of students to be relocated, and projected length of relocation.
6. Plan is communicated to students, and housing assignments are made.

ACCESSIBILITY

Residents who have disabilities are advised to familiarize themselves with the College's emergency evacuation plan. They should locate and remember important areas in their residence halls including exits, exit routes, rescue areas, stairways, elevators and telephones. Individuals who will need assistance during or after an evacuation should identify two individuals (one Hall Adviser and one other student) beforehand who can assist them and who will inform emergency personnel of their presence in the hall. They should discuss with these individuals in advance the specific nature of the assistance needed. In the event relocation is required, the College will make every effort to provide accessible housing, when necessary. Students are advised to take responsibility for their own safety and to inform Residential Life staff about their need for assistance during and/or after an emergency.

HOUSING PLAN

This plan would apply if a dorm of students (average 80-175 students) needed to be relocated.

Essential Requirements

- Access to bathroom and shower facilities
- Safety and security measures (door, privacy)

Housing Resources

1. Empty beds through vacancies, consolidation, and conversion
 - varies each semester—typically 10-20 spaces
2. Dorm Areas
 - Erdman Living Room and Pit
 - Batten recreation room
 - Denhigh Living Room
 - Denhigh Back Smoker
 - Glenmede Main House Study
 - Haffner AV Lounge
 - Merion Back Smoker
 - Pem East Living Room
 - Pem West Living Room
 - Perry House Library
 - Rhoads Study Room
3. Gymnasium
4. Faculty/Staff Homes
5. Local hotels
6. Trailers/temporary housing units rented or built on site

Supplies Needed

- Toiletries (immediate supply in Bookshop)
- Clothing (immediate supply in Bookshop)
- If additional supplies need to be purchased to replace items lost or damaged by the cause of the evacuation, the Director of Residential Life will coordinate such replacement and reimbursement.
- Bed linens (Director of Housekeeping will coordinate a plan for this if/when needed)
- Air mattresses/cots (25 air mattresses on campus)

OTHER CONSIDERATIONS

Health and counseling services will be provided as needed. (In each situation, the Director of Residential Life will confer with the Dean's Office about including the religious advisers.)

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