



Emergency Evacuation Plan and Implementation Guidelines

The Pennsylvania State University

ACADEMIC ACTIVITIES BUILDING

(0022-000)

UNIVERSITY LIBRARIES – 1ST FLOOR (occasional occupancy)

THEATRE ARTS PRODUCTION STUDIOS - 3RD AND 5TH FLOORS

ENERGY INSTITUTE – 2ND AND 4TH FLOORS

OCTOBER 2020

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The Pennsylvania State University Emergency Evacuation Plan

Section I: Building and Personnel Information

Building Name: **ACADEMIC ACTIVITIES (0022-000)**
 Department Name(s): **School of Theatre Production Studios 3rd and 5th floor; Energy Institute, 2nd & 4th floors; University Libraries, 1st floor (occasional use)**

Position	Name	Area of Responsibility	Phone Office/Cell	Office Address
Building/Department Emergency Coordinator	Chris Swetcky	College of A&A School of Thea	863-6693	309 Academic Activities Building
Alternate Building Emergency Coord.	John Geisz	College of A&A School of Thea	865-0426	301 Academic Activities Building
Unit Safety Officer	Katie Rountree	College of A&A	777-6226	102A Borland Building
Unit Safety Officer	Rhonda Stoner	College of EMS	865-5709	248 Deike Building
Unit Safety Officer	Len White	Univ. Libraries	895-4633	E109 Paterno Library
Unit Alternate Safety Officer	Gwen Miller Kelly Kaiserian Ronald Wasco	College of A&A Ctr. Perf. Arts College of EMS	867-3122 865-4727 863-5384	102 Borland Building B40 Eisenhower Aud C211 Coal Utilization Laboratory
2 nd Fl Safety Monitor	Brad Maben	College of EMS Energy Institute	865-3899	409 Academic Activities Building
Safety Monitor 3 rd Fl Costume Shop	Diane Toyos	College of A&A School of Thea.	865-7332	326 Academic Activities Building
Shop and Props 3 rd Fl Safety Monitor	John Geisz	College of A&A School of Thea.	865-0426	301 Academic Activities Building
4 th Fl Safety Monitor	Ron Wincek	College of EMS Energy Institute	863-8053	404 Academic Activities Building
5 th Fl. Safety Monitor	Jason Winfield	College of A&A School of Thea.	865-0426	302 Academic Activities Building

Designated Meeting Site(s) for Building are: **Bennett Family Center parking lot.**

Designated Areas of Refuge for the Building are: **1st Floor central stairwell landing, 2nd Floor central stairwell landing, 4th Floor south stairwell landing, 4th Floor central stairwell landing.**

Copies of this Evacuation Plan are kept in the following locations: **301, 326 , & 405 Academic Activities Building**

Katie Rountree
Signature of Plan Preparer

October 30, 2020
Date Prepared

Section II: Emergency Phone Numbers

EMERGENCY (Police-Fire-Ambulance) 911

University Police 814-863-1111

University Health Services 814-865-6556

Environmental Health and Safety (814) 865-6391

Physical Plant Work Reception Center 814-865-4731

Section III: Purpose and Objectives

Potential emergencies such as fire, explosion, spill, chemical releases and all other emergencies may require employees to evacuate the building. An Emergency Evacuation Plan and adequate occupant familiarity with a building minimize threats to life and property. This Emergency Evacuation Plan is intended to communicate the policies and procedures for employees to follow in an emergency situation. This written plan should be made available, upon request, to employees and their designated representatives by the Building/Department Emergency Coordinator or the Unit Safety Officer for the building.

Section IV: General Guidelines

The following guidelines apply to this Emergency Evacuation Plan:

- Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by a fire or police officer.
- No employee is permitted to re-enter the building until advised by the Fire Department, PSU Police or EHS Representative.
- This Emergency Evacuation Plan will be coordinated with efforts in multiple-use buildings. Mutually beneficial agreements can be reached regarding Designated Meeting Sites and shelter in the event of inclement weather.

Section V: Responsibilities of Building/Department Emergency Coordinator and Safety Monitors

All Designated Building Emergency Personnel shall retain a **RED** envelope to be kept in the front of their desk file drawer. The envelope shall contain: A copy of the building emergency evacuation plan, a package of disposable ear plugs, a listing of contact phones numbers including the cell phone numbers of the Building Emergency Coordinator, the Building Safety Monitors, and the College Safety Officer.

Upon the sounding of a fire alarm, each Building Emergency Personnel shall retrieve this envelope and carry it with them throughout their building check and bring it with them to the designated meeting site. In conjunction with the College Safety Office and their Building Emergency Coordinator, they should refresh the occupancy listing before the start of the Fall Semester and Spring Semester.

Notwithstanding, the following duties prevail:

The Building/Department Emergency Coordinator is responsible for:

1. In conjunction with the unit Safety Officer, designating Safety Monitors and alternate Safety Monitors for specific work areas in the facility.
2. Overseeing the development, communication, implementation and maintenance of the Emergency Evacuation Plan.
3. Ensuring that floor plans and route evacuation maps are posted.
4. Ensuring the training of building occupants, Safety Monitors, and Critical Operations Personnel, and notifying all personnel of changes to the plan.
5. Maintaining up to date lists of building occupants for each Safety Monitor's area of coverage, Critical Operations Personnel, Listing of Individuals requiring Evacuation Assistance and any other personnel with assigned duties under this plan. Lists are included in Appendix I.
6. In the event of a fire or other emergency, relaying applicable information to emergency personnel, occupants and Safety Monitors.

The Safety Monitors are responsible for:

1. Familiarizing personnel with emergency procedures.
2. Acting as liaison between management and their work area.
3. Knowing where their Designated Meeting Site is and for communicating this information to occupants.
4. Ensuring that disabled persons and visitors are assisted in evacuating the building or moved to a predetermined staging area (Area of Refuge).
5. Performing responsibilities to ensure that all persons are accounted for during an evacuation as identified in Section X.
6. Evaluating and reporting problems to the Building/Department Emergency Coordinator after an emergency event.
7. Posting the "Building Evacuation Floor Plan" (Appendix II) in their work areas, communicating plan to occupants, and updating the plan annually.

Section VI: Alerting or Signaling Building Occupants in Case of Fire or Other Emergency

1. In case of a fire, employees should actuate the nearest fire alarm pull station and/or make a telephone call to 911. The locations of the fire alarm pull stations are noted on the Building Evacuation Floor Plans in Appendix II. The **[designate**

- the type of audible alarm in use]** **Horn Strobe** alarm alerts building occupants of the need for evacuation and sends a signal to the PSU Police Dispatch Center that there is an alarm condition in the building.
2. It may be necessary to activate additional fire alarm pull stations, or verbally announce the alarm, if people are still in the building and the alarm has stopped sounding, or if the alarm does not sound. This should be done while exiting the building.
 3. Persons discovering a **fire, smoky condition, or explosion** should pull the nearest fire alarm pull station. Any pertinent fire or rescue information should be conveyed to 911. All emergency telephone numbers are listed at the beginning of this Emergency Evacuation Plan.
 4. To report all emergencies, employees should call 911. State your name, your location, and the nature of the call. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion the dispatcher may need additional information or may provide you with additional instructions. Make this call from a safe location.

Section VII: Evacuation Procedures for Building Occupants

1. When the fire alarm sounds, occupants should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment (e.g., compressed gas cylinders), close doors (DO NOT LOCK) and exit the building using the established evacuation routes.
2. Occupants shall assist visitors, students and others who are not familiar with the plan to safely evacuate.
3. If you have been identified as having responsibility for Critical Operations Shutdown, refer to Section IX.
4. All occupants should proceed to their Designated Meeting Site and await further instructions from their Safety Monitor.
5. All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes, alternate escape routes, exit locations and Designated Meeting Sites are located in Appendix II and are posted in the building.
6. Building occupants must NOT use elevators as an escape route in the event of a fire.

Notes and Precautions:

- Portable fire extinguishers can be used for small fires. However, an immediate readiness to evacuate is essential.
- Never enter a room that is smoke filled.
- Before opening doors check to ensure it is not hot to the touch. If hot do not open. If warm open slowly to check room / hallway conditions.

Section VIII: Disabled Occupants

Employees requiring assistance upon exiting are listed in Appendix I however there may be disabled visitors in the building that also require assistance. The Safety Monitor must identify individuals needing assistance, attempt to locate individuals to assist in the evacuation or in relocating to the Area of Refuge, and notify the emergency response personnel of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell. Within the room there should be provided a flashlight, towel for hanging out window or bright colored marker to mark windows that cannot be opened.

Penn State University Safety Policy SY02 “Handicapped Identification Decals for Individuals Requesting Assistance” is a voluntary procedure to provide visual identification of an employees work area for emergency responders and to provide PSU Police with information for prompt evacuation assistance.

Section IX: Critical Operations Shutdown

Critical Operation Shutdown: Critical operations, including equipment that must be shut off and persons designated to complete these actions are identified in Appendix I. Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner. Individuals should never jeopardize their own health and safety to complete the Critical Operations Shutdown.

Section X: Accountability Procedures for Emergency Evacuation

Once each evacuated group of employees has reached their Designated Meeting Site, each Safety Monitor shall:

1. Take head count of his or her group using the building occupant list for those employees in their area of coverage
2. Assume the role of department contact to answer questions
3. Instruct personnel to remain in area until further notice
4. Report status to Building/Department Emergency Coordinator or Incident Commander including persons who are located in the Area of Refuge or have remained behind for Critical Operations Shutdown.

Section XI: Rescue and Medical Duties

The Fire Department and University Police will conduct all rescue and medical duties and/or will coordinate with Emergency Medical Services.

Section XII: Training and Communications

The Building/Department Emergency Coordinator is responsible to ensure that all personnel are trained in safe evacuation procedures. Refresher training is required whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed.

The training shall include:

- The plan's purpose,
- Preferred means of reporting fires and other emergencies,
- The type of building alarm system,
- Emergency evacuation procedures and route assignments, including procedures for those unable to evacuate themselves,
- Procedures to be followed by employees who remain to control Critical Operations Shutdown before they evacuate,
- Procedures to account for all employees after emergency evacuation has been completed, and
- Who performs rescue and medical duties
- The training shall include use of the floor plans and evacuation routes given in Appendix II of the Emergency Evacuation Plan.

Training on the Emergency Evacuation Plan can be performed during events such as work unit new employee orientation, employee briefings, discussions at faculty/staff meetings, internal work unit newsletters and emails, etc.

It is suggested that drills be conducted annually. EHS is available to assist with tools for training building occupants in the Emergency Evacuation Plan as well as evacuation drills.

Work units may also choose to provide Evacuation Quick Reference Cards for employees. These cards provide essential information on emergency contacts and designated meeting sites. A sample card is provided in Appendix III and can be customized as needed.

Appendix I

1. Critical Operations Shut Down Procedures and Personnel Assigned These Responsibilities

Provide the following information:

- Critical Operation **Shut off power to all Theatre shop equipment**
- Required Shutdown: **Hit emergency shut-offs**
- Name: **John Giez, Stephen Frausto, Chris Swetcky**

- Job Title: **Shop Staff**
- Work Area: **Theater Arts Production Studios (Room 301)**

- Critical Operation: **Research Boiler**
- Required Shutdown: **Gas and/or other Research Boiler fuel sources**
- Name: **Brad Maben or Ron Wincek**
- Job Title: **Senior Research Technician**
- Work Area: **409 or 404 Academic Activities**

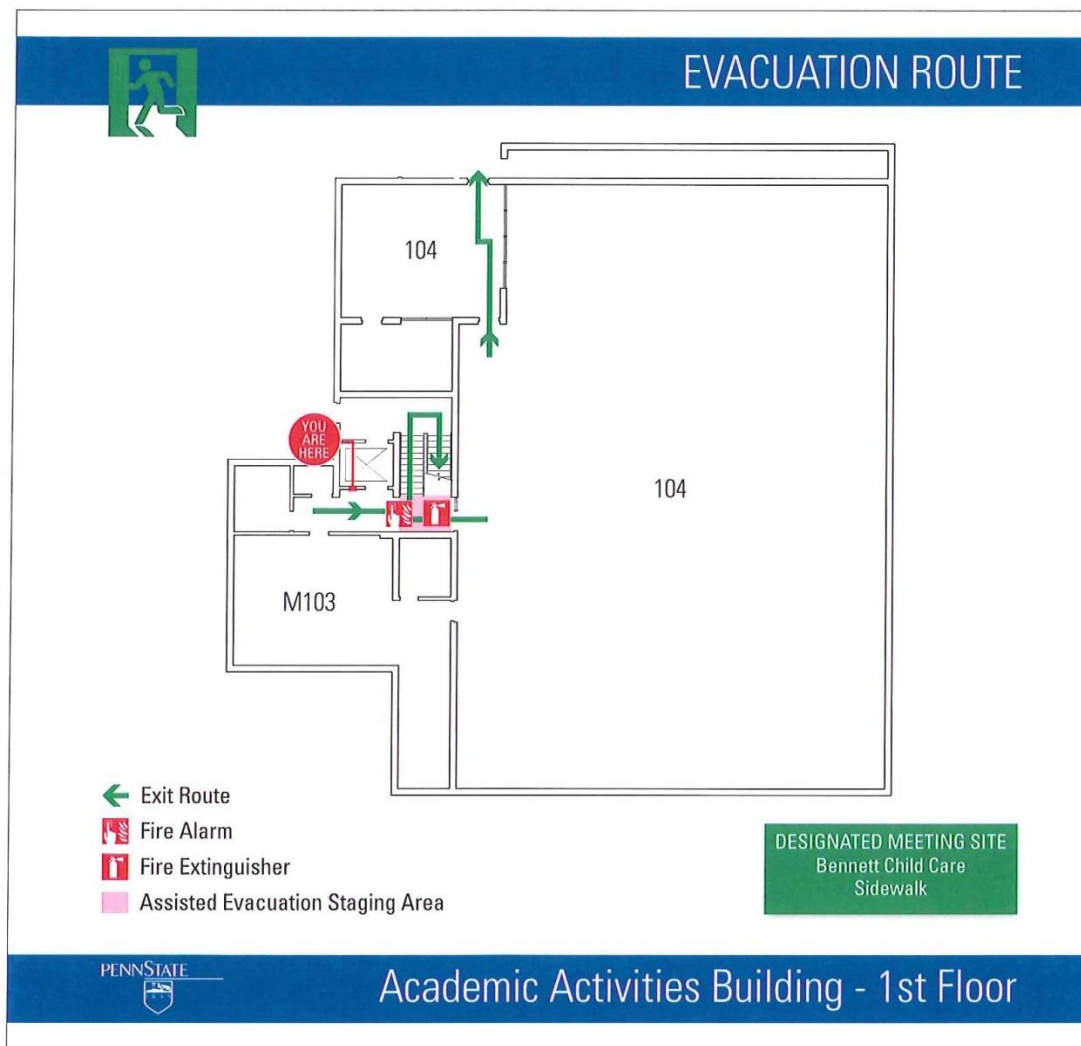
2. Work Unit Employee Lists – See Page 8

Provide the following information for each Safety Monitor:

ROOM #	OCCUPANT	
	Energy Institute	
201	Bruce Miller	Lab PI
202	Bruce Miller	Lab PI
203	Bruce Miller	Lab PI
204	Zuleima Karpyn	Lab PI
205	Russell Johns	Lab PI
	Energy Institute	
401	Amrita Mukherjee	
401	Xiaoqing Yang	
401	Vijay Krishnamorthy	
401	Miral Tawfik	
401	B. Thanasattayaviboon	
401	Aime Hilare Tchapda	
403	Tim Stecko	
404	Ron Wincek	
406	Sarma Pisupati	
407	Sharon Falcone Miller	
409	Brad Maben	
410	Yunzhong Jia	
410	Cemil Koyunoglu	
410	Ling Lin	
410	Cunfei Ma	
410	Guijie Sang	
410	Shuai Tang	
410	Hao Xu	
410	Jiyaun Zhang	
411	Zuleima Karpyn	
412	Alan Scaroni	
413	Phil Halleck	
414	Paul Painter	Lab PI
415	Paul Painter	Lab PI
416	Zuleima Karpyn	Lab PI
417	Paul Painter	Lab PI
420	Bruce Miller	Lab PI

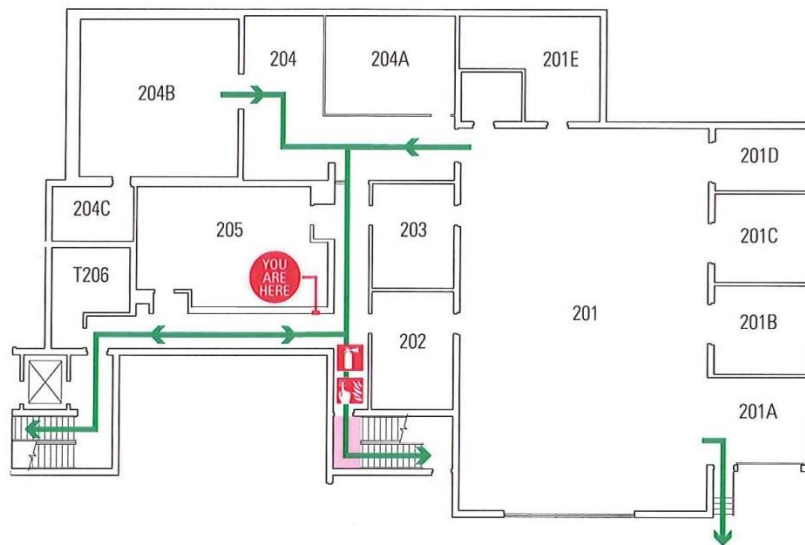
ROOM #	OCCUPANT
	Theatre Arts Production
302	Irwin, Mia
309	Frausto, Stephen
309	Harris, Stephen
309	Geisz, John
309	Shuey, Chris
320	Toyos, Diane S
324	Robinson, Laura
325	Ferg, Amanda
	Theatre Arts Production
510A	Swetcky, Christopher
510B	St Clair , Richard
510B	Gross, Charlene
511	Lasknik, Jay
512	Nimick, Stephanie

Appendix II – Evacuation Maps





EVACUATION ROUTE



- ← Exit Route
- Fire Alarm
- Fire Extinguisher
- Assisted Evacuation Staging Area

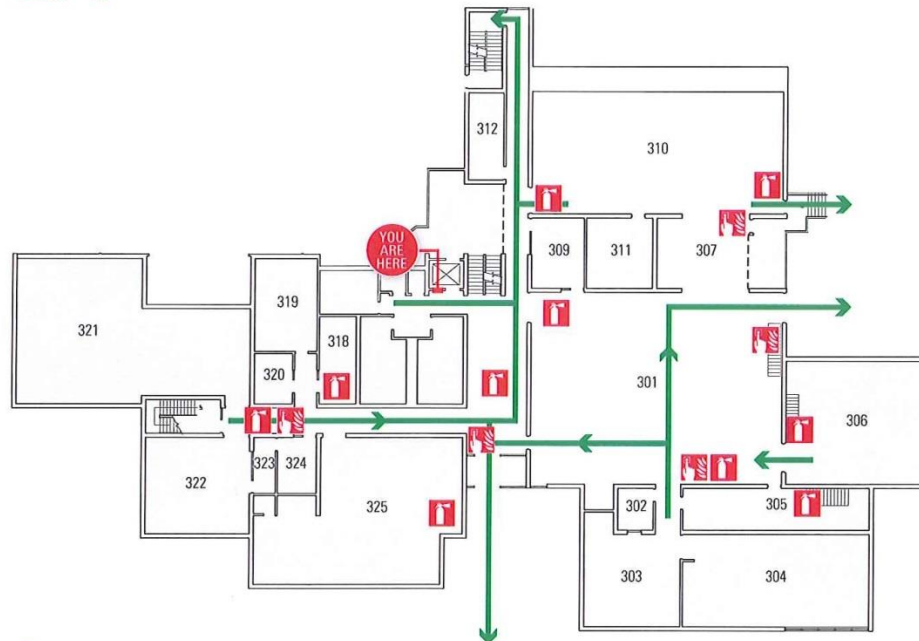
DESIGNATED MEETING SITE
Bennett Child Care
Sidewalk



Academic Activities Building - 2nd Floor



EVACUATION ROUTE



- ← Exit Route
- Fire Alarm
- Fire Extinguisher
- Assisted Evacuation Staging Area

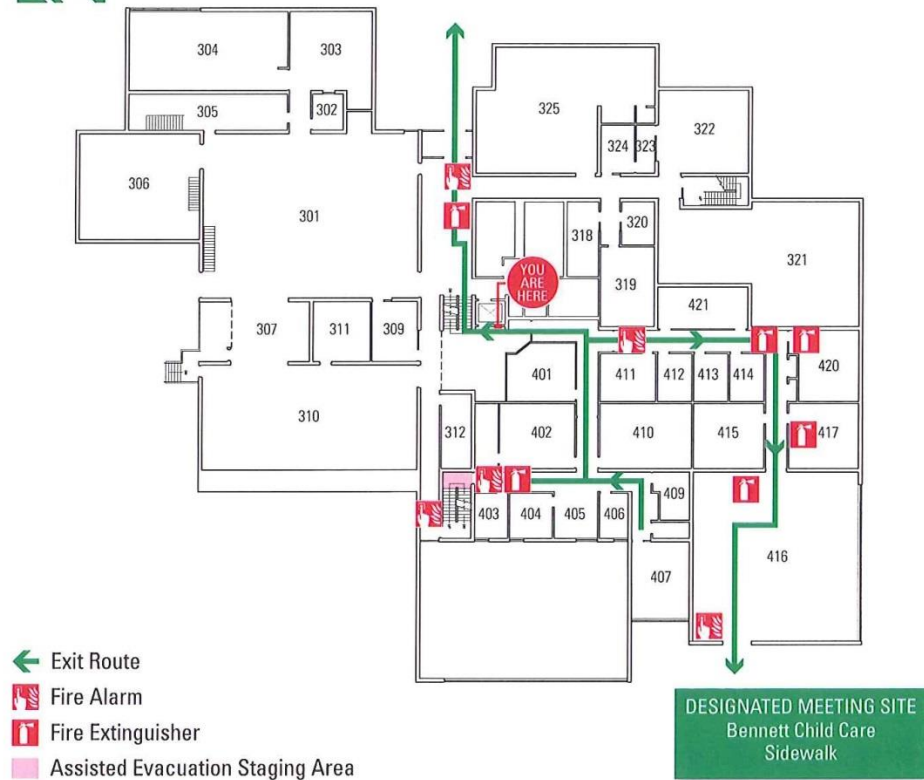
DESIGNATED MEETING SITE
Bennett Child Care
Sidewalk



Academic Activities Building - 3rd Floor



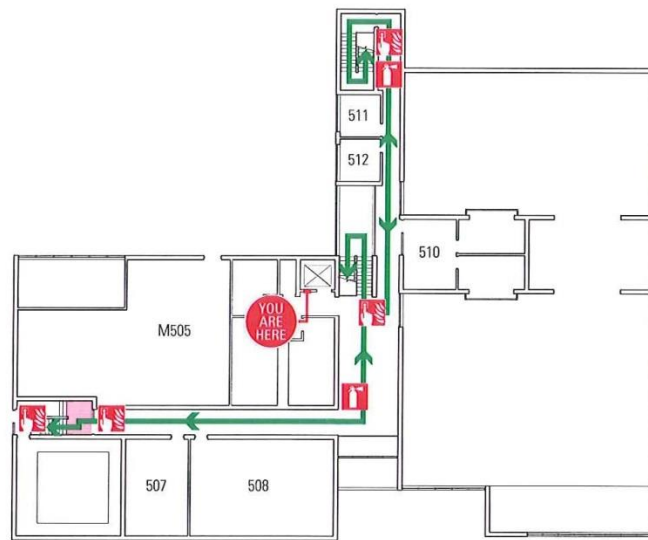
EVACUATION ROUTE



Academic Activities Building - 4th Floor



EVACUATION ROUTE



- ← Exit Route
- Fire Alarm
- Fire Extinguisher
- Assisted Evacuation Staging Area

DESIGNATED MEETING SITE
Bennett Child Care
Sidewalk



Academic Activities Building - 5th Floor

Appendix III

Evacuation Quick Reference Card

(Sample)

Emergency Contacts: 911 (Police- Fire –Ambulance) University Police: 863-1111 Environmental Health and Safety: 865-6391 OPP Work Reception Center: 865-4731 Evacuation Contacts: Bldg / Dept Emergency Coordinator: _____ Safety Monitor: _____

<u>Building Name</u> designated meeting site:
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<u>Work Unit Name</u> Evacuation Quick Reference - Quickly exit in a calm manner. - Close doors – Do Not lock - Assist visitors to evacuate - Do Not use elevators - Report to designated meeting site - Do Not reenter the building until advised by emergency personnel or safety monitor

EMS EI AAB EVACUATION PROCEDURES

Objectives

There are six objectives to be attained during an AAB evacuation. They are:

- 1) Clear 2nd and 4th floors of all personnel.
- 2) Identify missing EMS EI personnel.
- 3) Secure the two floors.
- 4) Ensure no one reenters AAB from 416 and CUL.
- 5) Transfer information to Todd King and Ronnie Wasco.
- 6) Transfer monitor duties to First Responders.

To accomplish this quickly, AAB will be divided into two sections. Those sections are:

- 1) The entire 2nd floor.
- 2) The entire fourth floor

EMS EI AAB personnel are assigned a particular section to clear and secure.

Areas of Refuge

The area of refuge on the 2nd floor is the bottom of the core stairwell in AAB, just below the 3rd floor entrance lobby. If safe to do so, egress the person through 201 AAB into CUL and to the outside. The area of refuge on the 4th floor is the foyer outside 401AAB, just above the 3rd floor entrance lobby. If safe to do so, egress the person to the outside through 416 AAB.

General Procedures

If the fire alarm goes off, or you are ordered to evacuate AAB, follow these general procedures:

Evacuate your office leaving the lights on and the door closed and unlocked.

Monitors and back-up monitors: Meet quickly on the 4th floor and confirm specific duties.

Remind personnel to grab their 'Keys, Coats, and Cash'!

Take note of anything unusual during your egress (e.g., smoke, smells, etc.).

Do not use the elevator.

Sweep your assigned floor.

*2nd Floor Monitor: Remain in the CUL foyer that connects the New High Bay to the Old High Bay. Ensure no one reenters AAB from CUL.

*4th Floor Monitor: Gather information from the 2nd Floor Monitor after you exit 416 and head to the assembly area. Ensure no one reenters AAB through 416.

Assemble across Bigler Ave. at the day care center near the playground.

Determine if anyone is missing.

Share what you observed with everyone.

Fill out checklists and make notes on observations.

Report what you have observed to Todd King and Ronnie Wasco.

If the weather is bad, those without other responsibilities shall relocate to the atrium in Academic Projects. Those with responsibilities will relocate to Academic Projects when relieved by First Responders.

Communicate to First Responders that the 2nd Floor Monitor needs to be relieved by their personnel.

Do not return to AAB until given the all clear by the Theatre Arts Safety Officer, EMS EI Safety Officer, EHS personnel, or First Responders.

CUL Personnel Specific Procedures

If for any reason the following personnel cannot fulfill their duties (e.g., they're across campus, out sick, etc.), all EMS EI AAB personnel should be prepared to carry out another person's duties. Communicate to others the duties you will perform. **DO NOT PERFORM THESE DUTIES IF BY DOING SO YOU PUT YOURSELF AT RISK!**

Ron Wincek: 4th Floor Monitor. Grab the EMS EI AAB Evacuation Binder. Sweep the 4th floor, including 4th floor vending landing, interior stairwell from 3rd floor to 5th floor, offices, meeting room and labs. Egress to 2nd floor through south stairwell if possible. Gather information from the 2nd Floor Monitor. Continue to the assembly area and report. If not possible to egress to second floor, exit to the outside through 3rd floor entrance and proceed to assembly area.

Sharon Falcone Miller: Back-up 4th Floor Monitor to Ron Wincek.

Brad Maben: 2nd Floor Monitor. Grab the EMS EI AAB Evacuation Binder. Sweep the 2nd floor, including the landing by the elevator, interior stairwell from 1st floor to 3rd floor, all labs and high bay. If "X-Ray In Use" light is illuminated in 204C, you can assume no one is in 204C. Remain in CUL in the foyer between the New High Bay and the Old High Bay. Report to the 4th floor Monitor. Remain in the foyer until relieved.

Paul Painter: Back-up 2nd Floor Monitor to Brad Maben.

Ronnie Wasco: Act as liaison between EMS EI personnel and Theatre Arts Safety Personnel.