



Emergency Evacuation Plan and Implementation Guidelines

The Pennsylvania State University

THEATRE BUILDING

(0751-000)

OCTOBER 2023

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The Pennsylvania State University

Emergency Evacuation Plan

Section I: Building and Personnel Information

Building Name: **THEATRE BUIDLING (0751-000)**

Department Name(s): **School of Theatre; School of Visual Arts; 2 General Purpose Classrooms**

Position	Name	Area of Responsibility	Phone Office/ Cell	Office Address
Building/Department Emergency Coordinator	Judy King	College of A&A School of Theatre	865-7587	115B Theatre Building
Alternate Building/Department Emergency Coordinator	Janet Bergamaschi	College of A&A School of Theatre	865-8076	115A Theatre Building
Unit Safety Officer	Matt Olson	College of A&A	863-5733	30 Borland Building
Unit Alternate Safety Officer	Gwen Miller Kelly Kaiserian	College of A&A Ctr. Perf. Arts	867-3122 865-4727	30 Borland Building B40 Eisenhower Aud.
Safety Monitors First Floor	Janet Bergamaschi	School of Theatre	865-8076	115A Theatre Building
Safety Monitor Basement	Judy King	School of Theatre	865-7587	115B Theatre Building
Safety Monitor Second Floor	Ronda Craig	School of Theatre	863-4207	121 Theatre Building
Alternate Safety Monitor Second Floor, Basement	Mark Powell	School of Theatre	863-6939	116 Theatre Building
Alternate Safety Monitor Second Floor, Basement	Barrell Davis	School of Theatre	865-7588	116C Theatre Building
Box Office	Tracy Noll	Center for Perf. Arts	865-8722	104 Eisenhower Auditorium
Performances	House staff	School of Theatre		

Designated Meeting Site(s) for Building are: **Olsan-Stone Terrace**

Designated Areas of Refuge for the Building are: **Exterior or West stair well opposite elevator**

Copies of this Evacuation Plan are kept in the following locations: **116 Theatre Building**

Matt Olson
Signature of Plan Preparer

October 30, 2023
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 employee's 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
- Required Shutdown
- Name
- Job Title
- Work Area

2. Work Unit Employee Lists

Provide the following information for each Safety Monitor:

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3. Listing of Individuals Requiring Evacuation Assistance

Provide the following information:

- Name
- Work Area
- Special Needs/Concerns

Last Name	First Name	Office	Office Phone
BELLIZZI	Marina	512 A.A.	3-2657
BERGAMASCHI	Janet	115A Theatre	5-8076
BONJEAN	Elizabeth	123 Theatre	N/A
BROADNAX	Steve	110 Theatre	3-9413
COHEN	Darren	209 Theatre	N/A
CRAIG	Curtis	228 Theatre	(814)883-7819
CRAIG	Ronda	121 Theatre	3-4207
DANFORD	Kris	101B Theatre	N/A
DAVIS	Barrell	116C Theatre	5-7588
DUNLEAVY	Michele	203 Theatre	5-6113
FERG	Amanda	325 A.A.	5-2684
FRANKLIN	A. Kikora	201 Theatre	3-1456
FRANKLIN	Wendell	110A Theatre	N/A
GEISZ	John	309 A.A.	5-0426
GROSS	Charlene	223 Theatre	N/A
HAAG	Andrew	224 Theatre	N/A
HUNGERFORD	Ashley	309 A.A.	5-0426
JENSEN	Kyle	227 Theatre	3-4138
JOHNSON	Erik	107 Theatre	N/A
KENYON	William	221 Theatre	5-2261
KERSNAR	David	205 Theatre	N/A
KILEY	Ben	208 Theatre	N/A
KING	Judy	115B Theatre	5-7587
LAMB	Jenny	204 Theatre	N/A
LANG	Jenny	102 Theatre	3-8071
LASNIK	Jay	302 AA	3-2412
LILLY	Cassidy	309 A.A.	5-0426
LOMBARDO	Rick	116 Theatre	5-7586
MOLOTKE	Natalie	202 Theatre	N/A
OSHEROFF	Sam	105 Theatre	N/A
PONCE de LEON	Milagros	226 Theatre	3-1455
POWELL	Mark	116 Theatre	5-7586
RAMIREZ	Malena	106 Theatre	N/A
RITCHIE	Allegra	108 Theatre	N/A
RITTER	Shannon	116C Theatre	3-6819
ROBERTS	Christine	126 Theatre	N/A
ROBINSON	Dan	212 Theatre	3-8591
ROBINSON	Laura	324 A.A.	5-2684

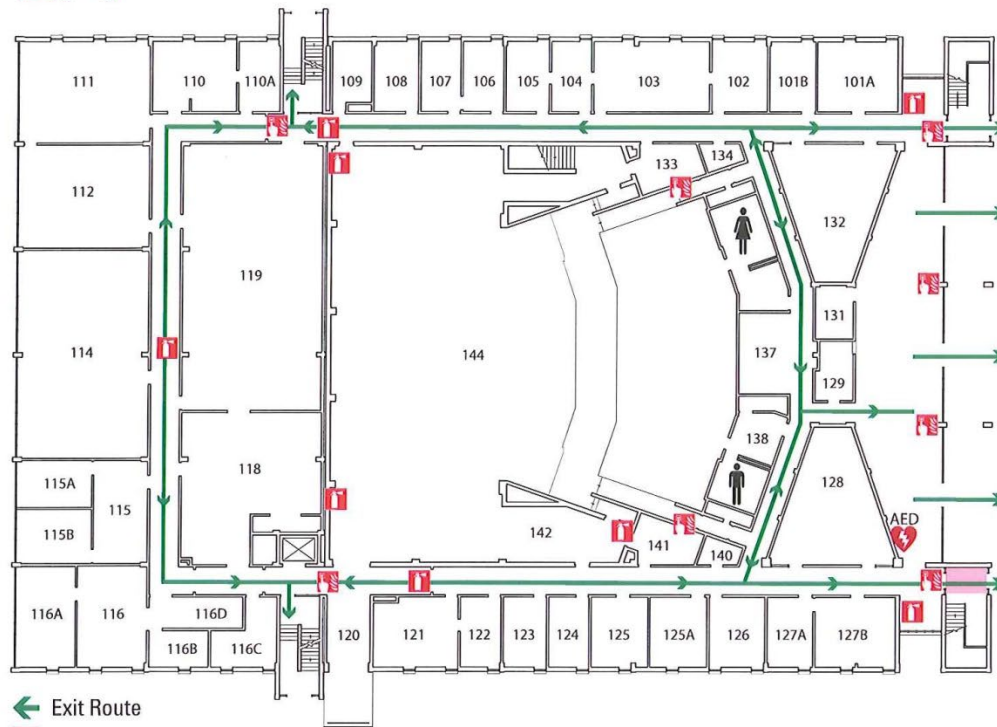
RUDAVSKY	Aliza	125 Theatre	N/A
RUIZ	Laurencio	225 Theatre	3-1451
RUSSO	Chris	510A A.A.	3-3293
SAGE	Raymond	210 Theatre	3-5999
SAM	Gabriella	207 Theatre	N/A
SIMPKINS	John	101A Theatre	5-7305
SINCLAIR	Cheri	104 Theatre	3-0493
SNYDER	Steve	127A Theatre	5-0588
SPECHT	Christian	222 Theatre	3-2892/7-4695 222
ST. CLAIR	Richard	220 Theatre/510B A.A.	3-1094
TOYOS	Diane	320 A.A.	5-2684
WALKER	Gwen	206 Theatre	N/A
WOMACK	Malcolm	122 Theatre	N/A
YATES	Sam	124 Theatre	3-4107
Grad Office	13 Occupants	213 Theatre	
Grad Office	2 occupants	127A Theatre	
Grad Office	2 occupants	005 Theatre	
GRAD STUDENTS			
Ahmadzadeh	Sara	213 Theatre	
Brandao de Castro	André	213 Theatre	
Buck	Vanessa	213 Theatre	
Calderon	Paola	213 Theatre	
Campbell	Christopher	127A Theatre	
Ciaramitaro	Michael	213 Theatre	
Cross	Alivia	213 Theatre	
Hayes	Hilary	213 Theatre	
Ivan	Joseph	005 Theatre	
James	Blake	213 Theatre	
Reehill	Raymond	213 Theatre	
Richey-Kaplan	Clare	213 Theatre	
Sandoval Pinto	Lorena	213 Theatre	
Stanek	Erin	213 Theatre	
Steele	Zachary	127A Theatre	
Stumm	Erin	213 Theatre	
Van Steenwinkel	Anne	005 Theatre	



DESIGNATED MEETING SITE
Courtyard by the Fountain



EVACUATION ROUTE



- ← Exit Route
- Fire Alarm
- Fire Extinguisher
- Assisted Evacuation Staging Area
- AED First Floor Entrance Lobby

DESIGNATED MEETING SITE
Courtyard by the Fountain



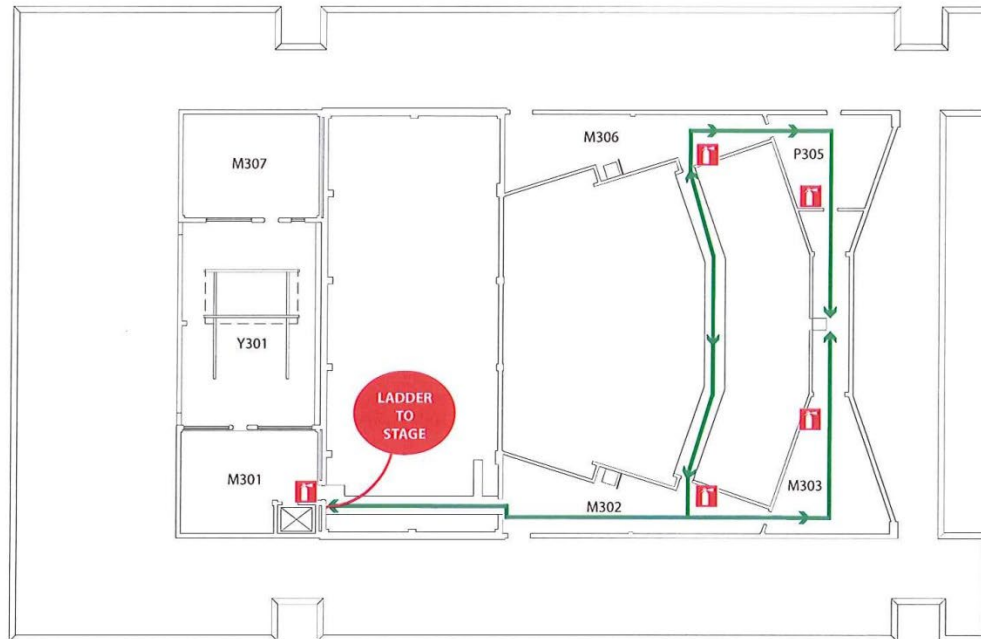
Theatre Building - 1st Floor



DESIGNATED MEETING SITE
Courtyard by the Fountain



EVACUATION ROUTE



- ← Exit Route
- Fire Alarm
- Fire Extinguisher
- Assisted Evacuation Staging Area
- AED
- First Floor Entrance Lobby

DESIGNATED MEETING SITE
Courtyard by the Fountain



Theatre Building - Penthouse

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:_____

Work Unit Name

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

Building Name designated meeting site: