



# **Emergency Evacuation Plan and Implementation Guidelines**

## **The Pennsylvania State University**

**WHITE BUILDING**

**July 2013**

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# The Pennsylvania State University

## Emergency Evacuation Plan

### Section I: Building and Personnel Information

Building Name: **White Building**

Department Name(s): **Intercollegiate Athletics**

Position	Name	Phone Office/Cell	Office Address
Building/Department Emergency Coordinator	Joe Donald	W: 814-8632436 C: 814-777-1858	105r White Building
Alternate Building/Department Emergency Coordinator	Meridith Ley	W: 814- 867-2083 C: 502-593-4786	105 White Building
Unit Safety Officer	Shawn DeRosa	W: 814-863-4000 C: 814-206-4996	108D McCoy
Unit Alternate Safety Officer	Justin Brown	W: 814-863-3928 C: 814-321-8059	203A McCoy
Safety Monitors	Coaching Staff		
	Faculty		
	Lori Serafin	W: 814- 865-0613 C: 814-880-9787	105 White Bldg
	Club Sports Desk		
	Molly Heckard	W: 814-863-7186 C: 814-777-7906	146 White Bldg
	Fitness Center Staff		
	Jill Garrigan		
	Lifeguards		
	Building Coordinator		

#### Designated Meeting Site(s) for Building are:

*HUB Parking Deck - Meet on the ground floor of the parking deck across from the White Bldg loading dock.*

*(Note: In adverse weather conditions continue into the lower level of the HUB after notifying Police Services / Emergency Incident Commander).*

#### Designated Assisted Evacuation Staging Areas for the Building are:

- *Stairwell in center of building – south of main lobby*

#### Copies of this Evacuation Plan are kept in the following locations:

*White Bldg Coordinator, ICA Safety Officer, ICA Servers (Shared "W" Drive)*

**Joe Donald**

Signature of Plan Preparer

July 18, 2013

Date Prepared

## **Section II: Emergency Phone Numbers**

<b>EMERGENCY (Police-Fire-Ambulance) 911</b>	
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 Safety Officer, Building/Department Emergency Coordinator and Safety Monitors**

The Unit Safety Officer is responsible for:

1. Annually insure plans are reviewed and updated as needed.

2. Provide written confirmation to EH&S that plans have been updated and in compliance with all requirements.
3. Appoint Building / Department Emergency Coordinators in coordination with Administrative Unit Leaders.
4. Designate Safety Monitors and in coordination with Building / Department Emergency Coordinators,

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 (Assisted Evacuation Staging Area).
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 clanging bell (half of building) and audible alarms with visual strobe (half of building) alert

- 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 Assisted Evacuation Staging Areas, 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 Assisted Evacuation Staging Area 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

## White Building

### *Intercollegiate Athletics*

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

After safely evacuating, the **Building Emergency Coordinator** (or Alternate) shall:

- Secure a list of part-time employees assigned to the building at the time of the emergency. This list can be obtained by logging into “WhenToWork” scheduling software.
- Contact Kinesiology Department (814-863-8067) for list of faculty members assigned to the building at the time of the emergency (if any).
- Contact Strength & Fitness to obtain a list of employees assigned to the fitness center at the time of the emergency.
- Work with Safety Monitors to account for employees in the building.

#### 2. Work Unit Employee Lists

Name	Position	Phone	Office
Abashidze, Gia	Fencing	W: 814-863-7466 C: 814-876-0470	105D White Bldg
Basala, Donna	Admin Ass't, Club Sports	W: (814) 867-2087	143 White Bldg
Bolko, Slava	M Gymnastics	W: 863-7462	102 White Bldg
Bove, John	Compliance	W: 814-865-2083	105M White Bldg
Chidgey, Chelsea	Sports Properties	W :814-867-0436	105 H White Bldg
Del Giorno, Julie	Integrity Officer	610-554-4061	105N White Bldg
Donald, Joseph	Building Coordinator	W: (814) 863-2436 C: (814) 777-1858	105 White Bldg
Garrigan, Jill	Fitness	W: (814) 865-4274 C: (814) 571-6700	8 White Building
Ginden, Molly	Sports Properties	W 814-861-4032	105 F White Bldg
Glon, Wes	Fencing	W: 814-863-7464 C: 814-880-6514	105C White Bldg
Heckard, Molly	Staff Asst. White Building	W: (814) 863-7186 C: (814) 777-7906	146 White Bldg
Jepson, Randy	M Gymnastics	W. 814-865-8421 C: 814-777-8421	101 White Bldg
Joe Dellwo	Sports Properties	814-861-2678	105L White Bldg
Kaidenov, Emick	Fencing	W: 814-863-7765 C: 814-777-7765	104 White Bldg

Kutz, Matthew	Club Sports Staff	W: (814) 865-9202	142 White Bldg
Ley, Meredith	Assistant Bldg. Coordinator	W: (814) 867-2083 C: 502-593-4786	105 White Bldg
Lozinski, Mark	Coordinator of Athletic Programs	W: (814) 865-3600 C: (814) 777-5497	3 White Bldg
Monahan, Randy	Assistant Coach: W. Gymnastics	W: 814-867-2433	111 White Bldg
Nelson, Doug	Sports Properties	W: (814) 865-0613	105G White Bldg
Otterbine, Thomas	Club Sports Coordinator	W: (814) 865-1650 C: (814) 321-4445	142 White Bldg
Serafin, Lori	Staff Assistant ,	W: (814) 865-0613 C: (814) 880-9787	105 White Bldg
Thompson , Robin	Coach W Gymnastics	C: 814321-7970	110B White Bldg
Thompson, Jeff	Coach W Gymnastics	W: 814.863.7461	110A White Bldg
Tucker , Steve	Sports Properties	W: 814-861-4250	105J White Bldg
Vaho Iagorashvili	Fencing	W: 814-863-7466 C: 814-876-0477	105D White Bldg
Vazcez, Carlos	M Gymnastics	W. 814-867-2435	103 White Bldg
Wanger, Dayna	Club & Team Sports	W: (814) 863-9530 C: (814) 777-1820	139 White Bldg
White, Curt	Cheerleading	C 814-571-3833	105 E White Bldg

**3. Provide the following information for each Safety Monitor:**

**Monitor Responsible For:**

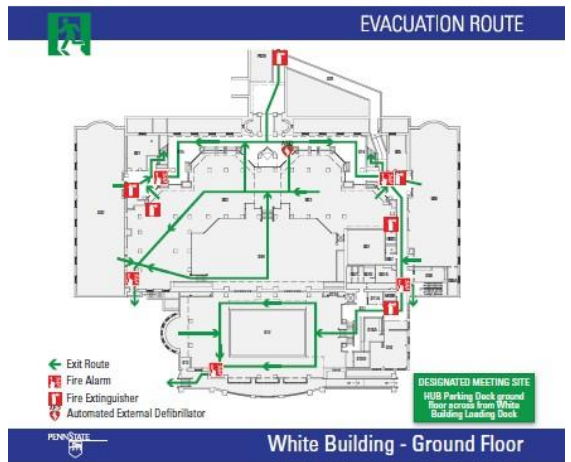
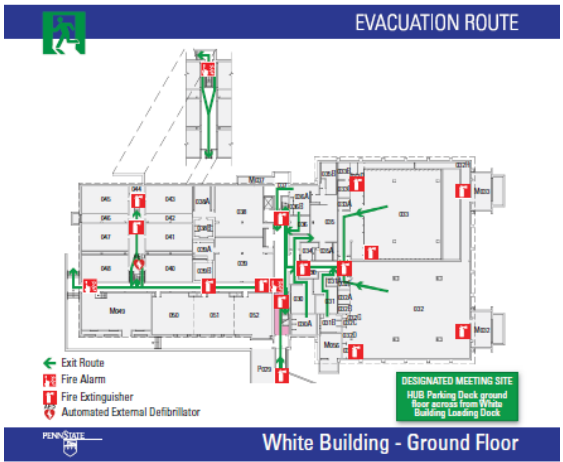
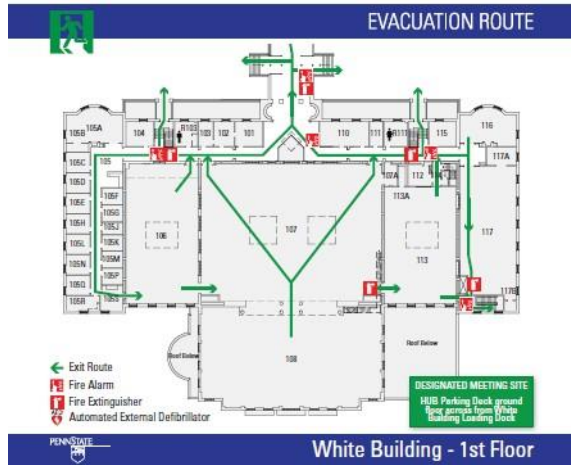
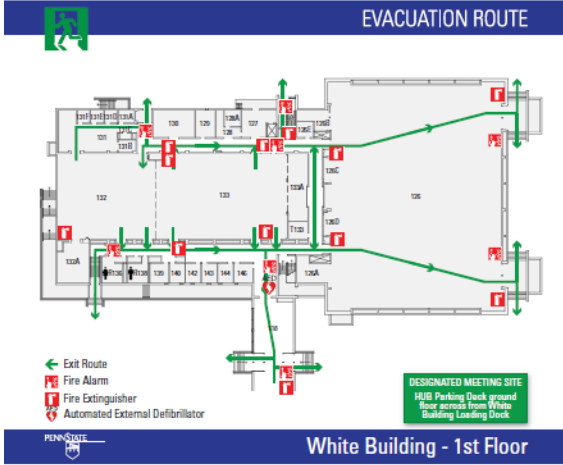
<b>Coaching Staff</b>	Practice Area/Locker Rooms when teams are practicing
<b>Faculty</b>	Classroom in which class is held
<b>Lori Serafin</b>	Rooms 101-105
<b>Club Sports Desk</b>	Rooms 110A- 117
<b>Molly Heckard</b>	Rooms 126-146
<b>Fitness Center Staff</b>	Fitness Center
<b>Jill Garrigan</b>	Aerobics Studio, Locker Rooms, Assist with Pool
<b>Lifeguards</b>	Pool, Assist with Locker Rooms
<b>Building Coordinator</b>	Fencing Area, Rifle Area, Squash Courts

**4. Listing of Individuals Requiring Evacuation Assistance**

<b>Name</b>	<b>Work Area / Office</b>	<b>Special Needs/Concerns</b>
N/A		

# Appendix II

## Building Evacuation Floor Plan



# Appendix III

## Evacuation Quick Reference Card: White Building

**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:**

Joe Donald (814) 777-1858

**Alternate Emergency Coordinator:**

Meredith Ley (502) 593-4786

**White Building**

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 (*see below*)
- **Do Not** reenter the building until advised by emergency personnel or safety monitor

**Designated meeting site:** Ground level of HUB  
Parking Deck opposite White Bldg loading dock

Original Document – July 2013