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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

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### 1.0 **PURPOSE**

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 the Office of Physical Plant (OPP) buildings will 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 is made available, upon request, to employees and their designated representatives by the OPP Safety Coordinator (103 OPP building)

### 2.0 **SCOPE**

This program applies to all OPP employees.

### 3.0 **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

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

### 4.1 **BUILDING AND PERSONNEL INFORMATION**

4.2 Building Name: **OPP Building, Associated Maintenance Buildings, OPP Annex, Laundry Bldg** Department Name(s): Office of Physical Plant

BEEP Role	Position	Area of Responsibility
Building Emergency Coordinator	Vice President of Operations	OPP Work Unit
Alternate Building Emergency Coordinator	Assistant Vice President of Administration Vice President for Facilities Management and Planning	OPP Work Unit
Safety Officer	Safety Program Manager	OPP Work Unit
Alternate Safety Officer	Safety Coordinator (s)	OPP Work Unit
Safety Monitors <i>*All supervisory staff are responsible for accounting for their direct reports</i>	Manager Building Services, Manager Maintenance Programs & Services Elevator Services, Water Treatment, Electrical Integrity, HVAC and Control	148 / 151/ 152
	Supervisor Plumbing and Metal Fabrication Services	OPP Weld, Pump, Machine, Sheetmetal
	Supervisor, Garage Services	Service Garage
	Supervisor, Central Support Services Supervisor, Refuse and Recycling Services	Waste Crew and Labor Crew
	Supervisor, General Services	Sign Shop, Lock Shop, Roof Shop, Insulators
	Supervisor, Area 1 Shop	Area 1 Shop
	Supervisor, Electrical Services	Electronics Shop, Electricians
	Assistant Director, Design and Construction Manager, Construction Services	106, PM, PC row
	Human Resources Strategic Partner, Human Resources Consultants	Human Resources

	Supervisor, Facility Automation Services	Suite 152
	Supervisor, Electrical Integrity	Electrical Integrity Shop
	Administrative Support Assistant – AVP Office	Second Floor Physical Plant Building
	Director, Administrative and Financial Services Manager, Financial Support Services	Accounting, OPP Annex
	Senior Manager Operational Technology, IT Operations Manager, Database & Applications Support Manager and Software Development Manager	ITS
	Manager, Engineering Services	Engineering Services
	Manager, Project Planning and Estimating	P&E
	Director, Work Control Center Supervisor, Work Reception Center	Work Control Center
	Manager, Financial Support Services	Payroll and Software Support
	Manager, Design Services	Design Services (113 Area)
	Manager, Materials and OPP Stores Supervisor, Inventory Control Warehouse Foreman	OPP Stores  Warehouse
	Supervisor, Second Shift Trades	2 <sup>nd</sup> Shift OPP
	Supervisor, Trades Weekend Shift Trades	Weekend OPP

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

Designated Meeting Site(s) for OPP Building are:

### **Orange A (West Parking Lot – shuttle stop)**

106, PM/PC row Work Control Center, HR Dept.  
AVP Office, Campus Planning and Design P&E  
121 CCS Operations Group, OPP Safety,  
Training,

### **Orange A (West Parking Lot – Laundry Building)**

Operational Technology (IT)  
Accounting  
Sign shop, Lock shop, Financial  
Support, Engineering Services, Training  
Trailer Visitors,  
Central Support Services,  
Refuse and Recycling Services

### **Orange A (East Parking Lot – by farm fence)**

Stores, Service  
Garage, Sheet  
Metal Shop,  
Machine Shop  
Pump / Weld Shop  
Design Services (113 Area)  
Warehouse 151  
Area 1 Shop  
Facility Automation Services in 160  
Electronics Shop, 148 Area  
160 Area above Stores and Electronic Shop

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.3 Building Name: Building Name: **Fox Hollow Building (FHB)**  
Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Renovations Services Manager	FHB
Alternate Building Emergency Coordinators	Renovation Services Superintendents	FHB
Safety Officer	Safety Coordinator, Renovation Services	FHB
Alternate Safety Officer	Safety Coordinators	FHB
Safety Monitors	Renovations Services Staff Assistant	101 FHB
	Renovation Services Superintendents	Reno
	Renovation Services, Sr. Estimator	Estimators
	Renovation Services Superintendents	Carpenters/Painter
	Senior, Environmental Engineer	Engineering
	Supervisor(s) Custodial Staff	Services Custodial

Designated Meeting Site(s) for Fox Hollow Building:

**Southwest Main Employee/Visitor Parking Lot. Gather in grass out by tree (Southeast corner of parking lot).**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.4 Building Name: **West and East Campus Steam Plants**

Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Director of Utilities Operations	West & East Campus Steam Plants
Alternate Building Emergency Coordinator	Supervisor, Steam Plant Operations and Maintenance	West & East Campus Steam Plants
Safety Officer	Utilities Safety Coordinator	OPP Work Unit
Alternate Safety Officer	Safety Program Manager	OPP Work Unit
Safety Monitors	Supervisor, Steam Plant Operations and Management	WCSP
	Supervisor, Steam Distribution	WCSP
<b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Shifts</b>		
	Lead Operator	WCSP/ECSP

Designated Meeting Site(s) for West Campus Steam Plant:

**North parking lot outside Northwest Gate**

Designated Meeting Site(s) for East Campus Steam Plant:

**South side of building towards Porter Road.**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.5 Building Name: **Water Reclamation Facility (WRF) and Spray fields**  
Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Supervisor, Wastewater Services	WWTP
Alternate Building Emergency Coordinator	Director of Utility Operations	WWTP
Safety Officer	Utilities Safety Coordinator	OPP Work Unit
Alternate Safety Officer	Safety Program Manager	OPP Work Unit
Safety Monitors	Supervisor, Wastewater Services	Waste Water Services
<b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Shifts</b>		
	Lead Operator	WRF

Designated Meeting Site(s) for Water Reclamation Facility:

**Admin Building - Extended Parking lot West of  
Admin Building  
Facility Operations Maint / Shops - Lower gate by  
material yard**

**For the Spray Field Maint Building: Outside main entrance along fence**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.6 Building Name: **Water Treatment Facility (WTF)**

Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Supervisor, Water Services	WTF
Alternate Building Emergency Coordinator	Director of Utility Operations	WTF
Safety Officer	Utilities Safety Coordinator	OPP Work Unit
Alternate Safety Officer	Safety Program Manager	OPP Work Unit
Safety Monitors	Supervisor, Water Services	WTF
<b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Shifts</b>		
	Lead Operator	WTF

Designated Meeting Site(s) for Water Treatment Plant:

**Across Big Hollow on NW Side of OPP Greenhouse Building**



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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.7

Building Name: **Steam Services Building (Utility Operations)**

Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Director of Utility Services	SSB
Alternate Building Emergency Coordinator	Utility Services, Project Manager	SSB
Safety Officer	Utilities Safety Specialist	OPP Work Unit
Alternate Safety Officer	Safety Program Manager	OPP Work Unit
Safety Monitors	Supervisor, Steam Services	SSB
<b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Shifts</b>		
	Lead Operator	SSB

Designated Meeting Site(s) for Steam Services Building (SSB):

**North parking lot outside North West Gate**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.8 Building Name: **(Chilled Water Plants: North Campus, West Campus, Ag Science, & South)**

Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Supervisor, Chilled Water Services	Chiller Plants
Alternate Building Emergency Coordinator	Director of Utility Services	Chilled Water
Safety Officer	Utilities Safety Specialist	OPP Work Unit
Alternate Safety Officer	Safety Program Manager	OPP Work Unit
Safety Monitors	Supervisor, Chilled Water Services	Chilled Water Plants
<b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Shifts</b>		
	Lead Operator	Chiller Plants

Designated Meeting Site(s) for Chiller Plants:

**North Campus Plant: Southwest side near creamery**

**West Campus Plant: Northwest parking Lot**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.9 Building Name: **Tower Road Landscape Shop, Big Hollow Landscape Shops, Butler Building**  
Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Supervisor, Grounds Maintenance, Ornamental	Tower Rd Landscape Bldg
Alternate Building Emergency Coordinator	Manager, Grounds Services	Tower Rd Landscape Bldg
Safety Officer	Utilities Safety Coordinator	OPP Work Unit
Alternate Safety Officer	Safety Program Manager	OPP Work Unit
Safety Monitors	Lead Landscape Construction	Tower Rd
	Lead Hort. Worker	Tower Rd Landscape Bldg
	Lead Tree Surgeon	Tower Rd Landscape Bldg

Designated Meeting Site(s) for Landscape Building:

**Across the road by HazMat Building**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.10 Building Name: **Nittany Landscape Shop (NLS)**

Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Supervisor, Grounds Maintenance, Ornamental Horticulture	Nittany Landscape Shop
Alternate Building Emergency Coordinator	Manager, Grounds Services	Nittany Landscape Shop
Safety Officer	Utilities Safety Coordinator	OPP Work Unit
Alternate Safety Officer	Safety Program Manager	OPP Work Unit
Safety Monitors	Supervisor, Grounds Maintenance, Ornamental Horticulture	Nittany Landscape Shop
	Lead	Nittany Landscape Shop

Designated Meeting Site(s) for Nittany Landscape Shop:

**Small parking lot by Carpenter Building**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.11 Building Name: **Pollock Landscape Shop (PLS)**

Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Supervisor, Grounds Maintenance, Agronomy, Turf Maintenance	Pollock Landscape Shop
Alternate Building Emergency Coordinator	Manager, Grounds Services	Pollock Landscape Shop
Safety Officer	Utilities Safety Coordinator	OPP Work Unit
Alternate Safety Officer	Safety Program Manager	OPP Work Unit
Safety Monitors	Lead	Pollock Landscape Shop

Designated Meeting Site(s) for Pollock Landscape Shop

**Small Service Parking lot above Pollock Shop (Across from Child Care Center)**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.12 Building Name: **Area 2 Shop, Pond Lab**

Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Supervisor, Area Services 2	Area 2 Shop
Alternate Building Emergency Coordinator	Supervisor, Custodial District 21	1 <sup>st</sup> Shift Custodial
Safety Officer	Safety Coordinator, Maint Programs/ Services	OPP Work Unit
Alternate Safety Officer	Safety Program Manager	OPP Work Unit
Safety Monitors	Supervisor, Custodial Services	Area 2 Shop
	Supervisor, Custodial District 21 Supervisor, Custodial District 22 Supervisor, Custodial District 23	1 <sup>st</sup> Shift Custodial 2 <sup>nd</sup> Shift Custodial 3 <sup>rd</sup> Shift Custodial

Designated Meeting Site(s) for Area 2 Shop, Pond Lab Basement

**Parking Lot near Chandlee Lab**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

**4.13** Building Name: **Area 3 Shop, Steam Services Building**

Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Supervisor, Area Services 3	Area 3
Alternate Building Emergency Coordinator	Supervisor, Custodial Services District 31	1 <sup>st</sup> Shift Custodial
Safety Officer	Safety Coordinator, MP&BS	OPP Work Unit
Alternate Safety Officer	Safety Program Manager	OPP Work Unit
Safety Monitors	Supervisor, Area Services 3	Area 3 Shop
	Supervisor, Custodial Services District 31	Area 3 Shop

Designated Meeting Site(s) for Steam Services Building (SSB):

**North parking lot outside North West Gate**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.14 Building Name: **Area 4 Shop, Grange Building**

Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency	Supervisor, Area Services 4	Area 4
Alternate Building Emergency	Supervisor, Custodial Services District 41	1 <sup>st</sup> Shift Custodial
Safety Officer	Safety Coordinator MP&BS	OPP Work Unit
Alternate Safety	Safety Program Manager	OPP Work Unit
Safety Monitors	Supervisor, Area Services 4	Area 4

Designated Meeting Site(s) for Area 4 Shop, Grange

**Sidewalk in front of Ritenour Building**



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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.15 Building Name: **Area 5 Shop, Agricultural Engineering**  
Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency	Supervisor, Area Services 5	Area 5
Alternate Building Emergency	Supervisor, Custodial Services District 51	1 <sup>st</sup> Shift Custodial
Safety Officer	Safety Coordinator MP&BS	OPP Work Unit
Alternate Safety Officer	Safety Program Manager	OPP Work Unit
Safety Monitors	Supervisor, Area Services 5	Area 5
	Supervisor, Custodial Services District 51	1 <sup>st</sup> Shift Custodial
	Supervisor, Custodial Services District 52	2 <sup>nd</sup> Shift Custodial
	Supervisor, Custodial Services District 53	3 <sup>rd</sup> Shift Custodial

Designated Meeting Site(s) for Area 5 Shop, Agricultural Engineering

**Ag Engineering rear parking lot**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.16 Building Name: **Area 6 Shop, Millennium Building**  
Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Supervisor, Area Services 6	Area 6 Shop
Alternate Building Emergency Coordinator	Building Operations Engineer	Area 6 Shop
Safety Officer	Safety Coordinator MP&BS	OPP Work Unit
Alternate Safety Officer	Safety Program Manager	OPP Work Unit
Safety Monitors	Supervisor, Area Services 6	Area 6 Shop

Designated Meeting Site(s) for Area 6 Shop:

**Thomas Building Parking Lot**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.17 Building Name: **Academic Projects Building**  
Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Radiation Safety Officer	Radiation Safety
Alternate Building Emergency Coordinator	EHS Specialist Radiation	Radiation Safety
Safety Officer	Safety Program Manager	OPP Work Unit
Alternate Safety Officer	Safety Coordinator(s)	OPP Work Unit
Safety Monitors	EHS Staff	Radiation Safety

Designated Meeting Site(s) for the **Academic Projects Building**:

**Across Bigler Rd on sidewalk opposite Academic Projects**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.18 Building Name: **Animal Diagnostics Lab**  
Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Incinerator Supervisor	Incinerator
Alternate Building Emergency Coordinator	Director of Utility Operations	Incinerator
Safety Officer	Safety Program Manager	OPP Work Unit
Alternate Safety Officer	Safety Coordinator(s)	OPP Work Unit
Safety Monitors	Lead Technician Incinerator	Incinerator

Designated Meeting Site(s) for the **Animal Diagnostics Lab**:

**Turf Grass Field, south side along Pasture View Ln**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.19 Building Name: **Steam Services Building, EHS**  
Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Director EHS	EHS Office
Alternate Building Emergency Coordinator	EHS Manager	EHS Office
Safety Officer	Safety Program Manager	OPP Work Unit
Alternate Safety Officer	Safety Coordinator(s)	OPP Work Unit
Safety Monitors	EHS Staff	EHS Office

Designated Meeting Site(s) for the **Steam Services Building**:

**North Parking lot outside gate**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.20 Building Name: **Food Sciences Building (Ammonia Plant)**  
Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Supervisor Area 5	Ammonia Plant
Alternate Building Emergency Coordinator	Supervisor Area 5	Ammonia Plant
Safety Officer	Safety Program Manager	OPP Work Unit
Alternate Safety Officer	Safety Coordinator(s)	OPP Work Unit
Safety Monitors	Administrative Support Staff	Ammonia Plant

Designated Meeting Site(s) for the **Food Sciences Building**:

**Food Science: Service Parking Area, South Side of the Greenhouse A&B**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

### 4.21     **Building Name:** **Service Garage Paint Building**

Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Supervisor, Service Garage	Service Garage
Alternate Building Emergency Coordinator	Equipment Manager	Service Garage
Safety Officer	Safety Program Manager	OPP Work Unit
Alternate Safety Officer	Safety Coordinator(s)	OPP Work Unit
Safety Monitors	Lead Technician	Service Garage

Designated Meeting Site(s) for the **Service Garage Paint Building**:

**Orange A Parking Lot East**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.22 Building Name: **Pegula Ice Arena (Ammonia Plant)**  
Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Area 1 Supervisor	Ice Plant
Alternate Building Emergency Coordinator	Area 6 Supervisor	Ice Plant
Safety Officer	Safety Coordinator MP&BS	OPP Work Unit
Alternate Safety Officer	Safety Coordinator(s)	OPP Work Unit
Safety Monitors	Administrative Support Staff	Ice Plant

Designated Meeting Site(s) for the **Pegula Ice Arena**:

**Across parking lot outside Gate C at corner of Tennis**

**Bldg & Holuba Hall**



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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.23

Building Name: **Ag Hill Chiller Office Bldg**

Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Senior Planner	P&E
Alternate Building Emergency Coordinator	Senior Planner #2	P&E
Safety Officer	Safety Program Manager	OPP Work Unit
Alternate Safety Officer	Safety Coordinator(s)	OPP Work Unit
Safety Monitors	Senior Planner	P&E

Designated Meeting Site(s) for Ag Chiller:

**Parking Lot – Northwest corner**

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

4.24 Building Name: **OTHER OPP Occupied Work Areas**  
Department Name(s): Office of Physical Plant

Position	Name	Area of Responsibility
Building Emergency Coordinator	Building Coordinator	
Alternative	Speak with Building coordinator	

Designated Meeting Site(s):

**See Appendix B: Umbrella Plan for Evacuation Procedures.**

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

**Safety Office Physical Plant Building or ONLINE [www.opp.psu.edu](http://www.opp.psu.edu)**

\_\_\_\_\_  
Signature of Plan Preparer

\_\_\_\_\_  
Date Prepared

**5.1 GENERAL GUIDELINES**

**5.2** Stairwells are the primary means for evacuation. Elevators are not to be used.

**5.3** No employee is permitted to re-enter the building until advised by the Fire Department, PSU Police or OPP Emergency Coordinator.

**6.1 RESPONSIBILITIES****Building Emergency Coordinator:**

**6.2** In conjunction with the OPP Safety Office, designate Safety Monitors and alternate Safety Monitors for specific work areas in the facility.

**6.3** Ensure the training of building occupants, safety monitors, and critical operations personnel is complete and up to date.

**6.4** In the event of a fire or other emergency, relay applicable information to emergency personnel, occupants and Safety Monitors.

**6.5** Ensure that the "Building Evacuation Floor Plan" is posted in their work areas, communicate plan to occupants, and update the plan annually.

**6.6** Oversees and ensures development, communication, implementation and revision of the Emergency Evacuation Plan.

**Safety Officer**

**6.7** Development, communication, implementation and revision of the Emergency Evacuation Plan.

**6.8** Ensure that floor plans and route evacuation maps are posted.

**6.9** In the absence of a Building Emergency Coordinator, the safety officer is next in line to take on the responsibilities as outlined in this section.

**6.10** Work with incident commander structure in order to gather vital information regarding the emergency in order to relay to the Building Emergency Coordinator.

**Safety Monitors:**

**6.11** Act as liaison between management and their work area.

## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

- 6.12 Know where their designated meeting site is and communicate this information to occupants.
- 6.13 Perform responsibilities to ensure that all persons are accounted for during an evacuation as identified in Section 11.
- 6.14 Ensure that disabled persons and visitors are assisted in evacuating the building or moved to a predetermined staging area (Area of Refuge).
- 6.15 Evaluate and report problems to the Building Emergency Coordinator after an emergency event.
- 6.16 Maintain up-to-date lists of building occupants for each Safety Monitor's respective area of coverage, critical operations personnel, individuals requiring evacuation assistance and any other personnel with assigned duties under this plan. Lists are included in Appendix A.
- 6.17 Ensure the training of respective employees on evacuation plan, route and muster points.

### Supervisors:

- 6.18 Familiarize personnel with emergency procedures.
- 6.19 Perform responsibilities to ensure that all persons are accounted for during an evacuation as identified in Section 11.

## 7.1 **ALERTING BUILDING OCCUPANTS IN CASE OF FIRE OR OTHER EMERGENCY**

- 7.2 In case of a fire, employees should activate the nearest fire alarm pull station and call 911. The locations of the fire alarm pull stations are noted on the Building Evacuation Floor Plans. Audible alarms alert building occupants of the need for evacuation and send a signal to the PSU Police Dispatch Center that there is an alarm condition in the building.
- 7.3 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.
- 7.4 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.
- 7.5 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.

### 8.1 **EVACUATION PROCEDURES FOR BUILDING OCCUPANTS**

**8.2** 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 or through the nearest exit point. The emergency evacuation routes are posted in various areas of the building.

**8.3** Once exited, relocate to designated muster point as outlined in Section 4.0

**8.4** Monitors shall assist visitors, students and others who are not familiar with the plan to safely evacuate.

**8.5** If you have been identified as having responsibility for critical operations shutdown, refer to Section 10.0.

**8.6** All occupants should proceed to their designated meeting site and await further instructions from their Safety Monitor.

**8.7** 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 D and are posted in the building.

**8.8** 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 if properly trained. However, an immediate readiness to evacuate is essential. Personal safety is number 1.**
- **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.**

**9.0 DISABLED OCCUPANTS**

Employees requiring assistance upon exiting are listed in Appendix C, 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.

**10.0 CRITICAL OPERATIONS SHUTDOWN**

Critical operations, including equipment that must be shut off and persons designated to complete these actions are identified in Appendix A. 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.

**11.1 ACCOUNTABILITY PROCEDURES FOR EMERGENCY EVACUATION**

All supervisory staff are responsible for accounting for their direct reports. Supervisors are to take a head count of his or her group and report back to the Safety Monitor.

Once each evacuated group of employees has reached their designated meeting site, each Safety Monitor shall:

**11.2** Assume the role of department contact to answer questions

**11.3** Instruct personnel to remain in area until further notice

**11.4** Report status to Building Emergency Coordinator or Incident Commander including persons who are located in the Area of Refuge or have remained behind for critical operations shutdown.

**12.0 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.

**13.0 TRAINING AND COMMUNICATIONS**

The Building 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 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
- Who performs rescue and medical duties
- Use of the floor plans and evacuation routes given in Appendix D of the Emergency Evacuation Plan.

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## Building Emergency Evacuation Plan – Office of Physical Plant Facilities

### **APPENDIX A**

#### 1. Critical Operations Shut Down Procedures and personnel assigned these responsibilities.

##### 1.1 Critical Operation: CCS

Name: Tim Arnold

Job Title: Supervisor Automation Service

Work Area: 160 Area

##### 1.1 Critical Operation: Electronic Fire Alarm Monitoring

Name: Steve Hugar

Job Title: Supervisor, Electrical Services

Work Area: 148



# OPP

## APPENDIX B

### Work Unit Employee Lists

- **Supervisors are responsible for keeping up-to-date lists of their direct reports within their work areas.**

**OPP**

**APPENDIX C**

Listing of Individuals Requiring Evacuation Assistance

**OPP**

**APPENDIX D**

Evacuation Maps