PennState Physical Plant

Program Highlights

EMERGENCY EVACUATION

SEPTEMBER 2019

INTRODUCTION

The purpose of this program is to protect employees in the event of a building evacuation. This program applies to all OPP Employees and visitors.

TRAINING

Employees shall be trained in the proper evacuation procedures specific to their work area.

- Training should include locations of evacuation routes, maps, muster points, and procedures for accounting for OPP Personnel and OPP visitors.

INSPECTIONS

Supervisors shall inspect their buildings to ensure evacuate route maps are posted, fire extinguishers are available and working, and exit routes are clear.

KEY ELEMENTS

In the event an emergency that requires a building evacuation, employees shall be familiar with:

- Emergency pull stations
- Evacuation routes
- The nearest exit
- The identified muster point location
- How to notify their supervisor so they can be accounted for

REFERENCE

Emergency Evacuation Program

Committed to Safety Excellence