Academic Projects

Emergency Evacuation Plan

The Pennsylvania State University

Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMERGENCY (Police-Fire-Ambulance)</td>
<td>911</td>
</tr>
<tr>
<td>University Police</td>
<td>814-863-1111</td>
</tr>
<tr>
<td>University Health Services</td>
<td>814-865-6556</td>
</tr>
<tr>
<td>Environmental Health and Safety</td>
<td>(814) 865-6391</td>
</tr>
<tr>
<td>Physical Plant Work Reception Center</td>
<td>814-865-4731</td>
</tr>
</tbody>
</table>
Building and Personnel Information

Building Name: Academic Projects Building
Name(s) of Departments: EMS Energy Institute, EHS, Aeronautical Eng., Mech. Eng.,

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Area of Responsibility</th>
<th>Phone Office/Cell</th>
<th>Office Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building/Department Emergency Coordinator</td>
<td>Ronnie Wasco</td>
<td>CUL</td>
<td>863-5384</td>
<td>218 Academic Projects</td>
</tr>
<tr>
<td>Alternate Building/Department Emergency Coordinator</td>
<td>Kelly Rhoades</td>
<td>CUL</td>
<td>863-5984</td>
<td>203 Coal Utilization Lab</td>
</tr>
<tr>
<td>Unit Safety Officer</td>
<td>Rhonda Stoner</td>
<td>EMS</td>
<td>865-5709</td>
<td>248 Deike</td>
</tr>
<tr>
<td>Unit Alternate Safety Officer</td>
<td>Diane Ault</td>
<td>EMS</td>
<td>865-1091</td>
<td>248 Deike</td>
</tr>
<tr>
<td>Safety Monitors</td>
<td>Gary Mitchell</td>
<td>1st Floor and Basement</td>
<td>865-6543</td>
<td>104B Academic Projects</td>
</tr>
<tr>
<td></td>
<td>Ronnie Wasco</td>
<td>2nd Floor</td>
<td>863-5384</td>
<td>218 Academic Projects</td>
</tr>
</tbody>
</table>

Designated Meeting Site for Building is: Sidewalk across Bigler near the Day Care playground. If inclement weather, move to 3rd floor lobby, AAB.

Assisted Evacuation Staging Areas for the Building are: The top of the east stairwell (Z202), the top of the west stairwell (Z201), west 1st floor foyer west (F101), and the first floor foyer east (F102).

Copies of this Evacuation Plan are kept in the following locations: Outside 218 and in the stainless steel desk in 106.

Barbara Robuck to be stationed in Main Lobby RE to ensure no reentry through east APB entrance.

Liz Wood to be stationed in C110 CUL to ensure no reentry through APB south entrance.

Gary Mitchell to be stationed in 005 Receiving RE to ensure no reentry through APB basement entrance.

Derek Hall to be stationed in 2nd floor atrium of RE to ensure no reentry through APB/RE breezeway.

____________________________________
9/15/16
Signature of Plan Preparer  Date Prepared
EMS EI APB EVACUATION PROCEDURES

Objectives

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

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

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

1) The entire 2nd floor.
2) The entire 1st floor and basement floor.

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

Areas of Refuge

The areas of refuge on the 1st floor are the bottoms of the stairwells in APB. If safe to do so, egress the person to the outside. The areas of refuge on the 2nd floor are the tops of the stairwells. If safe to do so, egress the person through the breezeway into Research East and evacuate to the outside. The area of refuge in the basement is at the bottom of the stairwell. If possible, egress the person through Research to the outside.

General Procedures

If the fire alarm goes off, or you are ordered to evacuate APB, 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 1st 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.). Sweep your assigned floor.

1st Floor and Basement Monitor: Grab the Evacuation Binder from 106. Sweep the areas and report to the collection area.
2nd Floor Monitor: Grab the Evacuation Binder from outside 218. Sweep the areas and report to the collection area.

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 Ronnie Wasco.
If the weather is bad, those without other responsibilities shall relocate to the main Entrance Lobby in Academic Activities. Those with responsibilities will relocate to the main Entrance Lobby in Academic Activities when relieved by First Responders.
Communicate to First Responders that the RE basement, RE lobby, APB atrium, and RE Breezeway Exit Monitors need to be relieved by their personnel.
Do not return to APB until given the all clear by the EMS EI Safety Officer, EHS personnel, or First Responders.

**INGRESS TO APB**

There are five ways to enter APB:

1) To the 1st floor from the south by the main entrance, including from CUL.
2) From the east at the Plaza level by Research East.
3) From the east through the 2nd floor breezeway.
4) From the basement from Research East.
5) From the north through the OPP Mechanical Room. We do not need to monitor that door.

Four Door Monitors will be assigned to cover these entries. They will take up positions in the following locations:

1) The basement of RE where RE and APB connect.
2) The breezeway area of RE by the elevator.
3) The main lobby of RE.
4) The south parking lot by the main entrance.
APB 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!**

Gary Mitchell: Grab the Evacuation Binder from 104. Sweep the first floor from west (Main entrance) to east (towards RE). Check to see if the RE 1st Floor Door Monitor is in position. If not, order someone to that position. Proceed to the basement using the east stairwell. Sweep the basement. Wait in the basement until the Basement Door Monitor arrives. Egress the build and proceed to the collection area and report.

Ron Nargi: Back-up Sweeper to Gary Mitchell.

Ronnie Wasco: 2nd Floor Monitor. Grab the EMS EI APB Evacuation Binder. Sweep the 2nd floor. Ensure someone is monitoring the breezeway from RE. If not, order someone to be the RE Breezeway Monitor. Ensure someone is going to the basement to relieve Gary Mitchell. Exit the building by the west stairwell. Ensure someone is monitoring the main entrance. Proceed to the collection area and report.

Derek Hall: Back-up 2nd Floor Sweeper to Ronnie Wasco.

Gary Mitchell: Basement Door Monitor, positioned in basement of Research East.
Barbara Robuck: 1st floor East Door Monitor, positioned in Research East main lobby.
Derek Hall: 2nd floor East Breezeway Corridor Monitor, positioned in Research East on the breezeway level.
Elizabeth Wood: 1st floor West Door Monitor, positioned by the high bay door of the CUL loading dock.
APB EVACUATION PERSONNEL
CHECKLIST
UPDATED 26APR16

Are these personnel present? (Yes = Y, No = X)

___ Gary Mitchell (EMS EI) ___ Joe Abrahamson (EMS EI)
___ Ron Nargi (EMS EI) ___ Derek Hall (EMS EI)
___ Joel Morrison (EMS EI) ___ Arup Sengupta (EMS EI)
___ Elizabeth Wood (EMS EI) ___ Cheng Guan (EMS EI)
___ Barbara Robuck (EMS EI) ___ Weidong Pan (EMS EI)
___ P. Pitakjakpipop (EMS EI) ___ Caroline Clifford (EMS EI)
___ Rui Zhang (EMS EI) ___ Shimin Liu (EMS EI)
___ Xu Zhao (EMS EI) ___ Ronnie Wasco (EMS EI)
___ Edward Brand (EMS EI) ___ Aron Lupinski (EMS EI)
___ Justin Beck (EMS EI) ___ Long Fan (EMS EI)
___ Liang Wang (EMS EI) ___ Jinxia Zhou (EMS EI)
___ Lin Zhang (EMS EI) ___ Junying Tian (EMS EI)
___ Balaji Raman (EMS EI) ___ Hafsa Abboud (EMS EI)
___ Antonio Cuesta (EMS EI) ___ Xiao Jiang (EMS EI)
___ Wenying Quan (EMS EI) ___ Wenjia Wang (EMS EI)
___ Jeff Leavey (EHS) ___ Dave Bertocchi (EHS)
___ Greg Herman (EHS) ___ Yuanqing Guo (EHS)
___ Mark Fedkin (ME)
APB EVACUATION AREA CHECKLIST

DOES ANYBODY NEED RESCUED? ____________________________
HOW MANY PEOPLE? ______________________________________
WHERE ARE THEY? _______________________________________
DOES ANYONE NEED MEDICAL TREATMENT? _________________

Have the following areas been swept? (Yes = Y, No = X, Unsure = ?)

Entry Foyer West ___________ West Stairwell _________________
101 (Reactor office)_________ 201 (Leavey Office)___________
102 & 117 (Wind Tunnel)____ 202 (EI Student Office)_________
103 (Reactor lab)___________ 203,203A (EHS Office)___________
104, 104A, 104B (Gary, etc.) 204, 204A (EHS Office)___________
105, 105A, 105B (Joel, etc.) 205 (Lvov Lab)_________________
106, 106A (Labs)____________ 206, 206A, 206B (EI Office)____
107, 107A (Labs)___________ 207 (Lvov Lab)_________________
108 (Reactor)_______________ 208 (Song Lab)______________
109 Men’s Room_____________ 209A (Mailroom)______________
110 (Janitor Closet)__________ 209 (EI Office)_______________
111(Ladies’ Room)____________ 210 (EI Office)_______________
112 (Computer Lab)__________ 211 (Janitor Break Room)____
113 (IT Shop)_______________ 212 (Corridor to RE)__________
114 (Lvov Lab)______________ 213 (Electrical Room)_________
115 (Computer Lab)__________ 214 (Ladies’ Room)___________
116 (Mechanical Engr.)_______ 215 (Janitor Closet)___________
East Stairwell (to basement)___ 216 (Men’s Room)____________
1, 2, &3 (OPP)______________ 217 (Lvov Lab)_______________
4F (Sample Bank)____________ 218 (Wasco Office)___________
4C (Empty Lab)______________ 219 (Fedkin Office)___________
4B (EHS Storage)____________ 220 (Beck Office)____________
East Stairwell, to 2nd Floor___ 221 (EI Office)_______________
229 (EHS Lab)_______________ 222 (EI Office)_______________
228 (Herman Office)_________ 223 (EI Office)_______________
227 (Guo Office)____________ 224 (Clifford Office)__________
226 (Bertocchi Office)_______ 225 (Liu Office)_______________
Critical Operations Shut Down Procedures and Personnel Assigned These Responsibilities

Provide the following information:
- Critical Operation: No critical shut downs for the building
- Required Shutdown:
- Name:
- Job Title: EMS EI faculty
- Work Area: EMS EI

Listing of Individuals Requiring Evacuation Assistance

None
Academic Projects 2nd Floor
**Evacuation Quick Reference Card**

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<th>Emergency Contacts:</th>
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<td>Bldg / Dept Emergency Coordinator: Ron Wasco</td>
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<tr>
<td>Safety Monitor: Gary Mitchell, Ron Wasco</td>
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<tbody>
<tr>
<td>Evacuation Quick Reference</td>
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<tr>
<td>- Quickly exit in a calm manner.</td>
</tr>
<tr>
<td>- Close doors – <strong>Do Not</strong> lock</td>
</tr>
<tr>
<td>- Assist visitors to evacuate</td>
</tr>
<tr>
<td>- <strong>Do Not</strong> use elevators</td>
</tr>
<tr>
<td>- Report to designated meeting site</td>
</tr>
<tr>
<td>- <strong>Do Not</strong> reenter the building until advised by emergency personnel or safety monitor</td>
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<th>Building Name designated meeting site:</th>
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<tbody>
<tr>
<td>Across Bigler Road on sidewalk near Day Care Center</td>
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