



**Academic Projects**  
**Emergency Evacuation Plan**  
**The Pennsylvania State University**

**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

# Building and Personnel Information

Building Name: Academic Projects Building

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

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

Designated Meeting Site for Building is: Sidewalk across Bigler near the Day Care playground.  
If inclement weather, move to 3<sup>rd</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> floor atrium of RE to ensure no reentry through APB/RE breezeway.

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

9/15/16  
\_\_\_\_\_  
Date Prepared

# **EMS EI APB EVACUATION PROCEDURES**

## **Objectives**

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

- 1) Clear 1<sup>st</sup>, 2<sup>nd</sup>, 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 2<sup>nd</sup> floor.
- 2) The entire 1<sup>st</sup> 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.

2<sup>nd</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> 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: 2<sup>nd</sup> Floor Monitor. Grab the EMS EI APB Evacuation Binder. Sweep the 2<sup>nd</sup> 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 2<sup>nd</sup> Floor Sweeper to Ronnie Wasco.

Gary Mitchell: Basement Door Monitor, positioned in basement of Research East.

Barbara Robuck: 1<sup>st</sup> floor East Door Monitor, positioned in Research East main lobby.

Derek Hall: 2<sup>nd</sup> floor East Breezeway Corridor Monitor, positioned in Research East on the breezeway level.

Elizabeth Wood: 1<sup>st</sup> 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)

- |  |   |
|--|---|
| <input type="checkbox"/> Gary Mitchell (EMS EI)    | <input type="checkbox"/> Joe Abrahamson (EMS EI)    |
| <input type="checkbox"/> Ron Nargi (EMS EI)        | <input type="checkbox"/> Derek Hall (EMS EI)        |
| <input type="checkbox"/> Joel Morrison (EMS EI)    | <input type="checkbox"/> Arup Sengupta (EMS EI)     |
| <input type="checkbox"/> Elizabeth Wood (EMS EI)   | <input type="checkbox"/> Cheng Guan (EMS EI)        |
| <input type="checkbox"/> Barbara Robuck (EMS EI)   | <input type="checkbox"/> Weidong Pan (EMS EI)       |
| <input type="checkbox"/> P. Pitakjakpipop (EMS EI) | <input type="checkbox"/> Caroline Clifford (EMS EI) |
| <input type="checkbox"/> Rui Zhang (EMS EI)        | <input type="checkbox"/> Shimin Liu (EMS EI)        |
| <input type="checkbox"/> Xu Zhao (EMS EI)          | <input type="checkbox"/> Ronnie Wasco (EMS EI)      |
| <input type="checkbox"/> Edward Brand (EMS EI)     | <input type="checkbox"/> Aron Lupinski (EMS EI)     |
| <input type="checkbox"/> Justin Beck (EMS EI)      | <input type="checkbox"/> Long Fan (EMS EI)          |
| <input type="checkbox"/> Liang Wang (EMS EI)       | <input type="checkbox"/> Jinxia Zhou (EMS EI)       |
| <input type="checkbox"/> Lin Zhang (EMS EI)        | <input type="checkbox"/> Junying Tian (EMS EI)      |
| <input type="checkbox"/> Balaji Raman (EMS EI)     | <input type="checkbox"/> Hafsa Abboud (EMS EI)      |
| <input type="checkbox"/> Antonio Cuesta (EMS EI)   | <input type="checkbox"/> Xiao Jiang (EMS EI)        |
| <input type="checkbox"/> Wenying Quan (EMS EI)     | <input type="checkbox"/> Wenjia Wang (EMS EI)       |
| <input type="checkbox"/> Jeff Leavey (EHS)         | <input type="checkbox"/> Dave Bertocchi (EHS)       |
| <input type="checkbox"/> Greg Herman (EHS)         | <input type="checkbox"/> Yuanqing Guo (EHS)         |
| <input type="checkbox"/> 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 2 <sup>nd</sup> 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

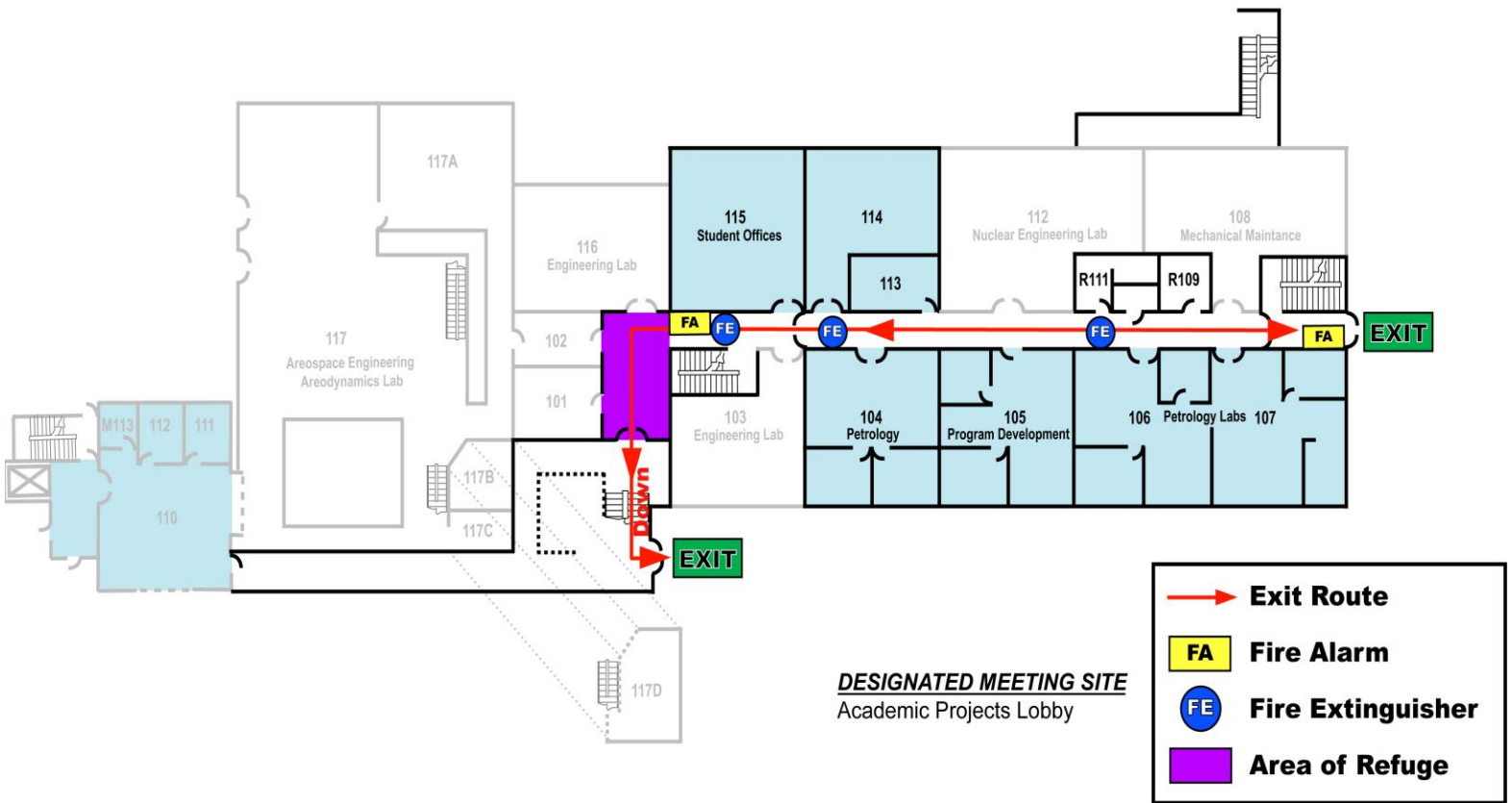
## **Listing of Individuals Requiring Evacuation Assistance**

**None**



# Building Evacuation Floor Plan

## Academic Projects 1<sup>st</sup> Floor





## Evacuation Quick Reference Card

### **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: Ron Wasco  
Safety Monitor: Gary Mitchell, Ron Wasco

### **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: Across Bigler Road on sidewalk near Day Care Center