



**Emergency Evacuation Plan and  
Implementation Guidelines**

**The Pennsylvania State University**

**DOWNTOWN THEATRE CENTER**

**(0998-141)**

**OCTOBER 2019**

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# The Pennsylvania State University Emergency Evacuation Plan

## Section I: Building and Personnel Information

Building Name: Penn State Downtown Theatre Center (0998-141)

Department Name(s) School of Theatre, Center for the Performing Arts

Position	Name	Area of Responsibility	Phone Office/ Cell	Office Address
Building/Department Emergency Coordinator	Shannon Bishop	Center for the Performing Arts	865-5011	B37 Downtown Theatre Center
Alternate Building/Department Emergency Coordinator		Center for the Performing Arts	865-5340	B36 Downtown Theatre Center
Unit Safety Officer	Katie Rountree	College of A&A	777-6226	102A Borland Building
Unit Alternate Safety Officer	Gwen Miller Kelly Kaiserisn	College of A&A Ctr. Perf. Arts	867-3122 865-4727	102 Borland Building B40 Eisenhower Aud.
Safety Monitor Basement	Shannon Bishop	Center for the Performing Arts	865-5011	B37 Downtown Theatre Center
Safety Monitor Lounge level		Center for the Performing Arts	865-5340	B36 Downtown Theatre Center
Administrative Contact	Travis DeCastro	School of Theatre	863-8071	102 Theatre Building
During Performance	House Staff	Public event spaces	863-4207	Ronda Craig – 104 Theatre Building

Designated Meeting Site(s) for Building are: Across the street at Chinese Restaurant or at the Fraser Street Parking Garage

Designated Areas of Refuge for the Building are: At the front lobby wheelchair lift or at the area of refuge rear hallway house left

Copies of this Evacuation Plan are kept in the following locations: B-36, B22

\_\_\_\_\_  
Katie Rountree  
Signature of Plan Preparer

\_\_\_\_\_  
September 17, 2015  
Date Prepared

## Section II: 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

## 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 Building/Department Emergency Coordinator and Safety Monitors

**All Designated Building Emergency Personnel shall retain a RED envelope to be kept in the front of their desk file drawer. The envelope shall contain: A copy of the building emergency evacuation plan, a package of disposable ear plugs, a listing of contact phones numbers including the cell phone numbers of the Building Emergency Coordinator, the Building Safety Monitors, and the College Safety Officer.**

**Upon the sounding of a fire alarm, each Building Emergency Personnel shall retrieve this envelope and carry it with them throughout their building check and bring it with them to the designated meeting site. In conjunction with the College Safety Office and their Building Emergency Coordinator, they should refresh the occupancy listing before the start of the Fall Semester and Spring Semester.**

**Notwithstanding, the following duties prevail:**

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 (Area of Refuge).
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 **[designate**

- the type of audible alarm in use] Horn Strobe** alarm alerts 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. **Exceptions are: Box office rooms 102, 104; If fire is suspected to be on the stage, the fire curtain should be lowered, either by motor or by cutting emergency rope located behind glass downstage right and left.**
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 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.

## **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 Area of Refuge 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

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

Provide the following information:

- **Critical Operation – Security box offices**
- **Required Shutdown – Secure cash drawer**
  - closed and lock safe.
  - Lock doors to B37 & B36.
- **Name**           Joi McKenzie
- **Job Title**       box office supervisors
- **Work Area**     Center for Performing Arts Ticket Center
  
- **Critical Operation – Audience safety – all events with audience**
- **Required Shutdown - Audience safety procedures are review with all audience staff prior to each performance**
- **Name**           Ronda Craig or assigned House Managers
- **Job Title**       Audience Services Manager
- **Work Area**     School of Theatre

## 2. Work Unit Employee Lists

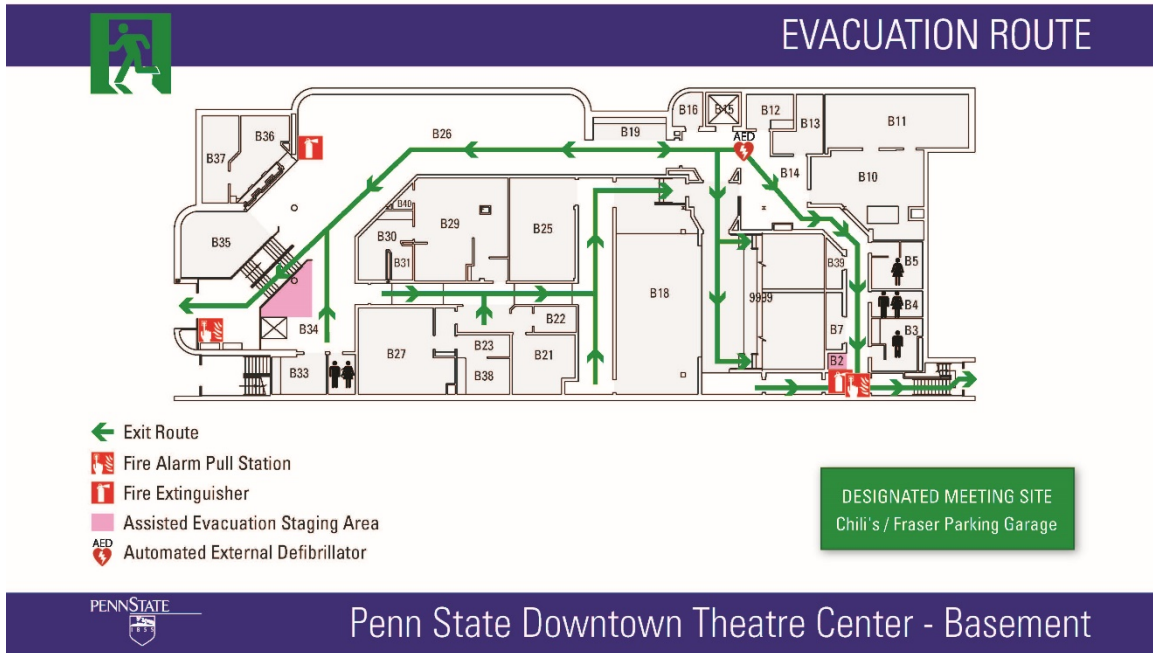
ROOM #	OCCUPANT
B36	
B37	McKenzie, Joi

## 3. Listing of Individuals Requiring Evacuation Assistance

Provide the following information:

- Name
- Work Area
- Special Needs/Concerns

# Appendix II – Evacuation Maps



# Appendix III

## Evacuation Quick Reference Card

(Sample)

<p><b>Emergency Contacts:</b> 911 (Police- Fire –Ambulance) University Police: 863-1111 Environmental Health and Safety: 865-6391 OPP Work Reception Center: 865-4731</p> <p><b>Evacuation Contacts:</b> Bldg / Dept Emergency Coordinator: _____</p> <p>Safety Monitor: _____</p>
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<p><b><u>Work Unit Name</u></b> Evacuation Quick Reference</p> <ul style="list-style-type: none"><li>- Quickly exit in a calm manner.</li><li>- Close doors – <b>Do Not</b> lock</li><li>- Assist visitors to evacuate</li><li>- <b>Do Not</b> use elevators</li><li>- Report to designated meeting site</li><li>- <b>Do Not</b> reenter the building until advised by emergency personnel or safety monitor</li></ul> <p><b><u>Building Name</u></b> designated meeting site:</p>
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