# The Pennsylvania State University
## Emergency Evacuation Plan

### Section I: Building and Personnel Information

**Building Name:** Davey Lab

**Department Name(s):** Astronomy and Astrophysics

<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>Deanna Confer</td>
<td>NA</td>
<td>5-0418-O 360-0338-C</td>
<td>525 Davey Lab</td>
</tr>
<tr>
<td>Alternate Building/Department Emergency Coordinator</td>
<td>Laurie Dasher</td>
<td>NA</td>
<td>3-7350-O 883-9698-C</td>
<td>525 Davey Lab</td>
</tr>
<tr>
<td>Unit Safety Officer</td>
<td>Robert Holden</td>
<td>Science</td>
<td>3-4502-O 777-4502-C</td>
<td>510 Thomas Bldg.</td>
</tr>
<tr>
<td>Unit Alternate Safety Officer</td>
<td>Cassie Johnstonbaugh</td>
<td>Science</td>
<td>3-4502-O 571-0259-C</td>
<td>510 Thomas Bldg.</td>
</tr>
<tr>
<td>Safety Monitors</td>
<td>Kaitlin Kessling</td>
<td>4th Floor</td>
<td>5-2957</td>
<td>428 Davey Lab</td>
</tr>
<tr>
<td></td>
<td>Christine Selders</td>
<td>4th Floor</td>
<td>3-7351</td>
<td>428B Davey Lab</td>
</tr>
<tr>
<td></td>
<td>Deanna Confer</td>
<td>5th Floor</td>
<td>5-0418</td>
<td>525 Davey Lab</td>
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<tr>
<td></td>
<td>Laurie Dasher</td>
<td>5th Floor</td>
<td>3-7350</td>
<td>525 Davey Lab</td>
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<tr>
<td></td>
<td>NA</td>
<td>6th Floor</td>
<td></td>
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</tr>
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</table>

**Designated Meeting Site(s) for Building are:** The yard between Chandlee Lab and Davey Lab.

**Designated Assisted Evacuation Staging Areas for the Building are:** Stairwells of each floor in the stairwell closest to rooms 514 and 413.

**Copies of this Evacuation Plan are kept in the following locations:** Will be posted on the 4th, 5th, and 6th floors of Davey Lab. Will be distributed to each office and discussed with each office. A copy will be kept in the possession of each of the Safety Monitors, and the Building Emergency Coordinator, and the Alternate Emergency Coordinator, and will be updated, distributed, and re-posted as necessary.

Laurie Dasher ______________________  6/26/18  
Signature of Plan Preparer  Date Prepared
Section II: Emergency Phone Numbers

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

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

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 (Assisted Evacuation Staging Area).
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 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] _______ BELL _______ 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 you 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
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.
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 Assisted Evacuation Staging Areas, 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 employee's 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 Assisted Evacuation Staging Area 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.
Appendix I

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

Not applicable

2. Work Unit Employee Lists

See department directories

3. Listing of Individuals Requiring Evacuation Assistance

Not applicable

Appendix II

Building Evacuation Floor Plan

Attached
DESIGNATED MEETING SITE
Yard between Whitmore Lab and Pond Lab

Evacuation Route

Fire Alarm
Fire Extinguisher

Exit Route

Davey Lab - 1st Floor
DESIGNATED MEETING SITE
Yard between Chandlee Lab and Davey Lab

EVACUATION ROUTE

Exit Route
Fire Alarm
Fire Extinguisher
Assisted Evacuation Staging Area

Davey Lab - 5th Floor