

## OPERATIONAL PROCEDURE 2. EMERGENCY PREPAREDNESS: EVACUATIONS

### 1.0 PURPOSE

**1.1** To provide guidance for the safe and orderly evacuation of faculty, staff, students, and visitors to the University of Pennsylvania campus during emergency situations.

### 2.0 DEFINITIONS

**2.1** **EVACUATION:** The process of exiting a building when the conditions inside the building present a hazard to human life, health, or safety.

**2.2** **The three (3) Levels of Evacuation** procedures for the University of Pennsylvania campus are as follows:

**2.2.1 Level I Evacuation:**  
Total or partial building evacuation because conditions make it no longer safe to remain inside a building or a specific area in a building. This level of evacuation requires occupants to move out and away from a building or out and away from a specific area inside a building.

**2.2.2 Level II Evacuation:**  
Total or partial sector(s) evacuation because conditions make it no longer safe to occupy buildings or areas in a certain sector(s) of the campus. This level of evacuation requires members of the campus community to move out and away from these unsafe sector(s) of the campus to a designated safe sector.

**2.2.3. Level III Evacuation:**  
Evacuation of the University of Pennsylvania campus, the University City District and/or affected parts of the West Philadelphia community because of a community-wide disaster. This level of evacuation requires implementing the City of Philadelphia's Emergency Operations Plan.

**2.3** **EVACUATION SECTORS:** For evacuation purposes, the University of Pennsylvania campus is divided into five (5) sectors. The delineations of these sectors are as follows:

**2.3.1 Core Campus:**  
This encompasses all University buildings and areas between the North side of Spruce Street, East side of 38<sup>th</sup> Street, South side of Walnut Street and West side of 34<sup>th</sup> Street.

**2.3.3 East Campus:**  
This encompasses all University buildings and surrounding areas East of 34<sup>th</sup> Street.

**2.3.2 North Campus:**  
This encompasses all University buildings and areas between the North side of Walnut Street, East side of 38<sup>th</sup> Street, South side of Market Street and West side of 34<sup>th</sup> Street.

**2.3.4 South Campus:**  
This encompasses all University buildings and areas between the North side of the Schuylkill River, East side of 38<sup>th</sup> Street, the South side of Spruce Street, and West side of 34<sup>th</sup> Street.

### **2.3.5 West Campus:**

This encompasses all University buildings and surrounding areas West of 38<sup>th</sup> Street.

**See Emergency Preparedness Sector Map – Appendix 2.0**

- 2.8 BUILDING AREA OF REFUGE (BAR):** The Building Area of Refuge (BAR) is the designated assembly area for all building occupants to convene upon exiting the building in order for the accountability process to occur.
- 2.9 INCIDENT COMMANDER:** The individual in-charge of the emergency situation.
- 2.10 LIAISON OFFICER:** In the event of an emergency, an on-scene Division of Public Safety (DPS) representative, from the University of Pennsylvania will serve as a liaison to any off-campus agencies.
- 2.11 ACCOUNTABILITY OFFICER:** A designated DPS official who will report to the BAR during an emergency evacuation and coordinate the accountability of building occupants through the building's Emergency Team.
- 2.12 BUILDING EMERGENCY COORDINATOR (BEC):** The person assigned to implement the emergency procedure for each building. The BEC can be the Building Administrator, House Director, Housing-Manager-On-Duty (HMOD) or any other designated party located in that specific building. Each building should also have a back-up BEC in case the assigned BEC is not onsite and/or available.
- 2.13 THE EMERGENCY TEAM LEADER (ETL):** A Resident Advisor (RA), Graduate Associate (GA), student or staff member responsible for implementing, on his/her specific floor, the rules and regulations during an emergency or a drill.
- 2.14 THE EMERGENCY TEAM MEMBER (ETM):** An RA, GA, student, or staff member responsible for implementing, in his/her specific areas, the rules and regulations during an emergency or a drill. The ETM should also be aware of any challenged persons and be able to provide aid, as necessary, during both drills and actual emergencies.

## **3.0 RESPONSIBILITY**

### **3.1 GENERAL**

- 3.1.1** Every member of the Penn community shares in the responsibility for establishing a safe environment. All members of the Penn community, including any affiliates and visitors, must participate in emergency evacuation drills (formerly fire drills) within any Penn owned or operated building. The Department of Fire and Emergency Services (FES) advises all members of the Penn community to be familiar with the exits in the buildings and to know secondary means of egress options. FES also recommends that you get to know the emergency procedure for your building. Under the Philadelphia Fire Code, some residential rooms have floor plans and emergency evacuation procedures posted on the back of doors, and some buildings may have these plans and procedures posted in their lobbies. (The Philadelphia Fire Code, Chapter 4, section F-404.5) Should your building have them, we encourage you to read and follow these instructions.

**3.1.2** Certain occupancies have pre-recorded emergency voice and/or alarm communication systems. As some messages vary, it is imperative that occupants listen to the specific message for the building and act accordingly.

### **3.2 PENNREADY EMERGENCY TEAM (PET)**

**3.2.1** This initiative began in the fall of 2007 as part of an effort to enhance and gather the strategic, tactical, and task functions of the prevention, preparedness, response and recovery phases of emergency management under one umbrella. This one umbrella approach helps Penn to efficiently and effectively allocate resources to components of the initiative in a mindfully prioritized system.

### **3.3 UNIVERSITY OF PENNSYLVANIA, DIVISION OF PUBLIC SAFETY LIAISON REPRESENTATIVE**

**3.3.1** In the event of an emergency, the ranking on-scene DPS representative will act as a liaison to any off-campus agencies. This representative will serve as the "Point-of-Contact" between the University of Pennsylvania and the Incident Commander of the situation for the outside agency.

### **3.4 BUILDING EMERGENCY COORDINATOR (BEC)**

**3.4.1** The person assigned to implement the emergency procedure for each building. The BEC can be the Building Administrator, House Director, Housing-Manager-On-Duty (HMOD) or any other designated party located in a specific building. Each building should also have a back-up BEC in case the assigned BEC is not onsite and/or available.

**3.4.2** The BEC, in conjunction with FES personnel, should develop an evacuation plan that shows the available fire exits in their assigned building(s). The BEC should also determine the exterior BAR and interior Shelter Area(s) for building occupants.

**3.4.3** The BEC, in conjunction FES personnel, will appoint Emergency Team Leaders (ETL) and Emergency Team Members (ETM) to direct, control and ensure that all building personnel are accounted for and have been relocated during the evacuation process. There should also be back-up personnel assigned for each position if the assigned person is not on-site and available.

**3.4.4** The BEC in collaboration with FES, will determine when to have emergency evacuation drills based on programs and/or projects that interruption would adversely affect, such as research projects, experiments in progress, etc. For "drill" purposes, the BEC is responsible for the following guidelines:

- Arranging the time for holding drills and properly notifying building occupants. The fire alarm shall be used as the signal to start the drill.
- Assigning a person to notify the UPPD in the event an actual fire or emergency occurs during the drill.
- Conducting drills so that the means of egress are not overburdened, and so that in the event of a real emergency, the building is cleared in an orderly manner.
- Predetermining the BAR (e.g., fire rated stairwells, etc.) when total evacuation is not necessary. Note that occupants of high-rise buildings that have pre-approved evacuation plans designed by the Fire Department should be familiar with them and follow the instructions as outlined.
- Conducting an oral and/or written critique of the drill results.

- Maintaining a written record of evacuation drills, including the critique of the drills, to be able to present the results to the Department of Licenses and Inspections (L&I) when requested.

**See Emergency Evacuation Log – Appendix 2.1**

### **3.5 EMERGENCY TEAM LEADERS (ETL)**

- 3.5.1** RA, GA, student, or staff member responsible for implementing, on his/her specific floor, the rules and regulations during an emergency or drill.
- 3.5.2** The ETL will select and designate the exits to be used by the occupants during an alarm. Prior to the drill, the ETL will appoint several Emergency Team Members (ETM) and alternates to adequately supervise each exit.
- 3.5.3** The ETL, RA or GA should knock on doors en-route to the exit to assist in evacuating occupants. They are also responsible, as they become aware, for reporting conditions such as fire, smoke, or persons unable to evacuate to the BEC at the designated pre-determined area of safe refuge.
- 3.5.4** Personal safety of the ETL takes precedence over assuring complete evacuation of the floor.

### **3.6 EMERGENCY TEAM MEMBERS (ETM)**

- 3.6.1** An RA, GA, student, or staff member responsible for implementing, in his/her specific areas, the rules and regulations during an emergency or a drill. The ETM should also be aware of any challenged persons and be able to provide aid, as necessary, during both drills and actual emergencies.
- 3.6.2** The ETM, RA or GA will report to the ETL at the BAR to account for all persons including any known individuals with disabilities awaiting evacuation.
- 3.6.3** The ETM, RA or GA will monitor any unauthorized re-entry into the building and report such activity to the UPPD.

### **3.7 UNIVERSITY OF PENNSYLVANIA POLICE DEPARTMENT (UPPD)**

- 3.7.1** The UPPD, along with other university public safety officials, will open bollards for emergency vehicle access to the campus and provide traffic and crowd control. In addition, the UPPD will direct the evacuees out of and away from the building.
- 3.7.2** At the discretion of the on-scene Incident Commander, the UPPD will assist in certain aspects of the evacuations.

### **3.8 FIRE AND EMERGENCY SERVICES DEPARTMENT (FES)**

- 3.8.1** FES personnel will coordinate and implement emergency evacuation drills, per the Philadelphia Fire Code and University of Pennsylvania policy. FES personnel will be available for consultation in developing fire safety & evacuation plans as guided by this manual.
- 3.8.2** In the event of a drill, FES will arrange in advance for an electrician to be available to restore the alarm system. FES will also notify the DPS Communications Center (PennComm) and the FRES

Operations Control Center (OCC) that a drill will be conducted and inform them again when the drill is completed.

**3.8.3** FES will act as the liaison to any outside agencies for the duration of the emergency.

## 4.0 PROCEDURES

**4.1** Occupants should be familiar with the location, purpose, and use of the building fire alarm system. Fire alarm pull stations are usually located within five to ten feet of the exit. Occupants should be familiar with at least two (2) emergency exits from their building.

**4.1.1** An evacuation will occur when the fire alarm sounds and/or the DPS or other appropriate authority initiates an evacuation.

**4.1.2** DPS will advise all individuals to try to remain calm in the event of an evacuation.

## 4.2 LEVEL I: EVACUATION AND OTHER EMERGENCY RESPONSE PROCEDURES

**4.2.1 Actions to take in an emergency** - If you discover a condition that would endanger the occupants of a building:

- Tell occupants in the immediate area of the emergency.
- En-route to the nearest exit, activate the building fire alarm system by manually pulling the fire alarm.
- Notify the DPS: call 215-573-3333, or 511 from any campus phone. This call should be made from a safe distance away from the incident.

**4.2.2 Actions to take when the Fire Alarm is sounded:**

- Initiate the appropriate evacuation procedures for your building or area and follow exit signs to the nearest available exit.
- ETMs will lead people toward assigned exits in a safe and orderly manner. The ETMs will also assist DPS officials in directing occupants out and away from the building to the primary BAR.
- ETLs will coordinate entire floor evacuations in conjunction with the ETMs
- Move to a BAR designated in the Building Evacuation Plan.
- The chain of communications, from the ETMS to the ETLs to the BEC, will account for building occupants upon arriving at the BAR.
- BEC's shall report known persons not able to evacuate, and where they are in the building, to the DPS Accountability Officer, who then will report this information to the Incident Commander. Occupants not capable of evacuating shall be directed to a location in the nearest available fire-rated stairway or approved area of refuge, if applicable. If possible, assign or predetermine a person to remain with these occupants in the building.
- The BEC or designated responsible person(s), at the direction of the Incident Commander, will inform the building occupants when it is safe to return.

**NOTE: No one should re-enter a building until they have been instructed that it is safe to do so.**

#### 4.2.3 **Temporary Relocation Sites:**

- Should adverse weather conditions affect the predetermined BAR, it is the responsibility of the on-scene Incident Commander to select temporary relocation sites.
- Buildings to consider for relocation sites in each sector of the campus are as follows:

|                      | <b>Primary Relocation</b> | <b>Secondary Relocation</b> |
|----------------------|---------------------------|-----------------------------|
| <b>CORE CAMPUS:</b>  | Van Pelt Library          | Houston Hall                |
| <b>NORTH CAMPUS:</b> | Pottruck Center           | Tanenbaum Hall              |
| <b>EAST CAMPUS:</b>  | Palestra                  | Ott Indoor Track Center     |
| <b>SOUTH CAMPUS:</b> | BRB II/III                | Stouffer Triangle           |
| <b>WEST CAMPUS:</b>  | Hamilton College House    | Class of 1920 Commons       |

#### 4.2.4 **If there is fire in a laboratory:**

- If possible, confine the fire by closing hoods, windows or doors.
- Activate the nearest fire alarm.
- Call 215-573-3333, or 511 from any campus phone.
  - State your name, the location, and the extent of the fire. If applicable, state the nature of any handicap you or someone else may have or the need for an ambulance.
- If the fire is small or contained and you have been properly trained, you may try to extinguish the fire using the appropriate extinguishing equipment. Make sure you always have a safe path of egress.
- Evacuate the building by following EXIT signs to fire exits. **DO NOT USE ELEVATORS.**
- People who have mobility impairments and/or who use wheelchairs should remain in a fire tower or in a designated area of refuge, if there is one, until help arrives.
- Remain at the BAR and be ready to receive and direct emergency response personnel to the fire when they arrive.

#### 4.2.5 **Spillage of hazardous chemicals, flammable liquids, acids and/or biological agents:**

NOTE: The Office of Environmental Health and Radiation Safety (EHRS) has developed contingency plans for any spills/releases of the above "HazMats".

- If possible, confine spill by closing doors.
- Activate the nearest fire alarm.
- Call 215-573-3333, or 511 from any campus phone.
  - State your name, location, the extent of the spill, material involved and quantity nature of hazard. If applicable, state the nature of any handicap you or someone else may have or the need for an ambulance.
- Evacuate the building by following EXIT signs to fire exits. **DO NOT USE ELEVATORS.**
- People who have mobility impairments and/or who use wheelchairs should remain in a fire tower or in a designated area of refuge, if there is one, until help arrives.
- Remain at the BAR and be ready to receive and direct emergency response personnel to the problem when they arrive.

#### 4.2.6 **Leakage of gases (flammable, toxic, corrosive, oxygen, or cryogenic):**

- If possible, confine vapors/fire by closing doors.
- If possible, shut off the gas at its source.
- DO NOT TURN ELECTRICAL SWITCHES ON OR OFF. This may ignite escaped gases.
- Activate the nearest fire alarm.
- Call 215-573-3333, 511 from any campus phone.

- State your name, the location, nature of the release, materials involved and quantity nature of hazard. If applicable, state the nature of any handicap you or someone else may have or the need for an ambulance.
- Evacuate the building by following **EXIT** signs to fire exits. **DO NOT USE ELEVATORS.**
- People who have mobility impairments and/or who use wheelchairs should remain in a fire tower or in a designated area of refuge, if there is one, until help arrives.
- Remain at the BAR and be ready to receive and direct emergency response personnel to the problem when they arrive.

#### **4.2.7 Response to reports of flammable and/or toxic vapors:**

- Upon arriving at the scene, responding personnel will attempt to obtain specific details regarding the situation from the initial complainant. Talking to the complainant is extremely important when the odors or fumes have dissipated prior to the arrival of responding authorities. The complainant should also be advised to call immediately if the problem should reoccur.
- In those cases where fumes or odors are reported, but do not appear to be related to flammable or toxic vapors, notify Environmental Health and Radiation Safety (EHRS) (215-898-4453).

#### **4.2.8 Radiation:**

- Radiation damage, spills, or exposure:
  - During business hours, dial 215-898-4453 to reach EHRS. After business hours call 215-573-3333, or 511 from any campus phone.
  - **DO NOT REMAIN IN OR TRAVEL THROUGH AFFECTED AREAS**

### **4.3 LEVEL II: EVACUATION**

#### **4.3.1 Actions to take in an emergency** - once a proper authority determines that partial sector(s) or total sector(s) of the campus needs to be evacuated:

- Follow the steps for Level I Evacuation (See section 3.2).
- Once in your BAR, the BEC will receive additional information from the University of Pennsylvania, Division of Public Safety Liaison Officer in reference to the mode and direction of extended evacuation. The DPS Liaison Officer will receive this information from the Incident Commander.
- Factors to determine evacuation routes and/or sectors will consider the specifics of the incident (e.g. type of incident, wind direction, weather, etc).
- Consideration should be given to the buildings of safe refuge, identified in Section 3.2.3 of this document, as temporary sites to facilitate the logistics of a Level II Evacuation.

### **4.4 LEVEL III: EVACUATION**

#### **4.4.1 Actions to take in an emergency** – Once it is determined by a proper authority evacuation of the University of Pennsylvania campus, University City District, and/or part of the West Philadelphia Community is necessary:

- Follow the normal evacuation procedure as specified in Level I Evacuation (See section 3.2) unless otherwise directed by the appropriate authority.
- Once in your pre-determined BAR, the BEC will receive additional information from the University of Pennsylvania, DPS Liaison Officer in reference to the mode and direction of extended evacuation. The DPS Liaison Officer will receive this information from the Incident Commander.

- Relevant information communicated to the evacuees will be determined by the City of Philadelphia's Emergency Operation Plan and the University of Pennsylvania's Crisis Management Plan.

## 5.0 RECORD OF EMERGENCY EVACUATION DRILLS

**5.1 Record Keeping:** Records shall be maintained of required emergency evacuation drills and include the following information:

- Identity of the person conducting the drill.
- Date and time of the drill.
- Notification method used.
- Staff members on duty and participating.
- Number of occupants evacuated.
- Special conditions simulated.
- Problems encountered.
- Weather conditions when occupants evacuated.
- Time required to accomplish complete evacuation.

**See Emergency Evacuation Log – Appendix 2.1**

## 6.0 GENERAL REFERENCES

**6.1** Philadelphia Fire Code, Chapter 4 – Emergency Planning & Preparedness  
**6.2** City of Philadelphia – Disaster Operations Plan  
**6.3** University of Pennsylvania – Crisis Management Plan

## 7.0 CONTACT INFORMATION

**7.1** For question regarding this guideline contact Fire and Emergency Services at (215) 573-7857 or [FES@publicsafety.upenn.edu](mailto:FES@publicsafety.upenn.edu)