

West Chester University- Graduate Business Center Fire and Evacuation Emergency Action Plan

A. Purpose

The Department of Environmental Health and Safety is responsible for maintaining all campus Life Safety and Fire Protection Systems, the development of emergency evacuation procedures for individual campus facilities as well as assisting with overall emergency response planning. The Graduate Business Center Fire and Evacuation Emergency Action Plan is intended to provide a structured protocol for emergency preparation and response that is consistent for all facilities on campus. This document provides information about existing Life Safety and Fire Protection Systems and equipment as well as the proper methods used to ensure a safer evacuation process for all University facilities. Please become familiar with the contents so the response to an emergency in all facilities will be effective, efficient, and consistent.

B. Facility Administrator Responsibilities

1. WCU Fire and Evacuation Emergency Action Plan Training

Training will be presented annually by Environmental Health & Safety staff for Facility Administrators and their teams. Upon request this training will be provided to any member of the campus community. This training will focus on topics related to emergencies both inside and outside of buildings. The training includes:

- Reporting emergencies
- Emergency evacuation procedures
- Emergency evacuation locations
- Personnel accountability
- Fire prevention awareness
- Fire extinguishers and their use
- Emergency medical procedures
- Shelter-in-place procedures
- Utility Failures
- Elevator Emergencies
- Emergency communications
- Building-specific information

2. Maintain a safe facility

Please ensure that:

- Hallways and exit routes are always kept clear of obstacles

- Nothing is being stored in stairwells. Stairwells are the means for emergency egress for occupants
- Fire doors, that are not electronically controlled to automatically close when the alarm activates, are always closed
- Evacuation routes are properly posted
- Areas of Rescue Assistance are properly posted
- Hazardous materials that are specifically permitted are properly stored
- Fire Safety policies are being complied with
- Unsafe conditions are reported to the appropriate campus department

Public Safety (Personal and Facility Security) 610-436-3311

Environmental Health and Safety (EHS and Fire Safety) 610-436-3333

Facilities Work Control (Maintenance) 610-436-2444

Report all emergencies to:

Chester County Department of Emergency Services 911

- Fire 911
- Emergency Medical Services 911
- Police 911

- Environmental Health and Safety personnel conduct fire safety inspections of all facilities on campus. Deficiencies are recorded and will be forwarded to the Facility Administrator to make arrangements for the necessary corrections. Repairs, alterations and other corrections are expected to be completed as quickly as possible after the reports are provided. These issues will be tracked on a monthly basis by Environmental Health and Safety.

3. Communicate with building occupants

- The Facility Administrator assigned to each University building will serve as a point of contact with Environmental Health and Safety for fire safety related issues. Facility Administrators shall assist Environmental Health and Safety with the implementation of all Fire Safety policies in their respective buildings.

- Develop an internal communications system for disseminating information within the facility when an emergency occurs. Possible methods to consider are:
 - Email Distribution Lists
 - Phone Chains
 - Public Address Systems
 - Hall Criers

- Educate faculty/staff about the “Designated Meeting Location” for the facility, so they can assist when needed with guiding others to that location as everyone evacuates. The designated meeting location for Graduate Business Center is the flag poles. If you have any questions, contact EHS 610-436-3333.

- Designate members of the faculty/staff from the facility who will assist with:
 - Monitoring the “Designated Meeting Location”. Everyone should remain at this location until told to move to another location by Emergency Services or other designated University Officials.
 - Accounting for employees assigned to the facility upon the completion of the evacuation.

- Designate faculty/staff to be holders of the master key(s) to the facility. A list of key holders should be provided to Emergency Management for inclusion in the Emergency Operations Plan.

- Please encourage everyone to keep informed about emergency issues on campus. Have them sign up for the WCU Emergency Alert System by going to <http://www.wcupa.edu/wcualert/>.

C. Building Occupant Responsibilities

1. Before an Emergency Occurs

- Learn the How to report a fire or other emergency
- What to do in the event of a fire
- Locations of emergency exits and the most direct route to them.

- Locations of areas of rescue and the most direct route to them.
- Location of your “Designated Meeting Area”
- Learn the location of Emergency Phones. These allow for communication directly with Emergency Dispatchers.
 - They can be found in parking areas, elevators, and within certain campus buildings.

2. Reporting Emergencies

- When hazardous conditions, such as fire, exist inside the building that could cause harm to occupants if they remain, consideration should be given to the evacuation of the building. If the fire evacuation alarm is not already sounding, begin evacuation by activating the nearest pull station.
- Once an evacuation has been initiated, from a safe location outside the building notify the Chester County Department of Emergency Services by dialing **911**, to make sure they are aware of the activation and provide additional information. Always get to a safe place before calling for assistance.
- The fire evacuation alarm should not be used for incidents involving bomb threats. When these types of threats are received, immediately contact the Chester County Department of Emergency Services at **911** on a land line and follow their instructions. Avoid using cell phones.
- When the Dispatcher answers the telephone, provide them with the following information:
 - your name
 - the buildings address: **1160 McDermott Drive West Chester Pa, 19380**
 - The Township: **West Goshen Township**
 - Location of the emergency in or around the building
 - The type of emergency and any injuries that are evident.
- Remain on the phone until instructed by the dispatcher to terminate the call. Depending on the type of emergency, you may be requested to remain on location to speak with emergency responders when they arrive.

II. Fire and Evacuation

A. Reporting a fire:

Upon the discovery of smoke and/or flame, regardless of the degree of intensity of the fire the person(s) involved shall immediately initiate the following actions:

- Activate the fire alarm system by pulling a manual pull station or verbally notify the building’s occupants of the fire if the alarm system is not functioning.

- Evacuate from the building and report to the pre-designated assembly area and await further instruction from the Facility Administrator or Emergency Services.
- Even if the fire alarm system has already been activated, locate the nearest telephone or use a cell phone (at a safe distance from the fire) and contact the Chester County Department of Emergency Services at **911** to report the fire.
- When the Dispatcher answers the telephone, provide them with the following information:
 - your name
 - the buildings address: **1160 McDermott Drive West Chester Pa, 19380**
 - The Township: **West Goshen Township**
 - Location of the emergency in or around the building
 - The type of emergency and any injuries that are evident.
- Remain on the phone until instructed by the dispatcher to terminate the call. Depending on the type of emergency, you may be requested to remain on location to speak with emergency responders when they arrive.

B. Procedures for Evacuation

In the event of a fire or other situation requiring the evacuation of occupants and the notification of emergency services personnel (police/fire/ EMS), please follow these directions;

- If a fire exists and the evacuation alarm has not already sounded automatically, it can be manually activated by using the nearest pull station. Pull stations are located near exits in all campus-housing facilities.
- When the building fire evacuation alarm sounds, **all occupants** are required to **evacuate immediately** by using the closest available exit point. Occupants are to move swiftly to the nearest emergency exit. Close doors behind you while exiting.
- **DO NOT use the elevator during a fire evacuation** as it may malfunction and trap you. Assist others who may not be able to evacuate themselves if safe to do so. Get them to an Area of Rescue Assistance on their floor, then contact Chester County Department of Emergency Services at **911** and report their location for further assistance. (See Emergency Evacuation Guidelines for Persons Needing Assistance)
- Once outside, go to the designated meeting location and remain there until given instructions to move to another location or told that it is safe to return to the building by Emergency Services.
- Chester County Department of Emergency Services at **911** and report the emergency once you are in a safe place.

- DO NOT re-enter the building for any reason until Emergency Services gives approval once everything is declared safe.

1. Use of Elevators During an Evacuation

- Elevators should not be used during a fire. It may malfunction and trap you. Walk at a safe speed and evacuate the building through the nearest exit stairway.
- Elevators may be used to evacuate occupants with special needs during specific events when there is no immediate threat to their safety and the use of the elevators to evacuate those occupants is coordinated with University Officials.
- In some cases the elevators will recall to the main exit level of the building upon any activation of the alarm system. In other buildings, elevators will only recall to the main exit level when the detector in the elevator lobby activates.

2. Designated Meeting Locations

Graduate Business Center's Designated meeting location is at the Flag Poles

Each facility has been assigned a Designated Meeting Place. This meeting place should be a safe distance from the building and situated so that access to the building by emergency responders is not impeded.

Occupants should not leave the University upon evacuation of a facility but should remain at the Designated Meeting Location until told it is safe to return to the building or are released to leave by their professor or supervisor. Managers should account for their employees and report any missing persons to emergency responders. Faculty should be the last one out of their respective classrooms, and students should be advised to keep track of each other.

C. Shelter in Place

In the event that exit routes are no longer accessible due to fire follow these steps:

- Keep the doors closed: Seal cracks and vents if smoke comes in. If you're in a room and there's no smoke outside, open the windows slightly at the top and bottom if possible. This will allow heat and smoke to vent out at the top, while letting in fresh air in from the bottom.

- If there is a phone available call Chester County Department of Emergency Services at **911** and report that you are trapped. Give the room number and your exact location.
- Signal for help: Hang an object out the window (a bed sheet, jacket, or shirt), or wave a brightly colored cloth or flashlight to attract the attention of the fire department.
- Remain calm until the fire department rescues you.

III. Emergency Evacuation Guidelines for Persons Needing Assistance

The intent of these guidelines is to provide a safe environment for all individuals, including persons needing assistance, during emergency evacuations. Persons with disabilities are encouraged to contact Human Resources and/or the Office of Services for Students with Disabilities to determine what accommodations that may be necessary to maintain safety, for these needs may vary on a case-by-case basis and by individual and location.

A. Develop a Plan

Knowledge and preparation by every individual, both by those with and without disabilities, is essential to reduce the risk of injury and harm during emergencies. Everyone at West Chester University is responsible for becoming familiar with the emergency information regarding work areas, classrooms, and/or living areas. This includes emergency evacuation plans comprising: exits, alternate routes of egress, the location of fire alarm pull stations, portable fire extinguishers and respective designated meeting places.

1. Area of Rescue Assistance

An area which has direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance during emergency evacuation. Most Areas of Rescue Assistance are located in stairwells or vestibules that are physically separated from the remainder of the floor by approved fire rated doors.

2. In Classroom Buildings and Administration Buildings

Prepare for an emergency ahead of time by instructing a classmate, instructor, supervisor or co-worker on how you may need assistance in the event of an emergency.

Be aware of the location of the nearest stairwell and Area of Rescue Assistance. If you will be working in an isolated area of the building, inform another student, staff member, or faculty member of your location.

3. In Residence Halls

Contact your floor's Resident Assistant(s) on move in day to schedule a time to review building evacuation procedures.

In the event of a fire or emergency evacuation, proceed immediately to the center stairwell landing and Contact Department of Public Safety at (610) 436-3311. Wait in the area for West Chester University Police Officers or members of the West Chester Fire Department to assist you from the building.

If you are in your room and require assistance, notify the Department of Public Safety at (610) 436-3311 or extension 3311 of your location so that this information can be forwarded to first responders.

B. Instructions for Persons **NEEDING** assistance in an Emergency Evacuation

Please follow these instructions in case of an emergency:

- If you are on the ground floor of the building, exit by normal means as quickly as possible.
- If you are above or below the ground floor and not able to exit without assistance, relocate or be moved to a designated Area of Rescue Assistance. Most of the Areas of Rescue Assistance can be found in enclosed stairwells.
- Notify the Department of Public Safety at (610) 436-3311 or extension 3311 of your location If you are unable to contact DPS, have someone else notify them of your location, if possible. Wait for first responders to arrive and remain calm.
- Do not use the elevators unless directed to do so by the WCU Police or Fire Department personnel.

Members of the WCU Police Department or members of the West Chester Fire Department will assist you from the building.

C. Staying in Place

Individuals with disabilities or other conditions that do not allow them to evacuate with others should include in their personal action plan their specific "Stay in Place" location (i.e., office, resident hall room, classrooms). It is the responsibility of every member of the university community to immediately notify emergency personnel of the location of individuals who are unable to evacuate.

- Remain in a room with an exterior window and a telephone.
- Close the door, if possible.

- Notify the Chester County Department of Emergency Services at **911** of your location. The dispatcher will assist by notifying on-scene emergency personnel of the location of the person who needs evacuation assistance.
- If a phone is not available, signal from the window by waving a cloth or other visible object.

D. Instructions for Persons **PROVIDING** Evacuation Assistance

Persons with disabilities may require special consideration in an emergency due to potential dependence on mechanical aids or the assistance of others. Visible and hidden disabilities may become debilitating under the stress and strain of an emergency. If you are on the ground floor of the building, exit by normal means as quickly as possible. If you choose to assist someone in an emergency situation, do not expose yourself or others to unnecessary risk by attempting to provide assistance beyond your ability.

1. Ask

Always ASK someone with a disability or other conditions how you can help BEFORE giving assistance. Ask how best to assist the individual and whether there are any special considerations or items needed.

- The individual with the disability is the expert on his or her disability, so ask that individual for advice before assisting that person.
- Take extra time when communicating with people who are deaf, hard of hearing or have a speech disability.
- If you are asked to be an evacuation assistant, discuss roles and expectations with the individual who has asked you to assist him or her, including requesting a copy of his/her Personal Action Plan and discussing appropriate exit strategies, so that you are prepared in the event of an emergency.

2. Notify

Notify First Responders that you are providing evacuation assistance.

- **Call 911 for life/safety emergencies**
- Identify the building and floor where you are located, and how you plan to evacuate.
- Provide a description of your situation, as appropriate.

3. Assist

Evaluate Conditions – Exit the premises, if possible, or find a safe location to shelter in place.

- Identify existing options and select the nearest appropriate exit, including, potentially, an Area of Refuge if you are assisting a person using a wheelchair or with other mobility restrictions.
- Do not use the elevator unless personnel have directed you to do so.

- It may be necessary to help clear the exit route of obstructions or debris (if possible) so that the person with a disability can move out or to a safer area.

4. Shelter in Place

If a person with a mobility disability cannot exit, assist the individual to a safer area, including an office or classroom and close the door. EXIT STAIRWELLS can be used effectively; they are fire protected and have direct access for emergency responders. If you can, go for help!

- If conditions suggest that exit paths may be blocked, evaluate locations to shelter in place against worsening conditions and go for help.
- If you and/or a person with disability are unable to exit the building, identify the location of the sheltering person to responders so they can execute a rescue.
- If you are in immediate danger and cannot move to a safer area, CALL 911 and wait for assistance.

5. Special Considerations

Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse. Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (e.g., smoke, debris, loss of electricity) will complicate evacuation efforts. Emergency personnel have extensive training in evacuation procedures and the proper equipment for any kind of carrying or transfer.

- Try to avoid separating a person with a disability from their assistive aids, including wheelchairs, canes, hearing aids, medications, special diet food, urinary supplies, etc.
- **Police or Fire personnel will decide whether people are safe where they are and will evacuate them as necessary.**

6. Assisting Persons with Psychological Disabilities

- Always ask whether the person needs assistance before acting and explain what needs to be done.
- Understand that the person may have difficulties in concentrating, handling stress, and initiating personal contact.
- Help reduce stress during an emergency by:
 - Offering to escort the person through the evacuation.
 - Giving clear and simple instructions.

7. Assisting Persons with Hearing loss or Deafness

- Always ask whether the person needs assistance before acting and explain what needs to be done.
- Face a D/HH person directly and speak naturally, even if an interpreter is present. The deaf person may be trying to read your lips. Do not cover your face with your hands or other objects that you may be holding. The person may be trying to see your facial expressions. Eye contact is important also.
- Wave or tap the person gently on the shoulder or arm to attract attention since the D/HH person may not be aware there is an alarm.
- Flick the light to get attention in a crowded room, especially to attract the attention of a D/HH person. Rapid, repeated flickering would be considered rude in an everyday situation but is deemed appropriate in an emergency.
- Have a means of communication available so that both you and the D/HH person can communicate in writing or text using mobile devices.
- Do not allow others to interrupt you, or the D/HH person, during your conversation. Distractions may result in confusion.
- Use your natural gestures to communicate urgency, e.g., “come on”, “get out”, etc.
- Hearing aids or an implant may not be adequate in an emergency situation. Aids and implants amplify background noise, and may create an uncomfortable noise level during the bustle of an emergency.

8. Assisting Persons with Visual impairments or Blindness

- Always ask whether the person needs assistance before acting and explain what needs to be done.
- Speak naturally and directly to the blind or low vision person, not through a third party. Do not shout.
- Explain who you are, why you are there, and what needs to be done.
- Ask the person’s name and use it when speaking to the person.
- Offer your help, but let the person choose what help is needed. If assisted by a service animal, ask how to best work together. The service animal may be able to follow you out of the building.
- Let the individual take your elbow for walking. The person may wish to walk slightly behind you in order to gauge your reactions to obstacles and curbs.

- Always explain what you want to do ahead of time. You should provide verbal cues when maneuvering around obstacles or corners and going up or down changes in elevation.
- Let the person tell you what is desired or needed.

9. Assisting Persons with Assistance Animals

- Always ask whether the person needs assistance before acting and explain what needs to be done.
- Do not pet, distract, interact with, make eye contact with, talk to, take pictures of or otherwise bother an assistance animal. Do not offer food or water unless requested by the handler.
- Plan for the assistance animal to be evacuated with the handler.
- In the event that you are asked to handle the assistance animal while assisting the individual, hold the leash and not the harness.
- Be aware assistance animals may fear metal grated steps.

10. Assisting Persons with Mobility Limitation – Non-Wheelchair Users

- Always ask whether the person needs assistance before acting and explain what needs to be done.
- Do not interfere with the person's movement via physical touch, unless directed; give the individual space to evacuate if desired.
- Do not interfere with the person's movement.
- Clear displaced and fallen obstacles from egress routes.
- If the stairs are crowded, you may act as a buffer.
- Provide railing access for those with limited mobility.
- Some people may need to descend the stairs sitting down; be sure to provide space so the individual is not stepped on.

11. Assisting Persons Who Use Wheelchairs and other Non-Ambulatory Persons

- Always ask whether the person needs assistance before acting and explain what needs to be done.

- A wheelchair is part of the user's body space and should be respected. Never maneuver a person's chair without permission.
- Ask how the chair operates and if there are any special operational instructions.
- Avoid narrow doorways and openings, stairs, bumpy surfaces, and wet floors. Be alert for objects in your path.
- Be aware that the wheelchair user might be able to walk with the assistance of a cane, crutches or braces.
- Position the person in the safest place possible according to the emergency, preferably a designated "Area of Rescue Assistance".
- Alert emergency personnel of the person's location.
- *No imminent danger.* If there is no imminent danger, the person may choose to remain in the Area of Refuge (stairwell) until emergency personnel arrive. Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person in exiting the building, either down the stairs or using the emergency elevator recall.
- *Imminent danger.* If danger is imminent and the individual does not wish to be removed from their wheelchair; notify emergency personnel immediately. While staying in place, the wheelchair user should keep in direct contact with 911 from a phone and reporting directly pertinent information including the location.
- Carrying wheelchair users. Most wheelchairs are too heavy to carry down stairs. If the person wishes to be carried down the stairs without the wheelchair, consult with them on the best carry options, e.g., two-person cradle carry or, if available, an evacuation chair.
- Be cautious in attempting to lift an individual from a wheelchair. This should only be done in the most extreme of circumstances. Do not use a wheelchair to transport an individual down or upstairs.
- Mobility aids or devices. Return any mobility aids or devices to the person as soon as possible

IV. Medical Emergency

If serious injury or illness occurs on campus, immediately dial 911. Give your name, describe the nature and severity of the medical problem, and give the campus location of the victim.

- In case of minor injury or illness, if you are trained provide first aid care. Use only sterile first aid materials.

- In case of serious injury or illness, certified or appropriately trained personnel should quickly perform the following steps:
 - Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.

 - Ask the victim, “Are you okay?” and “What is wrong?”

 - Check victim’s breathing and begin CPR if necessary. Send someone to get help.

 - Control serious bleeding by direct pressure on the wound.

 - Continue to assist the victim until help arrives.

 - Look for emergency medical ID, question witness(es) and give all information to the paramedics.

A. First Aid Kits

All campus departments are encouraged to have a first aid kit available within their unit. All personnel working within that department should be familiar with the location of first aid supplies. Guidance about first aid equipment can be obtained at the Department of Environmental Health and Safety **(610) 436-3333**.

Contact Chester County Department of Emergency Services at **911** for Emergency Medical Assistance

B. Automated External Defibrillator (AED)

The Graduate Business Center is equipped with an AED. It is located in the 2nd floor elevator lobby. Problems with AED cabinet or devices should be forwarded to Environmental Health and Safety for service. **(610) 436-3333**.

V. Utility Failure

In the event of a major utility failure occurring during regular working hours (7:00 a.m. through 4:30 p.m., Monday through Friday), immediately notify the Facilities Management Department at (610) 436-2444 or extension 2444. If no answer, immediately contact Public Safety at (610) 436-3311 or on campus dial 3311.

- If there is potential danger to building occupants, or if the utility failure occurs after hours or on a weekend or holiday, notify Chester County Department of Emergency Services at **911**.
- If an emergency exists, activate the building fire alarm and report the emergency by phone. Evacuate the building immediately and report to your designated meeting location.

A. Electrical / Light Failure

Immediately notify Public Safety at (610) 436-3311.

B. Elevators Failure

If you are stuck in the elevator, Signal for help by activating the elevator emergency alarm located on the panel. A two-way intercom will activate with 911.

- If the intercom does not work, Remain Calm. Call P Chester County Department of Emergency Services at **911** from a cell phone if you can. If you do not have a phone, Shout for help.
- **Do not try to open the elevator doors yourself because this could put you and others at risk.**

- If you hear or observe someone trapped in an elevator, immediately contact Chester County Department of Emergency Services at **911** for help.

C. Plumbing Failure/Building Flooding

Cease using all electrical equipment. Do not stand in flooded areas. Go to a safe area and immediately notify Public Safety at (610) 436-3311.

D. Gas Leak

Cease using all electrical equipment. Do not activate the fire alarm or turn lights or other electrical equipment on or off as electrical arcing can trigger an explosion. Immediately go to a safe area and notify Chester County Department of Emergency Services at **911**.

VI. Campus Violence/ Active Shooter Evacuation Procedures:

If you are involved in a situation where someone in the area has started shooting or is involved in committing some other act of violence; the following actions are recommended.

A. Violence Is Occurring INSIDE a Building

1. If Exiting the Building is Possible

Exit the building immediately and:

- Notify anyone you may encounter to exit the building immediately.
- Report to a safe location well away from where the activity is occurring.
- Assist those who may need help with evacuating.
- Notify **911** as soon as possible.
- Give the Dispatcher the following information:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of shooters (if known)
 - Identification of shooter (if known)
 - Number of persons who may be involved
 - Your location

Once you are in a safe place, remain there until Emergency Services secures the area and notifies you that it is safe to leave. Once you are in a safe place it is important to notify Chester County Department of Emergency Services at **911** of your location.

2. If Exiting the Building is **NOT** Possible

Go to the nearest room or office and:

- Close and lock the door.
- Cover the door windows.
- Keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Notify **911** as soon as possible.

- Give the Dispatcher the following information:
 - Your name
 - Location of the incident (be a specific as possible)
 - Number of shooters (if known)
 - Identification of shooter (if known)
 - Number of persons who may be involved
 - Your location

B. Violence Is Occurring OUTSIDE a Building

- If you are inside, go to the nearest room and lock yourself inside.
- Avoid being near the door or windows.
- Notify **911** as soon as possible.
- Give the Dispatcher the following information:
 - Your name
 - Location of the incident (be a specific as possible)
 - Number of shooters (if known)
 - Identification of shooter (if known)
 - Number of persons who may be involved
 - Your location

C. Training for Campus Violence/ Active Shooter Situations

Department of Public Safety offers in person training for Campus Violence/ Active Shooter Situations. Contact Public Safety at 610-436-3311 for more details. They also provided a number of written resources on the Public Safety Home Page.

VII. Emergency Notification Procedures from Public Safety

- When Public Safety or Emergency Services is made aware of an incident that may impact the safety of the campus and that may require the evacuation of a facility or the sheltering in place of building occupants, that information will be disseminated by Public Safety or Emergency Services directly to the Facility Administrator or their designee. Once the Facility Administrator receives this information, it should be disseminated to others in the facility through one or more methods as directed by the Facility Administrator.
- To assist in notifying occupants that an evacuation is necessary, the fire evacuation alarm may be activated. Once the system is activated all occupants are required to evacuate immediately as described previously in this document.
- When officials from Public Safety or Emergency Services arrive on site, they will take responsibility for management of the situation. Depending on the type, scope and severity of the emergency, the Emergency Responders may delegate responsibilities to other officials to assist with incident management.

A. Evacuation by Fire Evacuation Alarm Activation

- When the building fire evacuation alarm sounds, **all occupants** are required to **evacuate immediately** by using the closest available exit point. Evacuations should be conducted in a calm and orderly manner.
- When evacuating the building, occupants should be encouraged to only take essential belongings with them. This includes such items as book bags, wallets, purses, coats, medications, ID cards, etc.
- When evacuating the building, remember to turn off lights and close doors to rooms as you leave.
- Occupants with special needs that cannot evacuate the building on their own should respond to the closest **Area of Rescue Assistance** if possible. Once at the location, Chester County Department of Emergency Services should be contacted at **911** to advise the Dispatcher of their location. They should remain at that location until assistance arrives. For residential facilities the Area of Rescue Assistance is always the center stairway. Other Areas of Rescue Assistance are pre-designated by Environmental Health and Safety and all areas are marked by signs. For resident students, if getting to the Area of Rescue Assistance is not possible, stay in your room if it is safe to do so with the door closed. Contact Chester County Department of Emergency Services at **911** and let the dispatcher know your location.
- Once outside, building occupants should not re-enter the building for any reason. All occupants should respond directly to the **Designated Meeting Location** and remain there until moved to another location by Emergency Services or other designated University Official.
- Once occupants evacuating an academic facility are at the Designated Meeting Location, members of the faculty are responsible for the accountability of students who are attending their classes. Faculty/staff so designated by the Facility Administrator, may be responsible for the accountability of other faculty and staff assigned to the building at the Designated Meeting Location. All building occupants should remain at the Designated Meeting Location until advised to do otherwise by Emergency Services or other designated University Officials.
- Upon receiving an "ALL CLEAR" from Public Safety, the Facility Administrator will assist occupants with re-entry into the building.

B. Evacuation by Voice Notification

- During times when the evacuation of a building is necessary, but the use of the building fire alarm to announce the evacuation is not available and/or appropriate based on the type of incident or other conditions, University personnel will announce the need to evacuate the building either in person by going room to room, by public

address system, by campus phone, by electronic communication or any other method as is deemed appropriate.

- Once the announcement to evacuate has been made, all occupants should follow the same guidelines as are found in the previous section.

C. Shelter in Place Locations

Sheltering in place may be required during incidents involving severe weather conditions as well as incidents involving active violent behavior. When a request is made by the Department of Public Safety to shelter in place, occupants should go to an interior room within the immediate area and secure the doors when possible. Occupants should remain in a secure place until advised that it is safe by Emergency Services.

VIII. Life Safety Systems

Fire alarm systems and Automatic sprinkler systems are recognized engineered building features that help to provide for a fire safe environment. West Chester University maintains and tests all fire alarms and automatic fire suppression systems in accordance with the appropriate National Fire Protection Association Standard to insure system readiness and proper operation in the event of a fire emergency.

A. Fire Alarm Systems

Graduate Business Center is equipped with automatic fire detection and alarm systems, which are constantly monitored by The Protection Bureau's Central Station. The Central Station is staffed with qualified dispatch personnel and communicates with the Chester County 911 center about any Fire alarms received.

B. Fire Suppression Systems

Automatic Fire sprinklers reduce the risk of death or injury from a fire because they dramatically reduce heat, flames, and smoke, allowing people the time to evacuate a building. The Graduate Business Center is equipped with automatic sprinkler systems.

C. Portable Fire Extinguishers

There are portable fire extinguishers at the Graduate Business Center. Most are in the hallways or other common areas of the building and are easily accessible to everyone. The type of extinguisher provided in each area is based on the fire load to be protected.

1. Expectations of Occupants

Employees and students are not expected to fight fires. In the event of a fire, you should alert others and immediately evacuate the building.

University buildings are equipped with fire extinguishers in accordance with the requirements of the construction and/or fire safety codes. Students, Faculty and Staff

are not expected to utilize these devices to fight fires because of the potential danger to their personal safety which could result from attempting to extinguish a fire, the hazards associated with the products of combustion and the threat of a spreading fire.

However, a fire extinguisher may be utilized to clear a safe path to an exit if you are trapped.

2. Fire Extinguisher Training

Fire extinguisher training is available through EHS - Fire Safety **(610) 436-3315**.

3. Class of Fires

Before using a fire extinguisher, you should know how to properly select and operate one. It is important to use the right kind (Class) of extinguisher for the fire. The following letters identify the classes of fire extinguishers:



Portable fire extinguishers are marked to correspond to the classes of fire as shown above. Some extinguishers are useful on several types of fires. Please be sure to use the appropriate extinguisher for the type of fire that you have.

CLASS A – Ordinary Combustibles (paper, wood, cloth, rubber and plastic)

CLASS B – Flammable or Combustible Liquids and Gases (gasoline, kerosene, natural gas and propane)

CLASS C – Electrical Equipment (any device that is potentially energized electrically)

CLASS K – Cooking Oils or Fats (found in commercial kitchens)

4. Remembering P.A.S.S. When Using a Fire Extinguisher

1. **P**ull the pin. This releases the locking mechanism which will allow you to discharge the extinguisher.
2. **A**im at the base of the fire, not the flames.
3. **S**queeze the handle slowly. This will release the extinguishing agent.
4. **S**weep slowly from side to side. Move the hose from side to side until the fire is completely out.

Avoid turning your back to a fire even if you believe it is out, until you are a safe distance away. If an extinguisher has been discharged, please notify Environmental Health and Safety so it can be replaced as quickly as possible **(610) 436-3333**.

IX. Building Specific Instructions

This document is intended to provide basic standards for how all facilities on campus will prepare for and conduct evacuations. Consistency in procedure for preparation, evaluation and evacuation during emergencies is a must in order to maintain a safe environment.

It is understood that certain facilities will have specific planning needs that are unique to their facility. Facility Administrators may attach any specific instructions needed for individual departments/offices within their facility. This would include such issues as the securing of valuables, controlling of experiments and associated equipment, protection of technology-based systems and information and any other issue that would create a catastrophic loss to the institution if not secured or protected. Please forward any plans of this nature, to the Department of Environmental Health and Safety for review before dissemination to faculty and/or staff. This is necessary so that we can determine that they are in compliance with established campus emergency procedures. Also, whenever changes are made to these building specific plans, an updated draft must be submitted for review before implementation.

Updated 3/15/2024