



Evacuation Plan

This Building Emergency Plan provides procedures to be utilized for emergency evacuation of the PA CareerLink-Chester County. These procedures have been developed to provide a systematic and orderly evacuation process. Full cooperation in the practice and implementation of this plan is essential to ensure the safety and vitality of all employees and customers.

Since September 11, 2001, times have changed and so has the awareness of the dangers that we as a society face. This document has been redesigned to best prepare for these unforeseen situations to ensure the safety of all employees, customers and patrons in the PA CareerLink-Chester County building. Because it is not always possible to know the exact reason for an evacuation, the role that each individual plays in regard to understanding the plan, participating in training and executing those skills is critical to ensure the safe evacuation of all. For an evacuation plan to be effective, personal accountability and cooperation with evacuation personnel is essential. It is the primary objective of these combined measures to ensure the safe evacuation of this building in all emergency situations.

GENERAL INFORMATION FOR THE PA CareerLink® Chester County

Emergency exits are located throughout the building and are clearly marked with maps in all rooms. Classroom organizers are responsible for making their attendees and their students aware of the emergency exits and procedures.

All rooms will be posted with floor specific evacuation plans. These plans include both a primary and secondary route of exit in the event of an emergency. These evacuation plans also clearly mark the location of fire extinguishers.

Meeting organizers and classroom leaders are responsible for maintaining sign-in sheets to account for attendance at meetings and/or students in classrooms. After the building has been evacuated, meeting organizers are responsible for taking roll call to account for all attendees. Meeting organizers and classroom leaders are responsible for communicating attendance to the Security Guard at the Gathering Point.

The PA CareerLink® Security Guard and/or Site Administrator and Supervisors on Duty (with assistance from PACL Receptionist) will track attendance of partner staff and take roll call at the gathering points after the building has been evacuated.

Gathering Points - There are 2 gathering points for staff and the public:

- 1) On the opposite side of the parking lot near the complex mailboxes – This location is intended for anyone located in the: EARN Program Rooms, the Computer Resource Center (CRC), Multi-purpose rooms, Conference Room A, Receptionist Area and any of the Private Meeting Rooms.
- 2) At the picnic table area located outside of the staff entrance – opposite side of the parking lot – This location is intended for anyone located in the Staff Area, GED Room, Assessment Room and Staff Conference Room.

At the beginning of any evacuation, *Emergency Evacuation Team* (Site Administrator and/or BWDP Supervisor and Security Guard) have complete authority. Once the Fire Department arrives, authority is turned over to them. Following their instructions will ensure the safety of all individuals.

The Emergency Evacuation Team will initiate and coordinate evacuation activities until the local fire department arrives. The members of this team have been assigned very specific roles and responsibilities to ensure an orderly evacuation of the building. When an evacuation is in progress, it is extremely important that all instructions from the Emergency Evacuation Team members are followed carefully to ensure the safety of everyone.

EMERGENCY EVACUATION PROCESS

Follow these guidelines to insure a safe and efficient evacuation:

- Visitors should be directed to the nearest evacuation exit (or to the staging area for those requiring assistance).
- Lock all filing cabinets and secure sensitive documents. If your computer is readily available press CTRL ALT DEL to lock it.
- Take coats, purses, lunches, briefcases or Your Go Kit if they are readily available.
- **DO NOT** take bulky items such as laptop bags and file boxes into the stairwells during an evacuation.
- **DO NOT** attempt to go to another area or room to collect personal items if you are not nearby your work area.
- Cell phones and other communications devices are strictly forbidden in **all** building evacuations unless otherwise authorized or if needed for an emergency situation after normal working hours. In the event that a bomb is in the building, the radio frequencies sent off by such devices may not only interfere with rescue efforts but may also detonate the bomb.
- **DO NOT** take open food or drink containers because of safety hazards that may prevent a timely and safe evacuation.
- Proceed immediately toward the nearest emergency evacuation exit. Emergency Evacuation Team personnel will direct you to a secondary emergency evacuation exit when necessary.
- Any employee or visitor that has a disability and/or impairment and requires assistance for evacuating the building should notify an Emergency Evacuation Team member.
- **All personnel must leave the building.** The assembly point is the grassy area adjacent to the employee parking lot.
- After everyone has reported to their designate assembly area, report to your designated individual (Site Administrator and/or BWDP Supervisor) for roll call and register your name.
Remain in your designated area.
- **Do not enter building until the appropriate authority authorizes re-entry.**

Those individuals found to be creating a hazard during an evacuation and refusing to comply with Evacuation Team directions will be reported to the proper authority and may be subject to appropriate administrative action.

PERSONS REQUIRING ASSISTANCE

Assistance, when requested, should be given to all persons with disabilities and/or impairments. However, only persons who have self-disclosed or have requested assistance have specifically been provided for in these procedures.

PARTNERS AND RESPONSIBILITIES IN THE EVACUATION PROCESS

Site Administrator, PA CareerLink Supervisor and Building Security

- Responsible for all matters pertaining to building evacuation and fire safety organization for the building.
- Develops and updates the Building Evacuation Procedures.
- Develops evacuation routes for the PA CareerLink-Chester County Building and makes sure exit signs reflect these routes.
- Maintains the building free of Fire and Panic Code violations in conjunction with management. Recommends administrative action to supervisor for failure of the occupants to observe the procedures relating to emergencies.
- Coordinates with other building tenants to ensure that a system is established for responding to bombs, bomb threats, and related incidents and rapidly notifying all building occupants when an evacuation is necessary.
- Coordinates with local officials who are responsible for building operation, security, and/or fire protection to establish and notify other affected building occupants when an evacuation is necessary as well as for pre-planning activities associated with appropriate responses to bombs, bomb threats, and related incidents.
- Ensures the appointment of Emergency Evacuation Team staff.
- Ensures that designated backup staff exists to perform essential functions if the Agency Evacuation Manager and/or other designated staff are unavailable.
- Coordinates the assignment of assembly areas and evaluates results during and after evacuation.
- Arranges for the rescue of persons with disabilities through emergency personnel.
- Responsible to distinguish the type of emergency being handled.
- Reviews and modifies Emergency Evacuation plans annually.

Roll Call Leaders/Alternates (Classroom Instructors)

- Responsible for maintaining roll call sheets.
- Responsible to take roll call sheets to assembly area.
- Responsible for gathering ALL roll call sheets.
- Responsible for retaining the roll call sheets.

Site Administrator, PA CareerLink Supervisor and Supervisory Staff - Searchers/Alternates

- Visits all rest rooms and work areas of assigned floors (including conference rooms) to make certain all occupants have cleared the area.
- Notes the presence of any suspicious packages, briefcases, bags or satchels in common areas.
- Assists visitors who are not familiar with the evacuation plan.
- Ensures that hysterical or disruptive person are assisted or withdrawn from the evacuation until they no longer pose a hazard.
- Closes (but does not lock) any open doors. Fire Department determines whether or not to lock doors.
- Reports outside to assist with moving evacuees away from the building and to the primary assembly area.

BOMB THREAT INFORMATION AND PROCEDURES

Bomb Threat via Phone

In the event of a bomb threat the person receiving the call should follow the established bomb threat procedure as outlined below and complete the **Bomb Threat Checklist (separate handout)**.

In the event of a bomb **threat by telephone**, the person receiving the call must try to:

1. **Keep caller on the phone** as long as possible.
2. Obtain from caller as much information as possible – **turn to backside and complete bomb threat checklist**
3. **Listen closely** to voice (male or female), voice quality (calm/excited), accents or speech impediments
4. **Pay particular attention** to background noises such as motors running, background music, or any noise which may give a clue to caller's location. Listen to what the caller making the threat is saying and write down as much as possible.
5. **Immediately call 911** and provide the dispatcher with information on the bomb threat. *Remember you must dial 8 first if calling from a PA CareerLink phone.* Under no circumstances should you discontinue the call to the dispatcher until they have received all information and have had the opportunity to ask questions.
6. Immediately **inform the Administrator and/or CL Supervisor.**
7. **The evacuation process will be initiated by the sounding of the alarm.** Evacuate the building according to pre-arranged evacuation procedures.
8. **After evacuating the building**, the person receiving the call and Administrator and/or CL Supervisor reports to authorities to inform them of the details noted regarding the bomb threat.

Written Bomb Threat

If a written bomb threat is received, the document must be handled with care. No one, other than the person receiving it, should touch the document. The employee should immediately notify his or her supervisor or other management. The police will interview the person who received the bomb threat and the supervisor/manager in charge and determine the appropriate response. **UNDER NO CIRCUMSTANCES SHOULD ANY BOMB THREAT BE IGNORED.**

If You Find a Bomb or Suspect You Have Found a Bomb

If an employee finds a mail bomb or a suspicious object that he or she believes may be a bomb, the employee should immediately notify his/her supervisor or other management personnel. No one should touch the object. The police will assess the situation and determine the proper response.

FIRE PREVENTION

General Fire Extinguisher Information

If you have the slightest doubt about whether to fight a fire or not to fight a fire – DON'T

Fire extinguishers have their limits. When used properly, a portable fire extinguisher can save lives and property by putting out a small fire or containing it until the Fire Department arrives. Portable extinguishers, however, are not designed to fight a large or spreading fire. Even against small fires, they are useful under only limited conditions:

The PA CareerLink-Chester County BUILDING IS EQUIPPED WITH ABC FIRE EXTINGUISHERS:

Class "A" Fires

Fires in ordinary, combustible materials where the cooling or quenching effect of water is the extinguishing factor.

EXAMPLE: Paper, rags, wood, etc.

Use a Fire extinguisher rated for Class "A" Fires

Class "B" Fires

EXAMPLE: Gasoline, cleaning solvents, oils, grease, etc.

Class "C" Fires

Fires in electrical equipment where a non-conductive extinguishing agent is of the first importance.

EXAMPLE: Electric motors, switchboards, electrical panels, etc.

Shut off power supply and use a Fire Extinguisher rated for Class "C" Fires

Use of Fire Extinguishers

P_A_S_S

Pull the pin (some unites require the releasing of a lock latch, pressing a puncture lever or other motion)

Aim the extinguisher nozzle (horn or hose) at the base of the Fire.

Squeeze or press the handle.

Sweep from side to side at the base of the fire. Watch for reflash. Move in close; pull apart the burned area get at hot spots. Discharge the contents of the extinguisher.