

	<p>Emergency Preparedness Plan</p>	<p><i>All Calamities Action Plan</i></p>
<p>Department:</p>		
<p>Date:</p>	<p>Next Revision:</p>	
<p>Emergency Coordinator:</p>	<p>Phone#:</p>	

Policy: it is the policy of the Drexel University to establish an action plan to address potential emergencies and help keep all personnel safe and hazard free.

Purpose: to establish guidelines and procedures for emergency evacuation in the event of a fire or other emergency as designated by Public Safety and OSHA

General Recommendations

Try to rescue others ONLY if you can do so safely. Move away from the building and out of the way of responding emergency personnel and equipment. Don't go back into the building until informed by Public Safety or Drexel University Safety Department personnel, that it is safe to do so.

Assist anyone who may be in danger, if you can do so without endangering yourself. Exit the building in a calm manner using the stairs – never use elevators. Persons with disabilities should remain inside enclosed stairways or fire towers on the landing, where they will be assisted from the building by emergency personnel. Once outside, maintain a safe distance from the building, about 50 feet, to allow ample room for emergency personnel and equipment to access the building. Remain outside the building, even if the alarm is silenced, until the fire department has given the “all clear”.

Hazardous equipment or processes should be shut down before leaving, unless doing so presents a greater hazard. Remember to close all doors!

Evacuate by way of the nearest stairway or street level exit. After you have left the building, go to your pre-designated assembly location and remain there. At the assembly location, supervisors account for personnel and report any that are unaccounted for to the emergency coordinator, Public Safety Officials, or the fire department.

During an emergency, patients or visitors who may not be familiar with this plan must be informed of the requirement to evacuate. Special attention should also be given to any persons with mobility impairments, especially those who are unfamiliar with the building.

The pre-designated assembly location for this building and/or department is:

Fire

According to Drexel University’s Fire Safety Policy, employees are not required to fight fires and should evacuate the building immediately in the event of a fire. The Philadelphia Fire Department has the responsibility for managing fire emergencies and must be notified immediately of such situations. Drexel University Public Safety Dispatchers notify the Fire Department via 9-1-1, immediately upon notification or fire alarm activation. Employees may use fire extinguishers to extinguish small, incipient stage fires (no larger than a waste paper basket), only if they have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire. In such cases, fire fighting efforts must be terminated when it becomes apparent that there is danger of harm from smoke, heat, or flames.

IF THERE IS A FIRE

SOUND THE ALARM: If you discover or suspect a fire, sound the building fire alarm.

CALL THE FIRE DEPARTMENT: If conditions allow, Dial 2222, or use an "Emergency Call Box" if outside the building. Give as much information as possible to the Public Safety Dispatcher

LEAVE THE BUILDING

Shelter-In-Place

Normally evacuation is the most common protective action taken when an airborne hazard, such as smoke or noxious odor is found in a building. In most cases, existing plans for fire evacuation are applicable for evacuation in response to an internal hazardous materials release. Building evacuation may not be the best course of action for an external hazardous materials release, particularly one that is widespread such as a local tanker car chemical explosion. If the area is enveloped by the plume of hazardous material or is too large to exit rapidly individuals should "Shelter-in-Place". The advantage of sheltering in place is that it can be implemented more rapidly than evacuation.

The directive to "Shelter-in-Place" will be communicated by word of mouth, phone, electronic communications, and through the use of bullhorns by emergency responders. Sheltering in place requires distinct actions to be taken without delay to maximize the passive protection a building can provide.

The on-duty Public Safety Officer will contact the Drexel University Emergency Call Center at 215-895-2222, and have them lock the front and rear doors electronically. Persons will still be able to exit the building in an emergency.

In case of Shelter in Place

- Reduce the air exchange rate of the building before the hazardous plume arrives by closing all windows and doors
- Move to the interior of the building
- Disable the building's HVAC system.
- Immediately shut off all thermostats
- Staff personnel will be directed to assemble in the community room
- Patients will be directed to the clearly indicated Shelter-in-Place area. **Note:** Patients will be accompanied by all on duty Social Workers.
- Turn on a radio or television, if available, to stay informed of developments. If eyes, nose or throat become irritated, protect your breathing by covering your mouth & nose with a damp cloth and take shallow breaths. Stay calm.
- Do not leave the building until you receive official notification that danger has passed.
- When the all clear signal is given, increase the air exchange rate of the building by opening all windows and doors and enabling the HVAC system.

The Shelter Area for this Department/Building is Patients - Kitchen; Staff - Community Room

Building Lockdown Procedures

The goal of lockdown procedure is to contain current building population within the building facilities until the receipt of "all clear" communication from Police/Security

Example of Lock Down situation is an Active Shooter on premises scenario; while Shelter in Place procedure may be initiated by Hazardous Material Release emergency.

Communications: An Emergency Lockdown (or "Shelter-in-Place") will be announced by intercom or other communication. If a situation that may require an Emergency Lockdown is communicated, the individual receiving the discovery shall immediately contact Police/Security and provide as much information as possible.

Fire evacuation alarms are not to be sounded.

In Case of Building Lockdown

- Lock office and other doors.
- Close windows & window treatments.
- Turn off lights. Keep cell phones in vibrate mode.
- Everyone is to remain quiet and not enter hallways.
- **Should the fire alarm sound, do not evacuate the building unless:**
- You have firsthand knowledge that there is a fire in the building, or
- You have been advised by Police/Security to evacuate the building.
- Crouch down in areas that are out of sight from doors and windows.
- Persons in hallways are to seek shelter in the nearest room.
- Persons in outdoor areas should immediately take cover. If the threat is outdoors, all outdoor activities should be cancelled.

Weather Emergencies

Weather emergencies can pose serious threats to university personnel. When severe weather occurs prior to the start of the normal work day, the Provost shall be the authority for the cancellation of classes, and the Senior V.P. for Administration and Student Life, will determine whether offices will be closed and staff dismissed from work. The University's school closing number is **103**. Listen to local TV and radio news broadcasts for this information.

Follow these recommendations if severe thunderstorms, threatening weather or tornadoes occur during the workday:

- If weather conditions appear threatening, listen for an ALERT WARNING through commercial radio, weather radio or local television.
- If you are outside, move indoors as soon as possible.
- Move to an interior hallway or basement if time allows, or take shelter under a desk or heavy table and cover your head.
- Avoid upper floors, large glassed areas and windows.
- Stay out of parking areas, gymnasiums, and auditoriums.
- Stay away from electrical service panels and appliances, including computers.
- Use telephones for emergency calls only.
- Stay calm and alert.

Training

Emergency training is the responsibility of the Emergency Coordinator. Employees must receive training on all elements of this plan upon its initiation, and thereafter, annually. New employees must receive training when first assigned. Additional training is also required when an employee's required actions under the plan change, or when there are changes to the plan.

Additional Information

Additional information on emergency action planning can be obtained by contacting the Department of Public Safety, Office of Fire and Life Safety, 215-895-5908.

Identified Hazard(s) In This Workplace

List any special hazards and any required special knowledge and /or training for occupants working in this department and/or building (for example, presence of Halon or Carbon Dioxide fire suppression system or hazardous materials used or stored in the building).

Additional Duties

Certain persons may have additional duties under this plan. These duties may include assisting others during the evacuation, performing head counts at the assembly point, or shutting down hazardous equipment or operations. Below is a list detailing any additional duties and the person(s) responsible.

Center Director or alternate: obtain headcount during evacuation emergencies and shut off all thermostats during Shelter in Place emergencies.

Social Workers: Remain with patients in kitchen area during Shelter in Place emergencies
Public Safety Officer: Notify Public Safety Dispatcher during all emergencies.

Prepared By:

EMERGENCY COORDINATOR

DATE

APPROVED BY:

DEPARTMENT HEAD / PRINCIPAL INVESTIGATOR

DATE

DIRECTOR FIRE AND LIFE SAFETY

DATE

ASSISTANT DIRECTOR EMERGENCY PREPAREDNESS

DATE