FIRE EVACUATION PLAN - LEVIN ADMINISTRATION BUILDING

Philadelphia College of Osteopathic Medicine

In the event of an emergency, call 911!

If you discover fire, smoke or burning inside your building, immediately:

1. Activate the fire alarm by pulling a manual fire alarm pull station (located near exits)
2. Evacuate
3. Call 911
4. Call Public Safety at 215-871-6351

Introduction

This evacuation plan establishes methods and procedures to be used in the event of a fire at the Levin Administration Building. All building occupants (faculty, staff, students, contractors, visitors, etc.) are expected to comply with the procedures contained herein. The Philadelphia Fire Department (PFD) is immediately notified whenever a fire alarm activation occurs. The investigation for cause of a fire alarm activation does not begin until PFD arrives on-scene. All building occupants are expected to immediately evacuate the building if the fire alarm system is active.

All fires, even if extinguished or found extinguished, must be reported to PCOM Public Safety and the PCOM Chief Occupational and Environmental Safety Officer.

Occupant Evacuation Procedures

General Evacuation Procedures:

If the fire alarm activates, immediately evacuate the area and follow all instructions given by the Public Safety Officers and Emergency Coordinators. Evacuate the building by using the marked exits and marked stairwells. Isolate the fire by closing doors as you leave, but do not lock any doors. Do not attempt to extinguish the fire. Do not use elevators. Do not call Public Safety or anyone else to ask if it is a real alarm. All alarms should be considered real and an immediate evacuation should occur as soon as the alarm activates.

Once outside the building, follow directions from the Emergency Coordinators and PCOM Public Safety. If safe to do so, move as far away from the building as possible to allow clear access for those still evacuating and for the fire department and other emergency responders. All occupants should assemble and stay together once outside the building in areas determined by the Public Safety Officers in order to receive information about the emergency and building status. Depending on the circumstances of the emergency, occupants could be permitted to reenter the building or could be moved to an area of shelter elsewhere on campus.

Do not reenter the building until the all clear is given by an Occupational Safety and Environmental Health or Public Safety representative.

Evacuation Instructions for Persons Requiring Assistance:

Do not use elevators if the fire alarm is active. Any occupants unable to self-evacuate should move to the Area of Rescue Assistance on each floor. Emergency Coordinators will report your location to first responders. In the Levin Administration Building, the Area of Rescue Assistance is located in the elevator lobbies on the second and third floors. The Area of Rescue Assistance is identified with a sign. If there is fire or smoke visible on your floor, any occupants in the Area of Rescue Assistance shall relocate to the nearest emergency exit stairwell landing. The PFD will determine if evacuation is needed from occupants in the Area of Rescue of Assistance and will assist with evacuation as needed.

PCOM utilizes a buddy system to assist occupants unable to self-evacuate. The person requiring assistance is responsible for identifying a buddy and a back-up buddy. The volunteer buddy will remain in the Area of Rescue Assistance with the occupant unable to self-evacuate until the fire department arrives or the all clear is given. Due to other responsibilities, Emergency Coordinators and Public safety Officers should not be buddies.

Students who may need assistance in the event of an emergency are responsible for expressing their needs to teaching faculty members or the Chief Occupational and Environmental Safety Officer (COESO). Teaching faculty members/school administration are responsible for notifying the COESO of anyone needing assistance. It is the responsibility of each student to identify fellow students, faculty, or staff (buddy system) to assist them in the event of a fire alarm activation.

Occupants in the Area of Rescue Assistance can communicate with first responders by calling Public Safety.

Important Reminders:

Never use the elevators during an evacuation unless directed to do so by emergency responders. There are two main exit stairwells serving the upper floors of Levin Administration Building: one in the southwest corner of the building, one on the northeast corner of the building. The northeast emergency stairs are exterior to the building. Both exits discharge directly to the exterior of the building, with the southwest exit discharging to the fountain courtyard and the northeast stairs discharging behind Levin Administration Building. Occupants should know the location of both stairwells and should use the closest one in the event of an evacuation. The main center stairwell is not fire rated and should not be used in the event of an emergency because it provides no fire protection to evacuees. All exits are clearly marked with illuminated exit signs and are identified on the evacuation floor plans located within the building.

When the fire alarm is active, exit directly to the outside. Evacuate in an orderly manner - don’t panic. Walk, don’t run. Obey the directions of all emergency response personnel. Stay in a single file line when exiting through stairwells. Fire department personnel may be coming up the same stairway to investigate or fight the fire.

Before opening the door to any room or office, feel the door first to see if it is hot. If the door is not hot, open it slowly. If smoke is near the ceiling, stay low and crawl under the smoke to reach the exit stairwell. Keep your face near the floor where air will be breathable.

If all exits from a floor are blocked, return to your work area and do the following:

1. Close the door
2. Place a towel or article of clothing along the bottom edge of the door

3. Open the windows for fresh air if possible and hang an article of clothing or other similar item out the window to let the fire department know you are still in there. If the window cannot be opened, DO NOT break the glass
4. Call Public Safety to report your location and await further instructions

Building Evacuation Responsibilities

Emergency Coordinators:

A minimum of three Emergency Coordinators are required on each occupied floor. Emergency Coordinators must attend a training class taught by the Occupational and Environmental Safety Department. Emergency Coordinators have the following responsibilities:

1. Conduct an orderly evacuation of their immediate area by directing occupants to the nearest unobstructed fire exit.
2. Assist and direct occupants that are unable to self-evacuate to the Area of Rescue Assistance.
3. Confirm the number of persons in the Area of Rescue Assistance.
4. Ensure the entire floor, or their portion of the floor, is searched.
5. Exit using the nearest stair.
6. Report to the main entrance.
7. Record number of persons in the Area of Rescue Assistance and any fire/smoke conditions observed. Additionally, record the number and location of any individuals that refused to evacuate, if any.

The first Emergency Coordinator to reach the main entrance of the building will assume the responsibilities of the Lead Emergency Coordinator.

Lead Emergency Coordinator:

The Lead Emergency Coordinator will be stationed at or near the main entrance and will record the reports of Emergency Coordinators as they exit the building. An Emergency Coordinator Report clipboard is located at the security desk.

The Lead Emergency Coordinator will provide information to Occupational and Environmental (OES), PFD, or Public Safety depending on who is on-scene. Report the number and location of occupants in the Area of Rescue Assistance and any fire or smoke conditions observed by Emergency Coordinators.

Public Safety Officers:

Public Safety Officers have the following responsibilities when the fire alarm activates:

1. Place the Emergency Coordinator clipboard on top of the security desk with a pen.
2. Prevent anyone from entering the building not authorized to enter during fire alarm until the All-Clear is given.
3. Until the COESO or Public Safety arrive on-scene, direct occupants away from the front of building, either across the street, if safe to do so, or down the sidewalk.

Additional Assistance:

Additional assistance is typically provided by the PFD, PCOM Public Safety, Occupational and Environmental Safety, and Plant Operations.

PFD’s primary responsibilities are inside the building - assisting with evacuation and controlling the incident.

PCOM Public Safety's primary responsibilities are outside the building – assisting with traffic control and occupant/pedestrian safety.

The Occupational and Environmental Safety representatives act as a liaison with the PFD. The Occupational and Environmental Safety representatives and Public Safety determines when the building is safe for reentry.

Plant Operations is responsible for providing assistance with keys, communications, fire protection and alarm systems, and whatever else may be needed.

All of the above groups have several other responsibilities as well. Each group has their own detailed fire alarm response procedures. The information is included only to give a general overview of their involvement.

Fire Drills

As required by the Fire Prevention Code, regular fire drills to practice the evacuation procedures outlined in this plan will be conducted in the Levin Administration Building by the COESO. Fire drills will typically be unannounced to building occupants. A complete evacuation of the building is expected during all fire drills.

Building Fire Alarm System

The fire alarm system installed in the Levin Administration Building is directly connected to the PCOM Public Safety Desk in Rowland Hall. PCOM Public Safety will know immediately if the fire alarm activates in the building and PFD is immediately dispatched. However, PCOM Public Safety should still be called if you activate a manual pull station to provide additional information about the incident.

Important Phone Numbers

Emergency:	911
PCOM Public Safety:	215-871-6351
PCOM COESO:	215-871-6360
Plant Operations:	215-871-6750