

The Pennsylvania State University Building Emergency Evacuation Plan

Chambers Building

0602000

EMERGENCY (Police-Fire-Ambulance) 911
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University Police 863-1111

University Health Services 865-6556

Environmental Health & Safety 865-6391

Physical Plant Work Reception Center 865-4731

July 2025

1 Purpose and Objectives

This Building Emergency Evacuation Plan (BEEP) is intended to communicate the policies and procedures for employees to follow in an emergency situation. This written plan shall be made available, upon request, to employees and their designated representatives by the Building Emergency Coordinator.

2 Reporting a Fire or Other Emergency and Signaling Building Occupants

Anyone discovering excessive heat, smoke, fire, or other emergency condition shall immediately notify building occupants and emergency personnel by any of the following:

1. Call the Fire Department, Police Department, and/or Ambulance Service at 911.
2. Call Campus Police/Security at 863-1111.
3. Use the nearest manual fire alarm pull station (noted on the Building Evacuation Floor Plans).
4. Verbally announce the need to evacuate to building occupants while exiting the building.

3 Evacuation Procedures for Building Occupants

The following evacuation procedures shall be followed by building occupants in the event of a fire or other emergency and if building evacuation is necessary.¹

1. In an orderly manner, proceed to one of the established evacuation routes. Evacuation routes can be found on the Building Evacuation Floor Plans posted throughout the building.
2. Assist visitors, students, and others who are not familiar with the building evacuation routes.
3. DO NOT use elevators for evacuation in the event of a fire. Only stairwells should be used as a means of evacuation.
4. Having exited the building, proceed to the Designated Meeting Site and await further instruction from the Building Emergency Coordinator or emergency personnel.
5. DO NOT re-enter the building until advised by the Fire Department, Campus Police/Security, or BEEP personnel.

4 Evacuation Procedures for Occupants Requiring Assistance

Employees who may requiring assistance in an evacuation condition shall communicate this need to Safety Monitors in advance of an emergency evacuation incident.² However, there may

¹ BEEP personnel: see Appendix I.

² The "Handicapped Identification Decal Program" is a voluntary initiative to provide visual identification for prompt evacuation assistance. This program can be accessed at www.ehs.psu.edu.

be visitors in the building that also require assistance. During an evacuation, the Safety Monitor shall:

1. Direct/assist occupants requiring assistance evacuating to the Assisted Evacuation Staging Area.
2. Avoid transporting individuals up or down stairwells until emergency response personnel have arrived.
3. If the Assisted Evacuation Staging Area is not accessible, relocate individual(s) to a safe area on the same floor.
4. Notify the Building Emergency Coordinator and emergency response personnel of the person's location and indicate they are in need of assistance.

5 Accountability Procedures for Emergency Evacuation

Once each evacuated group of employees has reached their Designated Meeting Site, each Safety Monitor shall:

1. Act as a contact point to answer questions.
2. Instruct personnel to remain in the area until further notice.
3. Report status to Building Emergency Coordinator or emergency response personnel, including persons who are located in the Assisted Evacuation Staging Area.

6 General Notes and Precautions

The following general precautions apply to occupants and BEEP personnel after discovery of a fire and during evacuation:

1. Portable fire extinguishers are provided in the building, but it is NOT the responsibility of building occupants to perform fire suppression activities. If occupants choose to use a portable fire extinguisher to attempt to extinguish the fire, they do so at their own risk.
2. Never enter a room or corridor that is smoke-filled. If smoke is near the ceiling, crawl under the smoke and keep face near the floor where air will be breathable.
3. Prior to opening any door, feel the door. If the door is hot to the touch, DO NOT open. If the door is not hot, open it slowly and, if conditions allow, proceed to the nearest evacuation route.
4. The Fire Department and Campus Police/Security will conduct all rescue and medical duties and/or will coordinate with Emergency Medical Services. Rescue and medical duties are NOT the responsibility of occupants or BEEP personnel.
5. Critical operations will be performed by trained personnel. Where applicable, the critical operations can be found in Appendix IV.

7 Training and Communication

The Building Emergency Coordinator is responsible for ensuring that all personnel are trained in safe evacuation procedures. Refresher training is required whenever the employee's responsibilities under the plan change and whenever the plan itself is changed. The training shall include:

1. The plan's purpose.
2. Preferred means of reporting fires and other emergencies.
3. Emergency evacuation procedures and routes, including procedures for those unable to evacuate themselves.
4. Procedures to account for all employees after emergency evacuation is complete.
5. The parties responsible for rescue and medical duties.
6. The use of the floor plans and evacuation routes given in Appendix III of the BEEP.

Environmental Health and Safety (EHS) is available to assist with tools for training building occupants in the BEEP.

Appendix I: KELLER Personnel Information

			Personnel Information			
Building	Designated Meeting Site	Title	Area of Responsibility	Name	Contact Information	Assisted Evacuation Staging Area
Chambers 1st & 2nd floor	front plaza Curtain side Rd. end of building	Building Emergency Coordinator	Entire building	Andy Alexander	ama795@psu.edu	North side stairwell
		Safety Monitor	1st floor south side (SCEID Wing)	Brenda Martinez	bxm93@psu.edu	North side stairwell
		Safety Monitor	2nd floor North flr	Karen Brewster	Kqb2@psu.edu	North side Stairwell
		Safety Monitor	1st flr north side/ CSATS	Kristy Rimmey	klr13@psu.edu	North side stairwell
		Safety Monitor	2nd flr classroom wing	Clay Gardner	cjg5546@psu.edu	North side stairwell
		Safety Monitor				North side stairwell

NOTE:

For further information about the BEEP or to obtain copies of the plan, please contact: Building Emergency Coordinator
 Andy Alexander (814)865-2525

Appendix II: Responsibilities of BEEP Personnel

Building Emergency Coordinator(s)

1. Ensure plans are reviewed and updated as needed (annually at a minimum).
2. Designate Safety Monitors and alternate Safety Monitors for specific work areas in the facility in conjunction with Campus Safety Officers.
3. Oversee the development, communication, implementation, and maintenance of the BEEP.
4. Ensure building evacuation floor plans are posted and updated as needed with the assistance of EHS.
5. Ensure training is completed in accordance with Section 7 of this document.
6. Notify all personnel with responsibility in this plan of changes to the BEEP.
7. Maintain up-to-date lists of individuals requiring evacuation assistance and any other personnel with assigned duties under this plan. Lists are included in Appendix I.
8. Relay applicable information to emergency personnel, occupants, and Safety Monitors during a fire or other emergency.

Safety Monitor(s)

1. Be knowledgeable of emergency procedures for their assigned areas.
2. During an emergency, take the following actions:
 - Coordinate evacuation of assigned building areas.
 - Assist anyone who may need assistance as well as visitors in evacuating the building or moving to an Assisted Evacuation Staging Area.
 - Help account for all building occupants at the Designated Meeting Site.
3. Evaluate and report any problems to the Building Emergency Coordinator after an emergency event.

Appendix III: Building Evacuation Floor Plan

Chambers evacuation Routes: college of Education

