



Purpose: This plan has been developed to satisfy the requirements of OSHA 29 CFR 1910 Subpart E, which requires companies with more than 10 employees to have a documented written emergency action plan (EAP). The following information and procedures have been developed to help ensure your personal safety and that of your students should an evacuation become necessary.

College Fire Emergency Policy:

In case of a fire emergency in which smoke and/or fire is visible, call 911 immediately. If there is no sign of smoke and/or fire, call Campus Safety at 610-409-3333 or ext 3333 to determine if the alarm system is being serviced. Campus Safety has primary responsibility for managing fire emergencies and summoning outside assistance when necessary. Unauthorized re-entry into a building during a fire emergency is not permitted.

Each college building must have a designated Emergency/Building Coordinator and Floor Captains. During a fire emergency, only individuals designated in the EAP may remain in the building to fulfill their responsibilities. All other occupants must immediately evacuate the building in accordance with the building EAP.

Building occupants are not required to fight fires unless trained in and comfortable with the use of fire extinguishers. **Otherwise, evacuate immediately.**

College Fire Emergency Procedure:

If a fire is discovered:

- Alert people in the area of the need to evacuate
- Activate the closest fire alarm
- Call 9-1-1

Evacuation Procedures:

Evacuate immediately unless you have specific emergency responsibilities such as floor captain or building coordinator. Proceed to the nearest stairwell or street/grade level exit. **DO NOT USE THE ELEVATOR!** After you have left the building, go to the *designated assembly point* and remain there. At the assembly point, professors will account for all students and report any unaccounted students to Campus Safety and/or the Building Coordinator.

The **designated assembly point for non-residential buildings** is the **grassy area between BWC (Brodbeck, Wilkinson and Curtis residence halls) and Wismer close to the brick pathway, or in inclement weather, Wismer Lower Lounge**. During an emergency, inform any visitors not familiar with the plan that evacuations are required. Assist any persons with physical disabilities or mobility issues. Take persons with physical disabilities or mobility issues to an outside stairwell to wait for assistance from Campus Safety or the fire department.

Each department is responsible for determining shutdown procedures for equipment consistent with common safety practices.

If time and safety permits, animals will be moved out of Thomas Hall and IDC by the floor captains. The floor captains may ask for assistance from other persons in transporting the animals to safety. It is the responsibility of the floor captain to assess the situation and determine if the removal of the animals is possible without endangering the safety of personnel.

Training:

All employees must receive training upon the implementation of this plan, or when initially hired by the college. Human Resources distribute the plan to all new employees. Each employee is required to review the written plan, sign an "Acknowledgement of Receipt" that is kept on file by the Emergency Management Coordinator. Additional training is required when an employee's required actions under the plan change, or when there are changes to the plan. The Emergency Management Coordinator provides plan updates to employees through UC News.



Role of building Coordinator:

- Coordinates safe evacuation of the building with the floor captains.
- Reports alarm to appropriate authority – 9-1-1 or Campus Safety, 610-409-3333 or ext 3333.
- In conjunction with the Emergency Management Coordinator, determines the best time for an evacuation drill.
- Ensures the floor captains are in the building on the assigned date and time for the evacuation drill.
- Directs occupants to the designated assembly area.
- Receives the all clear report from the floor captains and communicates the information to the Emergency Management Coordinator and/or Campus Safety Officer.

Role of Floor Captains:*

- Leads evacuation of occupants on the floor, directing occupants to proceed to the designated assembly areas (for most buildings, this is the grassy triangle to the left of Wismer)
- Report the location (i.e. at the top of the stair tower, third floor east) of persons with physical disabilities or mobility issues to the building coordinator/campus safety. If you are assigned to monitor an exit, send one of the occupants to report while you stay at the entrance/exit to keep people from re-entering until the all clear is given.
- Checks all rooms and spaces to ensure all occupants have exited the building.
- Assembly point (professors) - accounts for all occupants via class attendance sheets, if possible. (NOTE: Campus Safety will assist with checking of mechanical rooms, IDC Terrace, the Penthouse in Pfahler.)
- If persons are missing during a real emergency, notifies the Building Coordinator or Campus Safety officer.
- Post emergency - reports any alarm or fire door issues to the Emergency Management Coordinator or Facilities Services at 610-409-3598 or ext 3598.

*As personal safety and time permits

Note: The list of building coordinators and floor captains is available on the fire safety webpage.



Chemical Spill Response Plan:

Spill control materials are in the following laboratories:

Pfahler Hall:	General Chemistry (314) Biochemistry (201)	Organic Chemistry (315)
Thomas Hall:	Biology Prep Room (126A)	Beagle Lab (202)

It is the responsibility of the professor to be knowledgeable of the hazards associated with the chemicals located in his/her lab(s) via Safety Data Sheets (SDS). This information must be readily available in case of a spill.

1. **EVALUATE THE AREA:**
 - a. Hazards
 - b. Dangers
 - c. Spill direction
 - d. Stop leak **safely** - use pigs/absorbent to dike the spill
2. **ALERT** all others in the area, and the building coordinator.
Evacuate if necessary, following the above procedures for a fire emergency.
3. **Call 9-1-1** and Campus Safety, 610-409-3333 or ext 3333, if there is a fire or medical attention needed.
4. **If safe, attend to any persons who may have been contaminated or injured.**
Remove contaminated clothing immediately and flush the skin with water for at least 15 minutes.
5. **Determine the extent and type of spill.** If spill is too large, if there has been a release to the environment, or assistance is needed, contact
 - Campus Safety, 610-409-3333 or ext 3333,
 - Environmental Health & Safety/Risk Manager, 610-409-3221 or ext. 3221, and
 - Director of Facilities Services, 610-409-3598 or ext 3598.
6. **If cleaning up spill, proceed cautiously and safely.**
 - a. Check **SDS** for hazards, PPE (personal protective equipment), etc. required. Put on **PPE**
 - b. **Control and contain spill**
 - Turn valve off.
 - Cover drains or other escape routes.
 - Stand overturned container upright if lid is secure.
 - Place leaking container in another container.
 - Build dike around area using absorbent materials, pigs, etc.
 - Place empty container under leak.
 - c. **Clean up**
 - Use absorbents per instructions– place in sealed and labeled containers for chemical waste pickup
 - Neutralize if appropriate – check SDS. Place in sealed and labeled containers for chemical waste pickup.

OR

 - Disposal – environmental specialist takes care of removal.
 - d. **Decontaminate**
 - Set up away from spill area.
 - All PPE, shovels, brooms, or other tools must be decontaminated or disposed of in an EPA approved container.
 - e. **Record information** on how spill containment was implemented.
 - f. **Get a medical examination** if exposed to hazardous substance.



EMERGENCY ACTION PLAN

FACULTY INSTRUCTIONS

Use the following guidelines to ensure the safety of your students each semester.

1. Take **class attendance** daily so that all students can be accounted for through the list.
2. **Review the evacuation route from your classroom and the assembly point location at the beginning of each semester. Use the set of stairs closest to your room. The designated assembly point for non-residential buildings is the grassy area between BWC (Brodbeck, Wilson, and Curtis residence halls) and Wismer, close to the brick pathway. The inclement weather assembly point is Wismer Lower Lounge.** Stress the importance of everyone meeting at the assembly point to verify that all have safely evacuated from the building.
3. Ask for student volunteers to buddy up with persons with physical disabilities or mobility issues who will need help evacuating the building. The elevator will not be working. Take persons with physical disabilities or mobility issues to an outside stairwell to wait for assistance from Campus Safety or the fire department.

*There will be an evacuation drill during the second or third week of classes each semester.

STAFF INSTRUCTIONS

In the event of an emergency in your building, use the guidelines below to ensure your safety.

1. **Review the evacuation route from your office and the assembly point location at the beginning of each semester. Use the set of stairs closest to your office. The designated assembly point for non-residential buildings is the grassy area between BWC (Brodbeck, Wilson, and Curtis residence halls) and Wismer, close to the brick pathway. The inclement weather assembly point is Wismer Lower Lounge.**
2. Be aware of co-workers who may need assistance during an emergency. The elevator will not be working. Take persons with physical disabilities or mobility issues to an outside stairwell to wait for assistance from Campus Safety or the fire department.
3. **When the alarm sounds in the building, always evacuate and go to the designated assembly point.** Take your co-workers and visitors with you.

*There will be an evacuation drill during the second or third week of classes each semester.



Acknowledgement of Receipt of the Academic Building Evacuation Plan

I, _____, have received, read, and understand the
(Please print name)

Ursinus College Emergency Response Plan.

Signed _____

Date _____

Department _____

Building Name _____

Office Number _____

Please sign, date and return to the Emergency Management Coordinator, Campus Safety. If you have any questions regarding the plan, please contact Chris Wilcox, Emergency Management Coordinator at ext. 3275 or cwilcox@ursinus.edu.