

**The Pennsylvania State University**

**Building Emergency Evacuation Program**

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12. **Introduction**

A variety of situations may create the need to evacuate a University building including fires, natural disasters, and alarm activations. A building emergency evacuation plan or “BEEP” facilitates and organizes employee actions during workplace emergencies. Well-developed plans and proper employee training will dramatically reduce the potential for injuries, property damage, and confusion during an emergency evacuation.

1. **Purpose**

The purpose of this program is to establish procedures to ensure the safe and efficient evacuation of occupants from University buildings during emergency situations. This program has been developed in accordance with the requirements of OSHA standard 29 CFR 1910.38, “Emergency Action Plans”.

1. **Scope**

This program applies to all employees and building occupants at all University locations, except for the Hershey Medical Center and the College of Medicine.

The public event use of University buildings is managed by Emergency Management and is excluded from this program.

Residence Halls are covered in SY28 and will not be addressed in this program.

1. **References**

The following were used as references when developing this Program:

* 1. International Fire Code (IFC), 2009 Edition
  2. University Policy SY18 “Bomb Threats”
  3. University Policy SY28 - Emergency Evacuations and Fire Drills - Residence Halls
  4. University Policy SY41 “Active Shooter Policy”
  5. OSHA 29 CFR 1910 Subpart E Means of Egress
  6. Penn State University Emergency Management Handout – Faculty, Staff and Student Emergency Action Guide

1. **Responsibilities**
   1. Budget Executives and Budget Administrators

* Ensure that responsibilities assigned within this program are carried out within their administrative work units.
* Designate individuals responsible for the implementation of this program within their work units.
* Actively support this program as part of the work unit’s overall safety efforts.
  1. Environmental Health & Safety (EHS)
* Assist work units in implementing the provisions of this program.
* Develop training and exercise materials related to this program.
* Ensure continuity between this program and University emergency management efforts.
* Evaluate the overall effectiveness of this program and update the program as needed.
* Provide University Police & Public Safety with a comprehensive list of buildings which includes all Designated Meeting Sites and Assisted Evacuation Staging Areas at the University Park campus.
* Maintain records in accordance with Section 9.0 of this Program.
  1. Emergency Management (EM)
* Coordinate planning and exercise efforts for venues which host large-scale events and thus have the potential to evacuate a high number of occupants.
* When feasible, coordinate with building stakeholders and EHS on the inclusion of evacuation plans into various Emergency Management designed exercises.
* Provide information to EHS regarding emergency management requirements (i.e. hazard specific protocols) for inclusion in building evacuation training to ensure continuity of message to building occupants.
  1. University Safety Council Representatives (Safety Officers)
     + Designate a Building Emergency Coordinator and alternate Building Emergency Coordinator for each building where they have primary BEEP responsibility.
* Ensure that BEEPs are maintained and that additional plans are developed, as necessary, for all buildings occupied by their respective work unit in accordance with this program.
* Ensure that BEEP content is communicated to all respective employees.
* Oversee Building Emergency Coordinator compliance with campus/work unit expectations and requirements.
* Complete the BEEP’s annual self-review.
  1. Building Emergency Coordinators
     + Designate Safety Monitors and alternate Safety Monitors for specific work areas in their facilities in conjunction with the unit Safety Officer.
     + Coordinate the development, communication, implementation, and maintenance of the BEEP. This includes ensuring that the plan is appropriate for the specific facility.
     + Schedule all building evacuation training and exercises in accordance with this program. Ensure that building evacuation maps are prepared and posted in accordance with established procedures.
     + Ensure that building evacuation maps are updated when necessary.
     + Ensure that Safety Monitors and Critical Operations Personnel are trained in their associated roles within the BEEP. Ensure that the BEEP is communicated to the building employees
     + Develop and maintain a system of accounting for building employees during evacuations.
* Document and report all training and exercises to their respective Safety Officer.
* During an emergency, take the following actions:
  + Immediately report to the building’s Designated Meeting Site.
  + Serve as a liaison with emergency responders.
  + Receive updates on evacuation status from Safety Monitors.
  + Utilize Safety Monitors to communicate with building occupants.
  1. Building Safety Monitors
     + Be knowledgeable of emergency evacuation plans for their assigned areas.
     + Participate in the exercising of emergency evacuation plans.
     + During an emergency, take the following actions:
       - Coordinate evacuation of assigned building areas
       - Assist anyone who is unable to evacuating the building by using the stairwell by moving or directing them to a predetermined staging area (i.e. Assisted Evacuation Staging Area)
       - Help account for all building employees at the building’s Designated Meeting Site.
       - Serve as a liaison between the Building Emergency Coordinator and building occupants.
     + Evaluate and report problems to the Building Emergency Coordinator after an evacuation event.
  2. University Faculty and Instructors
     + Faculty and instructors shall review the evacuation maps for each building that they conduct classes in and be aware of their role in the evacuation process.
     + In a classroom setting, it is the faculty member or instructor’s responsibility to ensure all classroom occupants evacuate and report to the building’s Designated Meeting Site when the fire alarm is activated.
     + If any classroom occupant is mobility challenged and needs assistance, it is the responsibility of the faculty/instructor to ensure the occupant moves to the Assisted Evacuation Staging Area and to call 911 to let the responders know where they are located.
  3. Meeting/Assembly Organizers
     + Meetings of clubs, groups, and other assemblies are also held in buildings across campus regularly. The person in charge of the meeting/assembly is considered the responsible party and assumes the responsibility of making sure that their meeting/assembly attendants evacuate the building when an alarm is activated.
  4. Building Employees/Occupants/Students
* During an emergency, take the following actions:
  + - * Evacuate the building and report to the building’s Designated Meeting Site.
      * Assist any guests or visitors to the building’s Designated Meeting Site.
      * Remain at the Designated Meeting Site and await further instruction.
  1. Police Services
     + Respond to alarms as dispatched.
     + Ensure that building occupants have evacuated.
     + Assist with the evacuation of occupants waiting in the building’s Assisted Evacuation Staging Area.
     + Investigate the origins of the alarm.
     + Request assistance for further actions and investigation, if needed.
     + Make contact with the Building Emergency Coordinator or Safety Monitor as available at the building’s Designated Meeting Site.
     + When appropriate, give the all clear for building occupants to return to the building.

1. **Definitions and Acronyms** 
   1. Definitions

* Assisted Evacuation Staging Area - An area that has been identified on building floors, either above or below grade, without direct access to the exterior where an occupant who is unable to evacuate on their own can await assistance from emergency responders.
* BEEP Exercises – A BEEP exercise is a documented event to satisfy the requirements of the BEEP program. This can include discussion-based, silent, audible drills or an actual emergency event.
* Designated Meeting Site – A nearby outside location predetermined by each building as a meeting point for occupants when the building is evacuated.
* Evacuation – The removal of people from an endangered area.
* Safety Officer – Employee designated by campus, college or work unit who is responsible for coordinating safety efforts and ensuring compliance with safety requirements.
* Swing Space - A term used to describe a temporary occupancy location for employees, usually during a renovation or new construction project.
  1. Acronyms
     + BEC – Building Emergency Coordinator
     + BEEP – Building Emergency Evacuation Plan
     + DMS – Designated Meeting Site
     + EHS – Environmental, Health & Safety
     + EM – Emergency Management
     + OPP – Office of Physical Plant
     + SM – Safety Monitor
     + SO – Safety Officer
     + UP – University Park

1. **BEEP Program Requirements** 
   1. Written Plan

All buildings that house 10 or more employees on a permanent basis are required to have a written Building Emergency Evacuation Plan (BEEP). The template included as Appendix A will be used to develop all such plans. Non-University Park locations may use a single plan to encompass all buildings on site that require a BEEP.

When using swing space that will house 10 or more employees, colleges/departments must update existing building BEEPs to reflect their occupancy of the building. If the swing space does not have an existing BEEP, the college/department taking over occupancy will be required to develop the BEEP.

7.2 Umbrella Plan (General Guidance for Evacuating a Building)

For buildings that house less than 10 employees, the “Umbrella Plan” must be used in place of a written BEEP. The Umbrella Plan is a one-page document that has general evacuation instructions and information. A copy of the Umbrella Plan can be found in Appendix B. This document is also known as the “General Guidance for Evacuating a Building”.

7.3 Building Evacuation Maps

Buildings that require a written BEEP must have evacuation maps posted showing evacuation routes in a format that has been approved by EHS and the University Office of Campus Planning & Design. Buildings that are not required to have a written BEEP plan may have evacuation maps if requested by the college/department responsible for the building.

Situations may arise that result in the need for evacuation maps to be initially installed, updated or replaced. This could be due to new construction, damage, change of Designated Meeting Site, discovering errors on an existing map or the need for additional maps. EHS shall be the contact for any evacuation map activities. EHS will work with the building and college/department contacts to review and approve any map activities.

* 1. BEEP Review and Maintenance

7.4.1 Annual Self-Review

The purpose of the annual self-review is for Safety Officers to ensure that BEEPs are reviewed and updated on an annual basis. This review may utilize the Annual Self-Review Form that can be found in Appendix C.

Information collected on the Annual Self-Review Form includes:

* Buildings occupancy and status
* BEEP status
* Exercise information

EHS will periodically audit the work unit’s compliance with the annual self-review process.

7.4.2 Maintenance

BEEPs shall be updated as needed between annual self-reviews. These changes do not need to be formally communicated to EHS. Examples of maintenance updates could include Building Emergency Coordinator or Safety Monitor changes, personnel roster updates, and phone number or room changes.

7.4.3 Building Renovations

Building renovation projects may result in the need for BEEP updates including the use of swing space, changes in floor plans and egress routes, and reassignment of Safety Monitors throughout the building.

Section 7.1 discusses the use of swing space.

Section 7.4.2 discusses the maintenance of the BEEPs.

Section 7.3 discusses evacuation maps.

* 1. BEEP Training and Education
     1. Safety Officers shall be responsible for ensuring that all personnel within their respective areas receive the appropriate training to ensure they understand their BEEP roles and responsibilities. Such training will be provided upon initial assignment of BEEP responsibilities to an individual.
     2. Training materials for BEEP personnel (Safety Officers, Building Emergency Coordinators and Safety Monitors) have been developed by EHS and are available on the EHS website. EHS staff can provide assistance with the delivery of this training upon request.
     3. Training materials for building occupants have been developed by EHS and are available on the EHS website. EHS staff can provide assistance with the delivery of this training upon request.
     4. All BEEP training shall be documented.

1. **BEEP Exercise Requirements**
   1. Application
      1. Mandatory Exercises

Some buildings present a greater risk to occupants due to the activities performed within, type of occupancy, or design considerations. These buildings are thus required to complete evacuation exercises on at least an annual calendar year basis. The mandatory exercise criteria that may cause a building to be subject to an annual exercise are listed as follows:

* High Rise Buildings
* High Occupancy Load Buildings
* Occupancy Load Above or Below Egress
* Buildings with Specific Hazards

Safety Officers, with consultation from EHS, shall be responsible for classifying buildings according to these criteria. Buildings are classified on a case by case basis. For a more detailed explanation of the criteria please see Appendix D of this program.

For buildings that meet the mandatory exercise criteria, a full building evacuation, either silent, audible or actual, is expected by the end of calendar year 2017 and annually thereafter.

EHS may mandate that exercises be completed within any University building regardless of whether or not it is listed in Appendix D of this program.

* + 1. Voluntary Exercises

Buildings not included in the mandatory exercise portion of the program are not immune to emergencies which may require building occupants to evacuate. Individual units and campuses are encouraged to consider conducting exercises in buildings where it has not been mandated. Any such exercises shall be classified as “voluntary.”

All voluntary exercises shall be reported to the Safety Officer for follow-up and tracking purposes. The form found in Appendix F can be used to document the exercising of the BEEP. Voluntary exercises should also be documented on the Annual Self-Review Form.

* + 1. Exercises Required by Third Party

Any building evacuation conducted for the purpose of meeting statutory, regulatory, credentialing or similar purposes shall meet the exercise requirements outlined in this Program, provided they are conducted no less than annually.

Examples of buildings which may require evacuation exercises for licensing or credentialing include, but are not limited to: daycare facilities, medical facilities and academically certified or credentialed programs.

8.1.4 Safety Officers shall be required to keep a copy of all third party mandated exercises for compliance tracking and any follow-up actions which may be necessary.

Any questions about the applicability of outside evacuation requirements should be directed to EHS for resolution.

8.2 Types of Exercises

There are four types of exercises described below. The Building Emergency Coordinator, with approval from the Safety Officer, shall be responsible for selecting the type of exercise and ensuring that all exercise requirements are met.

The Checklist for Planning and Conducting Fire Evacuation Drills is available for helping plan an exercise event and is located in Appendix E.

Any costs associated with doing exercises will be the responsibility of the work unit.

8.2.1 Discussion Based

This type of exercise is intended to ensure familiarity with the evacuation plan and provide a “low-stress” opportunity to discuss responses to potential scenarios that may be encountered during an actual evacuation emergency. Participants would include all key personnel identified in the written plan. The exercise shall be facilitated by a member of EHS or the Safety Officer. This type of exercise is only allowed for buildings doing voluntary exercises or for training purposes.

8.2.2 Silent Drill

This type of exercise is intended to ensure familiarity and test the adequacy of the evacuation plan by providing a “low-stress” opportunity to physically exercise the written plan. Participants would include either (1) all key personnel identified in the written plan, or (2) all building occupants. The exercise shall be facilitated and critiqued by a member of EHS, the Safety Officer or other qualified individual not participating in the drill. A silent drill can be done in sections or suites of a building for training purposes, however to count as an annual exercise the entire building must evacuate.

8.2.3 Audible Alarm Drill

This type of exercise is intended to ensure familiarity and test the efficiency of the evacuation plan by physically exercising the written plan and testing the notification system. Participants would include all building occupants. The exercise shall be facilitated and critiqued by a member of EHS, the Safety Officer or other qualified individual not participating in the exercise.

8.2.4 Actual Emergency

Should the building be evacuated as the result of an actual emergency alarm, the evacuation will be considered to have met the exercise requirements of this program provided that the appropriate reporting actions are taken as outlined in section 8.3.

8.3 Exercise Reporting

All exercises shall be reported to the Safety Officer for follow-up and tracking purposes. The form found in Appendix F can be used to document the exercising of the BEEP.

Reporting must include the exercise type, the date and time of the exercise, system operation, and occupant response remarks along with any recognized physical or plan deficiencies that may inhibit evacuation capability. By completing the form in Appendix F, all of these requirements will be met.

After any exercise, the Building Emergency Coordinator shall work with the respective Safety Officer to correct any plan deficiencies. In the event that there are emergency responder issues that arise from an exercise, EHS will work with the Building Emergency Coordinator and the Safety Officer to address these issues.

All exercises shall be tracked by the Safety Officer and documented on the Annual Self-Review Form.

**9.0 Recordkeeping & Reporting**

Safety Officers shall be responsible for maintaining records needed to comply with the program requirements. EHS shall provide guidance and assistance to the Safety Officers in order to ensure that program requirements are clearly understood and met.

Record Responsibility & Retention:

* EHS
  + - * Records of training completed by EHS
      * Exercise reporting forms when applicable
      * Completed Annual Self-Review Forms
    - Work Unit/Campus
      * Records of training completed by the work unit or campus
      * Exercise reporting forms
      * BEEP written plans
      * Completed Annual Self-Review Forms

**10.0 Appendices**

1. BEEP Template
2. Copy of the PSU Umbrella Plan – General Evacuation Guidance
3. Annual Self-Review Form
4. List of Mandated Buildings for Exercises
5. Checklist for Planning and Conducting Fire Evacuation Drills
6. Exercise Reporting Form
7. **Revision History**

1/14/2020 Updated Record Responsibility & Retention documents based on newly created record retention departmental guidance. Corrected a typo and some capitalization inconsistencies. Created title page with logo. (STG)