

Ursinus College

Emergency Action Plan (EAP)

Pfahler and Thomas Halls

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. 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, college extension 9-911 is to be called immediately. If there is no sign of smoke and/or fire, call Safety at ext 2737 to determine if the alarm system is being serviced. 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 9-911

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 Safety and/or the Building Coordinator.

The **designated assembly point for Thomas and Pfahler Halls** is the **grassy area between BWC(Brodbeck, Wilson and Curtis dorms) 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. Special attention should be given to any persons with disabilities.

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 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. Each employee is required to review the written plan and sign an "Acknowledgement of Receipt" paper that is kept on file by the EH&S Coordinator. Subsequently, new employees must receive training when first assigned to Thomas or Pfahler Halls. Additional training is required when an employee's required actions under the plan change, or when there are changes to the plan. The building coordinator and/or the Environmental Health and Safety Coordinator are responsible for full disclosure of any changes to the plan.

Role of building Coordinator:

- Coordinate safe evacuation of the building with the floor captains.
- Report alarm to appropriate authority - 9-911 or Safety, ext 2737
- Meet 1/year to review the plan, change coordinators, and

to determine the best time for a fire drill.

-Communicate with all professors teaching in the building their role in the plan via a handout that includes the building floor plans, a copy of the EAP, their role in the plan, and a form to be signed and returned to the building coordinator verifying that he/she has received, read, and understands the plan. The Environmental Health and Safety Coordinator may assist the Building Coordinator with the notification process. The handout is attached to the back of this plan.

Role of Floor Captains:*

- Lead evacuation of staff and students on the floor.
- Be aware of disabled persons that may need extra help exiting the building
- Check all rooms and spaces to ensure all staff and students have exited the building
- Assembly point - account for all staff and students via class attendance sheets, if possible.

(NOTE: Safety will assist with checking of mechanical rooms and the Penthouse in Pfahler.)

*As personal safety and time permits

Pfahler Hall:

Building Coordinator: Andrew Price, ext 2340

Floor Captains:

Basement: Don Camp, Peter Jessup
First Floor: Peter Jessup, Roger Coleman
Second Floor: Tom Ruttledge, Sandy Brown
Third Floor: Andrew Price, Vic Tortorelli

Thomas Hall:

Building Coordinator: Rebecca Roberts, ext 2665

Floor Captains:

Basement: Curt Allen, Lori Scharneck
First Floor: Tony Lobo, Mary Fields
Second Floor: Pete Small, Kate Goddard
Third Floor: Ken Richardson, John Jewell

Chemical Spill Response Plan: Spill control materials are located in the following laboratories:

Pfahler Hall: General Chemistry(314), Organic Chemistry(315), Inorganic Chemistry(215), and Biochemistry(201)

Thomas Hall: Biology Prep Room(126A) and 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 MSDSs. This information must be readily available in case of a spill.

1. **EVALUATE THE AREA:**

-Hazards

-Dangers

-Spill direction

-Stop leak **safely** by diking with pigs/absorbent

2. **ALERT** all others in the area, and the building coordinator.

Evacuate if necessary, following the above procedures for a fire emergency.

3. **Call ext 9-911** if there is a fire or medical attention needed.

4. **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. Pfahler - use room shower initially followed by the shower located on the second floor, *room 205D*, next to the copier room.

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 Safety, ext 2737, the EH&S Coordinator, ext 2221, and Fred Klee, ext 2247.

6. **If cleaning up spill, proceed cautiously and safely.**

- Check **MSDS** for hazards, PPE, etc. required. Put on **PPE**

- **Control and contain spill**

1. Turn valve off.

2. Cover drains or other escape routes.

3. Stand overturned container upright if lid is secure.

4. Place leaking container in another container.

5. Build dike around area using absorbent materials, pigs, etc.

6. Place empty container under leak.

- **Clean up**

1. Use absorbents per instructions– place in sealed and labeled containers for chemical waste pickup

2. Neutralize if appropriate – check MSDS. Place in sealed and labeled containers for chemical waste pickup.

OR 3. Disposal – environmental specialist take care of removal.

-**Decontaminate**

1. Set up away from spill area.

2. All PPE, shovels, brooms, or other tools must be decontaminated or disposed of in an EPA approved container.
- Record information** on how spill containment was implemented.
 - Get a medical examination** if exposed to hazardous substance.

EMERGENCY ACTION PLAN

FACULTY/STAFF INSTRUCTIONS

Please use the following guidelines to insure 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 locations at the beginning of each semester. Use the set of stairs closest to your room. The designated assembly point** for Thomas and Pfahler halls is the **grassy area between BWC (Brodbeck, Wilson, and Curtis dorms) 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 any **disabled student** who will need help evacuating the building. The elevator will not be working. Take wheelchair bound persons to either outside stairwell to wait for assistance from safety or the fire department.
4. There will be a fire drill during the third week of classes each semester.

Acknowledgement of Receipt of the Emergency Action Plan

I, _____, have received, read, and
(Please print name)
understand the Ursinus College Building Emergency Action Plan for
Thomas and Pfahler Halls.

Signed _____

Date _____

Please sign, date and return to Carol P. McMillin, EH&S Coordinator, Physical Plant, ext 2221. If you have any questions regarding the plan, please call the building coordinator or Carol.