

EMERGENCY RESPONSE AND EVACUATION PLAN (EREP)



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INTRODUCTION

Emergency Response and Evacuation Compliance Information

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many mandatory disclosure and reporting requirements that need to be provided to students and employees. The Emergency Response & Evacuation Procedure is one of those required disclosures. To be in compliance, a documented plan is tested and implemented, at least yearly, for the safety of all students and employees. The plan is utilized in the event of an emergency or dangerous situation.

The Occupational Safety and Health Administration's (OSHA) Emergency Action Plan standard, 29CFR 1910.38, requires employers to have an emergency action plan whenever an OSHA standard requires one. There must be a written plan kept in the workplace and available to employees for review and must contain, at minimum:

- Procedures for reporting a fire or other emergency
- Procedures for emergency evacuation
- Procedures for accounting for all employees after an evacuation
- Procedures for employees performing rescue or medical duties
- The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan

Definition of an Emergency

An emergency or crisis is defined as any sudden, unplanned occurrence or set of circumstances with the potential for outcomes that can cause significant harm or death; that are disruptive to on-going operations; present a physical or psychological danger to employees, students, or visitors; threaten our physical structure or records; and that demand immediate attention. Examples include, but are not limited to, an act of violence or manmade disturbance, fire, medical emergency or injury, weather related incidents, bomb threats, power outages, etc.

Per U.S. Department of Education, this program must be tested with staff and students on a yearly basis. Documentation of testing must be kept with this report at the school.

EMERGENCY PHONE NUMBERS

Ambulance, Fire Department, Law Enforcement: 911
 Statewide Cellular State Police: 911
 South Strabane Police Department: Chief Drew Hilk 724-225-8111
 Pennsylvania State Police: 724-223-5200
 South Strabane Fire Department: Fire Chief Scott Reese 724-222-3885
 Washington County Sheriff: Samuel Romano 724-228-6840
 National Suicide Hotline: 1-800-784-2433
 National Suicide Prevention Lifeline: 1-800-273-8255
 Pittsburgh Poison Control Center: 1-800-222-1222
 U.S. Department of Homeland Security: 1-800-BE-READY
 The Washington Hospital Emergency Department: 724-225-7000

NON - EMERGENCY PHONE NUMBERS

American Red Cross: 888-217-9599
 Domestic Violence Services of Southwestern PA 24-hour Hotline: 724-439-9500
 Employee Assistance Program (EAP) – UPMC

SCHOOL EMERGENCY CONTACTS

School Main Phone Line: 724-222-5330

Vice President of Operations: Marianne Albert extension 228
 Campus Director: Nicole Lane extension 233
 Director of Education: Anita Rossell extension 349
 Director of Student Services: Kristine Gorby extension 353
 Information Technology: Stephen Koppes extension 338
 Maintenance: Joe Polen 724-321-5714

CPR CERTIFIED SCHOOL STAFF

Deborah Atkins
 Debra Browell
 Neil Cooper
 Renee Eckert
 Barbara Girod Green
 Natalie McAnallen
 Rachonna Millikin
 Richard Moore
 Denise Musolino
 Sandy Phillips
 Anita Rossell

RESPONSIBILITIES

All staff are responsible for:

1. Reporting any emergency situation
2. Being aware of their primary and secondary emergency exits
3. Reading and understanding these procedures
4. Asking questions when any information is unclear or not understood
5. Informing a school administrator of special emergency evacuation needs

The emergency announcers and searchers are responsible for:

1. Providing staff, students, and visitors emergency response information and training
2. Identifying mobility impaired staff, students, or visitors who might need assistance during evacuation
3. Providing opportunity for staff to ask questions
4. Assembling with evacuated personnel at a predetermined location to identify missing staff, students, or visitors
5. Reporting missing personnel to the emergency contacts
6. Conduct, at a minimum, annual fire and evacuation drills with staff and students
7. Review policy with all new staff

BUILDING SAFETY SYSTEMS

The buildings located at **242 Oak Spring Road, Washington, PA** and **230 Oak Spring Road, Washington, PA** have the following safety systems:

Alarms - Are activated by manual pull stations or the smoke or heat detectors. All alarms are immediately sent to the local fire department. Evacuation is required anytime the fire alarm system sounds. An annual inspection is completed.

Smoke Detectors - Will immediately activate the fire alarm system throughout the building.

Fire Extinguishers – There are 27 fire extinguishers located throughout the building. An annual inspection is completed. A monthly inspection is also completed by the Head of Maintenance.

- Entrance hall (3)
- Exit hall (3)
- 100 hallway (1)
- 300 hallway (1)
- 400 hallway (1)
- 600 hallway (1)
- 700 hallway (1)
- Backdoor/loading dock (1)
- Room 115 File Server room (1)
- Room 403 File Server room (1)
- Room 300 Alternative Energy lab (1)
- Room 506/508 Medical lab (1)
- Room 510/512 Nursing lab (1)
- Room 601 Esthetics room (1)
- Cosmetology clinic/classrooms area (2)
- Room 820 welding classroom (1)
- Room 830 welding lab (1)
- Room 840 PLC lab (1)
- Rooms 705/900 HVAC labs (3)
- Vault hallway (1)

If you have not been trained and authorized by Penn Commercial Business/Technical School to use a fire extinguisher, do not attempt to use one. Instead, follow emergency instructions and evacuate upon sounding of a fire alarm.

CDL Trucks – There are three (3) Penn Commercial CLD trucks that house applicable safety equipment within. Each truck has the following equipment that are checked/inspected by the instructors daily:

- Portable Fire Extinguisher
- Reflective Triangles
- Extra Fuses

Automated External Defibrillator (AED) - Centrally located in the 500 hallway. The Medical Lead Instructor ensures the batteries are in working order.

Manual Alarm Pull Stations – Pull down to activate evacuation alarm. This will sound an alarm and activate strobe lights. This will immediately send an alarm signal to the local fire department. Never block or obstruct these with furniture or equipment. Eight (8) manual alarm pull stations are located throughout the building.

- Main entrance/exit door (1)
- Exit door (1)
- Employee entrance/exit door (1)
- Backdoor/Loading dock (1)
- Room 830 Welding lab (2)
- Room 300 Alternative energy lab exit door (1)
- Patio door (1)

Emergency Lights – will immediately turn on if the fire alarm system is activated or there is a power outage. An annual inspection is completed. A monthly inspection is also completed by the Head of Maintenance.

Sprinkler System – The system is a “wet” system. Individual heads are activated by excessive heat caused from a fire. An annual inspection is completed.

First Aid Kits – There are first aid kits located in various classrooms, labs and office space throughout the building for minor injuries that may occur on campus.

- Reception/Front Office
- Room 210 Esthetics clinic
- Room 401 ITS classroom
- Room 502 Cosmetology classroom
- Room 506/508 Medical lab
- Room 510/512 Nursing lab
- Room 700 Wiring lab
- Room 802 Cosmetology clinic
- Room 820 Welding classroom
- Room 830 Welding lab
- Room 840 PLC lab
- Rooms 705/900 HVAC labs
- Faculty Lounge

Biohazard Kits/Containers – Are located throughout the building for the safe and convenient clean up, removal, and disposal of potentially infectious body fluid spills.

- Room 304 Nursing classroom
- Room 306 Nursing classroom
- Room 506/508 Medical lab
- Room 510/512 Nursing lab
- Room 601
- Room 800 Cosmetology clinic

Evacuation Routes – Are posted throughout the building in various locations, including classrooms, common areas and offices. Copies of all evacuation routes can also be found at the end of this policy.

Safe Area Location(s) – Are locations designated as “safe” and are used as meetings areas in the event of an emergency.

EMERGENCY RESPONSE AND EVACUATION PERSONNEL AND DUTIES

Emergency Announcers:	Nicole Lane; Anita Rossell
Emergency Contacts:	Robert Bazant; Marianne Albert
Alternate Emergency Contacts:	Kristine Gorby; Ryan Bazant
First Aid Responders:	Sandy Phillips, Renee Eckert, Denise Musolino; Natalie McAnallen
Searchers:	Joe Polen; Ashley Subasic; Rick Szymanaski; Jayme Tuite; Tammy Miller

Annual Update/Review:	12/10/2019
Date of Last Drill:	12/11/2019

Evacuation drills held annually at a minimum

Evacuation personnel should never be placed in imminent danger. Area should be searchable in 4 minutes or less.

Emergency Announcers Duties

- Announce any disaster to all areas.
- Use the intercom system in the building to make announcement.
- Ensures all people from the area proceed to the designated "safe area" to check in and wait for "all clear" to re-enter the building. "All clear" will come from the emergency announcers.
- If someone is unaccounted for, the emergency announcers will confirm with the searchers and the emergency contact person, as identified in the students/staff file, will be contacted.
- Report to emergency contacts if areas were unable to be searched due to lack of personnel.

Emergency Contact Duties

- Supervise assembly of emergency response and evacuation personnel in the area.
- Maintain all communication with local first responders (fire department, police department, ambulance, etc).
- Reports any and all problems to the appropriate first responders.

Alternate Emergency Contact Duties

- Takes the place of the emergency contacts if the emergency contacts is not present at the time of the event.
- If the emergency contacts are present, the alternate emergency contacts will assist the emergency contact as needed.

First Aid Responder Duties

- Provide first aid to injured staff, students, and visitors if required.
- Only provide first aid at a safe location.

Searchers

- Check all rooms including restrooms, conference rooms and remote areas, closing all doors behind them.

- If any remaining staff, students or visitors are in the building, guide them to the nearest exit.
- All searchers check in with the emergency contacts and emergency announcers to report "all clear" or problems.

Alternate Duties

- If there are not enough personnel to fill all the roles, roles may be doubled where appropriate.
- Trained to meet the duties for any of the above roles.

PLAN A - BUILDING EMERGENCY EVACUATION PLAN

How to Report an Emergency

Call 9-1-1 from a landline or cell phone and calmly state:

1. Your name and
2. The exact location of emergency (building, entrance, room location, etc.)
3. The nature of the emergency – medical, fire, severe weather, etc.
4. Whether injuries have occurred
5. Hazards present which may affect responding emergency personnel
6. A phone number near the scene where you can be reached

Name and Address of the Institution

Penn Commercial Business/Technical School
 242 Oak Spring Road
 230 Oak Spring Road
 Washington, PA 15301
 Phone: 724-222-5330

How to Evacuate the Building

Upon hearing the fire alarm or announcement, immediately begin evacuation procedures.

- Quickly evacuate the building, utilizing the planned evacuation routes. These routes are posted throughout the building in various locations, including classrooms, common areas and offices. Copies of all evacuation routes can also be found at the end of this policy.
- All staff should assist other staff, students, or visitors with special needs if able.
- Assemble at your designated safe area and notify the emergency announcers that you are safe.
 - Safe area #1: Fence area in front of building (for Main Entrance/Exit and Front Exit)
 - Safe area #2: Big Lots wall (for Cosmetology Entrance/Exit and Rear Exit/Loading Dock)
- Educators must take attendance rosters and a pen/pencil for a correct head count.
- Check in with emergency announcers who will be taking a head count from individual educators.
- Educators will report anyone not accounted for to the emergency announcers.
- Everyone must remain in their designated safe areas area until the fire department or the emergency announcers confirm it is safe to re-enter the building.

PLAN B - MEDICAL EMERGENCIES

How to Report an Emergency

Call 9-1-1 from a landline or cell phone and calmly state:

1. Your name
2. The exact location of emergency (building, entrance, room location, etc.)
3. The nature of the medical emergency (provide as much detail as possible)
4. Whether injuries have occurred
5. Hazards present which may affect responding emergency personnel
6. A phone number near the scene where you can be reached
7. Immediately notify a first aid responders
8. If necessary, start CPR
9. Follow all infection control and universal precautions when handling blood or bodily fluids
10. Do not leave the injured/ill individual alone until emergency personnel/ambulance arrives
11. Do not attempt to move or reposition the injured/ill individual unless they are in eminent danger
12. Do not give fluids to an unconscious or partially unconscious person
13. Following the emergency, an Accident and Injury Report will need completed and filed

Name and Address of the Institution

Penn Commercial Business/Technical School
242 Oak Spring Road
230 Oak Spring Road
Washington, PA 15301
Phone: 724-222-5330

PLAN C - FIRE EMERGENCIES

During orientation, students are given an introduction to safety and emergency procedures for the campus. At the start of each quarter, instructors review the designated escape routes for their classroom and/or lab area and their designated safe areas.

Before a Fire

- Plan and practice an escape route
- Know where the fire extinguishers and manual alarm pull stations are located in the building
- Do not store combustible materials in closed areas or near a heat source
- Never run extension cords under carpets
- Avoid overloading electrical sockets and plugging extension cords together
- Keep all electrical appliances away from anything that can catch fire
- Do not clutter exits and storage areas with waste paper, empty boxes, and other fire hazards

During a Fire

- If there is a smell of smoke or if a fire can be seen, remain calm - do not panic
- Activate the alarm system by activating the nearest manual alarm pull station located throughout the facility
- Call 911 from the classroom phone or cell phone
- Without placing yourself at risk, rescue any person(s) in trouble and evacuate to designated safe area
- Evacuation routes are posted throughout the building in various locations, including classrooms, common areas and offices
- Get out as quickly and safely as possible
- Close doors in each room after escaping to delay the spread of fire
- When evacuating, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases
- Once outside, go to a designated safe area
- Tell any administrator that you are out of the building and report injured or trapped persons and any signs of building damage you observed

If Unable To Leave the Building - Create an Area of Refuge

- Seal the room. Use a wet cloth to stuff around cracks in doors and seal up vents to protect against smoke. If there is a window in the space, do not break it. Flames and smoke can come back in from the outside.
- Stay low under smoke, the freshest air is near the floor. Keep a wet cloth over your nose and mouth, breath through your nose only.
- Single for help if possible. Use the classroom/lab telephone.

After a Fire

- The First Aid Responders should give first aid and/or CPR where appropriate. Seriously injured or burned victims should be transported to a medical facility for treatment.
- Stay out of damaged buildings. Return to building when local fire authorities say it is safe.

What to Do In Case of a Fire Alarm

If you discover fire or smoke conditions, remember “RACE” to help respond safely and correctly.

R = **Rescue** anyone in immediate danger, if it does not endanger your life

A = **Alarm**: activate the nearest manual alarm pull station and call 911

C = **Confine** the fire by closing all doors and windows if possible

E = **Extinguish** the fire with a fire extinguisher, or **Evacuate** the area if the fire is too large for a fire extinguisher.

When using fire extinguishers, remember “PASS” to help respond safely and correctly.

P = **Pull** the pin on the fire extinguisher

A = **Aim** the extinguisher nozzle at the base of the fire

S = **Squeeze** or press the handle

S = **Sweep** from side to side until the fire appears to be out

If you Hear a Fire Alarm

- Stop work and exit the building. Do not assume it is a false alarm or a fire drill!
- Follow the evaluation routes assigned to your location and exit to the designated safe area
- Walk at a normal pace and follow the instructions of the emergency response personnel
- Wait outside until “all clear” is announced by the emergency announcers. Do not re-enter until an “all clear” is announced.

Fire Log

There have not been any unintentional fires, intentional fires or undetermined fires for the previous 12 months. A fire log is maintained by the Head of Maintenance.

PLAN D - SEVERE WEATHER EMERGENCIES

In the event of severe weather, the President will determine if a delay and/or closure is necessary. A televised announcement will be placed with the local news as early as possible indicating that classes will either be in a delay or school closure (KDKA, WTAE, WPXI or WJPA on the radio). Examples of severe weather include tornados, severe thunderstorms, and severe snowstorms.

Emergency Text Alert System

To determine the delay/closure status of a scheduled class day, text alerts will be provided to all students and staff who "opt in" through the "Remind" application. In addition, all employees and students should watch the local report to see if Penn Commercial is in fact in a delay or closure status. Notifications will also be placed on our social media pages.

Designated Meeting Areas

- The interior/center "H" of school – 300, 400, 500 hallways
- Stay away from exterior windows
- Get on your knees and put your head on the floor facing an interior wall
- Fold your arms over the back of your head

In the event of a severe snowstorm, staff and students will be notified of early dismissal or closing by announcement, text alert, news and radio reports and social media posting.

Tornado Watch/Warning

Definition of a Watch

A tornado watch is issued by the National Weather Service, when the weather conditions are such that a tornado is likely to develop and you should be prepared to move to a designated area.

If a tornado, WATCH has been issued in an area that includes the school:

- Monitor local emergency alert weather or the National Weather Service
- Staff, students and visitors should be ready to relocate to the designated meeting area listed above in the event the WATCH is upgraded to a WARNING

Definition of a Warning

A tornado warning is issued by the National Weather Service when a thunderstorm or a tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated meeting area listed above.

Tornado Warning

If a tornado WARNING has been issued in an area which includes the school:

- Move staff, students and visitors to designated safe areas immediately
- Remain in safe area until warning expires or until the all-clear has been issued by the emergency announcers
- Instructors must take attendance book with them to ensure that students are accounted for
- Remain in the designated area until warning expires or until the "all-clear" has been issued by the emergency announcers

PLAN E - HOSTAGE/INTRUDER SITUATION

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, these guidelines should be followed:

Campus Director/Designee

1. Immediately notify Police/Sheriff and appropriate law enforcement agencies (911).
2. Initiate Action Secure Building
 - a) Lock down building, and do not let any students that are not in class enter the building.
 - b) Alert all rooms of the event through the announcement system
 - c) Instructors lock your classroom doors and do not let students leave the classroom.
3. Monitor hostage situation the best you can without doing anything to exacerbate it.
4. Follow instructions of law enforcement officials who will take over when they arrive on site.

Staff

1. Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
2. Keep your distance. Give the intruder(s) ample personal space.
3. Do not attempt to deceive or threaten the intruder(s).
4. Do not "buy into" the delusions of the intruder(s).
5. Suggest marching the students and/or staff quietly out one of the rear doors. Back off if this approach angers the intruder(s).
6. Constantly be alert and prepared for violence. Initial Action, Duck, Cover and Hold if the intruder(s) open fire.

Note: If the school becomes involved in a hostage situation, the primary concern must be the safety of students, staff, and guests. Individuals who take hostages are frequently emotionally disturbed, and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering that it may take very little to cause such persons to become violent.

If an individual(s) begins firing a weapon(s) on campus, the following actions will be taken:

Campus Director/Designee

1. Inform staff supervising students in classrooms to initiate Action Duck, Cover, and Hold.
2. Immediately notify Police/Sheriff (911) and appropriate law enforcement agencies.
3. Work in coordination with supervisors of law enforcement agencies until the situation is resolved.
4. Initiate student release procedures and/or evacuation procedures only if it becomes necessary.
5. In classrooms, maintain Action Duck, Cover and Hold until the situations is resolved.
6. In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate Action Drop, Cover and Hold; this should be done only when there is no chance for students to reach safer areas.

PLAN F – VIOLENCE AND THREATS OF VIOLENCE

Threats of Violence

Threats of violence include any threatening communication via phone, voicemail, e-mail, or in person. Threats of violence may be actual or perceived; verbal or non-verbal; direct or indirect. It should be assumed that all threats are made with the intent to carry them out. Students and staff should recognize and report early warning signs of violence, which may include:

- Threats of violence
- Overheard conversations regarding violence
- Disruptive behavior
- Domestic/family issues occurring on campus
- Vandalism occurring on campus

Campus Director/Designee

1. Evaluate seriousness of threat
2. Immediately notify Police/Sheriff and appropriate law enforcement agencies (911)
3. Notify emergency contacts
4. Follow instructions of law enforcement officials who will take over when they arrive on site

PLAN G – ACTIVE SHOOTER

What is an Active Shooter?

The agreed-upon definition of an “active shooter” by US government agencies (including the White House, US Department of Justice, FBI, US Department of Education, US Department of Homeland Security, and Federal Emergency Management Agency) is “an individual actively engaged in killing or attempting to kill people in a confined and populated area.” In most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. In most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

ALICE Training Institute

ATI provides sustainable active shooter preparedness solutions for organizations of all sizes in a variety of industries.

We work with a locally approved ALICE trainer from the South Strabane Police Department in Washington, PA for staff training. The most recent staff training took place on April 18, 2019.

- A** = **Alert** is your first notification of danger.
Seconds count.
- L** = **Lockdown**: Barricade the room. Prepare to EVACUATE or COUNTER if need
- I** = **Inform**: Communicate the violent intruder's location and direction in real time.
- C** = **Counter**: Create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting.
- E** = **Evacuate**: When safe to do so, remove yourself from the danger zone.

Remember when law enforcement arrives, remain calm and follow instructions. Keep your hands visible at all times and avoid pointing or yelling. Know that help for the injured is on its way.

Campus Director/Designee

1. Evaluate seriousness of threat
2. Immediately notify Police/Sheriff and appropriate law enforcement agencies (911)
3. Notify emergency contacts
4. Follow instructions of law enforcement officials who will take over when they arrive on site

PLAN H – BOMB THREATS/EMERGENCIES AND SUSPICIOUS PACKAGES

Bomb Threat or Bomb Emergency

A bomb threat exists when a suspected bomb or explosive device has been reported but not located.

- Try to solicit information from the person making the threat
- Individual receiving the threat should immediately contact local law enforcement at 911 and the Campus Director
- The Campus Director/Designee will order an evacuation, if necessary
- DO not touch any suspicious item – report it immediately to proper authorities

A bomb emergency exists if the bomb has been located or if an explosion has occurred. For a bomb emergency:

- Do not panic – immediately call 911
- Follow all evacuation procedures as described herein
- All individuals should withdraw from the campus a minimum of 300 feet

Suspicious Packages

The FBI and U.S. Postal service authorities have issued tips for handling and reporting suspicious mail. Characteristics of a suspicious package include:

- No return address
- Possibly mailed from a foreign country
- Excessive postage
- Misspellings in the address
- Addressed to a title rather than an individual
- Badly typed or written
- Uneven in shape
- Ridge or bulky packaging
- Strange odor
- Oily stains, discoloration, or crystallization on the packaging
- Excessive tape or string
- Arrives unexpectedly from someone unfamiliar to you
- Protruding wires
- The city or state in the postmark does not match the return address

If you receive a suspicious package or envelope or see an unattended package that appears suspicious, here is what you should do:

- Do not move it
- Do not open, smell, or taste it
- Don't shake or bump the item
- Isolate the package
- Stay away and keep others away from the suspicious package
- Wash your hands vigorously for five minutes with soap and water if you handled the package at all
- Campus Director/Designee will contact 911, if deemed necessary