

# EMERGENCY RESPONSE AND EVACUATION PLAN (EREP)

2021-2022



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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

## **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: Josh Miller extension 338  
Maintenance: Joe Polen 724-321-5714; Gene Ruble 724-212-6135

## **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 300 Classroom (1)
- Room 403 File Server room (1)
- Room 506/508 Nursing Simulation lab (1)
- Room 510/512 Nursing lab (1)
- Room 601 Esthetics lab (1)
- Cosmetology clinic/classrooms area (2)
- Room 700 Wiring lab (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 Nursing Simulation 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 Nursing Simulation 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**

<b>Emergency Announcers/CSA's:</b>	Nicole Lane; Anita Rossell, Kristine Gorby
<b>Emergency Contacts:</b>	Robert Bazant; Marianne Albert
<b>Alt. Emergency Contact:</b>	Ryan Bazant
<b>First Aid Responders:</b>	Sandy Phillips, Renee Eckert
<b>Searchers:</b>	Joe Polen; Gene Ruble, Nicole Lane, Anita Rossell, Kristine Gorby

<b>Annual Update/Review:</b>	<b>September 27-28, 2021</b>
<b>Date of Last Drill:</b>	<b>4/28/2021</b>

*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 safety 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 larger 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:

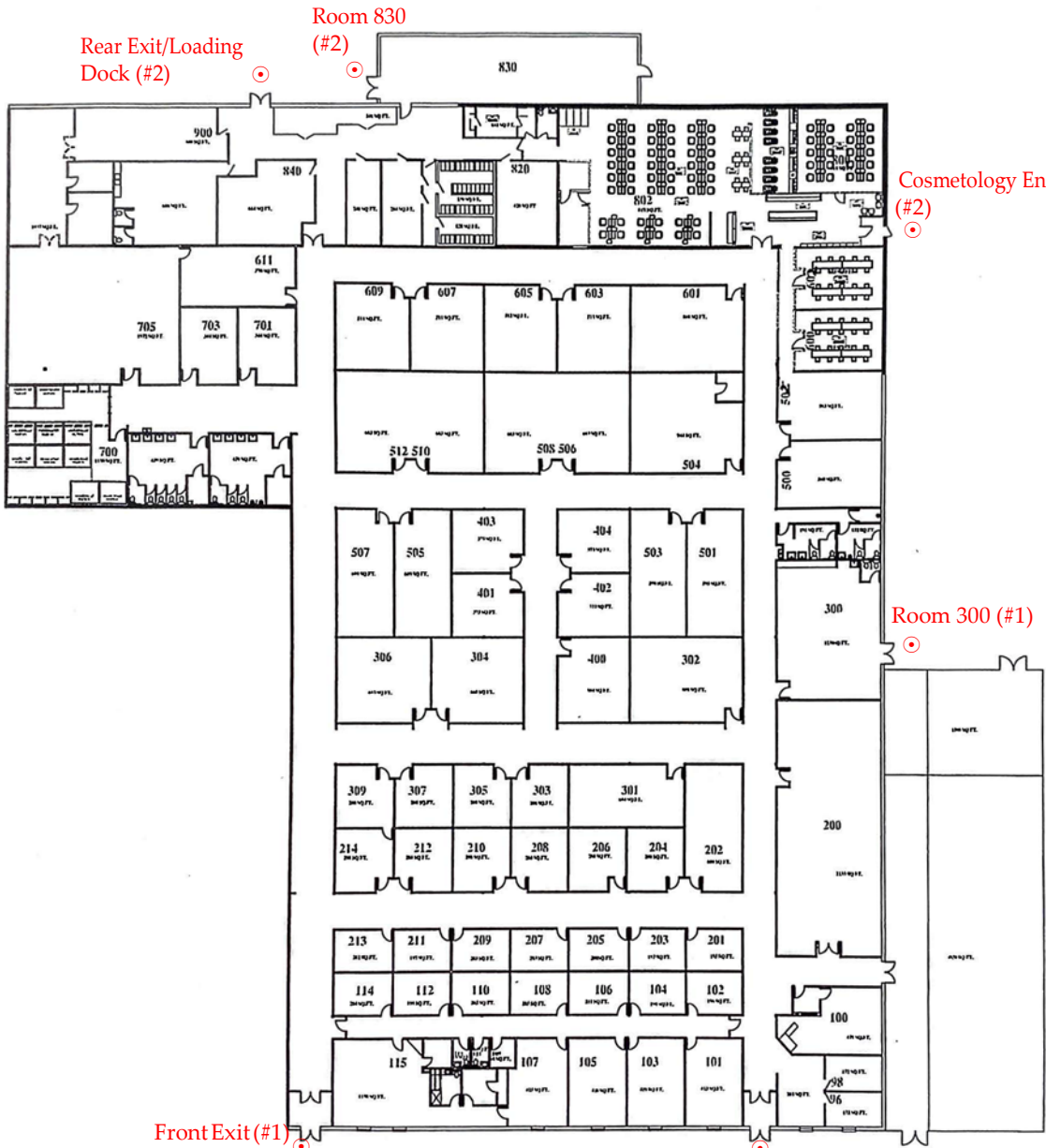
- No return address
- Possibly mailed from a foreign country
- Excessive postage
- Misspellings in the address
- Addressed to a title rather than an individual
- Badly typed or written
- Uneven in shape
- Ridge or bulky packaging
- Strange odor
- Oily stains, discoloration, or crystallization on the 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

## Emergency Response and Evacuation Plan (EREP) Supplement – COVID-19 Timeline

Week #	Quarter	Dates	Focus Area	Actin Plan
1	Winter	March 16-March 20	Finish the Winter Quarter	Submit and secure PADOE “distance education” approval; Submit and secure ACCSC “distance education” approval; secure FAA approval for online learning; notify State Boards; plan and announce the remote learning process to finish Winter Quarter; weekly expectations for faculty and students announced
2	Winter	March 23-March 27	Attend to staffing needs	Flexible schedules; support technical needs; training provided as needed
3 & 4	Spring Break	March 30-April 10	Prepare for Spring Quarter	CARES Act application; Rapidly make Go To Meeting platform available for virtual classes; staff training
5	Spring	April 13-April 17 New Quarter 42 New Students	Focus on institutional financing options through Federal Government	Focus on cost saving measures due to decreased enrollment; kick off Spring Quarter fully online
6	Spring	April 20-April 24	Support students financially through Cares Act Grant	CARES Act money in PC account; planning for eligibility requirements, documentation, etc.
7	Spring	April 27-May 1	Survey faculty	Assess areas of strengths/concerns, identify at risk students; staff and faculty morale
8	Spring	May 4-May 8	Return to campus safety planning initiated	General building plans plus departmental plans drafted focusing CDC guidelines
9	Spring	May 11-May 15	Support students and faculty by monitoring and evaluating online learning and other virtual resources/simulation	DOE and Program Directors continue to attend GTM and complete faculty observations; staff and faculty morale
10	Spring	May 18-May 22	Support students financially through Cares Act Grant	Emergency FA grants distributed to students
11	Spring	May 25-May 29	Plan for institutional money associated with the CARES Act	Staff training, technology, and other allowable costs
12	Spring	June 1-June 5	Support staff through safety and screening training Communicate and distribute return to campus safety plan	Communicate and distribute the campus safety plan, including general procedures and program-specific procedures; signage posted throughout the building; supplies ordered and available; program-specific schedules distributed to students Virtual meetings and distribution of final safety plan to all staff; student notification provided
13	Spring	June 8-June 12	Return to campus using hybrid format Assess Current LOA students	Students have some online content; return to the campus in small groups for lab time; alternating staff schedules to limit bodies in the building
14	Spring	June 15-June 19	Continue using hybrid format Identify additional LOA students	PN students start LOA effective 7/6/2020 because clinical sites are unavailable at this time. Student meeting to discuss.
15	Spring	June 22-June 26	Prepare for Summer Quarter fully on campus with social distancing	Customized student schedules; flexibility with instructor availability and other staffing needs; practice social distancing and all CDC guidelines
16	Spring	June 29-July 3	Orient students for a full return to campus	Provide and offer instructions, guidance and other support services to prepare for the transition back to campus
17	Summer	July 4 New Quarter	Support students, staff and institution through careful reentry	Monitor building entry/exit points; ensure safety equipment and supplies are being used; celebrate success of the faculty and staff as they return full time



**PENN COMMERCIAL FLOORPLAN**

## EMERGENCY EVACUATION ROUTES

ROOM NUMBER	PRIMARY EXIT ROUTE	SECONDARY EXIT ROUTE
Lobby	Main Entrance/Exit	Front Exit
96	Main Entrance/Exit	Front Exit
98	Main Entrance/Exit	Front Exit
Front Office/100	Main Entrance/Exit	Front Exit
101	Main Entrance/Exit	Front Exit
102	Main Entrance/Exit	Front Exit
103	Main Entrance/Exit	Front Exit
104	Main Entrance/Exit	Front Exit
105	Main Entrance/Exit	Front Exit
106	Main Entrance/Exit	Front Exit
107	Front Exit	Main Entrance/Exit
108	Front Exit	Main Entrance/Exit
109/Kitchen	Front Exit	Main Entrance/Exit
110	Front Exit	Main Entrance/Exit
111/Restroom	Front Exit	Main Entrance/Exit
112	Front Exit	Main Entrance/Exit
113/Restroom	Front Exit	Main Entrance/Exit
114	Front Exit	Main Entrance/Exit
115	Front Exit	Main Entrance/Exit
200	Main Entrance/Exit	Front Exit
201	Main Entrance/Exit	Front Exit
202	Main Entrance/Exit	Cosmetology Entrance/Exit
203	Main Entrance/Exit	Front Exit
204	Main Entrance/Exit	Cosmetology Entrance/Exit
205	Main Entrance/Exit	Front Exit
206	Main Entrance/Exit	Cosmetology Entrance/Exit
207	Front Exit	Main Entrance/Exit
208	Front Exit	Main Entrance/Exit
209	Front Exit	Main Entrance/Exit
210	Front Exit	Main Entrance/Exit
211	Front Exit	Main Entrance/Exit
212	Front Exit	Main Entrance/Exit
213	Front Exit	Main Entrance/Exit
214	Front Exit	Main Entrance/Exit
300	Exit Door in Room 300	Main Entrance/Exit
301	Main Entrance/Exit	Cosmetology Entrance/Exit
302	Main Entrance/Exit	Cosmetology Entrance/Exit
303	Main Entrance/Exit	Cosmetology Entrance/Exit
304	Front Exit	Rear Exit/Loading Dock
305	Front Exit	Rear Exit/Loading Dock
306	Front Exit	Rear Exit/Loading Dock
307	Front Exit	Rear Exit/Loading Dock
309	Front Exit	Rear Exit/Loading Dock
400	Cosmetology Entrance/Exit	Main Entrance/Exit
401	Rear Exit/Loading Dock	Front Exit
402	Cosmetology Entrance/Exit	Main Entrance/Exit

## EMERGENCY EVACUATION ROUTES

<b>ROOM NUMBER</b>	<b>PRIMARY EXIT ROUTE</b>	<b>SECONDARY EXIT ROUTE</b>
403	Rear Exit/Loading Dock	Front Exit
404	Cosmetology Entrance/Exit	Main Entrance/Exit
<b>500-512</b>		
500	Cosmetology Entrance/Exit	Main Entrance/Exit
501	Cosmetology Entrance/Exit	Main Entrance/Exit
502	Cosmetology Entrance/Exit	Main Entrance/Exit
503	Cosmetology Entrance/Exit	Main Entrance/Exit
504	Cosmetology Entrance/Exit	Main Entrance/Exit
505	Rear Exit/Loading Dock	Front Exit
506/508	Cosmetology Entrance/Exit	Main Entrance/Exit
507	Rear Exit/Loading Dock	Front Exit
510/512	Rear Exit/Loading Dock	Front Exit
<b>600-611</b>		
600	Cosmetology Entrance/Exit	Main Entrance/Exit
601	Cosmetology Entrance/Exit	Main Entrance/Exit
602	Cosmetology Entrance/Exit	Main Entrance/Exit
603	Cosmetology Entrance/Exit	Main Entrance/Exit
605	Rear Exit/Loading Dock	Front Exit
607	Rear Exit/Loading Dock	Front Exit
609	Rear Exit/Loading Dock	Front Exit
611	Rear Exit/Loading Dock	Front Exit
<b>700-703</b>		
700	Rear Exit/Loading Dock	Front Exit
701	Rear Exit/Loading Dock	Front Exit
703	Rear Exit/Loading Dock	Front Exit
705/900	HVAC Emergency Exit/Loading Dock	Front Exit
<b>800-840</b>		
800	Cosmetology Entrance/Exit	Rear Exit/Loading Dock
802	Cosmetology Entrance/Exit	Salon Emergency Exit/Loading Dock
820	Rear Exit/Loading Dock	Cosmetology Entrance/Exit
830	Exit Door in Room 830	Rear Exit/Loading Dock
840	Rear Exit/Loading Dock	Cosmetology Entrance/Exit
<b>Teachers' Lounge</b>		
Teachers' Lounge	Rear Exit/Loading Dock	Cosmetology Entrance/Exit
<b>Back Restrooms</b>		
Back Restrooms	Rear Exit/Loading Dock	Front Exit
<b>Side Restrooms</b>		
Side Restrooms	Cosmetology Entrance/Exit	Main Entrance/Exit