



Emergency Response Plan

Company Name
Northern Pennsylvania Regional College – Galena Building (Franklin)

Address
1140 Liberty Street
Franklin, Pa 16323

Telephone
(814) 230-9010

Contact Name
Abigail Petrosky

Title
Director of Marketing and Public Relations

Last Revision Date
August 2023 (origination)

Policy and Organizational Statements

The goal of this emergency response plan is to provide guidance to NPRC staff and visitors in the event of an emergency.

The Emergency Response Team will:

- Notify all individuals in the NPRC facility of the emergency.
- Evacuate, if necessary, all individuals to the appropriate assembly location.
- Provide basic first aid, as needed.
- Direct all individuals to the appropriate location if shelter-in-place is in effect.

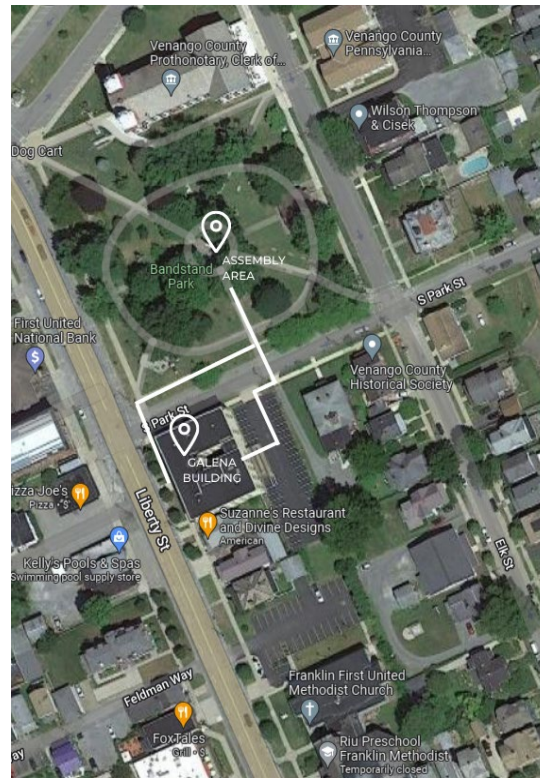
NPRC recognizes that our class delivery partners will have their own emergency response policies and procedures. At the start of each term, an NPRC proctor at each site will review the Site’s Emergency Response Procedures as they pertain to the following:

- Evacuation due to fire
- Extreme weather or tornado
- Shelter-in-place due to external airborne cause
- Lock down for safety and/or violence prevention
- Flood emergency

Evacuation Plan

Evacuation may be required if there is a fire in the building or other hazard. The evacuation team will direct the evacuation of the building and account for all employees outside at a safe location.

Employees will be warned to evacuate the building using the following system:	Verbal
Employees should assemble at the following location for accounting by the evacuation team:	Bandstand Park
The person who will bring the employee roster and visitor log to the evacuation assembly area to account for all evacuees. The evacuation team leader will be informed if anyone is missing or injured.	Abigail Petrosky – In their absence, another full-time employee or the proctor on shift.



Evacuation Team	Name
Evacuation Team Leader	Abigail Petrosky – In their absence, another full-time employee or the proctor on shift.
Floor Wardens (Searches floor for all individuals and monitors stairwells)	Proctor on shift or team leader if no proctor available
Aides for Persons with Disabilities	Ron Pollock or available and able peers.
Assembly Area Monitor (Account for evacuees at the assembly area and inform evacuation team leader if anyone is missing or injured.)	Abigail Petrosky – In their absence, another full-time employee or proctor on shift.

Severe Weather/Tornado Sheltering Plan

If a tornado warning is issued, broadcast a warning throughout the building instructing everyone to move to shelter.

Severe Weather Team Assignments	Name
Team Leader	Abigail Petrosky – In their absence, another full-time employee or the proctor on shift.
The person to monitor weather sources for updated emergency instructions and broadcast warning if issued by weather services.	Team Leader
The person to direct personnel outside to enter the building.	Designated by the team leader
The person to direct employees to designated tornado shelter(s)	Team Leader

Tornado Warning System and Tornado Shelter Locations

Location of tornado warning system controls	Community alarm
Location of tornado shelters	Vault in copy room (Severe Weather Shelter is denoted on the evacuation maps.) or basement

Shelter-in-Place Plan

If warned to “shelter-in-place” from an outside airborne hazard, a warning should be broadcast, and all employees should move to shelter.

Shelter-in-Place Team Assignments	Name
Team Leader	Abigail Petrosky – In their absence, another full-time employee or the proctor on shift.
Direct personnel outside to enter the building; then close exterior doors.	Team Leader
Shutdown ventilation system and close air intakes.	Facilitated by team leader with the landlord
Move employees to interior spaces above the first floor (if possible)	Team Leader
Person to monitor news sources for updated emergency instructions.	Team Leader
Assembly area monitors (to account for evacuees at the assembly area)	Designated by the Team Leader

Shelter-in-Place Shutdown of Ventilation System

Location of controls to shut down ventilation system	See landlord
Location of air handling units, fan rooms, or air intakes	See landlord

Lockdown Plan

There is no warning system in place to notify persons to “lockdown.”

Flood Sheltering Plan

If a flood warning is issued, broadcast a warning throughout all offices instructing everyone to move to remain in the building.

Flood Team Assignments	Name
Team Leader	Abigail Petrosky – In their absence, another full-time employee or the proctor on shift.
The person to monitor weather sources for updated emergency instructions and broadcast warning if issued by weather services.	Team Leader
The person to direct personnel outside to enter the building.	Designated by the team leader
The person to direct employees to higher ground.	Team Leader

Instructions for Broadcasting Warnings

There is no system in place to broadcast warnings.

Medical Emergency Plan

If a medical emergency is reported, dial 9-1-1 and request an ambulance. Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

Alert trained employees (members of the medical response team) to respond to the victim’s location and bring a first aid kit or AED.

Personnel Trained to administer First Aid, CPR, or use an Automated External Defibrillator (AED)

No one is trained at this location.

Locations of First Aid Kits and AED(s)	
Location of first aid kit and “Universal Precautions” kit (used to prevent exposure to body fluids)	Top drawer in break room by Student Lounge
Locations of AED(s)	There is no AED at this location.

Procedures

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim’s location is unsafe.
- Control access to the scene.
- Take “universal precautions” to prevent contact with body fluids and exposure to bloodborne pathogens.
- If possible, meet the emergency services at the nearest entrance or emergency access point; direct them to the victim(s).

Fire Emergency Plan

If a fire is reported, pull the fire alarm (if available and not already activated) to warn occupants to evacuate. Then dial 9-1-1 to alert the fire department. Provide the following information:

- Name of person reporting the fire
- Telephone number for return call
- Business name and street address – Northern Pennsylvania Regional College (Galena Building) – 1140 Liberty Street, Franklin, PA 16323
- Nature of fire
- Fire location (room number, general location in building)
- Type of fire alarm (detector, pull station, sprinkler waterflow)
- Location of fire alarm (if applicable)

Evacuation team to direct evacuation of employees and visitors.

Procedures

- Evacuate building occupants along evacuation routes to primary assembly areas outside.
- Redirect building occupants to stairs and exits away from the fire.
- Prohibit use of elevators.
- Evacuation team to account for all employees and visitors at the assembly area.

- Meet Fire Department Incident Commander (IC). Inform the IC if everyone has been accounted for and if there are any injuries. Provide building floor plans, keys, and other assistance as requested.
- Assign personnel to verify that fire protection systems are operating normally and to operate building utility and protection systems as directed by the fire department.

Property Conservation

- Identify preparations before a forecast event such as severe weather.
- Identify how you will assess damage; salvage undamaged goods; and cleanup the building following the incident.
- Identify the contractors, equipment, and materials that would be needed. Update the resources table at the end of this plan.

Emergency Response Team

Identify the members of the emergency response teams.

- Facilities or building management staff familiar with building utility and protection systems and those who may assist with property conservation activities.
- Security.
- Others trained to use fire extinguishers, clean up small spills of hazardous materials.

Member Name	Cell phone
Abigail Petrosky	(814) 779-2435
Miranda Heller	(814) 584-0003
Ron Pollock	(814) 502-9050
Brenton Pollock	n/a

Building Emergency Contact

Please use the contacts below for building issues that do not require contacting the authorities (9-1-1 call).

Bob Reitz, Landlord
(412) 855-0637
reitzr@verizon.net

Warning, Notification, and Communications Systems

The following systems are in place to warn employees to take protective action (e.g., evacuate, move to tornado shelter, shelter-in-place, or lockdown) and provide them with information. The communications capabilities enable members of our emergency team to communicate with each other and others.

	System	Control panel or access point
Warning System	Fire Alarm	Access points in two locations on first floor.
	Public Address	n/a
	Other (describe)	n/a
Notification System	Electronic	n/a
	Telephone call tree	n/a
Comms. Capabilities	Telephone	n/a

Revision History

Rev. No.	Date	Description of Changes	Authorization
Origination	08-02-2023	Full plan development	

Plan Distribution and Access

The plan will be distributed to members of the emergency response team, proctor team, and department heads. A master copy of the documents should be maintained by the emergency response team leader. The plan will be available for review by all employees on the NPRC public website.

Printed copies of this plan will be stored within the facility to ensure team members can quickly review roles, responsibilities, tasks, and reference information when the team is activated.

An electronic copy of this plan should be stored on a secure and accessible website that would allow team member access if public website servers are down.

Electronic copies should also be stored on a secure USB flash drive for printing on demand.