



Crisis Management Action Plan (CMAP)

Blue Book

Levine Hall

3330 Walnut Street

Prepared by
Division of Public Safety, Housing & Conference Services,
College Houses & Academic Services, and Facilities & Real Estate Services
September 2006

University of Pennsylvania Crisis Management Action Plan
“The Blue Book”

The “Blue Book” has its origins with the Philadelphia and University of Pennsylvania Police Departments and the Philadelphia Fire Department and Penn’s Fire and Emergency Services where the sisterhood and brotherhood of the blue uniform forms a never-ending bond to work tirelessly to render assistance to the thousands upon thousands of victims of all types of emergency incidents over time. The color blue is where the Honor, Integrity and Service of the police service meet the Dedication and Service of the fire service.

The color blue is calming. Blue conveys importance and confidence and it can be strong and steadfast or light and friendly.

Beginning in September 2006, the color blue of the “Blue Book” will signify emergency preparedness at PENN. Blue will imply a comprehensive review of emergency preparedness has taken place for every PENN building on a site-specific basis. Blue will indicate the importance of being prepared for any type of crisis that could affect our community or assets anytime a PENN building is opened for business. Blue will suggest confidence, a confidence that is found in the connection, cooperation, and collaboration of every PENN organizations responsible for emergency preparedness for every person and building on this campus. Blue will convey calm; a calmness to efficiently and effectively managing the chaos and confusion of any type of emergency incident by starting in control, staying in control, and never losing control during the incident. Blue will mean that PENN has set standards to promote safe operational environments and to educate its people on what steps to take in time of an emergency. Blue will be the many friendly personal relationships established because of working together in a direction that will optimize every aspect of emergency preparedness.

Blue is part of PENN. Blue is one of the colors of “Old Glory,” the flag of our great country. Blue will denote that PENN is prepared for any eventuality. Blue will demonstrate the connection, loyalty and allegiance of the mission of the University of Pennsylvania with the prosperity, ideals and freedoms provided by the United States of America.

Table of Contents

Preface

Sprinkler Water Flow Wedge

Keys:

Sprinkler Valve

Procedures/ Contacts

Emergency Procedures

Area of Safe Refuge Map

Emergency Contacts

Evacuation and Shelter-In-Place Procedures

Building Info.

Vital Building Information

Sprinkler System Control Valves

Floor Plans

Fire Alarm Point List

Facilities Air Handling Units

Occupant Info.

Occupancy, Students with Special Needs and RA/GA lists

Record of Evacuation Drills Form

Emergency Response Team Form

Shelter-In-Place Information Form

Ready America Emergency Supply Checklist

Recovery Info.

Rapid Recovery Contacts

Critical Incident Stress Management Team

Procedures/ Contacts

LEVINE HALL EMERGENCY PROCEDURES

Numbers to Know!

ALL EMERGENCIES

215-573-3333
511 (FROM ANY CAMPUS PHONE)

GENERAL INFORMATION 215-898-7297
SPECIAL SERVICES 215-898-4481

ESCORT SERVICES 215-898-RIDE (7433)
215-898-WALK (9255)

BUILDING AREA OF REFUGE:

Primary: **Area Between Towne and Music**

Secondary: **Statue Area On Smith Walk**

RECOMMENDED RELOCATION SITE:

Primary: **Palestra**

Secondary: **Hollenback Annex**

THIS BUILDING'S SHELTER AREA: **Auditorium # L101**

SHELTER-IN-PLACE

- Purpose: To shelter occupants inside the building in the event of a hazardous/biological material or other emergency incident outside the building.
- When notified, go inside the nearest building.
- Close all windows and doors.
- Report to the building's shelter area.

SUSPICIOUS PACKAGES

- Do not touch or disturb the object or package.
- Isolate the package and evacuate the immediate area.
- Call the emergency phone number listed above.
- Notify your Building Administrator.

SUSPICIOUS BEHAVIOR

- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call the emergency phone number above immediately.

FIRE

- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.
- Activate the nearest fire alarm pull station.
- Evacuate the building at the nearest exit and call the emergency number listed above.
- Do not enter the building until authorized to do so by emergency personnel.

BUILDING EVACUATION PROCEDURES

- When the fire alarm is activated, evacuation is mandatory.
- DO NOT use elevators.
- Take personal belongings (ID, keys, purses, wallets, etc.) and dress appropriately for the weather.
- Upon exiting, proceed to your building area of refuge to begin the accountability process.

BOMB THREAT

- Remain Calm and indicate your desire to cooperate with subject.
- Get as much information as possible from the threatening caller.
- Call the emergency phone number above from a hard wired phone. DO NOT use a cell phone.
- Follow the instructions from emergency personnel.

ACTIVE SHOOTER

- **RUN (Evacuate)** When an active shooter is in your vicinity:
 - If there is a way out, and you can get out, GET OUT!
 - Leave your belongings behind.
 - When safe to do so, call the emergency number above.
- **HIDE (Hide Out)** If evacuation is not possible, find a place to hide:
 - Lock and/or barricade the door.
 - Silence your cell phone.
 - Hide behind large objects if possible.
 - Remain very quiet and do not leave until directed by law enforcement officers.
- **FIGHT (Take Action)** AS A LAST RESORT, and only if your life is in danger:
 - Attempt to incapacitate the shooter.
 - Act with physical aggression.
 - Improvise weapons.
 - Commit to your actions.
 - Once the shooter is incapacitated, call the emergency number above.
- **POLICE RESPONSE-** When law enforcement officers arrive:
 - Keep your EMPTY hands raised and visible, with your fingers spread apart.
 - Remain calm and follow instructions.

GET INVOLVED!

Want to get involved? Join the PennReady team today! Call Fire & Emergency Services at 215-573-7857 for more information

Always know your emergency contacts

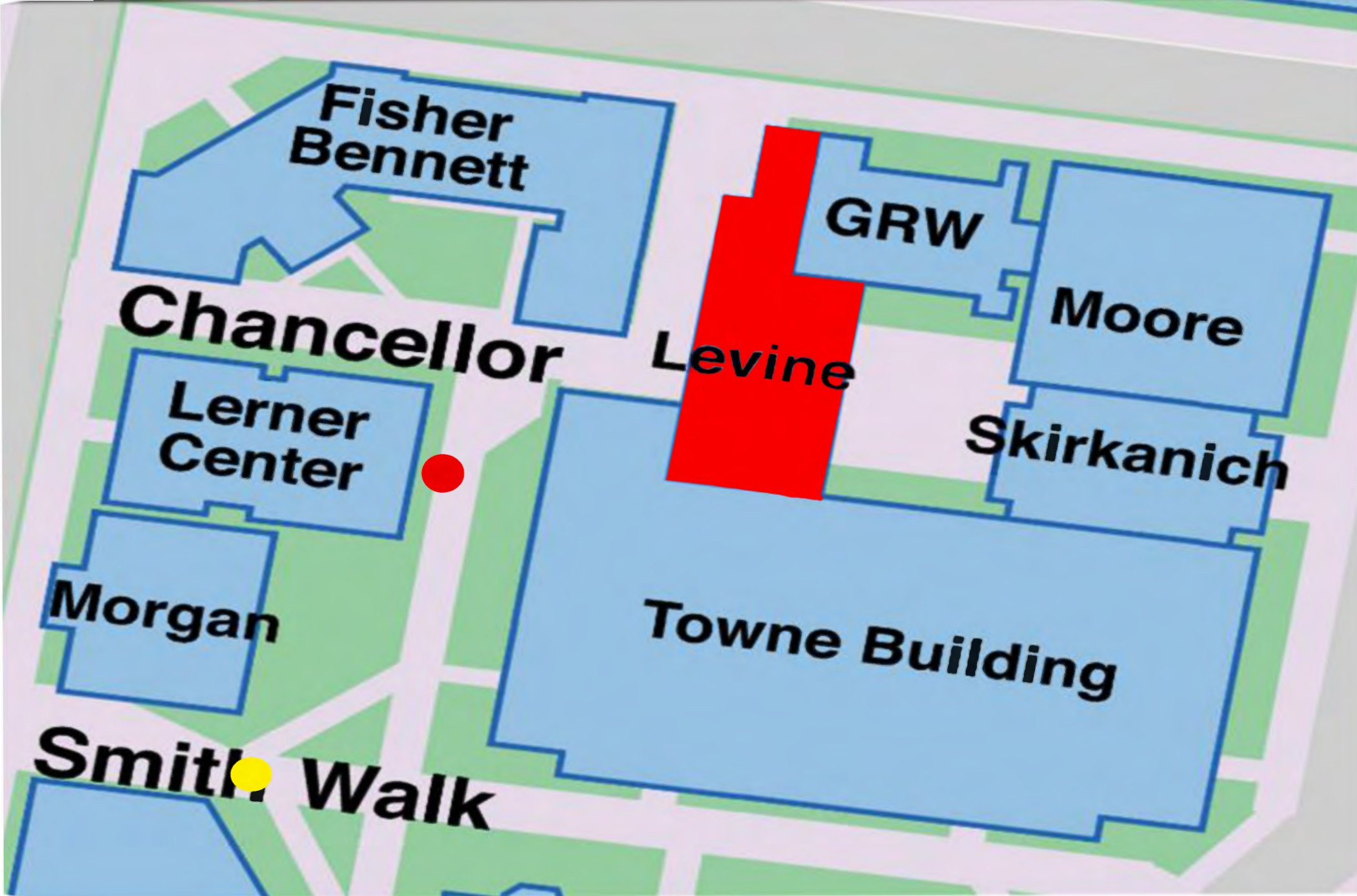
Register Your Emergency Contact Information



How to Register

Faculty & Staff || <http://www.upenn.edu/directories>
Visit the Penn Directory website to update your information

Students || http://www.upenn.edu/penn_portal
Visit the Penn Portal website to update your information



Primary Building Area of Refuge



Secondary Building Area of Refuge

**Levine Hall
3330 Walnut St.**

EMERGENCY CONTACTS

BUILDING ADMINISTRATOR: **Joe Davis**
215-898-5598

PENNCOMM: 215-573-3333

FACILITIES OPERATIONAL CONTROL CENTER: 215-746-6620

UPPD: 215-898-9003

FIRE AND EMERGENCY SERVICES: 215-573-7857

AREA MANAGER: **Agnes Donaldson, 8-8644**

OTHER:

SEAS FACILITIES: **Kilian Feeney**, Director,
Richard Buckley, Peter Blankemeyer (assts)

NOTIFICATIONS

- **Dial 5-1-1 on a campus phone for PENNCOMM Emergency Communications Center**
- **Dial 215-573-3333 on an off-campus or cell phone for PENNCOMM Emergency Communications Center**

EVACUATION PROCEDURE

- **Identify 2 ways out**
- **Make sure the fire alarm is activated**
- **Participate in Evacuation Drills**
- **Move “out and away” to the Area of Safe Refuge**
- **Personally account to your RA and/or GA**
- **Notify officials about persons unable to evacuate or location of event, if known**
- **Never reenter an evacuated building until approved by officials**

“SHELTER-IN-PLACE”

- **Toxic atmosphere outside the building**
- **Stay inside your building**
- **Move to the designated “Shelter Room”**
- **Stay calm**
- **Await instructions from officials**

Building Info.

Vital Building Information/U of P 2014

Address	Walnut St., 3330		
Building Name	Levine Hall		
Occupied as	20-25 offices for SEAS; 1 auditorium, 1 computer lab		
Phone #	898-5598		
Bldg Administrator	Joe Davis, Kilian Feeney; Richard Buckley		
Emergency Phone	746-6620 (OCC)		
Area Zone	Woodland - John Hopler, Dir., Agnes Donaldson, A.		
Length	112	Width	88
		Floors	6
Construction	Concrete foundation & floors, roof deck; glass walls on E & W. Roof has rubber over concrete		
Wet Stdpipe System:	Outlets in both Fire Towers; riser control s/o valves in L.108, across from elevator.		
Dry Stdpipe System:	n/a		
Sprinkler System:	Entire bldg. sprinklered. Main s/o valve w/ fire pump in rm. L201 & 107A. Sectional valves in FT #2 (SWC). FDC (combo w/ Standpipe) in driveway from Walnut, West of GRW.		
Fire Alarm System:	New E.3 Panel (2014) in Rm. L107 (hi-voltage rm.). Annunciator @ main entrance. 123 devices including 44 smoke detectors, 11 heat detectors, 18 pull stations, waterflows, tampers, etc.		
Heating	Steam		
Electric Service:	Main Hi-volt rm. L107; panels throughout upper floors.		
Gas Service:	n/a		
Emerg Generator:	5th floor GRW; UST (1,000 gal. diesel) W.side of bldg. nr. Loading dock of GRW		
Passenger Elev:	Two, NE side of bldg. w/operational emergency phones; keys w/ BA	Freight Elev	<input type="checkbox"/>
Fire tower/strway	2: NEC (#1) & SWC (#2) of bldgs.		
HVAC system	Chilled water; 2 Ground level, 1 2nd fl. Level & 1 Roof level air intakes w/ remote S/O; AHU #1 s/o for aud. (shelter area) in MR behind aud. (L.102).		
Comments:	Wet Standpipes in Fire Tower could also be used for GRW & Towne bldgs., as these are all interconnected. Occupied - April 2003. FES witnessed performance test 4/03.		



FIRE PREVENTION INSPECTION

ACCOUNT NUMBER:

01-56307

INDEX NUMBER:

34047.20

TO INSPECTOR: Fill out this form while making the inspection. Send the completed form to your supervisor for necessary action. The report should be held for review by the next FM Global Loss Prevention Consultant.

FACILITY Levine Hall	LOCATION 3330 Walnut Street	DATE 01-25-06
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VALVE INSPECTIONS: Visually inspect all locked valves weekly. Record the monthly inspections.

All inside and outside valves controlling sprinklers or fire protection water supplies are listed below. Check the condition of the valve as found. Physically "try" gate valves including non-indicating and indicator post gate valves. Do not report a valve open unless you have personally tried it. Factory Mutual Research approved post-indicator-valve assemblies IBV's (*Indicating Butterfly Valves*) and standard outside screw and yoke valves do not have to be tried, but should be checked visually at close range.

	Valve Location	Area Controlled	Open	Shut	Locked	Sealed
1	1 st floor mech room, near elevator, next to elec room L107A	Main Service 6" OSY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	1 st floor mech room, near elevator, next to elec room L107A	Main Service 6" OSY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	1 st floor Stair L2	1st floor sprinklers 3" OSY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	2nd floor stair L2	2nd floor sprinklers 3" OSY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	2 nd fl mech rm L201	6" OSY – fire pump suction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6	2 nd fl mech rm L201	6" OSY – fire pump discharge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7	2 nd fl mech rm L201	6" OSY – fire pump bypass	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8	2 nd fl mech rm L201	6" OSY – fire pump bypass	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9	2 nd fl mech rm L201	6" OSY– fire pump test header	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	2 nd fl mech rm L201	6" OSY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	2 nd fl mech rm L201	4" OSY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	3rd floor stair L2	3rd floor sprinklers 3" OSY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	4th floor stair L2	4th floor sprinklers 3" OSY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	5 th floor stair L2	5 th floor sprinklers 3" OSY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	6 th floor stair L2	6 th floor sprinklers 3" OSY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	6 th floor stair L2	Elevator machine rm 3" OSY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The FM Global **Red Tag Permit System** is used to guard against delayed reopening of valves. The **Red Tag Permit** should be used every time a sprinkler control valve is closed. When the valve is reopened, the 2-inch drain should be flowed wide open to be sure there is no obstruction in the piping. The valve should then be relocked.

LEGEND

● - FIRE EXTINGUISHER

UNDERGROUND STORAGE TANK
1,000 GALLONS DIESEL

Blue
Book
w/
elevator
key

WET STANDPIPE OUTLET
NO ROOF ACCESS

FIRE DEPARTMENT
CONNECTION

TEST HEADER

MAIN SPRINKLER
SHUT OFF

GRADUATE RESEARCH WING

HIGH VOLTAGE

Sprinkler S/O
for GRW

FIRE ALARM
PANEL

FIRE ALARM PANEL
ANNUNCIATOR

← CHANCELLOR
STREET

MOORE →

SKIRKANICH →

AHU
S/O
for Shelter
Area

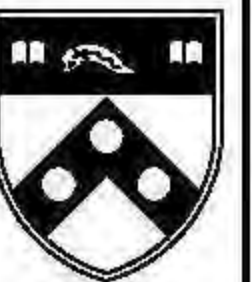
WET STANDPIPE
OUTLET

SPRINKLER
SECTION
SHUT OFF

↑
NORTH

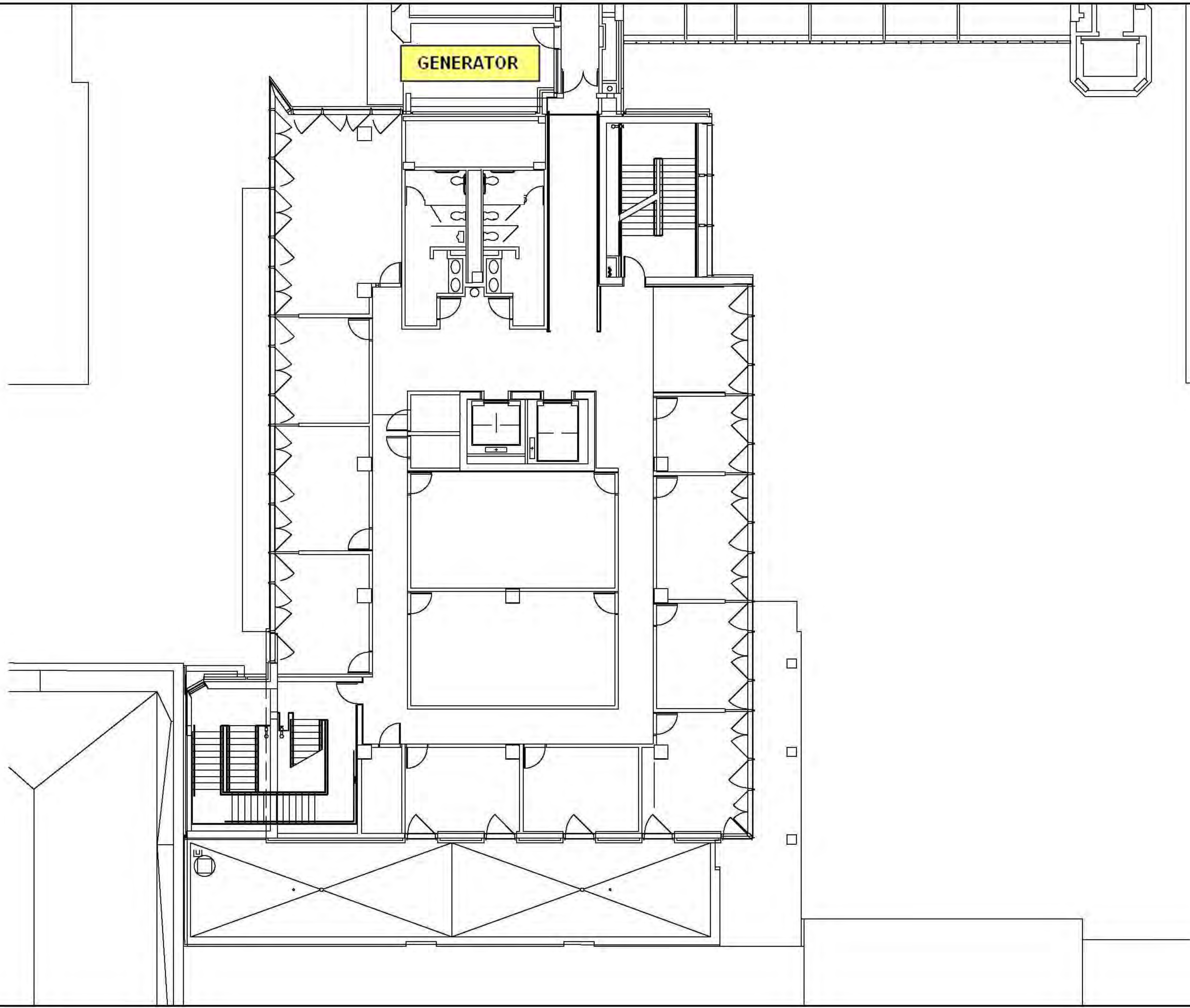
↑
TOWNE BUILDING

UNIVERSITY OF
PENNSYLVANIA

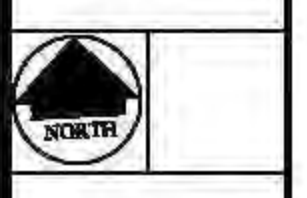


LEVINE HALL
FIRST FLOOR





LEVINE HALL
FIFTH FLOOR



University of Pennsylvania

Last Update:

PFA#

2/28/03

Zone#116

Building:Levine Hall

Location:3330 Walnut St.

Panel Type:FC7200 6.0

N-Tech

Page 1

<u>Loop/Address</u>	<u>Device Type</u>	<u>Location</u>
A1,L1,S01	Photo Detector	Levine 1st FI Tele Closet L107B
A1,L1,S02	Thermal Detector	Levine Elevator Pit
A1,L1,S03	Thermal Detector	Levine Elevator Pit
A1,L1,S04	Photo Detector	Levine 1st FI Elevator Lobby
A1,L1,S05	Photo Detector	Levine 1st FI Electrical Rm L107
A1,L1,S06	Photo Detector	Levine 1st FI Electrical Rm L107
A1,L1,S07	Photo Detector	Levine 1st FI Mechanical Rm L107A
A1,L1,S08	Thermal Detector	Levine 1st FI Mechanical Rm L107A
A1,L1,S09	Photo Detector	GRW Hallway to Levine 1st FI
A1,L1,S10	Photo Detector	Levine Hallway to GRW 1st FI
A1,L1,S12	Photo Detector	Levine 1st FI Exit to Towne
A1,L1,S13	Photo Detector	Towne 1st FI Exit to Levine
A1,L1,S14	Photo Duct Detector	AHU#1 Supply 1st FI Mech Rm
A1,L1,S15	Photo Duct Detector	AHU#1 Return 1st FI Mech Rm
A1,L1,S16	Photo Duct Detector	AHU#1 Return 1st FI Mech Rm
A1,L1,S17	Photo Duct Detector	AHU#1 Return 1st FI Mech Rm
A1,L1,M01	Manual Station	Levin 1st FI Mech Rm L107 East
A1,L1,M02	Manual Station	Levin 1st FI Mech Rm L107 North
A1,L1,M03	Supervisory Sw	Levin 1st FI Mech Rm L107A
A1,L1,M04	Supervisory Sw	Levin 1st FI Mech Rm L107A
A1,L1,M10	Supervisory Sw	Levine 1st FI Stair #2
A1,L1,M11	Waterflow Sw	Levine 1st FI Stair #2
A1,L1,M12	Manual Station	Levine 1st FI Exit to Stair #2
A1,L1,M13	Manual Station	Levine 1st FI Main Lobby Entrance
A1,L1,M18	Supervisory Sw	Levin 1st FI Storage Rm L108
A1,L1,M19	Supervisory Sw	Levin 1st FI Storage Rm L108
A1,L1,M20	Waterflow Sw	Levin 1st FI Storage Rm L108
A1,L1,M21	Signal Module	AHU #3 Fan Shut Down

02/28/03

Page 2

<u>Loop/Address</u>	<u>Device Type</u>	<u>Location</u>
A1,L2,S01	Photo Detector	Levine 2nd FI Data Rm L202
A1,L2,S02	Thermal Detector	Levine 2nd FI Mech Rm L201
A1,L2,S06	Photo Detector	GRW 2nd FI Corridor to Levine
A1,L2,S07	Photo Detector	Levine 2nd FI Corridor to GRW
A1,L2,S08	Photo Detector	Levine 2nd FL Elevator Lobby
A1,L2,S09	Photo Detector	Levine 2nd FI Projection Rm L201D
A1,L2,S10	Photo Detector	Levine 2nd FI Closet Rm L203
A1,L2,S11	Photo Detector	Levine 3rd FI Elec Closet Rm L318
A1,L2,S14	Photo Detector	GRW 3rd FI Corridor to Levine
A1,L2,S15	Photo Detector	Levine 3rd FI Corridor to GRW
A1,L2,S18	Photo Detector	Levine 3rd FI Elevator Lobby
A1,L2,S19	Photo Detector	Levine 3rd FI Kitchen Rm L314
A1,L2,S20	Photo Detector	Levine 3rd FI Corridor to Towne
A1,L2,S21	Photo Detector	Towne 3rd FI Corridor to Levine
A1,L2,S22	Photo Detector	Levine 3rd FI Elevator Lobby
A1,L2,S22	Photo Detector	Levine 3rd FI Elevator Lobby
A1,L2,M01	Supervisory Sw	Levine 2nd FI Mech Rm L201
A1,L2,M02	WaterFlow Sw	Levine 2nd FI Mech Rm L201
A1,L2,M03	Supervisory Sw	Levine 2nd FI Mech Rm L201
A1,L2,M04	Supervisory Sw	Levine 2nd FI Mech Rm L201
A1,L2,M05	Supervisory Sw	Levine 2nd FI Mech Rm L201
A1,L2,M06	Supervisory Sw	Levine 2nd FI Mech Rm L201
A1,L2,M07	Supervisory Sw	Levine 2nd FI Mech Rm -Test Header
A1,L2,M08	Supervisory Sw	Levine 2nd FI Mech Rm L201
A1,L2,M09	Supervisory Sw	Levine 2nd FI Mech Rm -Suction Valve
A1,L2,M10	Supervisory Sw	Levine 2nd FI Mech Rm -Jockey Pump
A1,L2,M13	AOM Module	Door Holders 2nd FI Levine-GRW
A1,L2,M15	Manual Station	Levine 2nd FI Exit to Stair # 1
A1,L2,M16	Manual Station	Levine 2nd FI Auditorium Exit
A1,L2,M17	Manual Station	Levine 2nd FI Auditorium Exit
A1,L2,M19	Supervisory Sw	Levine 2nd FI Stair # 2
A1,L2,M20	WaterFlow Sw	Levine 2nd FI Stair # 2
A1,L2,M21	Manual Station	Levine 2nd FI eExit to Stair # 2
A1,L2,M22	AOM Module	Door Holders 3rd FI Levine -GRW
A1,L2,M23	Manual Station	Levine 3rd FI Exit to Stair # 1
A1,L2,M24	AOM Module	Door Holders 3rd FI Levine Stair # 3
A1,L2,M25	Manual Station	Levine 3rd FI Exit to Stair # 3
A1,L2,M26	AOM Module	Door Holders 3rd FI Levine-Towne
A1,L2,M27	Supervisory Sw	Levine 3rd FI Stair # 2
A1,L2,M28	WaterFlow Sw	Levine 3rd FI Stair # 2
A1,L2,M29	Manual Station	Levine 3rd FI Exit to Stair # 2
A1,L2,M30	Supervisory Sw	Levine Fire Pump- Power Fail
A1,L2,M31	Supervisory Sw	Levine Fire Pump- Running
A1,L2,M32	Supervisory Sw	Levine Fire Pump- Phase Reversal
A1,L2,M97	Form C Module	Trip To GRW Building
A1,L2,M98	Form C Module	Trip to Towne School

Levine

N-Tech

02/28/03

Page 3

<u>Loop/Address</u>	<u>Device Type</u>	<u>Location</u>
A2,L1,S01	Photo Detector	Levine 4th FI Electrical Rm. L407
A2,L1,S04	Photo Detector	GRW 4th FI Corridor to Levine
A2,L1,S05	Photo Detector	Levine 4th FI Corridor to GRW
A2,L1,S08	Photo Detector	Levine 4th FI Elevator Lobby
A2,L1,S09	Photo Detector	Levine 4th FI Corridor to Towne
A2,L1,S10	Photo Detector	Towne 4th FI Corridor to Levine
A2,L1,S11	Photo Detector	Levine 5th FI Electrical Rm L517
A2,L1,S14	Photo Detector	GRW 5th FI Corridor to Levine
A2,L1,S15	Photo Detector	Levine 5th FI Corridor to GRW
A2,L1,S18	Photo Detector	Levine 5th FI Elevator Lobby
A2,L1,S19	Photo Detector	Levine 5th FI Data Rm L518
A2,L1,S20	Photo Detector	Levine 4th FI Elevator Lobby
A2,L1,S21	Photo Detector	Levine 5th FI Elevator Lobby
A2,L1,M03	AOM Module	Door Holders 4th FI Levine-GRW
A2,L1,M04	Manual Station	Levine 4th FI Exit to Stair # 1
A2,L1,M05	AOM Module	Door Holder 4th FI Levine - Towne
A2,L1,M06	Supervisory Switch	Levine 4th FI Stair # 2
A2,L1,M07	Water Flow Switch	Levine 4th FI Stair # 2
A2,L1,M08	Manual Station	Levine 4th FI Exit to Stair # 2
A2,L1,M09	AOM Module	Door Holder 5th FI Levine-GRW
A2,L1,M10	Manual Station	Levine 5th FI Exit to Stair # 1
A2,L1,M11	Manual Station	Levine 5th FI Exit to Stair # 2
A2,L1,M12	Supervisory Switch	Levine 5th FI Stair # 2
A2,L1,M13	Water Flow Switch	Levine 5th FI Stair # 2

02/28/03

Page 4

<u>Loop/Address</u>	<u>Device Type</u>	<u>Location</u>
A2,L2,S01	Photo Detector	Levine 6th FI Electrical Rm L617
A2,L2,S02	Photo Detector	Levine 6th FI Top of Elevator Shaft #2
A2,L2,S03	Thermal Detector	Levine 6th FI Top of Elevator Shaft #2
A2,L2,S04	Photo Duct Detector	AHU #3 Roof Unit -Return
A2,L2,S05	Photo Duct Detector	AHU #3 Roof Unit -Return
A2,L2,S06	Photo Duct Detector	AHU #3 Roof Unit -Supply
A2,L2,S07	Photo Duct Detector	AHU #3 Roof Unit -Supply
A2,L2,S08-A2,L2,S11		Reserved
A2,L2,S12	Photo Detector	Levine 6th FI Top of Stair # 1
A2,L2,S13	Photo Detector	Levine 6th FI Elevator Lobby
A2,L2,S14	Photo Detector	Levine 6th FI Top of Elevator Shaft #1
A2,L2,S15	Thermal Detector	Levine 6th FI Top of Elevator Shaft #1
A2,L2,S16	Photo Detector	Levine 6th FI Top of Stair # 2
A2,L2,S17	Thermal Detector	Levine Penthouse Elevator Mach. Rm
A2,L2,S18	Photo Detector	Levine Penthouse Elevator Mach. Rm
A2,L2,S19	Thermal Detector	Levine Penthouse Elevator Mach. Rm
A2,L2,S20	Thermal Detector	Levine Penthouse Elevator Mach. Rm
A2,L2,S21	Thermal Detector	Levine Penthouse Elevator Mach. Rm
A2,L2,S22	Thermal Detector	Levine Penthouse Elevator Mach. Rm
A2,L2,S23	Photo Detector	Levine 6th FI Elevator Lobby
A2,L2,M02	Manual Station	Levine 6th FI Exit to Stair # 1
A2,L2,M03	Manual Station	Levine 6th FI Exit to Stair # 2
A2,L2,M04	Water Flow Switch	Levine 6th FI Stair # 2
A2,L2,M05	Supervisory Switch	Levine 6th FI Stair # 2
A2,L2,M06	Supervisory Switch	Levine 6th FI Stair # 2
A2,L2,M07	Water Flow Switch	Levine 6th FI Stair # 2
A2,L2,M08	Signal Module	Elevator Recall Alternate
A2,L2,M09	Signal Module	Elevator Recall Primary
A2,L2,M10	Signal Module	Elevator Recall Alternate
A2,L2,M11	Signal Module	Elevator Recall Primary
A2,L2,M12	Manual Station	Levine Penthouse Elev. Machine Rm
A2,L2,M13	Signal Module	Elevator Shunt Trip Car # 1
A2,L2,M14	Signal Module	Elevator Shunt Trip Car # 2

Facilities Air Handling Unit **Levine**

A successful Shelter-In-Place event could require the shutdown of air handling units to prevent the influx of toxic air outside the building into the Shelter Areas.

- 2 Ground level, 1- 2nd floor Level & 1 Roof level air intakes w/ remote S/O @ OCC;
- During a SIP emergency, all Levine's occupants should proceed to the Levine 101 auditorium.
- From Peter Blankemeyer (SEAS): **Levine 101 AHU shutoff is in Levine 102 MR**, directly behind the auditorium. It is labeled **AHU #1**.

Occupant Info.

RECORD OF EMERGENCY EVACUATION DRILLS

<u>Date/Time</u>	<u>Notification Method</u>	<u>Total # Evacuated</u>	<u>Weather</u>	<u>Total drill time</u>	<u>Remarks/Critique Results</u>	<u>Signature</u>

This record shall be made available to the Department of Licenses and Inspections, City of Philadelphia, on demand.

Required Info: ID of person conducting drill, date/time of drill, notification method used, # of persons evacuated, special conditions simulated, problems encountered, weather conditions, time required to complete drill

Building Area of Refuge Information

Building Name: _____ Building Address: _____

Primary Building Area of Refuge: _____

Secondary Building Area of Refuge: _____

Primary Relocation: _____

Secondary Relocation: _____

Penn Emergency Team

Building Emergency Coordinator: _____ Cell: _____

Alternate Emergency Coordinator: _____ Cell: _____

Emergency Team Leaders

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Emergency Team Members

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Shelter-In-Place Form

Safety Specialist: _____ Date: _____

Building Name and Address: _____

Building Emergency Coordinator: _____

Office Phone: _____ Cell Phone: _____

Alt. Building Emergency Coordinator: _____

Office Phone: _____ Cell Phone: _____

PET Leaders

PET Members

Method used to notify occupants to Shelter-In-Place?

☐ Public Address System ☐ Occupants ☐ Computer, Phone ☐ Other

Phones located in the Shelter Room?

☐ Yes _____ ☐ No

Television located in the Shelter Room?

☐ Yes ☐ No

Signage posted to identify Shelter Room?

☐ Yes ☐ No

Emergency kit stocked in Shelter Room?

☐ Yes ☐ No

Does your emergency kit contain the following items?

☐ Duct Tape ☐ Water ☐ Flashlight ☐ Batteries ☐ First Aid Kit ☐ Battery Operated Radio

Has each leader and member been assigned an area of responsibility that they must check and direct everyone to the designated shelter area(s)?

☐ Yes ☐ No

Have arm bands been issued?

☐ Yes ☐ No

Have provisions been made for person(s) with special needs?

☐ Yes _____ ☐ No ☐ None assigned

Personnel trained to shut down air handlers?

☐ Yes _____ ☐ No ☐ OCC shut down

Is there an accountability system in place for all building and occupants?

☐ Yes ☐ No

Have occupants been informed to close windows and doors as they leave workspace, office, labs, etc?

☐ Yes ☐ No

Person(s) assigned to place plastic/duct tape to seal areas that may require it?

☐ Yes ☐ No

Person(s) assigned to place "Do Not Enter – Shelter-In-Place in Progress" on door?

☐ Yes ☐ No

Have occupants been informed to dress appropriately for conditions and comfort?

☐ Yes ☐ No

Does the building have a vending machine or coffee shop?

☐ Yes _____ ☐ No

Are restrooms available in the immediate area?

☐ Yes _____ ☐ No

Additional Information:



Ready America

Prepare. Plan. Stay Informed.

When preparing for a possible emergency situation, it's best to think first about the basics of survival: **fresh water**, **food**, **clean air** and **warmth**.

Recommended Items to Include in a Basic Emergency Supply Kit:

- **Water**, one gallon of water per person per day for at least three days, for drinking and sanitation
- **Food**, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- **First aid kit**
- Whistle to signal for help
- **Dust mask**, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Local maps

Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.

- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children

Recovery Info.

Recovery Info.

ORGANIZATIONS TO CONTACT FOR A RAPID RECOVERY:

- 1. Belfor Fire Restoration Company:**
Emergency Number: 1-800-856-3333
Philadelphia Regional Office: 610-594-5566
Website: www.us.belfor.com

- 2. Crime Scene Clean-Up:**
24 Hour Hotline: 1-800-295-5460
Email: crimeclnup@aol.com
Website: www.crimesceneclean-up.com

- 3. UPenn Environmental Health and Radiation Safety (EHRS):**
Emergencies involving Biohazard Spills or Hazardous Chemicals: Office: 215-898-4453
After-Hours Beeper: 215-308-5266

Emergencies involving Radioactive Materials: Office: 215-898-7187
After-Hours Beeper: 215-980-0035

- 4. UPenn Housekeeping:**
Housekeeping Coordinator: 215-746-7472
After-Hours Number: 215-898-7208

- 5. UPenn Information Systems and Computing (ISC):** Daytime operation center: 215-573-9631
Nighttime Pager: 215-308-0085

- 6. Kone Elevator:** 24 Hour Emergency Number 1-877-276-8691

- 7. UPenn Office of Risk Management and Insurance:** Benjamin Evans: 215-898-2720
Main: 215-898-4327

- 8. Oliver Sprinkler Company:** Office: 610-277-1331

- 9. FRES Operations Control Center:** Main (Customer Service): 215-898-7207

Critical Incident Stress Management (CISM) Team

MISSION STATEMENT

To provide information and emotional support after a traumatic event that will assist the affected person(s) in mitigating the affects of stress, in restoring to function, and making referrals when a higher level of care is needed.

SITUATIONS REQUIRING A CISM RESPONSE

Any traumatic event that affects a group or subsection of our community, including, but not limited to, a national disaster, fire, building evacuation, natural disaster, death of a student, staff or faculty member, and assault, sexual or other.

GOALS

To stabilize and reduce the symptoms of distress, while assisting the person(s) in crisis to return to a state of adaptive functioning

HOW DO YOU INITIATE AN INTERVENTION?

■ Incident

■ Student

1. Administrator contacts
 - Public Safety (Business Hours) 215-898-4481
(Non-Business Hours) 215-898-6600
 - CAPS 215-898-7021
 - VPUL 215-898-6081
2. CISM Team member reports back to Administrator

■ Staff

1. Administrator contacts
 - Employee Assistance Program 888-321-4433
 - Public Safety (Business Hours) 215-898-4481
(Non-Business Hours) 215-898-6600
 - Human Resources 215-898-7281
2. CISM Team member reports back to Administrator