



Materials Research Institute and Associated Research Buildings Emergency Evacuation Plan (EEP)

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The purpose of this document is to communicate the procedures for employees to follow in an emergency situation that requires evacuation of the above facilities. (Examples are fire, explosion, chemical spill or release.) Each and every occupant of these facilities needs to be familiar with these procedures.

Section I: General Guidelines

1. The highest priority is that all occupants get out safely.
2. Each occupant should familiarize themselves with the building evacuation floor plan. This document is posted throughout the building and is attached to the EEP for reference.
3. Stairways are the means for evacuation. Never use an elevator during an evacuation.
4. No person may re-enter the building until advised by one of the following: PSU Police, the Fire Department Command Officer or the Safety Officer.

Section II: Alerting Occupants of the Need to Evacuate

1. Upon discovering a fire, explosion, spill, etc. that requires an evacuation, immediately activate the nearest fire alarm pull station. In the MRL and MRI buildings, this will sound an audible and visual alarm throughout the building and a fire alarm signal to PSU Police. In the RUA building, only an audible alarm will sound. In any building, after pulling the fire alarm, immediately dial 911 from a safe location.
2. When the fire alarm sounds, all personnel should ensure that nearby personnel are aware of the emergency, quickly shut down any operating equipment or gas cylinders that could pose an additional hazard if left unattended, close all doors and windows, and exit the building using your planned evacuation route. Do not use the elevator in the MRL building!
3. All occupants proceed to their designated meeting site and wait for further instructions. There are two designated sites for each building:
 - ◆ MRL – the lawn on the north side (rear) of the MRL building or the student parking lot on the south side (front) of the building.
 - ◆ RUA – the lawn in front of Research Unit D or the lawn on the north side (rear) of the MRL building.
 - ◆ MRI – the lawn on the far side of the parking lot by the highway (322) or the Penn Stater parking lot near the Day Care Center.
 - ◆ Do not leave the meeting area without checking with the Safety Officer unless conditions warrant that you must for safety reasons. Try to account for those in your work area while gathered together. Report anyone that you know is missing to the Safety Officer or responding emergency service personnel.
4. If you have pertinent information regarding the nature or location of the hazard, report this to the Safety Officer or responding emergency service personnel.
5. Occupants with disabilities that make self-evacuation difficult or impossible should be transported to a staging area in the stairwells to await evacuation assistance from emergency personnel. Make sure the doors are closed. Report the presence and location of anyone needing assistance to responding personnel.

Section III: Building Safety Officers and Safety Committee

1. When a fire alarm is sounded, the building safety officers and members of the Safety Committee will instruct and / or assist occupants leaving the building as they make their way out of the building. If the situation allows, the committee members will search the rooms in their location to clear all personnel.
2. The first Safety Committee member to reach an exit will stay at or near that exit (if conditions permit) to ensure that no one re-enters the building. Subsequent Safety Committee members reaching that exit will then circle the building, checking the other exits until all exits have a committee member posted.
3. The Building Safety Officer will determine the location and hazard causing the evacuation and relay pertinent information to responding emergency personnel.

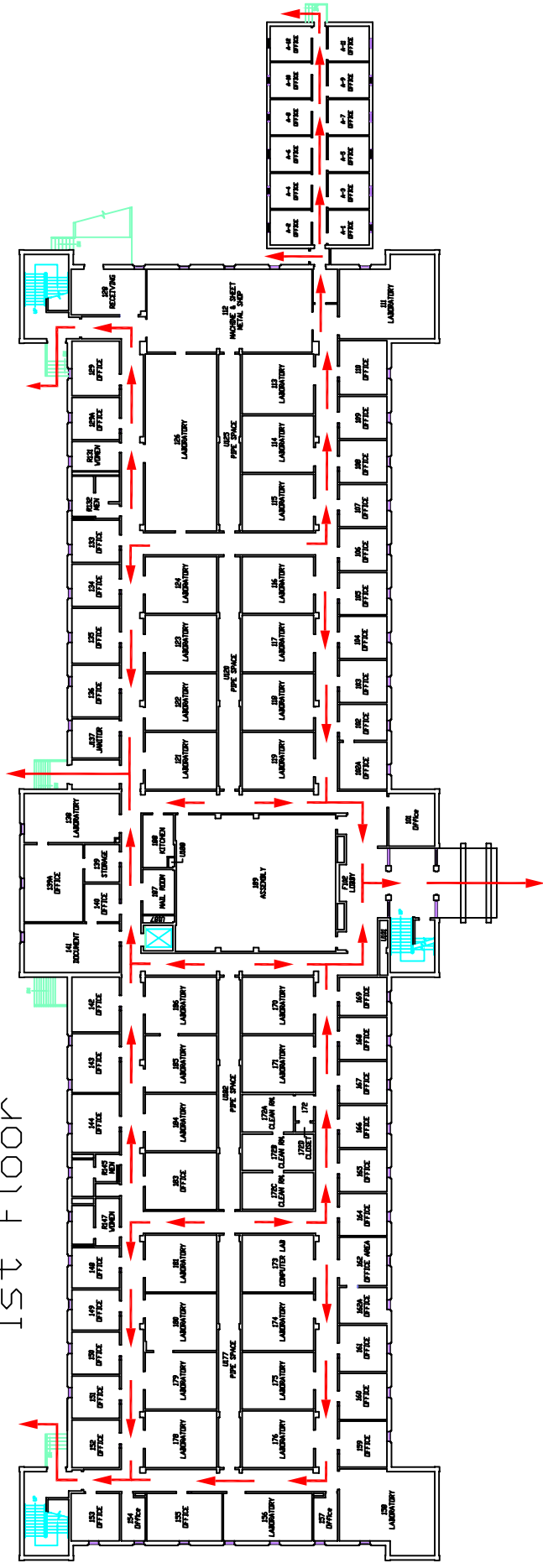
Section IV: Training and Review

1. All new employees will receive a copy of the EEP.
2. The EEP will be posted on the MRI website for individuals to review as needed.
3. All personnel will participate in periodic evacuation drills.
4. The Safety Committee will review the EEP and building signage annually.

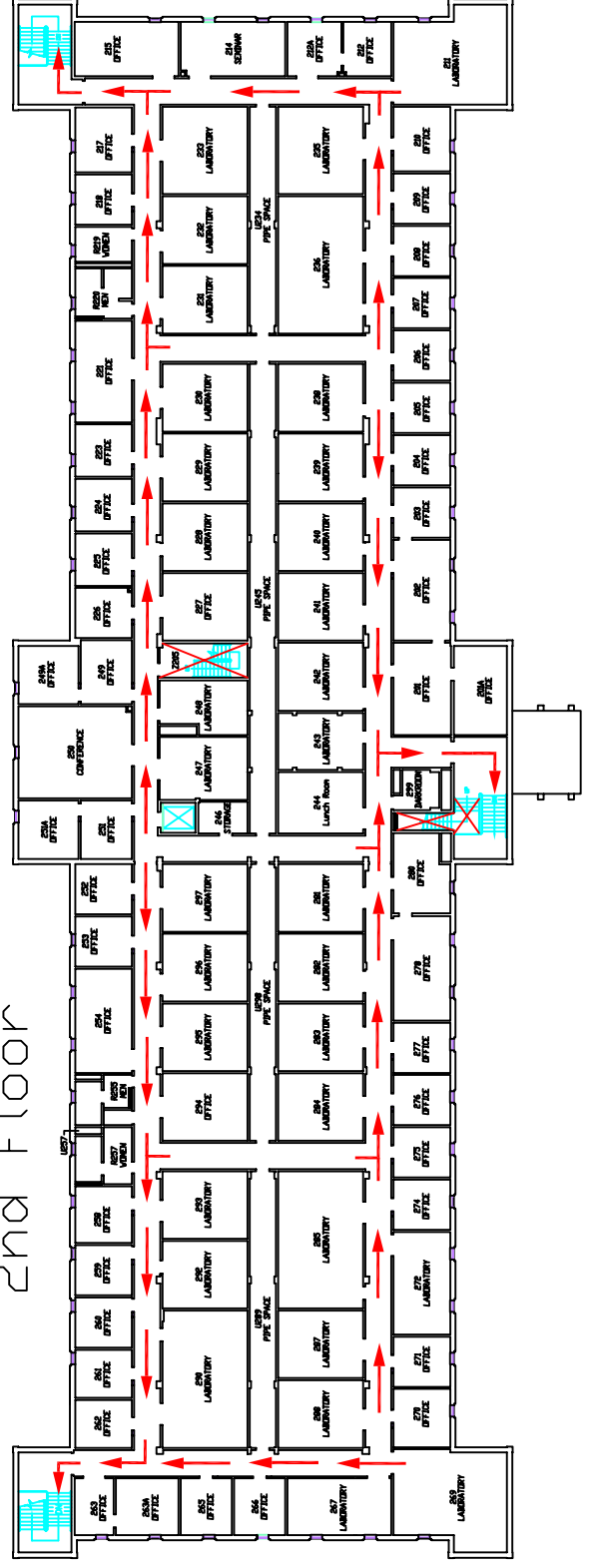
Fire Evacuation Route

Note: Do Not Use Elevator For Evacuation

1st Floor



2nd Floor



Fire Evacuation Route RUA

