

Emergency Evacuation Procedure for Muhlenberg College, Faculty, Staff, Students and Visitors

Muhlenberg College is committed to providing access to safe egress for any visitor or member of the community including additional assistance if required, to effectively alert, evacuate, and/or shelter them during an emergency.

The Roles of Muhlenberg College Campus Safety and the Allentown Fire Department

Muhlenberg College Department of Campus Safety and the Allentown Fire Department are the first-responders to all campus emergencies, including those requiring evacuation. College Campus Safety personnel are trained to assess the scene, but are not trained or expected to enter a fire scene or perform evacuations in the case of fire.

- The Fire Department will enter a building during an emergency to facilitate the safe evacuation of all occupants. This includes conducting a floor-by-floor search to locate those individuals who are unable to exit the building safely.
- The Department of Campus Safety will serve as the primary point of contact for responding emergency personnel, and will relay any information received via telephone, radio, or any other method regarding the location of those who might need assistance.

Emergency Communication and Alerting Procedures

The College recommends all College faculty, students, and employees to sign up for E2 campus alert text systems, so that they may be contacted via the College's electronic emergency-notification system. This system enables College officials to reach members of the College community by rapidly transmitting short notifications by text message.

Should an event requiring evacuation or non-use of a College building or area occur, several methods of communication will be used. In addition to E2 campus alert text messages, e-mails will be sent to the entire campus community with a more detailed version of the event and further information, if needed. College faculty, students, and employees should check their College e-mail regularly.

It is also recommended that any person with a disability who would need assistance during an emergency evacuation and who is in a building after regular work hours, or at times when others are not usually present, notify Campus Safety of his/her location including the building, floor, room, and time of arrival and departure.

Campus facilities are equipped with College emergency phones that connect directly to the Department of Campus Safety. Additional College emergency phones are located throughout the campus along pathways and in parking lots. Campus Safety can also be reached from any

campus phone by dialing x3112; and from any phone by dialing 484-664-3112. Dialing 911 from any phone will direct any emergency call to the city of Allentown emergency communications center.

All campus facilities have centrally monitored audible and visual alarms that are inspected annually to ensure continuing safe operation. These are installed per NFPA and ADAAG standards.

Campus-wide plans for Emergency Evacuation

All members of the Muhlenberg community, as well as its visitors, are expected to cooperate in evacuation procedures in the event of an emergency. Towards that end the College has undertaken the following preparatory protocols.

1. Exit and Safety Identification. The College has identified all Fire Exits
2. Fire Exits have lighted, overhead EXIT signs as well as Tactile/Braille EXIT.
3. Safe Wait Areas are rooms with sprinklers that have windows facing an area where people might see someone signaling for assistance. They are identified with signs
4. Evacuation Maps. Each classroom, lab, dorm room and public venue will have a building map that identifies evacuation routes and Safe Wait Areas.
5. Class Announcements. During the first class of each semester, faculty will announce the locations of fire exits and Safe Wait Areas serving that classroom and/or lab. They will also review the requirement to leave the facility and follow instructions of safety personnel whenever an alarm sounds. They will also remind students to let Safety personnel know of the location of anyone who cannot leave the building independently.
6. Student and Employee Orientation. A part of every faculty and staff orientation package includes an introduction to the College's Emergency Evacuation Procedures (EEP. If students live in college dormitories, the dormitory's evacuation plan is discussed as part of student orientation
7. Public Venues. At all performances, the 'housekeeping announcement' preceding each event includes identification of the exits and Safe Wait Areas available in case of emergency. The announcement includes a reminder to let Safety personnel know of the location of anyone who cannot leave the venue independently.
8. Equipment. Muhlenberg College Campus Safety has three emergency stair sleds and has trained its officers in their use.
9. Alarm Testing. The visual and audible components of all facilities' alarm systems are tested annually, and maintenance is provided, as needed.
10. Maintenance. Campus Safety, in cooperation with Plant Operations conducts regular condition reviews of access and egress elements, including any obstructions in hallways or stair towers, and reports problems to the relevant department or facility manager for removal, relocation, or repair. In addition, the local Fire Department conducts regular checks of the College's fire exits, including fire doors, corridors, and exit doors. Muhlenberg College responds to all recommendations to keep these exit elements clear of obstruction and in good working order.

11. Floor Monitors. Their tasks include:
 - Reminding all people to leave the facility.
 - Closing doors when rooms are cleared.
 - Identifying the location(s) of people who need assistance evacuating.
 - Reporting the location(s) of people who need assistance evacuating.
12. Orientation. New students receive fire safety and evacuation information during orientation Faculty and staff receive fire safety and evacuation information during orientation.
13. Evacuation Drills. Students living in College dormitory housing participate in fire drills each semester. The College is instituting a phased-in plan of drills for all buildings starting in the fall semester of 2015.

Evacuation Procedures

College procedures require all persons, including those with disabilities, to evacuate a facility anytime the fire alarm system is activated. Depending upon the facility and type of disability, people may have the following evacuation options:

1. **Alarm.** If the alarm has not been sounded please use a pull station to activate the alarm and audible bells.
2. **Exit.** Leaving the building through any exit door. Accessible means of egress are identified with the International Symbol of Access.
3. **Horizontal.** Horizontal evacuation is going from one building into a connected, adjacent building on the same level. Horizontal evacuation routes that are wheelchair accessible are identified with the International Symbol of Access.
4. **Vertical.** Many evacuation routes require the use of the stairwells.
5. **Shelter in Place.** Where no other option is available, a person with a disability can stay in place (e.g., office, classroom) to await evacuation. It is the responsibility of every member of the College community to immediately communicate to the Department of Campus Safety and/or emergency personnel the location of individuals unable to evacuate.
6. **When Waiting for Assistance.** If forced to stay in place during an emergency, the person should attempt to contact Campus Safety to notify them of his/her location and need for assistance. Call 484-664-3112 from any phone, or dial x 3112 from a Campus/ Emergency Phone.
7. **Elevators.** Elevators are never to be used in the event of a fire without explicit authorization by fire or police personnel.

Evacuation Staging

In some instances the occupants of a campus building may be instructed to a gathering location for each building. The gathering locations are as follow:

1. Prosser Hall – Prosser Parking Lot
2. Brown Hall – Brown/Taylor Mall Area
3. Walz Hall – Soccer Field (south end)
4. Taylor Hall – Brown/Taylor Mall Area
5. Martin Luther Hall – East Quad by East Hall/Basketball Courts
6. East Hall – Chapel Lawn area
7. Benfer Hall – Parking lot area behind Center for the Arts/Pavillion
8. Village – front Yard of building, or Village parking areas
9. MILE Houses and Special Interest houses – Front Yards
10. Robertson and South Halls – Handicap parking Area for Trexler Pavilion, Robertson/South parking lot
11. All Academic buildings on North side of Chew Street – Front Lawn ,with exception of New Science – Brown Mall
12. Haas College Center- Front Lawn, Back Parking Lot
13. Seegers Union, Chapel – Front Lawn
14. Trexler Library – Lawn west of the building
15. Center For The Arts – Rear patio Area
16. Trexler Pavilion – Front handicap parking area
17. Rehearsal House- Parking lot
18. Hillel/Soc Anthro – Leh Street parking area
19. 2252 Chew Street- Parking area west of property
20. Memorial Hall/Life Sports Center – Football Stadium
21. Plant Operations/Mailroom – Back drive parking area
22. Courts - Front of Life Sports Center, south lawn
23. On-campus evacuation and relocation sites are as follows:
 - a. Any facility west of the College Center – Seegers Union
 - b. Any facility from the College Center and east of the College – Life Sports Center Field House
 - c. Any facility South of Chew Street – Center For The Arts Empie Theatre
 - d. Life Sports Center – Moyer Hall Forum
 - e. Center For the Arts – Trexler Library
24. Off-campus/Mile House evacuation and relocation sites will be determined at the time of the emergency

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