



PENNSYLVANIA ACADEMY
OF THE FINE ARTS

Shelter in Place Plan

Purpose of the Plan

The Philadelphia Fire Code requires various buildings to develop a plan to shelter occupants inside the building in the event of a hazardous material, biological, or other emergency outside the building. The purpose of the shelter-in-place is to safeguard occupants during an emergency outside the building by preventing or limiting the infiltration of hazardous materials into the building by closing doors, shutting off air handling/HVAC systems and moving occupants away from perimeter windows and doors to safer locations in the building. Where possible these locations will be near restrooms. Once a year there will be a shelter-in-place drill conducted to ensure occupants know what to do and where to go in an emergency.

Procedures

The Security & Operations Department will announce via the Alertnow emergency notification system and public address system when a shelter-in-place emergency is occurring.

Security will recall the elevators to the lobby level by manually initiating a recall via the keyed override switches behind the desk in the Lobby. They will also close and lock all outside doors at the lobby level and loading dock. Please note that in accordance with City Fire Code, all fire exit doors will be accessible for egress.

Stair tower doors will be unlocked during the emergency to allow for inter floor travel. In some types of emergencies occupants in the lower levels will be directed to the upper floors to avoid possible exposure to outside contaminants that are heavier than air.

The Operations staff will shut down all air handling equipment and close all outside air dampers. Security & Operations personnel will monitor the emergency and will provide updates to the building occupants via the public address system.



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Shelter Locations

Samuel M.V. Hamilton Building

3rd Floor – Digital Lab and Kitchen

4th Floor – Faculty Lounge and Classroom 467 & 469

6th Floor – Crit Room

7th Floor – Wood Shop

9th Floor – Advanced Still Life and Crit Room

10th Floor - Classroom 1023

Historic Landmark Building

Basement Level – Security Office and Surrounding Area

Physical Disabled Persons

Security personnel shall ensure that those with a physical disability be assisted to their shelter location.

All Clear

When notified that the emergency is over, Security & Operations personnel will direct all occupants via the public address system to evacuate the building until the building air handling systems are operated to remove any contaminants.

Annual Shelter in Place Drill

The annual shelter-in-place drill will be scheduled through the Security & Operations office. Please note that a full building evacuation is not required during the annual drill.



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Building Staff Procedures

Operations & Security Department

Control Room officer will announce over the two-way radio that the Shelter in Place Plan has been activated by the City of Philadelphia. All building personnel are to report to their designed areas.

Operations & Security will monitor the emergency and will provide updates to the building occupants via the public address system.

Operations

Director of Operations or the Senior Maintenance Mechanic will secure all HVAC and ventilation equipment via the HVAC Computer Control System.

Security

Director of Security or Security Supervisor from the Fire Command Panel will make the following announcement by activating the "ALL TALK" switch:

MAY I HAVE YOUR ATTENTION, MAY I HAVE YOUR ATTENTION PLEASE.

DUE TO AN EMERGENCY OUTSIDE THE BUILDING

THE CITY OF PHILADELPHIA HAS DIRECTED

128 N. N BROAD STREET TO IMPLEMENT OUR SHELTER IN PLACE PLAN.

PLEASE PROCEED TO YOUR DESIGNATED SHELTER LOCATION

AND AWAIT FURTHER INSTRUCTIONS.

(REPEAT MESSAGE AGAIN)



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Security (continued)

Security Officer will recall all elevators to the lobby level by manually via the keyed override switches behind the Hamilton Lobby security desk.

Security Officers will lock all outside doors not designated as fire exits at the ground floor lobby and loading dock.

ALL CLEAR

When notified that the emergency is over, the Director of Security or Security Supervisor will make the following announcement from the Fire Command Panel at the lobby desk:

MAY I HAVE YOUR ATTENTION, MAY I HAVE YOU ATTENTION PLEASE.

THE EMERGENCY OUTSIDE THE BUILDING IS OVER

AND THE CITY OF PHILADELPHIA HAS ANNOUNCED THAT IT IS ALL CLEAR.

ALL BUILDING OCCUPANTS ARE NOW DIRECTED TO LEAVE THE BUILDING. ELEVATORS ARE BEING PLACE BACK IN SERVICE AT THIS TIME.

(REPEAT MESSAGE AGAIN)

The Security Officer will restore all elevators to normal service in order to assist with the building evacuation. Security will ensure that no one is allowed back into the building until the Operations staff grants approval.

Operations Department

After the building occupants have evacuated the building, the Director of Operations or Senior Maintenance Mechanic will start the building HVAC and ventilation systems in order to flush any contaminants from the building.



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