



# Emergency Response Plan – Warren

## 1. PURPOSE

This plan establishes the guidelines for response to an emergency at the Warren Administration Center of Northern Pennsylvania Regional College (“NPRC” or the “College”).

## 2. APPLICABILITY

This plan applies to all employees, students, and all other individuals at the NPRC Administrative Center, 300 Second Avenue, Warren, PA 16365.

## 3. ASSOCIATED POLICIES AND DOCUMENTS

3.1 NPRC-5715: Continuity of Operations

3.2 TEMP-5715-01: Floor Occupancy Checklist

3.3 FORM-5715-01: Floor Steward Assignments

## 4. DEFINITIONS

4.1 A Proctor is an employee of the College who monitors students and class delivery at NPRC locations.

4.2 An Employee shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff, or faculty.

4.3 A Student is any individual enrolled in any courses(s) of instruction offered by NPRC.

4.4 The Incident Coordinator is the individual responsible for ensuring all employees and students follow proper emergency procedures.

4.5 A Floor Steward is the individual responsible for ensuring all individuals are evacuated from their assigned floor.

4.6 A Triggering Event is any natural, technological, or human-caused event that disrupts normal operations, renders facilities inaccessible, or causes a significant loss of staff, systems, or infrastructure.

## 5. PROCESSES, TIMELINES, AND RESPONSIBILITIES

5.1 The Incident Coordinator will be the Director of Information Technology, Safety, and Facilities.

5.1.1 If the Director of Information Technology, Safety, and Facilities is unavailable, the 1<sup>st</sup> Floor Steward will assume the role of Incident Coordinator.

5.2 Assignments of the Floor Stewards are available on the Hellbender Hub (College intranet).

5.3 A folder containing the Floor Steward assignments, floor occupancy checklists, and map will be labeled and located in the copy room on each floor.

- 5.4 When a Triggering Event occurs requiring evacuation at NPRC Warren, all individuals in the building must exit the building using the main stairway near the elevators.
- 5.5 The Floor Steward will know who is regularly scheduled to be on their assigned floor.
- 5.5.1 If the Floor Steward is not available, the remaining occupants will coordinate the evacuation.
  - 5.5.2 The 1<sup>st</sup> Floor Steward is responsible for collecting the visitor log and verifying that all visitors are accounted for at the designated meeting place.
  - 5.5.3 Each Floor Steward will check all offices, restrooms, conference rooms, and break rooms on their assigned floor to verify that all individuals evacuate the building.
  - 5.5.4 If the evacuation occurs during scheduled class time, the Proctor on site will assume the role of Floor Steward for the 3<sup>rd</sup> floor.
  - 5.5.5 The Proctor is responsible for collecting the Student Sign-In sheet for the day and ensuring all individuals evacuate the building.
  - 5.5.6 If no classes are in session, the 4<sup>th</sup> Floor Steward will ensure that the 3<sup>rd</sup> floor is checked for occupants and evacuated accordingly.
- 5.6 All individuals will reconvene at the Northeast corner of the Midtown Parking Lot as shown in Exhibit 1 located at the end of this document.
- 5.7 Proctors and Floor Stewards are expected to act in good faith and take reasonable actions to maintain safety.
- 5.8 If evacuation is not possible, all individuals in the building should follow instructions from emergency responders.
- 5.9 The Incident Coordinator is responsible for reporting the emergency incident by completing the form located at <https://nprc.edu/report-concern-complaint/>.

## 6. REVIEW STATEMENT

Plans are reviewed as needed or when the related policy is reviewed in accordance with its five-year review cycle.

Revision Notes: Plan in Origination

## Exhibit 1

