

Pittston Training Room Evacuation Plan

1. Participants/Instructor exit the building at the closest door (front and back of room)
 - a. When exiting through the front of the building, proceed out the front door across the parking lot to the meeting location in the far-right corner near the field
 - b. When exiting through the back of the building (door near bathrooms), proceed into the hallway and make a right, then right again the doors at the end of the hallway lead to outside
 - c. **Emergency Meeting Location:** Far-right corner of the parking lot near the field
2. Instructor
 - a. Ensure building is empty
 - b. Clear out all rooms and bathrooms
 - c. Notify CWRC of an incident at 717.795.9048
3. **Do not reenter the building until you receive communication from CWRC and/or Fire Department**

Northampton Training Room Evacuation Plan

1. Participants/Instructor exit the building at the closest door
 - a. Depending on which training room you are in, exit doors will vary
2. Follow the first-floor protocol for Northampton CYS
3. Instructor
 - a. Ensure room is empty
 - b. Notify CWRC of an incident at 717.795.9048
4. **Do not reenter the building until you receive communication from CWRC and/or Fire Department**

Tioga Training Room Evacuation Plan

1. Participants/Instructor exit the building at the closest door
 - a. **Emergency Meeting Location:** Upper parking lot
2. Instructor
 - a. Ensure room is empty
 - b. Notify CWRC of an incident at 717.795.9048
3. **Do not reenter the building until you receive communication from CWRC and/or Fire Department**

Norristown (Montco) Training Room Evacuation Plan

1. Participants/Instructor exit the building,
 - a. During an emergency **DO NOT USE THE ELEVATOR**
 - b. **Emergency Meeting Location:** Sidewalk along E. Fornance Street
2. Instructor
 - a. Ensure room is empty
 - b. Notify CWRC of an incident at 717.795.9048
3. **Do not reenter the building until you receive communication from CWRC and/or Fire Department**

Berks Training Room Evacuation Plan

1. Participants/Instructor exit the building, by using the closest stairwell. Upon exiting the 9th floor, Exit the training room and turn right. Enter the stairwell on the right side and exit the building.
 - a. During an emergency **DO NOT USE THE ELEVATOR**
 - b. **Emergency Meeting Location:** Santander Arena 700 Penn St.
2. Instructor
 - a. Ensure room is empty
 - b. Notify CWRC of an incident at 717.795.9048
3. **Do not reenter the building until you receive communication from CWRC and/or Fire Department**

TUCC Evacuation Plan

1. Participants/Instructor exit the building
 - a. During an emergency **DO NOT USE THE ELEVATOR**
 - b. **Emergency Meeting Location:** Dilworth Park (in front of City Hall) **15th and Market Street**
2. Instructor
 - a. Ensure room is empty
 - b. Notify CWRC of an incident at 717.795.9048
3. **Do not reenter the building until you receive communication from CWRC and/or Fire Department**

Meadville Training Room Evacuation Plan

1. Participants/instructor exit the building. During an emergency **DO NOT USE THE ELEVATOR**. Upon exiting the training area go through the Common area into the hallway. Turn right. Go to the end of the hall and exit the area by the stairway on the left. Should you be in the restroom at the time of the alarm, exit the bathroom and turn right. Stairway is beside the elevator on the right. Should that area not be accessible, you can turn left and go to the stairway at the end of the hall.
 - a. **Emergency Meeting Location:** Main Entrance Front Parking Lot
2. Instructor
 - a. Ensure room is empty
 - b. Notify CWRC of an incident at 717.795.9048
3. **Do not reenter the building until you receive communication from CWRC and/or Fire Department**

Monroeville Training Room Evacuation Plan

1. Participants/instructor exit the building, by using the stairs located at both ends of the hallway
 - a. During an emergency **DO NOT USE THE ELEVATOR**
 - b. **Emergency Meeting Location:** Parking Lot in front of building #5
2. Instructor
 - a. Ensure room is empty
 - b. Notify CWRC of an incident at 717.795.9048
3. **Do not reenter the building until you receive communication from CWRC and/or Fire Department**

State College Evacuation Plan

1. Participants/Instructor exit the building at the closest door (front and back of building)
 - a. When exiting through the front of the building, proceed through the front door and across the parking lot to the sidewalk
 - b. When exiting at the back of the building, proceed through the back door into the corridor, and exit outside through the first door on your left
 - c. Once outside follow the sidewalk to the end and make a left, this will direct you to the front of the building
 - d. **Emergency Meeting Location:** Sidewalk along Hamilton Ave (front entrance of the building)
2. Instructor
 - a. Ensure building is empty
 - b. Clear out all rooms and bathrooms
 - c. Notify CWRC of an incident at 717.795.9048
3. **Do not reenter the building until you receive communication from CWRC and/or Fire Department**

Mechanicsburg Emergency/Fire Evacuation Plan

If the fire alarm goes off:

1. All staff should exit the building through the closest door. (The building should be evacuated and confirmed empty within 4-6 minutes)
 - a. Staff on the second floor of the building should meet in the upper Crabtree/Rohrbaugh parking lot and check in with their Unit Lead/Department Lead.
 - b. Staff and meeting/training participants who are on the first floor of the building should meet in the lowest parking lot at the front of the building and check in with Andrea Randolph.
 - c. In the case of inclement weather, all staff/meeting participants will meet inside the Crabtree/Rohrbaugh building.
2. The building fire marshals will check their assigned areas and close doors behind them as they confirm the room is empty.
3. All sign in sheets from training rooms are needed to take attendance outside.
4. Upstairs and downstairs fire marshal leads will communicate via walkie-talkie to confirm everyone is out of the building.
5. Do not re-enter the building until we have received word from the fire department that it is safe to return.

The Resource Center has 10 identified fire marshals in the event of a building emergency who will check assigned areas and guide people to the nearest exits;

1. Andrea Randolph- downstairs lead (back hallway Juniata side, computer rooms, ladies room)
2. Mike Danner- downstairs (back hallway Susquehanna side, men's bathroom, vending area)
3. Gretchen Shea- downstairs (front hallway Susquehanna and Juniata side)
4. Vince Burns- upstairs lead (fiscal and HR alcove area, exit through shipping area)
5. PJ Lundgren- upstairs (left out of cubicle to corner of Carol's desk, exit through shipping area)
6. Susan Grove- upstairs (copy room and hallway down to bathrooms, exit closest to Crabtree)
7. Rhonda Gladfelter- upstairs (right out of office down hallway, left at Cindy's office through hallway to both bathrooms and staff break room, exit through doors closest to Crabtree)
8. Maricar Williams- upstairs (left out of cubicle, alcove where SQID staff sit, right at hallway past IL staff, exit through doors closest to Crabtree)
9. Jamie James- upstairs (right out of office, left at Crystal's office through curriculum staff hallway, exit through doors closest to Hilltop Academy)
10. Matt Kerr- upstairs (right out of office, down hallway to Rhonda's office, left past elevator, left to exit through shipping area)

****Fire marshals who are evacuating the first floor of the building should ensure that trainers and meeting leads bring the sign in sheet with them when exiting the building.**