



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 91	Subject: Fire/Evacuation Alarm Response	Effective Date: 04/28/2009
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

This directive will serve as a guideline to officers of the University of Pennsylvania Police Department (UPPD) who may be required to respond to fire and/or evacuation alarms from properties located within the UPPD's primary patrol jurisdiction.

II. Policy

It shall be the policy of the UPPD to respond promptly to all fire/evacuation alarms received, in the UPPD Patrol Area by PennComm or other non-University affiliated entity to ensure the lives and safety of all effected and to mitigate the property damage caused by founded fires or other conditions requiring the evacuation of a property or dwelling.

III. Scope

This directive shall affect all sworn employees.

IV. Definitions

- A. **Accountability:** As building occupants arrive at the assembly point (Building Area of Refuge), efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for. (Definition from Section 405.8 of the 2018 edition of the Philadelphia Fire Code).
- B. **Building Area of Refuge (BAR):** A pre-designated location 'out and away' from a building where occupants gather during an evacuation of a building.

Building Administrators or Facilities Area Managers working in cooperation with Fire and Emergency Services have designated primary and secondary BARs for each campus building (see **Appendix "A"**).

BARs are areas where accountability processes are started; where pertinent information about the incident is exchanged; where an assessment of the physical, mental and emotional needs of

the evacuees is performed; and where the decision on reoccupying the building is communicated to and through the Penn Emergency Team leadership.

Evacuees will report to the most convenient BAR, however the primary location for the transfer of information with the University of Pennsylvania Police Accountability Officer will occur at the designated primary BAR.

Emergency Voice/Alarm communications: (chapter two of the 2018 edition of the Philadelphia Fire Code) Dedicated manual or automatic facilities for originating and distributing voice instructions, as well as alert and evacuation signals pertaining to a fire emergency, to the occupants of a building. (This system is integrated with some selected bldg. fire alarms and can be used for other **“emergency only”** situations)

- C. **Fire Alarm System:** (chapter two of the 2018 edition of the Philadelphia Fire Code) A system or portion of a combination system consisting of components (smoke/heat detectors, pull stations, water flow alarms, etc.) and circuits arranged to monitor and annunciate the status of fire alarm or supervisory signal initiating devices (horns/strobes) and to initiate (to PennComm, OCC and building occupants) the appropriate response to signals.
- D. **Penn Emergency Team (PET):** The University of Pennsylvania requires each school/center to designate personnel, in every building where they conduct business, for promoting an atmosphere of emergency preparedness for the benefit of its people, property and processes. A PET is a group of people associated with a school or center who assess the emergency preparedness needs and emergency procedures of their school/center, building or area of a building where they are designated, prior to an emergency event occurring. If an emergency should occur, the designated PET members will initiate the emergency procedures for their school/center, building or area of a building without putting themselves in the way of personal harm.

The designated personnel of a PET work with personnel in the Division of Public Safety (DPS) and Facilities and Real Estate Services (FRES) to ensure safe operational environments in their designated area(s) of responsibility and to ensure that the people and processes in their designated area(s) are prepared to respond and recover quickly from emergency events. The primary objective of a PET is to work with their DPS and FRES contacts to prevent emergency events from occurring, but if an emergency should occur, the PET plays a role in the quick response and rapid recovery of the Penn community and its assets.

The PET responsibilities must not be considered additional duties to existing job descriptions; all duties performed as a PET member are to be considered as part of the normal conduct of business. However, in an extreme emergency, some positions in the PET could require after hours work or contact and must be assigned to administrative/managerial level employees.

Appendix “B” shows an organizational depiction of a Penn Emergency Team.

Definitions of the positions comprising a **Penn Emergency Team** are as follows:

1. **Building Administrator (BA)/Facilities Area Manager (FAM):** A person designated by a school or center to administrate the day-to-day operations of a building or number of buildings. In the event a BA is not assigned to a building (i.e. the Franklin building), the FAM will assume the administrative responsibilities for the day-to-day operational issues of a building.
2. **Building Emergency Coordinator (BEC):** A person designated by each school/center as the point-of-contact for all emergency preparedness issues involving a building or a portion of a building is known as the Building Emergency Coordinator (BEC). The BEC shall have a position of responsibility and authority within the school/center and they must have as their primary Penn location the building where they are designated.

The BEC needs to be knowledgeable about how the loss of their building or portion of the building could affect the operations of the school/center or the University community in general. A BEC must be empowered by the school/center to speak and act on behalf of the building or their portion of the building with respect to emergency preparedness planning and response to an emergency incident.

The BEC is responsible for coordinating the efforts to evaluate, promote and develop the emergency preparedness profile of their building prior to an emergency event. The BEC liaisons with personnel from the Division of Public Safety and Facilities and Real Estate Services to ensure the building and its occupants are in a ready state for a response to any type of emergency that could occur on campus.

Working with the Division of Public Safety, Fire and Emergency Services, the BEC will assist in organizing and guiding the designated PET. If an emergency event should occur, the BEC will be charged with putting into action the building's emergency procedures by working with the emergency responders from Penn and the city of Philadelphia. The BEC is the designated liaison with first responders to an emergency event.

The person performing the BEC function will wear an **orange** reflective armband with the PennReady logo and the words 'Building Emergency Coordinator.'

The BEC position would be assigned to an administrative/managerial level employee.

3. **Alternate Building Emergency Coordinator (ABEC):** A person designated by each school/center as an alternate point-of contact for all emergency preparedness issues involving a building or a portion of a building is known as the Alternate Building Emergency Coordinator (ABEC). She/he will assist the BEC in ensuring building emergency preparedness or assume the duties of the BEC in her/his absence.

The ABEC position would be assigned to an administrative/managerial level employee.

The person performing the ABEC function will wear an **ORANGE** reflective armband with the PennReady logo and the words 'Building Emergency Coordinator.'

4. **Emergency Team Leader (ETL):** A designated person, who coordinates emergency preparedness on a floor or a significant area of a building, is known as an Emergency Team Leader (ETL). The ETL works with the BEC and Emergency Team Members (ETM) to enhance the emergency preparedness profile of their floor/area in all matters associated with preparing for and responding to emergency events. An ETL implements the building emergency procedures during an emergency event. The ETL is the primary contact for people who occupy their section of the building when practicing emergency drills. An ETL works with the BEC to advance emergency prepared environments in their building and with the community that occupies their portion of a building. During an emergency event, the ETL accounts to the BEC about the status of the people and section where they are designated.

The person performing the ETL function will have a **yellow** reflective armband with the PennReady logo and the words 'Emergency Team Leader.'

The ETL would be at a floor manager level or other type of manager or administrator.

5. **Emergency Team Member (ETM):** A designated person, who coordinates emergency preparedness for a specific area of a floor, is known as an Emergency Team Member (ETM). The ETM works with the ETL to enhance the emergency preparedness profile of their area of a floor in all matters associated with preparing for and responding to emergency events.

Working with the ETL, an ETM implements the building emergency procedures during an emergency event. The ETM assist the ETL in all matters of emergency preparedness in their designated area of a floor. The ETM reports to the ETL about the status of the people and processes in their area of a floor when emergency procedures are implemented. An ETM will assume the role of the ETL in her/his absence.

The person performing the ETL function will wear a **white** reflective armband with the PennReady logo and the words 'Emergency Member.'

The Emergency Team Members may be a professional or support level employee volunteers who would be called upon only during normal working hours.

V. Procedures

A. PennComm Center Responsibilities

1. PennComm Center personnel, upon receipt of a fire alarm or building evacuation, will dispatch **two (2) UPPD Officers and a UPPD Police Supervisor/Commander** and follow all procedures as outlined in PennComm Standard Operating Procedure 606, "Fire Alarm Procedures".

B. First Responding Officers' Responsibilities

1. The first responding UPPD Officer should:

- a. Respond in a safe and expeditious manner with lights and siren deployed.
 - b. Upon arrival, go directly to the building in alarm or evacuation status and attempt to ascertain the nature and cause of the fire alarm or evacuation. Information may be obtained from the building's annunciator panel (near the main entrance to the building), building employees or building residents. Instruct any building occupants in front of the building or in the building to go directly to the designated Building Area of Refuge.
 - c. If warranted, ensure that the fire alarm is activated and an evacuation of the property is occurring.
 - d. Provide PennComm with as much detailed information as possible (i.e. founded fire, defective alarm, hazardous materials incident, etc.) so that first responding units of the Philadelphia Fire Department (PFD) may be best suited to respond to the event.
 - e. Continue to liaison with the PFD until the incident is declared under control. Do not allow any non-emergency responders to enter the building until cleared to do so by the PFD.
2. The second responding UPPD Officer should:
- a. Respond in a safe and expeditious manner.
 - b. Remove or lower any bollard(s) that may prevent or delay access to the building by the PFD.
 - c. Direct the PFD to the building and the location of the first responding UPPD officer.
 - d. Once the PFD has been directed to the building, locate the Building Emergency Coordinator (BEC orange armband) or an Emergency Team Leader (ETL yellow armband) and begin an accountability process and receive an assessment of the evacuees. Communicate any pertinent information relative to the incident to PennComm and the Building Emergency Coordinator and/or Emergency Team Leaders until relieved by an FES Safety Specialist.
 - e. Once relieved by an FES officer, proceed to the UPPD Staging Area for reassignment. If a Staging Area has not been established, notify PennComm that you are available for re-assignment.

C. Supervisory Responsibilities

1. The first responding Supervisor on location should ensure (in addition to the above) that:
 - a. Sufficient UPPD personnel are on location to respond to the situation at hand, while ensuring sufficient patrol coverage.

- b. Further relay conditions to PennComm and designate assignments of primary and secondary responding officers.
- c. In alarm responses where the source of the problem/activation is not immediately identified, and the alarm mechanism has instituted evacuations from the affected building, the on-scene supervisor will instruct a police officer on location to ensure an orderly dispersal of those displaced by the alarm to the pre-designated building area of refuge.
- d. An officer is designated to use either the PA system of a police vehicle or a battery operated handheld megaphone to inform all of those displaced by the alarm to assemble at the pre-designated BAR. The supervisor shall ensure that the officer performing this function will inform those displaced of the circumstances warranting the evacuation, if known, and he/she will work with the designated Building Emergency Coordinator/Emergency Team Leaders (if the affected property is a University building) to begin accounting for the building's occupants.
- e. If adverse weather conditions exist, relocate evacuees to one of the pre-designated Primary Relocation Sites or Secondary Relocation Sites as detailed on the Emergency Preparedness Sector Map (see Appendix C).
- f. In concert with the PFD and Philadelphia Police Department (PPD), establish a command post and a staging area for all responding entities, including the PFD and Philadelphia Police Department (PPD); and, if the affected building is a University property, representatives from Facilities, the Building Administrator and representatives from the Division of Public Safety's Fire and Emergency Services Department (FES). The highest ranking person from each represented Penn entities will report conditions and solutions to the designated UPPD Incident Commander.
- g. In situations involving an active fire or a hazardous materials release, the highest ranking Philadelphia Fire Department officer will serve as the Incident Commander.
- h. The highest ranking police commander will be responsible for both inner and outer perimeter containment and outer perimeter conditions.
- i. The UPPD Incident Commander will keep the Vice President for Public Safety apprised of all conditions.
- j. Once conditions have been designated as safe, a UPPD supervisor or FES staff member will use an available public address system (handheld battery operated megaphone or vehicle PA system) to announce to the evacuees that the building may be re-occupied. Responding UPPD personnel will remain on-scene until the orderly procession into the affected property is completed.

D. COMPLIANCE

Violations of this directive, or portions thereof, may result in disciplinary action.

E. OFFICERS ASSIGNED TO OTHER AGENCIES

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

F. APPLICATION

This directive constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.