

EMERGENCY ACTION PLAN

Fortunately, emergencies do not occur very often, but should an emergency occur, this plan will help us assist employees, clients and visitors through an emergency. The purpose of the plan is to establish a safe, orderly method of managing a variety of emergencies and disasters. There will be a coordinated effort between NET employees, and the Fire Department, Police Department and/or other emergency response agencies.

Success of any emergency procedure is dependent on advance planning and training. With your cooperation, we should be able to minimize any panic and confusion and provide an organized response to an emergency.

NET will hold periodic unannounced emergency drills.

Important Employee Roles

Emergency Manager

This is the onsite person in charge during an emergency. In the event of an emergency, a specific employee is designated as the Emergency Manager and are responsible to coordinate and supervise implementation of the Fire and Life Safety Plan. A NET employee is designated the responsibility of Emergency Manager based on the following chain of command (based on who is in the building at the specific time):

- NET's President
- Vice President or Member of Executive Staff
- Program Director
- Maintenance Staff (excluding housekeeping)
- Supervisor
- Counselor or Case Manager
- Administrative Assistant/Receptionists

Emergency Coordinator

Generally, this person will be the site receptionist. During general operations, this person is responsible for ensuring staff, clients and other visitors sign-in when entering the building and sign-out when leaving the building. In the event of an emergency, they are responsible for notifying staff of the emergency (if not already sounded via fire alarm) using the sites intercom/paging system and emergency codes described later. In addition,

the Emergency Coordinator is responsible for keeping the Vital Building Information Manual (VBIM) and Sign-In Sheet with them during emergencies. Finally, the Emergency Coordinator is responsible for taking attendance (if required) during emergencies.

All other NET Employees

All other NET employees should cooperate with the instructions of the Emergency Manager, Emergency Coordinator, Fire, Police and other emergency response agencies. If, during an emergency, a NET employee is seeing clients or hosting other visitors, the employee is responsible for communicating to clients and visitors the emergency procedure and assisting them with evacuation, shelter in place, or other emergency procedures.

Notification during an Emergency

Early notification during an emergency is critical to the safety of Employees, Clients, and Visitors. There are a number of ways a NET employee can communicate an impending or existing emergency: 4-digit dial to a supervisor; Fire Alarms & Strobes (Activated via smoke detectors or pull stations); Paging System through Desk Phones; E-mail, global voicemail to all desk phones; and telephone answering system (special messages for anticipated weather emergencies).

Emergency	Preferred Communication
Power Outage or other Utility Failure	Paging System through Desk Phones – Page starts with “ Utility Emergency – Utility Emergency ” followed by instructions
Weather Emergency/Natural Disaster with Advance Notice (i.e. snow storm, hurricane)	E-mail, Global Voicemail to desk phones, and telephone answering system
Weather Emergency/Natural Disaster without sufficient warning (i.e. tornado, earthquake)	Paging System through Desk Phones – Page starts with “ Weather Emergency – Weather Emergency ” followed by instructions
Medical Emergency (not related to fire, bomb threat, active shooter, or other emergency that creates a building-wide safety threat)	Call 911, notify supervisor with 4-digit dial using desk phone or call cell phone
Fire or Smoke	If fire alarm system has not been activated, use pull station to notify employees.
Emergency Situation Requiring Immediate Staff Assistance	Paging System through Phone – “ Code Green – Code Green ” followed by location where assistance needed.
Bomb Threat	Paging System through Phone – “ Code Blue – Code Blue ” followed by instructions
Violent or Other Threatening Situations - Active Shooter	Paging System through Phone – “ Code Red – Code Red ” followed by location of active shooter. If unable to speak, leave paging system through phone open so conversation is heard building wide.

Emergency Page Procedure by location/phone system

Location/Phone system Type

499 North 5th Street/Mitel 5000:

Pickup Handset, Press Page button on handset, select zone zero(0), talk into handset of phone.

2205 Bridge Street/Mitel 5000:

Pickup Handset, Press Page button on handset, select zone zero(0), talk into handset of phone.

4625 Frankford Avenue/Mitel 5000:

Pickup Handset, Press Page button on handset, select zone zero(0), talk into handset of phone.

7520 State Road/Mitel 5000 IP:

Pickup Handset, Press Page button on handset, select zone zero(0), talk into handset of phone.

100 3rd Street, Easton, PA/Mitel 5000 IP:

Pickup Handset, Press Page button on handset, select zone zero(2), talk into handset of phone.

44 East Broad Street, Bethlehem, PA/Mitel 5000 IP:

Pickup Handset, Press Page button on handset, select zone zero(3), talk into handset of phone.

2701 North Broad Street/Broadview Networks:

Pickup Handset, Press Page button, talk into handset of phone.

4404 North 5th Street/Broadview Networks:

Pickup Handset, Press Page button, talk into handset of phone.

3133 Ridge Avenue/Broadview Networks:

Pickup Handset, Press Page button, talk into handset of phone.

3315 Kirkwood Hwy, Wilmington, DE/NEC-DSX:

Pickup Handset, Press Page button, talk into handset.

5501 Chestnut Street/NEC-DSX:

Pickup Handset, Press Page button, talk into handset.

154 East Huntingdon Street/Nortel:

Pickup Handset, Press the "Feature" button, Press "611", talk into handset of phone.

458 North 2nd Street/Nortel:

Pickup Handset, Press the "Feature" button, Press "611", talk into handset of phone.

2005 North 2nd Street(Firehouse)/StarPlus:

Pickup Handset, Press IC or Page button, talk into handset of phone.

General Emergency Procedures

Utility Failures

Response to a power outage or other utility failure will depend on the specific circumstances of the utility failure, the facility function and the facility specific emergency systems. Facilities should be notified as soon as possible in the event of any utility failure.

In the event of a power outage or other utility failure:

- Assess the extent of the outage/failure in your area
- Report the outage to Facilities and, if outage is more extensive than your location, report to the appropriate utility company (number in VBIM located at each location's reception area)
- If a power outage, help persons in darkened work areas move to safety
- Unplug desk computers, equipment, and appliances during the outage, especially if they are not connected to a surge protector
- Request directions from the Emergency Manager regarding whether to evacuate or stay in place.

Weather Emergency/Natural Disaster with Sufficient Warning

If adverse weather is forecast communication about office closings or delayed opening will be communicated via email and inclement weather message on the agency's main number (215-451-7100). Not all programs can close (i.e. residential treatment and medication assisted treatment facilities). Please discuss operations with your program manager.

Weather Emergency/Natural Disaster without Warning

If adverse weather strikes without sufficient warning, the following precautions should be taken immediately. This is especially true in the case of tornado or severe windstorm.

- Move away from the outside walls and windows. Move to the center of the building.
- Do not evacuate the floor you are on unless instructed to by the Emergency Manager.
- If advised to move to a different floor, use the stairs to evacuate.
- While evacuating, stay clear of all glass windows and doors. Flying glass could cause serious injury.
- If no instructions to evacuate to another floor are given, stay at the center of the building until the emergency has passed and then return to your work area.
- If any damage has occurred, contact Facilities and give the following information:
 - Location and type/extent of damage
 - Identify whether or not there are any injured persons.

Earthquake Procedures – During the Earthquake

If you are indoors, stay there. Get under a desk or table, or stand in a doorway or corner of the room. Remember, stay clear of windows, bookcases, file cabinets, partitions, and heavy items on a desk or table top that are not bolted down. Stay there until the shaking stops.

If you are outside, get into the open away from buildings, trees, walls and power lines. If it is not possible to find an open space, stand in a doorway.

Post-Earthquake Actions – Strong Earthquake with Extensive Damage

Do Not Run Outside. An immediate decision will be made as to whether or not an evacuation is necessary. Remain in the building until you receive notification of this decision. If instructed to evacuate, do so to an area outside of the building, away from any structures and powerlines.

Check yourself and others for injuries. Treat only life-threatening injuries immediately, leave minor injuries until you have checked for secondary hazards (fire, spills, gas leaks, etc.).

Check your immediate work area for fires and extinguish them, if possible. If the fire appears to be uncontrollable, follow the Fire Evacuation procedures.

Report serious casualties or hazards to the Emergency Manager.

Seek first aid for anyone who is injured. Keep in mind that in the event of a major disaster affecting the entire community, no outside assistance may be available for up to 72 hours. Move serious casualties only if they are in danger from secondary hazards of aftershocks.

In the event of a strong earthquake, expect to find doorways and exit routes blocked. Do not use elevators, even if they appear operable. There may be serious damage which is not immediately evident.

Follow your Emergency Coordinator's or Emergency Manager's instructions for evacuating your floor or building. If evacuation is executed, remain in your designated Assembly Area until you receive further instructions from your Emergency Coordinator or Emergency Manager.

If you can safely do so, gather your keys, flashlight, portable radio, etc. before leaving. Once you have left the building, you will not be allowed to reenter until it is checked by authorities.

Telephones should be restricted for emergency use only. It is natural to want to check on your family, but it is possible that the phone system will be damaged and/or overloaded. If you absolutely must call, try the usual number once, then try your Out of Area Contact. Briefly report your situation, and set a time several hours later when you will call back for/with more information.

After an earthquake, the Emergency Coordinators will perform the following duties with the employee's help and cooperation:

- Take role to determine if all individuals in your area of responsibility are accounted for and if any person is in need of assistance. Communicate this information to the Emergency Manager.

- Control employees, attempt to restore calm.
- Gather your group to the core of the floor of the building on which you are located.
- Conduct first aid as necessary.
- Survey for damage. Be prepared to shut off any gas, water or electricity on your floor.

Medical Emergencies - (Not associated with an Evacuation or Shelter-In-Place Event)

Medical Emergencies which require immediate medical care

Call 911. When you call, you will need to provide:

- Your name
- Specific location of the incident
- Nature of the emergency
- The hazards and/or areas involved or the number of victims involved
- Remain on the line until all needed information has been requested from you

If there is no threat of further injury or exposure, leave seriously injured personnel where they are. Only if there is threat of further injury or further exposure to chemical, fire or electrical hazards, should you remove the injured person(s) to a safer location.

Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident.

Provide assistance to the emergency responders, direct them to where the incident occurred, inform them of the hazards associated with the area, and provide any other information that will help avoid additional injuries.

In Medical Emergencies, the Emergency Manager will identify an individual to secure the outside doors/elevator for arriving paramedics and an individual to meet them at the door and bring them to the location of the emergency.

Medical situations which are not life-threatening, not requiring immediate attention

Every injury that occurs on the job, even a slight cut or strain, must be reported to a supervisor and the Director of Human Resources immediately. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury.

If further medical treatment is needed, the employee must go to an approved provider/practitioner. Further information, directions, and Medical Treatment Authorization forms are available from the Human Resources Department at 215-451-7025. These forms can also be found on NET's Sharepoint Site and selecting Sites→NET Sharepoint Page→HR Public→Worker's Compensation Documents.

Fire Emergency – Evacuation

An evacuation is the very deliberate, unhurried, progression of a group of people from an area of danger to a designated safe assembly area. In the event that evacuation or relocation is necessary, the designated Emergency Coordinator will assist and direct exiting employees, clients and visitors. When evacuating the building, proceed immediately to the designated Evacuation Assembly Area.

- Everyone must be prepared to report the first signs of an emergency to the nearest manager. In case of fire, use the nearest pull station.
- Maintain a calm, quiet, steady attitude.
- Use the portable fire extinguishers if possible, but do not take any risk. If the fire cannot be easily controlled – evacuate immediately.
- Before opening any interior door during a fire emergency, **touch the door to see if it is hot. If hot, do not open the door.** A fire on the other side will blast through (back draft) if the door is opened.
- Calmly leave immediately, single file, through the nearest and safest exit. When exiting from the second floor, proceed down the stairs, walking down the right side single file.
- Any non-ambulatory and/or physically disabled persons will need the assistance of a NET employee. For employees requiring assistance, a plan should be in place at time of hire. Clients and visitors should be assisted by the NET employee responsible for the client or visitor.
- No running, rushing or excessive talking.
- Be sure to close the stairwell and office doors as you exit. If there is a fire, these doors will slow down the spread of the fire.
- Do not prop open any doors. All doors with automatic closers should be allowed to close. They also function to keep the fire from spreading.
- If possible, do not use exits where the Fire Department is entering.
- If exit stairs become violated by heavy smoke: Attempt to use another exit. If the other exit is not viable, attempt to return to an office near your workspace. Defend in place. Obtain fire extinguisher, close door, block gaps under door where smoke may enter, and open windows for ventilation.
- Return to building only upon instruction of the designated Emergency Manager.

In any critical situation when exiting is unsafe or blocked, especially during a fire, you may find refuge in a restroom. Close all doors and seal off doorway threshold cracks and vents with wet paper towels and tissues.

In heavy smoke situations, clear air may be found by crawling on your hands and knees. Keep your face 12" from the floor.

Emergency Situation Requiring Immediate Staff Assistance

There may be instances where a staff member needs assistance from other staff to help monitor and peacefully de-escalate a situation. Examples of emergencies where a staff member may need the assistance of other staff are:

- Time where staff cannot reach their supervisor directly
- A non-violent incident occurs and additional staff may be needed to maintain order and prevent violence

BOMB THREAT

Telephone Bomb Threat

Don't Panic. Panic is one of the objectives of the caller.

Make a note of the exact time of the call (start and end). This is very important since most bombs are activated by some type of watch or clock.

Ask the caller the following questions. Keep in mind, however, you probably will not get any straight answers. Document everything they say – any information obtained is helpful to the Police.

- When is the bomb set to explode?
- What type of bomb is it?
- What does it look like?
- What is the bomb made of?
- Where is the bomb?
- Why was it placed there?
- What is your name?
- Why are you doing this?

In addition to asking the above questions, try to determine the following and write it down while talking to the caller or immediately after the call has ended. Write down the callers exact words. Do not rely on your memory.

- Callers identity: male, female, adult, child (age)
- Voice: loud, soft, high-pitched, deep, accent, raspy, pleasant, intoxicated; is the voice familiar?
- Speech: fast, slow, distinct, distorted, stutter, nasal, slurred, lisp
- Language: good, fair, poor, foul
- Manner: calm, angry, rational, emotional, laughing
- Any background noise? What kind?

Immediately advise the Emergency Manager. They will contact the police and other appropriate members of staff. Based on the situation and recommendation of police, the Emergency Manager will make the decision to Evacuate or Shelter-In-Place.

If directed to Shelter-In-Place, keep calm and be prepared to use standard evacuation procedures. The Emergency Coordinator should account for all employees, clients and visitors and attempt to locate unaccounted persons missing from the immediate area. Un-located employees, clients and visitors should be reported to the police and Emergency Manager as soon as possible.

VIOLENT OR OTHER THREATENING SITUATION – ACTIVE SHOOTER

An active shooter is defined as “an individual actively engaged in killing or attempting to kill people in a confined and populated area”. In most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

In order to preserve life and address the reality of an active shooter event, these guidelines have been established to guide our response to this event to maximize survivability and quickly determine the most reasonable way to protect NET employees and visitors.

Prevention is the best response to a potential active shooter situation. If you are concerned about threatening actions or potential threatening actions from a co-worker, client, visitor, or general public against you or NET, please discuss this with your supervisor or human resources (for co-worker). Preventive steps can be taken to proactively monitor and intervene in situations that may occur.

As part of our overall prevention plan, NET continues to make reasonable effort to keep its employees, clients and visitors safe while at NET. Some steps that NET has taken to keep everyone safe are:

- NET keeps its buildings locked at all times
- Provides all employees with employee IDs (please wear these at all times)
- Provides video monitoring at sites considered to be “high risk”
- Limits client access to specific areas of each building.

NET Employees are all responsible for helping the organization keep everyone safe. Some Employee specific requirements are:

- Do not allow non-employees to enter or exit through employee only entrances.
- If you have clients or visitors, they should be supervised while in NET buildings/facilities (exception is client specific spaces – i.e. club houses)
- If you see someone that you do not recognize in a NET building/facility and they are not wearing a NET Id, ask if you can help them.

Procedures

Upon discovery of an active shooter situation, **as soon as possible and when safe to do so**, notify law enforcements (911) and provide an announcement via the phone intercom system of a “**CODE RED – CODE RED**” and the location of the shooter.

The phone call to 911 (from an area where you are safe and concealed) should provide the following information:

- Specific location
- Description of the suspect
- Number and types of weapons
- Shooters direction of travel

- Location and condition of any victims

In an active shooter situation, your response should be: Evacuate, Hide, and as a last resort, Fight.

Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering the area where the active shooter may be
- Follow the instructions of any police officers
- Keep your hands visible
- Do not attempt to move wounded people

Hide

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the shooters view
- Provide protection if shots are fired in your direction
- Not trap or restrict your options for movement

To prevent the active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

While hiding:

- Hide behind large items (cabinets, furniture)
- Silence your cell phone
- Turn off any source of noise (i.e. radio)
- Stay as low to the floor as possible
- Remain quiet

Fight

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling

SHELTER-IN-PLACE

If the response to an emergency is to shelter in place, every location has designated shelter areas. Shelter-in-Place locations are identified in the table below.

LOCATION	SHELTER LOCATION
Spring Garden - 499 N. 5 th Street	Pat Henry Training Center, overflow Lunchroom
Bridge St – Wharton Center - 2205 Bridge Street	Hallway along Administration offices
Bridge Street - NET Steps – 2205 Bridge St	Group rooms 2, 3 & 4
State Road – 7520 State Rd	Group Rooms 8, 9 and 10
4625 Frankford Avenue	Cellar
West Counseling Center - 5501 Chestnut Street	Roll Call Room
Bethlehem Counseling Ctr – Bethlehem, PA	Conference Room
Easton Counseling Center – Easton, PA	Kitchen Area
2701 N Broad St – Adult Services	Kitchen Area
CUA 7 – 3133 Ridge Ave	Hallway away from windows
CUA 1 – 4404 N. 5 th St	Basement
2701 N Broad St - CUA1/Fostercare	Large Training Room
PACE - 458 N. Second Street	Kitchen Area
Firehouse – 2005 N. 2nd Street	1 st Floor Group Room
Henry House – 154 E. Huntingdon Street	Firehouse or Dining Area
248 W. Girard Avenue – No Programs	Basement
3315 Kirkwood Highway	Unit Hallway

If a Shelter-In-Place order is given, it is important that all individuals report to the designated Shelter-In-Place location. Check in with the Emergency Coordinator to be counted. Do not leave the Shelter-In-Place Location until the Emergency Manager has declared that it is safe to do so.

Emergency Shelter-In-Place Kits

Each Shelter-in-Place location will include Emergency Shelter-in-Place Kits. These kits are there for emergency purposes only. Please do not take anything from the kit without prior approval. If you must use items from the kit, please notify safetycommittee@net-centers.org. Please include the location of the kit, item and quantity used so these items can be replenished.

First Aid Kits

In addition to Emergency Shelter-in-Place Kits, First Aid Kits are located throughout NET's facilities. From time to time, items are taken from the Kits. If you must use items from the First Aid Kit please notify the safetycommittee@net-centers.org. Please include the location of the kit, item and quantity used so these items can be replenished.

It is important that the Emergency Shelter-in-Place Kits and First Aid Kits remain fully stocked at all times and it is everyone's responsibility to help us keep them fully stocked.

SITE SPECIFIC INSTRUCTIONS FOR EVACUATION

Spring Garden - 499 N. 5th Street, Philadelphia, PA

The building is equipped with a fire protection system which includes a fire alarm and flashing strobe lights. When the alarm sounds and the strobe lights begin to flash, it is an indication that a manual pull station or smoke detector has been activated in the building. The fire department is automatically notified. The alarm and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset.

When the fire alarm goes off, unless otherwise notified, you should assume that there is an emergency in the building and evacuate.

Evacuation Assembly Area

It is important that, once we have exited the building, we move away from the building and out of danger. Additionally, we need to move to locations where we will not interfere with emergency responders. Spring Garden emergency evacuation meeting points are as follows:

- Suite A: Should safely cross 5th Street (at Spring Garden) and assemble along the sidewalk across the Street from the Suite A entrance.
- Suite B&C: Safely cross NET's parking lot and assemble on 5th Street sidewalk in front of the 475 N. 5th Street
- Suite D&E: Safely cross NET's parking lot and assemble in the parking lot behind the 475 N. 5th Street

Check in with the Emergency Coordinator to be counted. Do not re-enter the building until the Emergency Manager has declared that is safe to do so.



NET Steps & The Wharton Center - 2205 Bridge Street

The building is equipped with a fire protection system which includes a fire alarm and flashing strobe lights. When the alarm sounds and the strobe lights begin to flash, it is an indication that a manual pull station or smoke detector has been activated in the building. The fire department is automatically notified. The alarm and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset.

When the fire alarm goes off, unless otherwise notified, you should assume that there is an emergency in the building and evacuate.

Evacuation Assembly Area

It is important that, once we have exited the building, we move away from the building and out of danger. Additionally, we need to move to locations where we will not interfere with emergency responders. 2205 Bridge Street emergency evacuation meeting points are as follows:

- The Wharton Center: Assemble at the Eadom St edge of the parking lot to the left of the parking lot entrance (away from Bridge Street) and away from entering emergency vehicles.
- NET Steps: Assemble in the parking lot near the grassy area away from Bridge Street.

Check in with the Emergency Coordinator to be counted. Do not re-enter the building until the Emergency Manager has declared that is safe to do so.



State Road – 7520 State Road

The building is equipped with a fire protection system which includes a fire alarm, flashing strobe lights, and sprinkler system. When the alarm sounds and the strobe lights begin to flash, it is an indication that a manual pull station or smoke detector has been activated in the building. The fire department is automatically notified. The alarm and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset.

When the fire alarm goes off, unless otherwise notified, you should assume that there is an emergency in the building and evacuate.

Evacuation Assembly Area

It is important that, once we have exited the building, we move away from the building and out of danger. Additionally, we need to move to locations where we will not interfere with emergency responders. State Road emergency evacuation meeting points are as follows:

- Suit D & E: Assemble on the sidewalk in front of 7500 State Road
- Suite A, B, and C (NET Steps 2): Assemble on the sidewalk in front of 7600 State Road.

Check in with the Emergency Coordinator to be counted. Do not re-enter the building until the Emergency Manager has declared that is safe to do so.



4625 Frankford Avenue

The building is equipped with a fire protection system which includes a fire alarm and flashing strobe lights. When the alarm sounds and the strobe lights begin to flash, it is an indication that a manual pull station or smoke detector has been activated in the building. The fire department is automatically notified. The alarm and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset.

When the fire alarm goes off, unless otherwise notified, you should assume that there is an emergency in the building and evacuate.

Evacuation Assembly Area

It is important that, once we have exited the building, we move away from the building and out of danger. Additionally, we need to move to locations where we will not interfere with emergency responders. Frankford Avenue emergency evacuation meeting points are as follows:

- Other side of Paul Street adjacent to the FF Building

Check in with the Emergency Coordinator to be counted. Do not re-enter the building until the Emergency Manager has declared that is safe to do so.



West Counseling Center - 5501 Chestnut St

The building is equipped with a fire protection system which includes a fire alarm and flashing strobe lights. When the alarm sounds and the strobe lights begin to flash, it is an indication that a manual pull station or smoke detector has been activated in the building. The fire department is automatically notified. The alarm and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset.

When the fire alarm goes off, unless otherwise notified, you should assume that there is an emergency in the building and evacuate.

Evacuation Assembly Area

It is important that, once we have exited the building, we move away from the building and out of danger. Additionally, we need to move to locations where we will not interfere with emergency responders. West Counseling Center's emergency evacuation meeting points are as follows:

- Other side of 55th Street, end of the block toward Chestnut Street

Check in with the Emergency Coordinator to be counted. Do not re-enter the building until the Emergency Manager has declared that is safe to do so.



Bethlehem Counseling Center – Bethlehem, PA

The building is equipped with a fire protection system which includes a fire alarm and flashing strobe lights. When the alarm sounds and the strobe lights begin to flash, it is an indication that a manual pull station or smoke detector has been activated in the building. The fire department is automatically notified. The alarm and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset.

When the fire alarm goes off, unless otherwise notified, you should assume that there is an emergency in the building and evacuate.

Evacuation Assembly Area

It is important that, once we have exited the building, we move away from the building and out of danger. Additionally, we need to move to locations where we will not interfere with emergency responders. Bethlehem emergency evacuation meeting points are as follows:

- The staff will exit the clients to the appropriate exit, accompany them to the parking lot (i.e., East Broad Street) across from 44 East Broad Street.

Check in with the Emergency Coordinator to be counted. Do not re-enter the building until the Emergency Manager has declared that is safe to do so.



Easton Counseling Center – Easton, PA

The building is equipped with a fire protection system which includes a fire alarm and flashing strobe lights. When the alarm sounds and the strobe lights begin to flash, it is an indication that a manual pull station or smoke detector has been activated in the building. The fire department is automatically notified. The alarm and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset.

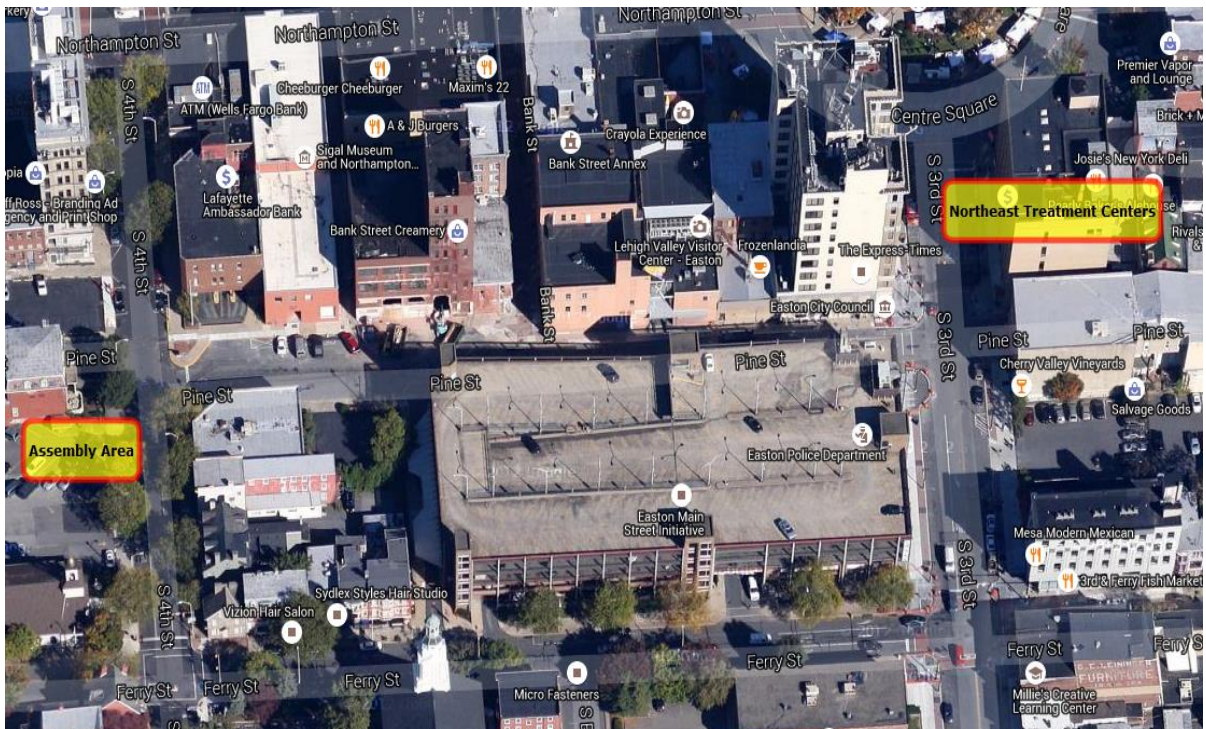
When the fire alarm goes off, unless otherwise notified, you should assume that there is an emergency in the building and evacuate.

Evacuation Assembly Area

It is important that, once we have exited the building, we move away from the building and out of danger. Additionally, we need to move to locations where we will not interfere with emergency responders. Easton Counseling Center emergency evacuation meeting points are as follows:

- The staff will exit the clients to the appropriate exit and accompany them to Burkot's Parking lot at 43 South Fourth Street, which is located behind the program's office building across the Street from KWM Insurance.

Check in with the Emergency Coordinator to be counted. Do not re-enter the building until the Emergency Manager has declared that is safe to do so.



Kirkwood Detoxification Center – Wilmington, DE

The building is equipped with a fire protection system which includes a fire alarm and flashing strobe lights. When the alarm sounds and the strobe lights begin to flash, it is an indication that a manual pull station or smoke detector has been activated in the building. The fire department is automatically notified. The alarm and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset.

When the fire alarm goes off, unless otherwise notified, you should assume that there is an emergency in the building and evacuate.

Evacuation Assembly Area

It is important that, once we have exited the building, we move away from the building and out of danger. Additionally, we need to move to locations where we will not interfere with emergency responders. The Kirkwood Detoxification Center's emergency evacuation meeting points are as follows:

- Field behind the facility

Check in with the Emergency Coordinator to be counted. Do not re-enter the building until the Emergency Manager has declared that is safe to do so.



North Counseling Center/CUA1/Child Welfare - 2701 N Broad St

The building is equipped with a fire protection system which includes a fire alarm and flashing strobe lights. When the alarm sounds and the strobe lights begin to flash, it is an indication that a manual pull station or smoke detector has been activated in the building. The fire department is automatically notified. The alarm and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset.

When the fire alarm goes off, unless otherwise notified, you should assume that there is an emergency in the building and evacuate.

Evacuation Assembly Area

It is important that, once we have exited the building, we move away from the building and out of danger. Additionally, we need to move to locations where we will not interfere with emergency responders. 2701 N. Broad Street emergency evacuation meeting points are as follows:

- Adult Services: Other side of Lehigh Avenue, end of block towards 13th Street
- CUA1/Foster Care: Lehigh Avenue, other side of North Park Avenue

Check in with the Emergency Coordinator to be counted. Do not re-enter the building until the Emergency Manager has declared that is safe to do so.



CUA 7 – 3133 Ridge Ave

The building is equipped with a fire protection system which includes a fire alarm and flashing strobe lights. When the alarm sounds and the strobe lights begin to flash, it is an indication that a manual pull station or smoke detector has been activated in the building. The fire department is automatically notified. The alarm and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset.

When the fire alarm goes off, unless otherwise notified, you should assume that there is an emergency in the building and evacuate.

Evacuation Assembly Area

It is important that, once we have exited the building, we move away from the building and out of danger. Additionally, we need to move to locations where we will not interfere with emergency responders. CUA 7 emergency evacuation meeting points are as follows:

- Assemble on Dauphin Street halfway between LP Hill Elementary and Strawberry Mansion High School

Check in with the Emergency Coordinator to be counted. Do not re-enter the building until the Emergency Manager has declared that is safe to do so.



CUA 1 – 4404 N. 5th St

The building is equipped with a fire protection system which includes a fire alarm and flashing strobe lights. When the alarm sounds and the strobe lights begin to flash, it is an indication that a manual pull station or smoke detector has been activated in the building. The fire department is automatically notified. The alarm and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset.

When the fire alarm goes off, unless otherwise notified, you should assume that there is an emergency in the building and evacuate.

Evacuation Assembly Area

It is important that, once we have exited the building, we move away from the building and out of danger. Additionally, we need to move to locations where we will not interfere with emergency responders. CUA 1 emergency evacuation meeting points are as follows:

- The corner of N 5th Street and W Cayuga Street.

Check in with the Emergency Coordinator to be counted. Do not re-enter the building until the Emergency Manager has declared that is safe to do so.



PACE - 458 N. Second Street

The building is equipped with a fire protection system which includes a fire alarm and flashing strobe lights. When the alarm sounds and the strobe lights begin to flash, it is an indication that a manual pull station or smoke detector has been activated in the building. The fire department is automatically notified. The alarm and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset.

When the fire alarm goes off, unless otherwise notified, you should assume that there is an emergency in the building and evacuate.

Evacuation Assembly Area

It is important that, once we have exited the building, we move away from the building and out of danger. Additionally, we need to move to locations where we will not interfere with emergency responders. PACE emergency evacuation meeting points are as follows:

- Cross the parking lot and assemble along the fence (inside the lot) toward North 2nd Street

Check in with the Emergency Coordinator to be counted. Do not re-enter the building until the Emergency Manager has declared that is safe to do so.



Firehouse – 2005 N. 2nd Street

The building is equipped with a fire protection system which includes a fire alarm and flashing strobe lights. When the alarm sounds and the strobe lights begin to flash, it is an indication that a manual pull station or smoke detector has been activated in the building. The fire department is automatically notified. The alarm and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset.

When the fire alarm goes off, unless otherwise notified, you should assume that there is an emergency in the building and evacuate.

Evacuation Assembly Area

It is important that, once we have exited the building, we move away from the building and out of danger. Additionally, we need to move to locations where we will not interfere with emergency responders. Firehouse emergency evacuation meeting points are as follows:

- The Corner of 2nd Street and West Norris Avenue (across the Street from the facility)

Check in with the Emergency Coordinator to be counted. Do not re-enter the building until the Emergency Manager has declared that is safe to do so.



Henry House – 154 E. Huntingdon Street

The building is equipped with a fire protection system which includes a fire alarm and flashing strobe lights. When the alarm sounds and the strobe lights begin to flash, it is an indication that a manual pull station or smoke detector has been activated in the building. The fire department is automatically notified. The alarm and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset.

When the fire alarm goes off, unless otherwise notified, you should assume that there is an emergency in the building and evacuate.

Evacuation Assembly Area

It is important that, once we have exited the building, we move away from the building and out of danger. Additionally, we need to move to locations where we will not interfere with emergency responders. Henry House emergency evacuation meeting points are as follows:

- The corner of "A" Street and E Huntingdon St

Check in with the Emergency Coordinator to be counted. Do not re-enter the building until the Emergency Manager has declared that is safe to do so.



248 W. Girard Avenue – No Programs

The building is equipped with a fire protection system which includes a fire alarm and flashing strobe lights. When the alarm sounds and the strobe lights begin to flash, it is an indication that a manual pull station or smoke detector has been activated in the building. The fire department is automatically notified. The alarm and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset.

When the fire alarm goes off, unless otherwise notified, you should assume that there is an emergency in the building and evacuate.

Evacuation Assembly Area

It is important that, once we have exited the building, we move away from the building and out of danger. Additionally, we need to move to locations where we will not interfere with emergency responders. 248 W. Girard Avenue emergency evacuation meeting points are as follows:

- Cross 3rd Street and assemble between 3rd Street and N. Orianna Street on W. Girard Avenue

Check in with the Emergency Coordinator to be counted. Do not re-enter the building until the Emergency Manager has declared that is safe to do so.

