



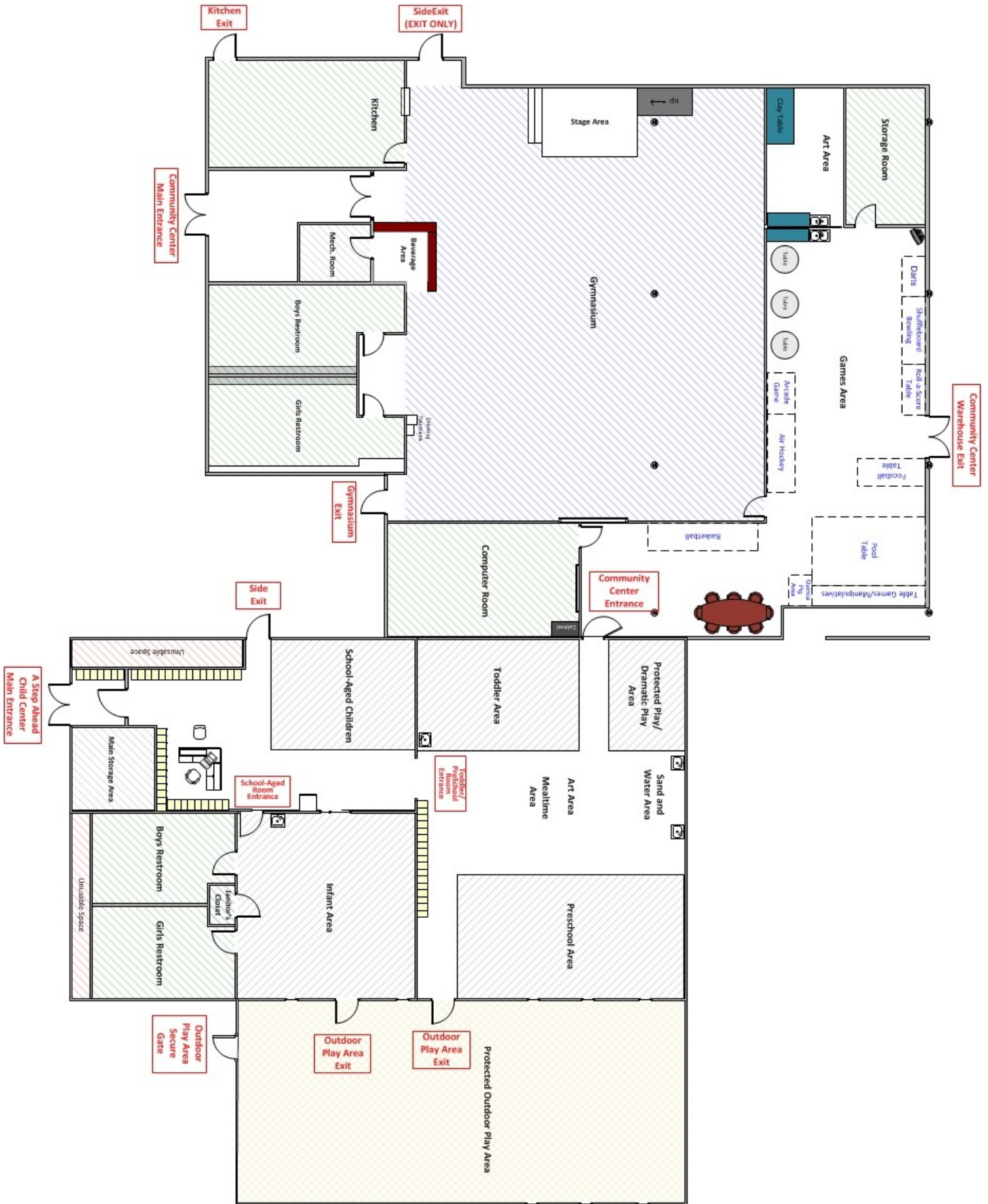
Elcam Community Center  
189 West Creek Road  
Saint Marys, PA 15857  
Phone: 814-781-7101  
Fax: 814-834-1560

## Inoperative Fire Alarm Written Plan Procedures

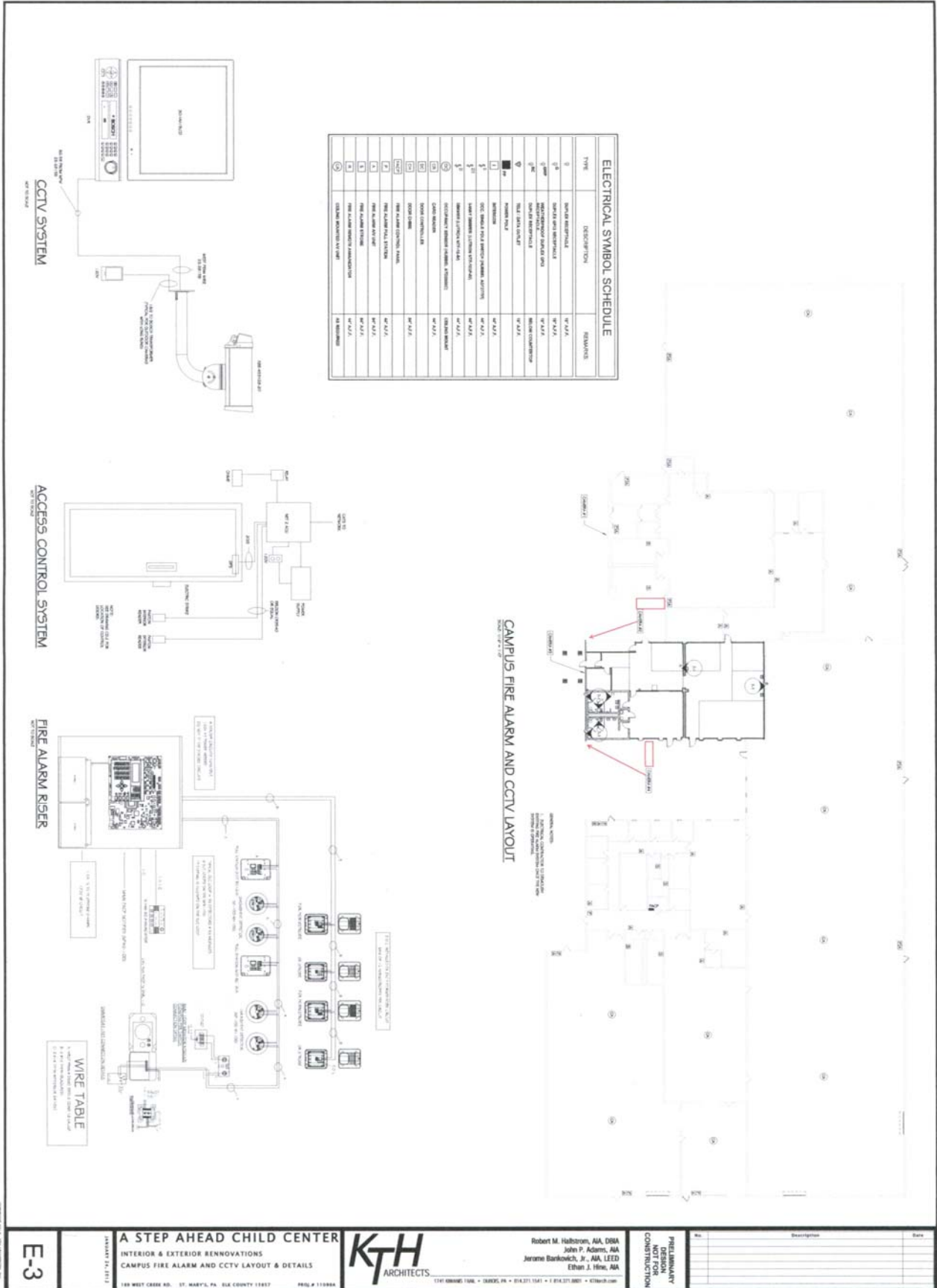
1. If fire alarm is inoperative, arrangements for repair shall be made within 24 hours, and the repair shall be completed within four working days of the time by which the fire alarm was found to be inoperative.
2. In the event that the fire alarm is inoperative, an air horn will be utilized to notify Center participants and Staff in the event of a fire.
3. Staff will escort Center participants to an appropriate evacuation route.
4. Staff will be assigned to escort any deaf or hearing impaired Center participant to safety.
5. All activities, decisions and communications are documented by the Director or Program Specialist.

Please note: Security for A Step Ahead Child Center and the Elcam Community Center is handled by a customized **Paxton NetPro2 System**. It controls access to **all 11 doors** between the Elcam Community Center, A Step Ahead Child Center and the Gated Outdoor Play Area. Access is controlled by the use of **proximity cards**, which are created on an individual basis and are serialized to link each card with each user. Simply wave the proximity card in front of the proximity card reader mounted near each door to gain entry or exit. A proximity card is **required** to open any door, either from the outside or from the inside, except in the event of an emergency. In the event of an emergency, all doors automatically unlock, with the exception of the door between A Step Ahead Child Center and the Elcam Community Center, which is **not** an Exit Door. Once a proximity card is waved, the door will only stay **unlocked** for **7 seconds**. Each time a proximity card is used to open a door, the system records both the time and the user ensuring that no door can be opened without knowing who opened the door and when he/she opened the door. Proximity cards are customized through the system so that only specific doors can be opened between specific times.

# Current Center Layouts



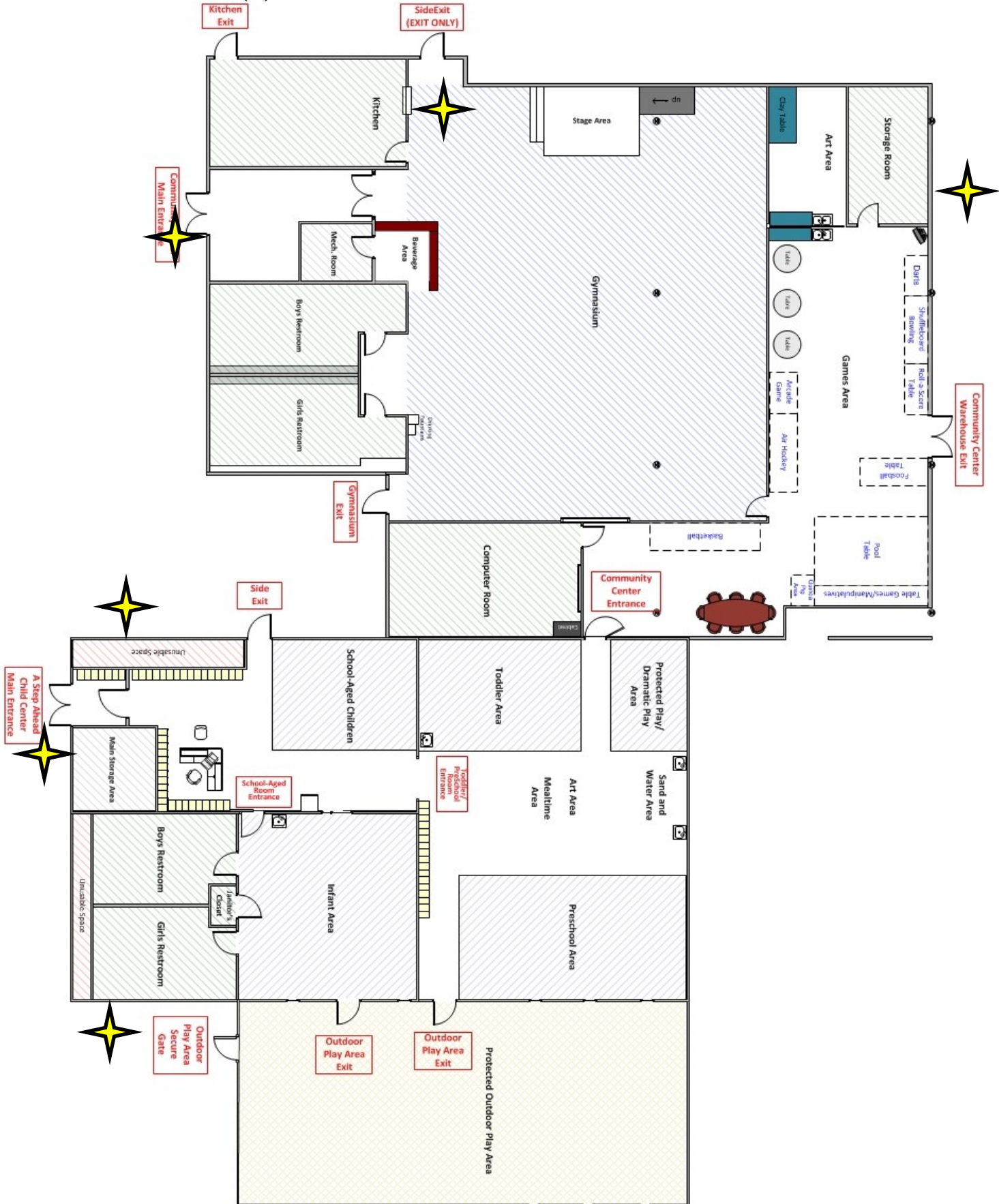
# Security Camera Location Plan



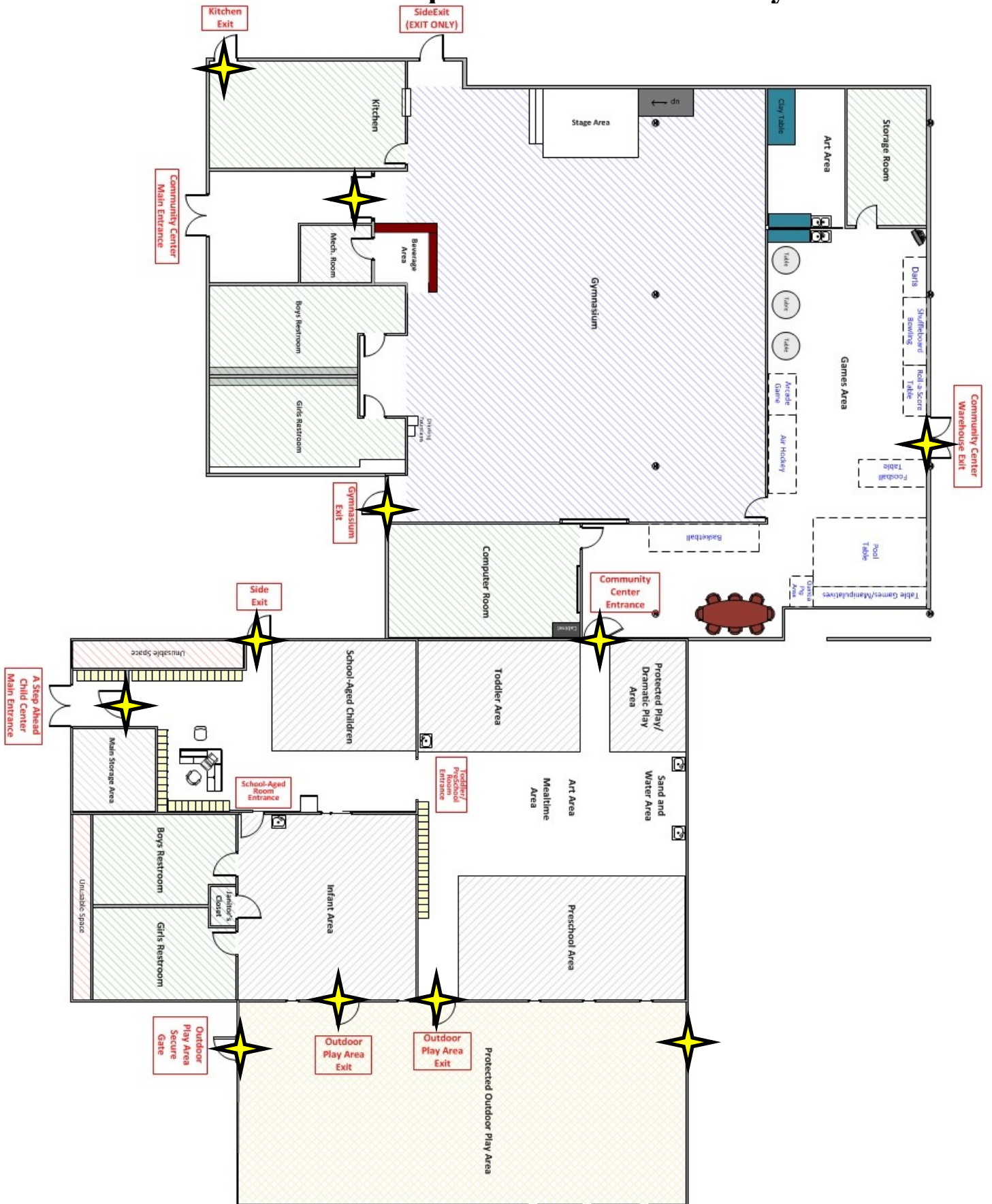
TYPE	DESCRIPTION	REMARKS
1	SWITCH	W/2-A
2	SWITCH	W/2-B
3	SWITCH	W/2-C
4	SWITCH	W/2-D
5	SWITCH	W/2-E
6	SWITCH	W/2-F
7	SWITCH	W/2-G
8	SWITCH	W/2-H
9	SWITCH	W/2-I
10	SWITCH	W/2-J
11	SWITCH	W/2-K
12	SWITCH	W/2-L
13	SWITCH	W/2-M
14	SWITCH	W/2-N
15	SWITCH	W/2-O
16	SWITCH	W/2-P
17	SWITCH	W/2-Q
18	SWITCH	W/2-R
19	SWITCH	W/2-S
20	SWITCH	W/2-T
21	SWITCH	W/2-U
22	SWITCH	W/2-V
23	SWITCH	W/2-W
24	SWITCH	W/2-X
25	SWITCH	W/2-Y
26	SWITCH	W/2-Z

CAMPUS FIRE ALARM AND CCTV LAYOUT

# Placement of Four (6) Video Surveillance Cameras



# All Entrance/Exit Doors that Require the Use of Proximity Cards



# Community Center Evacuation Routes

