

Recommended Tenant Evacuation Procedures

SAMPLE PLAN

DRAFT

EMERGENCY PROCEDURES

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WHAT TO DO IN CASE OF FIRE IN YOUR BUILDING

Make plans now - tomorrow may be too late

Don't wait until you face an emergency to make proper plans. Advance planning and practice may save your life and the lives of your co-workers.

If a fire occurs in your office:

1. The quickest way to inform the Fire Department and all building occupants of a fire is to pull a fire pull-station. These are located near the exits and can be pulled as you are leaving. Familiarize yourself with the location of your nearest pull station.
2. Any time the alarm goes off, everyone should immediately exit the building as quickly and orderly as possible. Always treat an alarm as a **real** fire. Secondary notification of the fire department by calling 9-1-1 is recommended.
3. Nothing should be brought down the stairs that could be dropped causing others coming down to trip. This includes coffee cups and laptop computers.
4. If you cannot leave your office, **STAY CALM**. You will be directed to safety by rescue personnel. If you can, unlock your door. Fire department personnel will need to enter rapidly and will search to make sure everyone is out safely.

If there is a fire or smoke near your office:

1. Feel the door before you open it. If it is hot or if you see smoke seeping into your office, **DO NOT OPEN THE DOOR**. A dangerous fire condition probably exists on the other side. Use an alternate exit.
2. If a fire does exist in the hall and your access to fire exits is blocked, remain in your office with the door closed and unlocked, sealing off all cracks and vents to keep out smoke. Take refuge in a room with an outside window. Get as many closed doors between you and the fire as possible. Stay by the window to signal for help. **DO NOT PANIC OR JUMP**. Wait for rescue help to arrive.

If you can leave your office during a fire:

1. First, make sure the door feels cool, then open it cautiously. If all is clear, leave your office, closing all doors behind you to slow the spread of fire, but leaving them unlocked.
2. Alert the occupants of other offices on your floor on your way out. Pull the nearest fire alarm box and then proceed immediately to the closest EXIT stairway. Be sure to close the stairway door behind you. If smoke or fire is blocking your exit route, proceed to the next nearest stairwell for evacuation.
3. If you must travel through smoke in the hallway, crawl low and stay under the smoke.

Do Not Use Elevators:

Elevators may already be out of service or they may drop to the first floor automatically. The fire department will need to use any operable elevators at the time of their arrival in order to gain quick access to the fire area. Once you are in the stairwell you are in a safe area and you can take your time descending out and away from the building. Remember, nothing should be taken down the stairwells that could be dropped as these items could possibly trip others attempting to evacuate.

To report a fire: Call 9-1-1. Never hesitate to call this emergency number.

Your employees deserve a safe building and having professional firefighters on the scene will help alleviate any fears they may have should they smell or see smoke. Immediately call 9-1-1 and then the office of the building. Tell them: "This is..." and state your location and state the nature of the emergency.

After you call the Fire Department: LEAVE THE BUILDING!

You should have your own evacuation team consisting of management appointed Floor Captains/Fire Wardens, Searchers/Sweepers and Stairway Monitors to act as inspectors, searchers, guides and evacuation directors. Fire drills will be conducted and supervised by qualified building management or security personnel. A record of drills will be kept in the office of the building.

The _____ Fire Department will, when requested, send a Public Education Officer to assist you in training your staff. They may be contacted at _____.

Most fires will be confined to the room of origin if the door is closed. Do not panic. By remaining calm and giving orders with confidence you will help facilitate any necessary evacuation.

FIRE EMERGENCY EVACUATION

In case of fire, the leadership of the Suite Captain/(Floor Warden) will receive one of its most severe tests, inasmuch as the Suite Captain and his/her assistant will be looked to for direction during emergencies. They will be expected to set an example for calmness and orderliness during the evacuation of personnel. Each tenant should appoint a Suite captain and an assistant Suite Captain in the event of the Suite Captain's absence. Suite Captains and/or Assistant Suite captains will also be responsible for the systematic checking of all exit lights, fire doors and exit passages on a regular basis. Any maintenance required should be promptly reported to the office of the building at _____.

The evacuation, in case of a fire, should always be downward, staying to the right, leaving the building. In case of fire, it must be strongly stressed that all emergency evacuation from the floor must be via stairways and NOT by elevator. The stairways are your safest haven, constructed to provide a barrier from smoke, providing the stair doors are not blocked open.

At the sounding of the fire alarm and/or an announcement over the PA system to leave the building immediately, CLOSE, BUT DO NOT LOCK, ALL DOORS BEHIND YOU. DO NOT RUN, BUT MOVE SWIFTLY AND DO NOT DELAY - listen to instructions from the Suite Captain/Floor Warden.

DO NOT USE ELEVATORS. They can be a fatal trap. Evacuate through the closest available designated stairwells available on your floor. Do not leave the stairwell (unless otherwise directed over the PA system) until you reach the ground floor. Do not go to an underground garage.

DO NOT STAND IN THE FIRST FLOOR MAIN LOBBY. Evacuate the building and move away from the building to protect yourselves in the event of falling glass and heavy smoke. REMAIN CALM.

Important to remember!

The building's driveways, entrances and first floor lobby must be clear for use by fire department personnel and their firefighting equipment.

Once outside, do not attempt to leave in your personal vehicle. It only takes one car to disrupt and compromise fire department operations.

FIRE SAFETY TEAM

Each tenant space or evacuation area should appoint one employee for each of the following positions:

Tenant _____

Suite _____

PERSONNEL NECESSARY FOR TEAM:

Floor Warden/Suite Captain _____

Assistant Floor Warden/Assistant Suite Captain _____

Searcher/Sweeper(s) _____

Stairwell Monitor _____

Please complete this form and return it to the **Office of the Building**. Thank you.

Date _____

FLOOR WARDEN/SUITE CAPTAIN

Floor Warden/Suite Captain Responsibilities:

The Floor Warden/Suite Captain is responsible for reporting any potential or actual emergency condition to the office of the building at _____.

The Floor Warden/Suite Captain is also responsible for organizing his/her emergency team members and making sure emergency procedures are carried out correctly.

After leaving the building, the Floor Warden/Suite Captain should locate the building designee outside who will respond to fire department. Inform the Floor Warden/Suite Captain:

1. The location of the fire if spotted in or around your suite
2. Whether everyone is out or not. If not, the location of those remaining.

Other duties:

1. Assume responsibility for the evacuation of suite personnel.
2. Appoint other personnel within your office to assist in monitoring fire safety within your suite.
3. Appoint an Assistant Floor Warden/Suite Captain to both assist the Floor Warden/Suite Captain and to take charge in case of absence of the Floor Warden/Suite Captain.
4. Be familiar with the closest stairwell for exit. Further, be aware of and plan for a second option of evacuation in the case the first option is blocked. Educate employees about these exit routes.
5. Supervise all key emergency team members.
6. Ensure that all emergency team personnel know their assigned duties and locations in case of an emergency.
7. Assume responsibility for informing and training key emergency personnel and all floor/suite personnel in an emergency procedures.
8. Pre-plan and practice the procedures for physically disabled personnel during evacuation.

SEARCHER

Searcher/Sweeper Responsibilities:

Under the supervision of the Floor Warden/Suite Captain, Searchers are responsible for finding and evacuating all personnel from the suite, specifically from remote areas such as storerooms, restrooms, copier rooms, coffee areas, etc.

Duties:

1. Systematically check all rooms including any private restrooms, conference rooms/remote areas in your area of responsibility.
2. Advise any remaining personnel within your suite of the emergency and insist on their evacuation.
3. Inform any guests or clients within your suite, along with all employees, that it is necessary to evacuate.
4. Make note of the location of any person who refuses to leave and leave him/her. Once outside, notify your Floor Warden/Suite Captain of his/her location, he/she will be addressed. This information should be reported to the fire department.

STAIRWELL MONITOR

Stairwell Responsibilities:

Under the supervision of the Suite Captain, Stairwell Monitors are responsible for an assigned exit area to ensure personnel will exit into the stairwell in an orderly manner. A specific exit will be assigned to each Stairwell Monitor by the Building or Tenant Management office.

Duties:

1. Go immediately to the exit. Quickly inspect stairwells before evacuation to be sure they are clear of any smoke.
2. Direct all personnel to evacuate appropriately. Direct personnel to exit along the right side of the stairwell only. The left side must remain clear for emergency personnel.
3. Supervise and monitor evacuation flow while remaining calm and encouraging quiet and orderliness in personnel evacuating.
4. Remain at the exits until searchers have cleared all personnel from the floor.
5. Remind all personnel that under **no circumstances** may elevators be used during an emergency.

METHODS FOR EVACUATING PEOPLE WITH DISAIBILITIES

A cooperative effort is necessary in every situation to achieve a safe stairwell evacuation. Anyone who needs assistance should ask for help and provide instructions for the best method of assistance to be used in their particular care.

During an evacuation, individuals with restricted mobility should go to the nearest safe stairwell and seek assistance in entering the stairway system. Preplanning is very important. A responsible person in the same work area should be assigned to assist people with disabilities into the stairwells. This "Buddy" will be responsible for any assistance needed by the disabled employee and remain with them in the stairwell until the firefighters arrive. A list of any employees requiring special assistance must be submitted to the office of the Building so that any special evacuation aides required can be identified. Movement beyond that point will be by fire department or emergency personnel.

Remain in Stairwell at the Landing

Since this building has fire-rated stairwells, it is our recommendation that non-ambulatory persons remain on the stairwell landing until the fire department arrives to assist with their evacuation. It is imperative that someone report the exact location and condition of this person to the Floor Warden once they reach the ground floor.

Carries for Assisting Handicapped Persons Downstairs

The following carries are *only* to be used if they are practiced on a regular basis, and *only* if the disabled person is comfortable with this method of evacuation.

If persons are of slight stature, carry them in the arms or evacuate with a pack strap carry; the helper kneels at the front of the wheelchair and places the person's arms up and over the helper's shoulders and across their chest; the helper then leans forward before slowly rising to full standing position. This should only be done by a person strong enough to carry out the procedure without risking injury or falling, and if it has been practiced.

If two helpers are needed, use a basic swing carry. Helpers position themselves next to the wheelchair and grasp each other's wrists. Both helpers lift, using legs, then carefully step forward.

If the stairwell is too narrow for this type of carry, place the person in the stairwell landing. One helper lifts at the legs, under the knees, while the other grabs under the shoulders with fingers locked across the individual's chest. Helpers, with back erect, would lift together, raising slowly to standing position, using the leg muscles.

IF YOU ARE TRAPPED BY FIRE

If you are trapped, it is vital that you remain calm so you can think clearly and take the correct action. In smoke filled areas, crawl near the floor.

CRAWL - DO NOT WALK - CLEANER AIR IS CLOSEST TO THE FLOOR.

Put closed doors between you and the smoke and heat. Seal off cracks around doors and vents. If possible, use wet towels.

Make sure the Fire Department knows your exact location. Even if the fire department is at the building, **call 9-1-1** to alert them of your location; then, call the office of the building and also inform them.

TO EXTINGUISH A SMALL FIRE ONLY

If there is a small fire, call the fire department *first* before any attempt is made to extinguish the fire. **DO NOT HESITATE OR DELAY.**

Use of fire extinguishers should only be attempted by someone who has been trained in their use. If you are not familiar with operating a fire extinguisher, do not attempt to do so. Fight small, contained fires only (for example, a wastebasket or paper fire). All other fires should be addressed by closing doors and evacuating immediately. If the fire is large or continues to grow, **GET OUT!**

Extinguishers are CLASS ABC dry chemical fire extinguishers and may be used for all of the following types of fires:

- Class A - Ordinary combustibles
- Class B - Flammable liquids
- Class C - Electrical equipment

USE the PASS method to extinguish the fire:

- P - Pull the pin
- A - Aim at the base of the fire
- S - Squeeze the handle
- S - Sweep from side to side

Any attempt to use the firefighting equipment should be done **ONLY AFTER NOTIFYING the _____ FIRE DEPARTMENT at 9-1-1** and then call the Office of the Building.

Familiarize yourself with all fire extinguishers, their locations in the suite, and directions for their use. When using an extinguisher, always keep your back to the door to allow for quick escape. Contact the _____ Fire Department at _____ to schedule a fire extinguisher training and demonstration for employees.

ACCIDENT OR ILLNESS / FIRST AID

In the event of an accident involving injury or illness to an employee or visitor in your office area where the individual requires medical attention, determine the severity of the injury and, if qualified or knowledgeable, administer appropriate first aid, and take the following action:

1. First, Call the _____ Fire Department Emergency Medical Services at 9-1-1.
2. Call the Office of the Building at _____.
3. Provide this information:
 - a) Tenant name and suite number
 - b) Name of building, floor of building and location of the emergency
 - c) Any details available regarding accident or illness
 - d) Injured or ill person 's name and approximate age, if known
4. Do not move the injured or ill person. Try to make them comfortable.
5. **Have someone meet the emergency unit in the main lobby of the building. It is very helpful to send someone to the front of the building to meet the ambulance, direct the paramedics to the patient, and to hold the elevator open on the first floor for them.**

You can expect the following:

1. The Office of the Building will notify Security and **secure an elevator on the first floor for emergency use.**
2. An ambulance will be with you shortly and administer necessary medical assistance.
3. The ambulance personnel will take the injured/ill person to the hospital for further treatment if necessary. If transport to the hospital is not required, the patient will be asked to sign a refusal.

For CPR and First Aid training, contact the _____ Fire Department at _____.

TORNADO PROCEDURE

Tornado Watch

Conditions are favorable for a tornado to develop. Take precautions, listen to the radio to keep informed.

Tornado Warning

By definition, a tornado **warning** is an alert by the National Weather Service confirming a tornado sighting and location. The Weather Service will announce the approximate time of detection and direction of movement. Seek shelter immediately.

Public Warning:

This may come by announcement over the radio or TV. In _____, tune radios to _____ FM.

ACTION TO TAKE:

1. Move away from the perimeter of the building, and exterior glass.
2. Leave your exterior office and close the door.
3. Go to center corridor of the building or the main corridor.
4. Sit down in the corridor and protect yourself by putting your head as close to your lap as possible, or kneel, protecting your head.
5. Go to the lower level of the parking garage if one is available. If the building has a basement, direct people to that area.
6. Do not try to leave the building.

IF YOU ARE CAUGHT IN AN OUTSIDE PERIMETER OFFICE

Seek protection under a desk.

In the event of damage, emergency personnel will arrive and help as soon as possible.

LIFE SAFETY SYSTEM (Common to some facilities)

The building is equipped with a sophisticated Life Safety System which is designed to automatically react to a fire situation when smoke is detected or a pull station is activated.

Additionally, the building is also equipped with an engine driven generator for emergency power. In the event of a fire, blackout or power failure which eliminates electricity, the emergency generator starts automatically to provide power for all life safety functions and exit lighting.

Emergency lighting is provided in all tenant, hallway and stairwell spaces. Two-way communication exists between all elevators and the 24-hour answering service. Elevators are manually recalled to the lobby in the event of a fire.

POWER FAILURE

In the event of power failure, emergency lighting systems will enable you to evacuate the building. (Refer to evacuation procedures.)

WASTE DISPOSAL

Have your personnel call the office of the building for disposal for such items as crates, boxes, packaging materials, old books and old files. Time permitting; building maintenance staff can assist you.

Normal rubbish and waste is routinely removed from your suite after working hours each night by the cleaning contractor. Major items will be removed by merely applying a "Please Throw Away" notice that is provided by the Building Office. You may wish to require your vendors to remove all crates, boxes and packaging materials from the building upon completion of their delivery of major furniture and office equipment items.

THIS IS A NON-SMOKING FACILITY. Wastebaskets contain paper and other flammable material. Be careful not to drop cigarette butts or cigarette ashes on the floor and particularly on rugs or carpeting within your premises or in the corridors, lobbies and elevator when entering the building.

Should a wastebasket catch fire, and water is not immediately available, **call 9-1-1**, and use the closest fire extinguisher.

Space heaters are not allowed in this facility.

YOU CAN BE VERY HELPFUL BY KEEPING YOUR AREA FREE OF THESE HAZARDS!!

REMEMBER, EXIT DOORS protect you only if they are kept closed, **NEVER BLOCK OR LOCK THESE DOORS.**

ELEVATOR EMERGENCY

Elevators are one of the safest modes of transportation. However, on occasion they do malfunction due to their sophisticated automatic controls. Follow these instructions in an elevator emergency:

1. Lift the telephone receiver and listen for an answer.
2. This will immediately ring the building's 24-hour answering service.
 - a) Give your name
 - b) Give the appropriate building name
 - c) Give the floor level, if known
 - d) Give the elevator number located on the elevator panel
3. Remain calm
4. A telephone is located in each elevator car. Voice communication will take place.
5. Do not try to force open an elevator door.

This is what happens:

1. The answering service will obtain assistance.
2. The answering service will stay on the phone to advise you.
3. Passengers will be assisted as soon as possible.