

## **OVERALL OBJECTIVES OF FIRE EVACUATION PLANS**

The overall objective of Fire Evacuation Plans is to prepare for and provide a means to safely evacuate all occupants from the building in the event of a fire or similar emergency. Fire safety is ultimately an INDIVIDUAL activity. One must take personal responsibility to conduct themselves in a fire safe manner at all times. This includes being familiar with the location of exits and fire extinguishers, the meaning of fire alarm notices (bells, horns, strobes, recorded voice information, public address announcements), and the ability to follow directions given by people appointed to positions of authority.

Personnel fire safety also includes conducting day-to-day office activities in a fire safe manner. This includes obeying smoking regulations; limiting the use, length, routing, and number of appliances connected to extension cords; keeping corridors and aisles unobstructed; avoiding the use of personal space heaters; not propping open exit doors; carefully using kitchenette equipment; and using industrial solvents/cleaners correctly.

While ultimately an individual activity, this Fire Evacuation Plan stresses the value of a TEAM effort and cooperation. Facilities management has introduced a chain of command to assist all occupants to respond to a fire emergency and execute a safe evacuation. The principal members of the team include the D.C. Fire & EMS Department, building management, building security officials, Facilities, Fire Wardens, Assistant Fire Wardens ... and YOU.

The duties and responsibilities of the Fire Wardens and Assistant Fire Wardens, are explained later in this document. First and foremost, in the event of a fire alarm the Fire Warden should call the receptionist at extension 8900 to check if the alarm is real or not accordingly. The critical part or the individual during a fire evacuation is to give accurate information regarding an incident to those individuals directing the exiting process and reasonably follow their directions. Remaining calm, exiting immediately, following directions, recognizing imminent danger, and assisting the fire management team and your fellow employees who need assistance should lead to a successful evacuation in case of emergency. Following these basic rules should result in a safe, orderly evacuation without injury or major inconvenience. Although developed for a fire, this plan can be used for other building evacuations like bomb threats.

This Fire Evacuation Plan is a dynamic document. Your added suggestions to improve its clarity and content are welcomed and appreciated. Health, safety, comfort, and productivity are our common goals.

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## **PRE-EVACUATION PROCEDURES ALL OCCUPANTS SHALL:**

1. Familiarize themselves with the location of the fire extinguishers and fire alarm manual pull stations.
  2. Know the location of the exits. Select a primary and a secondary exit.
  3. Know how to activate the fire alarm.
  4. Recognize the sound of the fire alarm and recorded voice commands. Recognize fire alarm strobe signals.
  5. Familiarize themselves with the building's fire evacuation procedures and the Fire Warden, Assistant Fire Warden, and alternates for their respective work area.
  6. Proceed to the closest exit whenever the fire alarm is heard or seen.
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## **GENERAL GUIDELINES**

### **DISCOVERING A FIRE OR SMELLING SMOKE**

1. If you see a **fire**, **notify others** in the immediate area and activate the closest manual fire alarm pull station.
  2. If you **smell an unusual odor or smoke**, immediately **notify your supervisors**, Fire Wardens, and building management so that proper investigations can be made at once. If you see a **haze or billowing cloud of smoke**, do not hesitate to **notify others** in the immediate area and activate the closest manual fire alarm pull station.
  3. Contact the Fire Department (911). Contact the Building Management **Office - (202) 986-6300** (24 hours a day). In the event of a false or a mistaken alarm, follow the directions of your Fire Warden. In the event of an actual emergency, the building's fire control center operator will issue directions via the building's emergency/evacuation system. If Fire Wardens are instructed to evacuate a floor, they will implement the Fire Evacuation Plan or emergency evacuation plan for their areas and have their groups proceed to the stairwells to carry out the fire control center's directions.
  4. **Never use an elevator during a fire emergency!** Smoke could enter the elevator shaft and asphyxiate the occupants. Also, elevators could be "called" to the fire floor by the heat of the fire activating the call button.
  5. Use a phone to call the D.C. Fire Department by dialing 911. Report the following:
    - a. What is on fire (an office, a room, smoke billowing from an air duct, etc.).
    - b. Type of occupancy (this is a "High Rise Office Building").
    - c. The building address (**Universal South Building, 1825 Connecticut Avenue, NW - Cross Street Florida Avenue, NW Or Universal North Building, 1875 Conn. Ave, NW- Cross Street T-St.,NW**)
    - d. Your floor number and location on that floor.
    - e. If caught in smoke or heat, stay low where the air is cooler and cleaner. Take short breaths (through the nose) until you reach an area of refuge.
  6. If your clothing catches fire, do not run. Stop your travel, drop to the ground or floor, and roll back-and-forth to smother the flames. **STOP, DROP, AND ROLL.** Assist others if their clothes are flaming in the same way.
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## **THE FIRE EVACUATION PLAN**

Upon receipt of a fire alarm or the discovery of fire or smoke, immediately begin the evacuation of the building to the street.

- A. If you discover the fire or see billowing smoke, notify 911, the floor Fire Warden and your fellow employees immediately.
- B. Close all doors behind you, especially the door to a burning or smoke-filled room (this will slow the spread of fire).
- C. Proceed to your primary exit stair and follow instruction and directions from your floor Fire Warden or Assistant Fire Warden.
- D. Go quickly and calmly to the ground floor and exit immediately. In some cases, the Fire Wardens or Assistant Fire Wardens may direct you to re-enter a floor several floors below the "fire floor." This is usually an acceptable area of refuge; however, be prepared to re-exit this floor and the building if conditions deteriorate.
- E. Assist those requiring help. Stair landings should act as safe refuge areas.
- F. Do not go to the roof or above the "fire floor" unless absolutely necessary.
- G. In all instances, follow the directions of fire and security personnel.
- H. Assemble in an area away from the building that does not interfere with fire or police personnel or equipment. Do not return to the building until instructed to do so by authorities.

**SMOKING DURING FIRE EXIT DRILLS OR EMERGENCY EVACUATIONS IS ABSOLUTELY PROHIBITED!** The Building Staff will conduct an annual fire check. All Clients are required to participate.

### **FIRE EXIT DRILLS:**

Fire exit drills and evacuation drills will be occasionally conducted by Building Management within the guidelines issued by the Fire Marshal. Whenever the alarm is sounded, the above procedures need to be followed to ensure the safety of all building occupants.

### **DISABLED PERSONS:**

All disabled individuals should be attended to by previously assigned co-worker(s). During a fire exit drill, the disabled individuals and their attendees should practice entry into the exit stair towers (which are used as an "area of refuge") and procedures for descending to the street level. In the event of a real emergency or an alarm that can not be positively identified as a fire exit drill, mistaken alarm, or false alarm, these occupants should immediately implement pre-approved evacuation procedures

### **TERMINATION OF A FIRE EXIT DRILL OR ACTUAL EMERGENCY EVENT**

1. Once the building is safe to re-enter, the "ALL CLEAR" signal will be given by the Fire Chief, Fire Incident Commander, or, in the event of a fire exit drill, another authorized individual.
2. Every Fire Warden should thoroughly discuss the performance of the occupants and the Fire Safety/Evacuation Team during the fire exit drill or emergency evacuation with their staff. If there are any questions or comments, please contact Facilities.

## **FIRE PROCEDURES BETWEEN THE NORTH TOWER AND THE SOUTH TOWER**

Authorized personnel in the Universal North Building should be notified of fire exit drills and other fire alarm related activities occurring in the Universal South Building. In the event of a fire exit drill or fire alarm on the 6th, 7th, 8th, 9th floors of the Universal South Building, a member of the building management staff or security personnel should immediately notify the building management staff or security personnel in the Universal North Building. A minimum of two people should be assigned and dispatched to the "pedestrian bridge" on the 7th and 8th floors of the Universal South Building; one person per floor. Although the bridge only connects the 7th and 8th floors, common practice in high rise buildings is to notify occupants one floor above and below the "fire floor" of the fire alarm. In the event that fire or smoke conditions are observed in the Universal South Building and the Universal North Building's fire alarm system has not activated, the manual pull station adjacent to the pedestrian bridge in the Universal North Building shall be activated. The occupants of the Universal North Building should then implement their Fire Evacuation Plan.

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### **GENERAL DESCRIPTION OF THE DUTIES OF FIRE WARDENS AND ASSISTANT FIRE WARDENS**

The following are general procedures that apply to all Fire Wardens and Assistant Fire Wardens:

1. Have immediate charge of all occupants on his/her floors in all matters pertaining to fire exit drills, be responsible for the enforcement of rules and regulations and report infractions and deficiencies to the Building Management Office.
  2. Designate the primary and secondary exits to be used by the occupants of the floor during an alarm and appoint a sufficient number of Assistant Fire Wardens to adequately supervise each exit.
  3. See that the evacuation from rooms and egress into stairways and to exterior exit discharge doors is orderly, without crowding, at a uniform speed, and be especially aware of impediments that might result in stumbling, trampling, or other conditions which could impede safe evacuation.
  4. Check all offices, conference rooms, office supply/storage areas, lavatories, etc., to assure complete evacuation of the floor.
  5. Appoint a responsible person who will see that exit doors are promptly opened until all persons have left the floor. He/she will then follow in the rear of the exiting column to provide assistance. Stairway doors should be allowed to open and close as people exit to prevent smoke from entering stairwells. Stairway doors should never be propped open.
  6. Make sure that occupants proceed to assigned areas outside the building as directed by security personnel.
  7. At least two (2) specially appointed Fire Wardens should assist disabled individuals from the building by stairs to assigned exterior holding area.
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## **DETAILED DUTIES OF FIRE WARDENS AND ASSISTANT FIRE WARDENS**

### **FIRE WARDENS:**

1. Fire Wardens will act as supervisors for the floor under their control.
  2. Fire Wardens will be the primary source to receive and dispatch information and instructions relating to a given emergency and oversee the evacuation of all personnel from their area, if required to do so.
  3. Fire Wardens will be responsible to familiarize themselves with fire alarm devices, fire alarm signals, and fire equipment on their designated floors; assign Assistant Fire Wardens; and see that the Assistant Fire Wardens are also familiar with fire equipment and job functions.
  4. Call extension 8900 and determine that the alarm is real. Fire Wardens will direct the evacuees to go into the stairwells and proceed immediately out of the building, unless safety conditions dictate otherwise. This evacuation should be led by an Assistant Fire Warden whenever possible.
  5. Two (2) Fire Wardens or other individuals, plus alternates for each, should be assigned for every disabled person. The names, floors, and locations of these people should be given, in writing, to Facilities.
  6. Employees will proceed to the stairwell door normally used for their section, unless otherwise directed. This will be their post for directing their section's procedures for evacuation.
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### **ASSISTANT FIRE WARDENS:**

1. There should be no less than four (4) Assistant Fire Wardens to a floor (two primary, two backup).
2. Assistant Fire Wardens should be familiar with the duties of a Fire Warden in the event the Fire warden is incapacitated, absent, or otherwise not able to execute their duties.
3. Assistant Fire Wardens will be responsible to familiarize themselves with fire alarm devices, fire alarm signals, and fire equipment on their designated floors; coordinate fire evacuation activities with Searchers; and see that the Searchers are also familiar with fire equipment and job functions.
4. Each Assistant Fire Warden is responsible to the Fire Warden to see that all personnel leave their offices and go to the primary stairwell door designated for their safety. Elevators should not be used to evacuate the building. They should listen for any new information and if questions or problems arise, they should get directions from the Fire Warden.
5. If the Fire Warden determines that it is necessary to evacuate a floor prior to an announcement, they are to direct the evacuees to begin egress within the stairwells and proceed immediately out of the building, unless safety conditions dictate otherwise. This evacuation should be led by an Assistant Fire Warden whenever possible.
6. In the event that the primary exit is blocked or inaccessible, the Assistant Fire Warden should designate alternate means of egress and inform the Fire Warden of the situation. If egress is not possible to the ground floor, the Assistant Fire Warden should direct

occupants to an alternate floor preferably at least two floors below the floor that is determined to have the emergency (the "fire floor"). Egress to or above the "fire floor" or to the roof must be avoided. It should be recognized that occupants may be egressing **from alternate floors or that they** may not be aware of an emergency within the building because of staged evacuation" notices.

7. Coordinate the activities of those individuals, or alternates, assigned to assist disabled persons. These individuals should be capable of strenuous physical activity.
  8. Assistant Fire Wardens should not take any individual action without checking with their Fire Warden, except in an extreme emergency.
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**BACKUP:**

1. There should be one backup for each Fire Warden and Assistant Fire Warden.
  2. In the event of any emergency evacuation or fire exit drill, it will be the responsibility of all Fire Wardens and Assistant Fire Wardens to see that the entire operation is done in an orderly, quiet, well-supervised fashion. Any discrepancy from this should be reported to the Fire Warden who, in turn, will notify the Facilities Director.
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