

## Administration Building Fire Procedures

### General Procedures for all Areas (the Administration Building detailed plan follows this general description)

If you detect FIRE or SMOKE, no matter how minor it may appear to be, perform the following actions:

1. **STAY CALM** and use common sense. Visitors will depend on your actions. Use the **CARE** response system:
  2. Close the door to **CONFINE THE FIRE** and smoke as you leave the room.
  3. **ACTIVATE THE FIRE ALARM**. Fire alarm pull stations are located near the exits on every floor.
  4. **REPORT THE FIRE**. **DIAL 911** (Local police/fire department). Identify yourself and provide the exact location of fire or smoke and what is burning, if known.
1. **EVACUATE** staff and visitors immediately. Do not return to the building unless told to do so by the fire department, police, or the Safety Officer.

### Evacuation

Evacuation of staff and visitors will be carried out in a timely and orderly manner:

- whenever the fire alarm is sounded,
- if fire is detected,
- or if ordered to do so by management or emergency personnel.

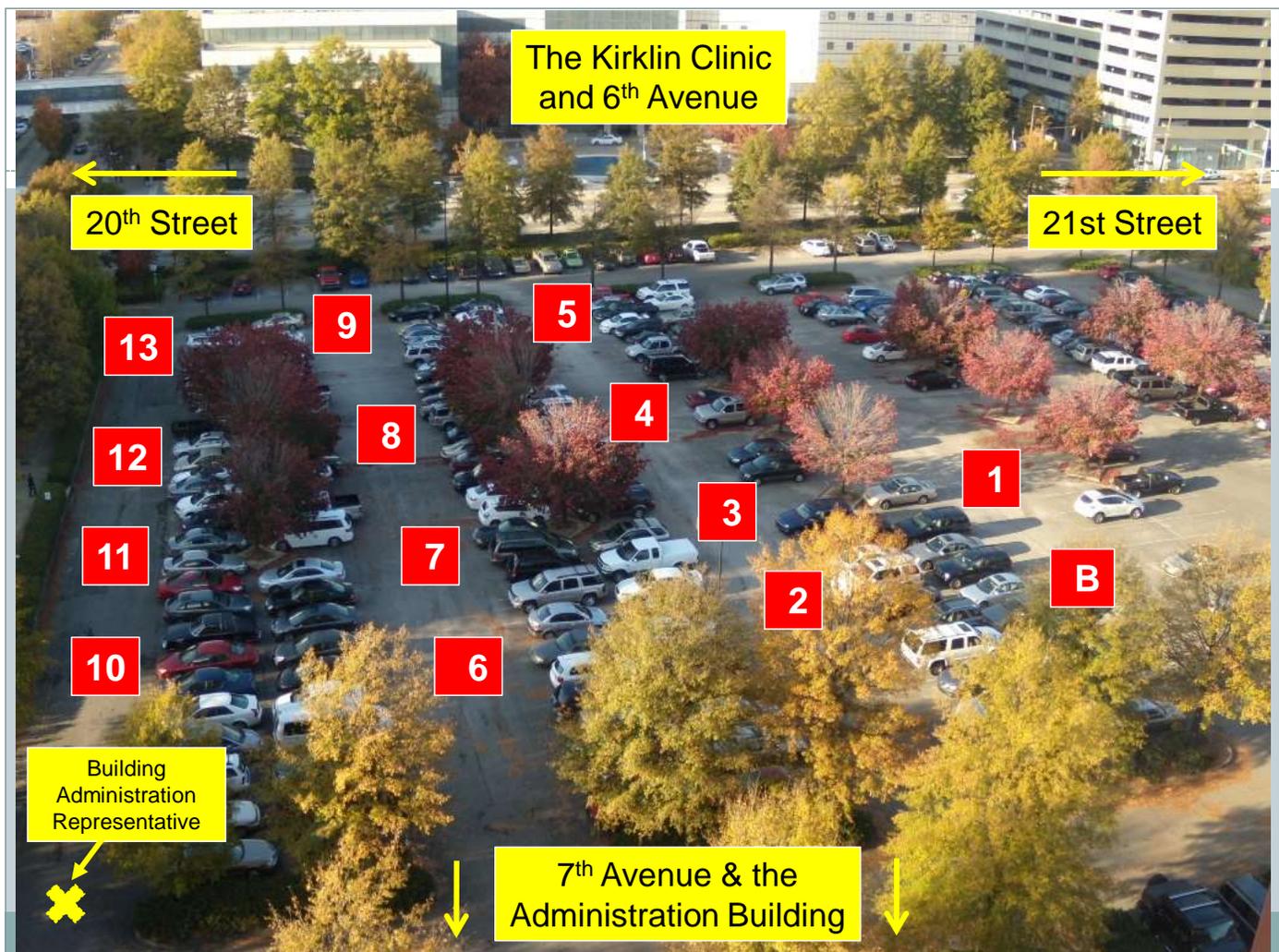
The next page is the Administration Building's detailed fire evacuation plan. You are encouraged to copy the plan and post it in visible areas of your Department.

## AB Evacuation Procedures

- Please take a moment to locate the fire alarm display near your desk and plan your escape route to the nearest stairwell.
- Anyone wearing a headset should use a single speaker version that covers one ear only, particularly if you cannot see the fire alarm display from your desk.
- If you see individuals during an emergency wearing full headsets, please make sure they are aware that an alarm situation has occurred.
- The alarm system in the AB is programmed to warn the floors in immediate danger first. As such, you may hear the alarms on other floors or in the stairwells before the fire alarm display unit nearest you begins to flash and emit an audible alarm. This is not a system malfunction, but you should immediately begin the below described evacuation procedures.
- Please evacuate as calmly, but as quickly as possible, when you observe the following alarm conditions:
  - when you see the flashing strobe on the fire alarm displays in your area; and/or
  - when you hear an audible warning emitted from the fire alarm displays in your office/suite; and/or
  - when you hear the alarm system sounding in the stairwells or on another floor (even if the nearby display units have not *yet* begun to flash or emit an audible warning).
- Evacuate via the stairwells to Lot 88 by crossing 7<sup>th</sup> Avenue at the 20<sup>th</sup> Street and 7<sup>th</sup> Avenue intersection. Emergency personnel should be present to assist with crossing.
- We recommend you take purses and whatever weather gear you need **WITHOUT** delaying your evacuation.
- As you leave, close the door to your office and suite but do **NOT** lock doors.
- Department Heads or their appointees should ensure that any physically impaired individuals are notified that evacuation is necessary (please do not overlook employees with visual or hearing challenges). Anyone unable to negotiate the stairs should position themselves as close to the wall as possible in the nearest stairwell landing. If smoke is present, the individuals should also position themselves as close to the floor as possible. The Department Head or his/her appointee should then remain with the impaired individual. A second employee should be assigned to notify the Building Administration representative in or near the 1<sup>st</sup> floor lobby of the location of the individuals remaining behind. These individuals will be assisted out of the building by rescue/fire personnel if it is determined that full evacuation is necessary.
- Everyone should also be on the lookout for visitors in the building who may need assistance. They will be unaware of our evacuation procedures.
- During an evacuation, all Building Administration personnel will be wearing orange safety vests and/or UAB Maintenance or Police emblems to help you identify them in the event you need assistance. Throughout the alarm, until the building has been emptied, one representative will be posted in the first floor lobby (or outside in front of the entry doors if required to leave the area) and another on the corner of 20<sup>th</sup> & 7<sup>th</sup> Avenue closest to Lot 88. Others will be working throughout the building to ensure the safe evacuation of all affected personnel. Once the building has been completely evacuated, all non-emergency personnel will relocate to Lot 88 (the surface lot across 7<sup>th</sup> Avenue).

- Once in Lot 88, meet the other occupants of your floor at the location indicated on the attached map. If you arrive at your designated meeting place first, you should begin to verbally, and loudly, call out the floor number to attract the attention of other floor occupants.
- Please work together to determine who is missing from your office and determine, if possible, where that individual may be. If the location of that person cannot be quickly determined, then immediately notify the Building Administration representative posted at the corner of 20<sup>th</sup> & 7<sup>th</sup> so that emergency personnel can start a search within the building.
- All employees should remain in Lot 88 until the building has been inspected by emergency personnel.

**Lot 88 Evacuation Map**



**Provisions for Individuals with Disabilities**

As previously noted, the landings inside of each stairwell and protected elevator lobbies are considered safe areas for individuals with disabilities. It is routine procedure for emergency

personnel to check these areas for individuals with disabilities and/or injured persons. In the event the building must be evacuated, individuals with disabilities located above or below the ground floor should proceed to the closest stairwell and remain there until emergency personnel arrive.

### **Fighting Small Fires**

If you are *certain* that a small or contained fire does not pose an immediate threat to you, your co-workers, visitors, or the surrounding area, you may be able to put it out with the appropriate fire extinguisher. The fire extinguishers located throughout the building are ABC type dry chemical. There is a fire extinguisher stored in the aluminum "Fire Hose" cabinet located on each floor of the building and throughout the suites within the building. Do NOT attempt to use the fire extinguisher if you are unfamiliar with this unit. Quickly find someone who knows how to use the unit or call the Building Administrator at (205) 934-5493.