

URBAN COLLEGE OF BOSTON.

EMERGENCY PROCEDURES HANDBOOK

V2 100114

IF THE FIRE ALARM RINGS ON YOUR FLOOR:

- LEAVE YOUR FLOOR USING THE CLOSEST EXIT DOOR.
- LEAVE EVEN IF YOU THINK IT MAY BE A FALSE ALARM.
- DO NOT STOP TO GET YOUR COAT, FINISH YOUR WORK, MAKE TELEPHONE CALLS, OR FOR ANY OTHER REASON. LEAVE RIGHT AWAY.
- DO NOT RUN, PUSH OR MAKE UNNECESSARY NOISE.
- LEAVE THE BUILDING.
- FOLLOW THE INSTRUCTIONS OF THE FLOOR MONITOR AND OTHER BUILDING SAFETY TEAM MEMBERS ON YOUR FLOOR.

IF THE FIRE ALARM RINGS ON 'ANOTHER' FLOOR:

- STAY WHERE YOU ARE. THE BUILDING EVACUATION DIRECTOR WILL SOUND THE ALARM ON YOUR FLOOR IF IT IS NECESSARY FOR YOU TO LEAVE.
- YOU MAY WANT TO GET YOUR COAT, TURN OFF YOUR COMPUTER, OR OTHER WISE PREPARE TO EVACUATE, JUST IN CASE.
- DO NOT LEAVE YOUR FLOOR. IF OTHER FLOORS ARE EVACUATING, STAIRWAYS WILL BE CROWDED, AND ELEVATORS SHOULD NOT BE USED.
- IF YOU SMELL SMOKE, OR SEE FIRE, SOUND THE FIRE ALARM AND LEAVE THE FLOOR USING YOUR PLANNED EVACUATION ROUTE.

IF YOU SEE A FIRE ON YOUR FLOOR:

- **ACTIVATE THE FIRE ALARM USING THE MANUAL PULL STATION. DO THIS FIRST.**
- **DO NOT ATTEMPT TO FIGHT THE FIRE UNLESS YOU HAVE BEEN TRAINED IN THE USE OF FIRE EXTINGUISHERS AND THE FIRE IS VERY SMALL.**
- **IF YOU FIGHT THE FIRE, USE THE 15-SECOND RULE—IF IT TAKES LONGER THAN THIS TO PUT THE FIRE OUT, LEAVE.**
- **IF THE FIRE IS IN AN ENCLOSED SPACE, SHUT THE DOOR AS YOU LEAVE.**
- **REPORT TO YOUR FLOOR MONITOR AFTER YOU HAVE EXITED THE BUILDING. IF YOU ARE THE PERSON WHO CALLED THE ALARM, TELL YOUR FLOOR MONITOR WHERE THE FIRE IS.**

IF THERE IS A FALSE ALARM:

- **THE FLOORS ON WHICH THE ALARM RINGS WILL BE EVACUATED. THE ONLY EXCEPTION TO THIS RULE IS THE CASE OF AN UNANNOUNCED ALARM TEST. NOTICE OF AN ALARM TEST WILL ALWAYS BE POSTED BY THE ELEVATORS.**
- **IF YOU SEE A FALSE ALARM PULLED, REPORT TO YOUR FLOOR MONITOR, OR TO THE BUILDING EVACUATION DIRECTOR, AS SOON AS YOU ARE OUT OF THE BUILDING.**

FIRE PREVENTION TIPS FOR THE OFFICE:

- **COPY MACHINE FLUIDS BURN. KEEP THE AREA AROUND COPIES AND OTHER OFFICE MACHINES CLEAN.**
- **ANY HEAT-GENERATING APPLIANCE REPRESENTS A CHANCE OF FIRE. UNPLUG COFFEE MAKERS, HEATERS, AND SIMILAR APPLIANCES WHEN NOT IN USE.**
- **CHECK YOUR OFFICE AREA FOR OVERLOADED ELECTRICAL PLUGS AND FRAYED WIRING.**
- **KEEP DOORS CLOSED AND UNOBSTRUCTED.**

BUILDING FIRE SAFETY SYSTEMS INCLUDE:

- **EXTINGUISHERS (WATER AND HALON)**
- **SPRINKLERS**
- **SMOKE AND HEAT DETECTORS**
- **ALARMS (MANUAL PULL BOXES, ALARM SIGNALS, ANNUNCIATOR PANEL AND CENTRAL STATION MONITORING)**
- **FIRE-RATED STAIRWELLS**
- **ILLUMINATED EXIT SIGNS**
- **EMERGENCY STAIRWELL LIGHTING**

FIRE EXTINGUISHERS:

- **USE THE RIGHT KIND.**
 - **USE WATER EXTINGUISHERS ON PAPER OR WOOD FIRES ONLY.**
 - **USE HALON EXTINGUISHERS ON ELECTRICAL OR LIQUID FIRES.**
- **USE THEM PROPERLY.**
 - **STAND WITH YOUR BACK TO THE DOOR OR EXIT.**
 - **TEST EXTINGUISHER BEFORE USING.**
 - **POINT AT THE BASE OF THE FIRE.**
 - **USE THE 15-SECOND RULE.**

IN AN EVACUATION,
THE BUILDING EVACUATION DIRECTOR:

- GOES TO THE FIRE CONTROL STATION IN THE BUILDING LOBBY.
- IDENTIFIES THE SOURCE OF THE ALARM.
- PUTS THE ENTIRE BUILDING INTO ALARM, IF WARRANTED.
- RECEIVES THE REPORTS OF FLOOR MONITORS.
- PROVIDES LIAISON WITH THE FIRE DEPARTMENT.

IN AN EVACUATION,
THE FLOOR MONITOR:

- GOES TO HIS/HER STATION.
- DIRECTS OTHER MEMBERS OF THE EVACUATION TEAM.
- IS THE LAST PERSON OFF THE FLOOR.
- DIRECTS FLOOR PERSONNEL TO THE DESIGNATED ASSEMBLY AREA.
- COUNTS 'HEADS' ONCE FLOOR PERSONNEL ARE ASSEMBLED IN THE DESIGNATED AREA.
- REPORTS TO THE BUILDING EVACUATION DIRECTOR:
 - THAT THE FLOOR IS CLEAR
 - WHETHER ANYONE IS HURT
 - WHETHER ANY HANDICAPPED PERSONS ARE IN THE BUILDING, WHO THEY ARE, AND WHERE THEY ARE
 - WHETHER ANYONE IS MISSING
 - WHERE THE FIRE IS (IF KNOWN), AND
 - FIRE AND SMOKE CONDITIONS ON THE FLOOR.

**IN AN EVACUATION,
THE HANDICAPPED AIDE:**

- GOES TO ANY PREVIOUSLY IDENTIFIED HANDICAPPED PERSON ON THE FLOOR
- ASSISTS THE HANDICAPPED PERSON TO THE CLOSEST EXIT
- IF THE HANDICAPPED PERSON USES A WHEELCHAIR OR WALKS SLOWLY, THE AID STAYS WITH THE HANDICAPPED PERSON ON THE STAIRWELL LANDING UNTIL DIRECTED OTHERWISE BY A FIREFIGHTER.
- IF THE HANDICAPPED PERSON CAN WALK DOWN THE STAIRS AS QUICKLY AS OTHER PERSONS EXITING THE BUILDING, THE HANDICAPPED AIDE ACCOMPANIES HIM OR HER OUT OF THE BUILDING TO THE ASSEMBLY AREA, WHERE THE AIDE REPORTS TO THE FLOOR CAPTAIN.

**IF YOU ARE A BUILDING SAFETY TEAM ALTERNATE,
IN AN EVACUATION YOU SHOULD:**

- GO TO THE STATION OF THE PERSON WHOSE ALTERNATE YOU ARE. IF THEY ARE NOT THERE AND DO NOT ARRIVE IN A SHORT TIME, YOU HAVE THE JOB.
- IF THE PERSON WHOSE ALTERNATE YOU ARE IS ON STATION, REPORT TO THE FLOOR MONITOR. YOU MAY BE NEEDED TO FILL ANOTHER ROLE.
- IF YOUR FLOOR MONITOR DOES NOT HAVE A SPECIAL JOB FOR YOU, EXIT WITH THE REST OF THE FLOOR PERSONNEL. BE ALERT FOR ANYONE IN NEED OF HELP. STEP IN WHERE YOU ARE NEEDED.

FINAL POINTS:

- **KNOW YOUR FLOOR**
- **KNOW YOUR PRIMARY AND ALTERNATE EXIT ROUTES**
- **IF YOU HAVE A DISABILITY WHICH MIGHT IMPAIR YOUR ABILITY TO EVACUATE, LET YOUR FLOOR MONITOR KNOW. TALK WITH THE AIDE ASSIGNED TO YOU ABOUT ASSISTANCE YOU MAY NEED IN AN EMERGENCY.**
- **TAKE FIRE DRILLS SERIOUSLY . PLANNING COULD SAVE YOUR LIFE.**