

EVACUATION PROCEDURE/MAPS

EVACUATION

1. Proceed into the nearest STAIRWELL EXIT, located near each restroom door and evacuate the building. Follow the instruction of your Floor Warden and/or Floor Searcher(s) and Phoenix Fire Department personnel. If time permits, secure vital records and shut down electrical equipment. The stairwell on the women's restroom side of the building empties into the 1st floor lobby where you can exit through the normal building entrances. The stairwell on the men's restroom side of the building empties into the basement level. Follow the signs that say emergency exit through the hallways (they are long-keep moving) until you reach a door that also says emergency exit. This door leads to an outside stairway that will bring you up to ground level next to the smoking area.
2. DO NOT USE ELEVATORS! Whenever a fire alarm activates, the elevators automatically return to the first floor. (If the first floor is the one "in alarm", the elevators automatically go to the second floor).
3. Do not attempt to save possessions at the risk of personal injury.
4. If there is actual smoke or fire, see **SMOKE/FIRE** section for special procedures.
5. Go to safe refuge area – grass south of the building – DO NOT CONGREGATE IN LOBBY OR CLOSE TO THE BUILDING. The fire department recommends moving at least 150 feet away from the building – in the event of a real fire, windows can break from the heat.
6. Wait for the building management's "all clear signal" before reentering the building.
7. ALL fires, regardless of size, must be reported to the building management office or security desk.
8. All alarms should be treated as an emergency, and evacuation of personnel should begin immediately. Valuable time can be lost if you call the Management Office to see if the alarm is "for real."

EVACUATION OF PERSONS WITH DISABILITIES

Evacuations may involve disabled individuals. The following information will be helpful in safe evacuation and communication during an emergency.

Involve the individual. They are the experts on their own disabilities, and how to move them out of a building in an emergency. Make sure he/she understands what is happening, and what procedure must be followed. Many disabled people are vulnerable to respiratory complications-remove them from smoke or fumes immediately.

PERSONS WITH MOBILITY IMPAIRMENTS

The fire department recommends that all mobility impaired individuals have buddies who help the individual to the stairwell where they wait for the fire department to carry them down. Some tenants make the decision to have people within their company assist in their evacuation. If this is the case for your company:

Persons having mobility impairments may or may not use wheelchairs. Those individuals having mobility impairment, who can walk in varying degrees, will need to be carried down the stairs, or otherwise be assisted. Ask her/him for instructions. Always consult wheelchair users about:

- Transferring her/him from wheelchair (or, if the emergency dictates, moving the person down the stairs while staying in the wheelchair). NEVER carry an individual backwards down a flight of stairs.
- The number of people needed for assistance.

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- Be aware that some wheelchair users use catheter leg bags, braces, oxygen, prosthetics, etc.

Many can experience spasticity or extreme pain when being transferred (or moved) from their wheelchairs.

VISUALLY IMPAIRED PERSONS

Although most blind or visually impaired persons will be familiar with their immediate work area, it is necessary to:

- Explain the nature of the emergency. Offer to guide him/her. As you walk, explain your destination, where you are, any obstacles, which way you're going to turn, the number of steps, etc.
- Upon reaching safely, orient the individual to her/his surroundings. Ask if further assistance is needed.

DEAF, HEARING IMPAIRED OR SPEECH IMPAIRED PERSONS

Communication varies with persons who are deaf, hard of hearing or speech impaired. Audible alarms may not be heard by them. It is important that everyone understands what is happening, how and where to proceed.

To gain attention, turn light switch on and off, tap his/her shoulder, wave your hands, etc. Indicate through gestures, or in writing (short, concise words), what is happening and what to do.

Example: "Fire – to stairwell – down stairwell. Leave NOW!"

ABOVE ALL, REMEMBER THAT PEOPLE WITH SIMILAR DISABILITIES ARE UNIQUE. THROUGH BRIEF COMMUNICATION AND ASKING QUESTIONS, EVACUATION CAN BE QUICK AND SAFE.

FLOOR WARDENS, FLOOR SEARCHERS & BUDDIES OF MOBILITY IMPAIRED INDIVIDUALS

- **REMAIN CALM** – Other occupants will be depending on your direction. If you remain calm, they will likely also remain calm.
- **FLOOR SEARCHERS** – When the alarms activate on your floor, do a thorough search of your area of responsibility to be sure that all occupants are aware of the evacuations and know where to go. Remind them not to use the elevators and to remain calm. Check all offices, breakrooms, conference rooms, computer labs, etc. in your area. If an area is locked, knock on the door in case they can't hear alarms. Include restrooms if they are in your area. Be sure mobility impaired individuals are being assisted. Be especially aware of visitors – they are not as familiar with the building as you are and will need additional assistance in making it to the stairwells and safe refuge area outside the building. If a visitor is mobility impaired, they will need someone to wait with them in the stairwell until the fire department arrives. When you are confident that all occupants have evacuated, report to your floor warden that your area is clear, or if there are special needs in your area with which you need assistance. Be prepared to assist your floor warden if necessary, i.e. checking another area if all other searchers are absent, assisting a mobility impaired individual if no buddies are available, directing visitors, etc. If there are no further instructions, evacuate the floor and go to the safe refuge area.

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- **BUDDIES OF MOBILITY IMPAIRED INDIVIDUALS** – When the alarms activate on your floor, assist the mobility impaired individual to whom you are assigned to the closest stairwell. Get as far into the corner of the stairwell as possible to minimize blocking the evacuation of others. You are to stay with the individual until the fire department arrives. One of the first things the fire departments does when they arrive at a building is go through stairwells looking for mobility impaired individuals, so the wait should only be minutes. Be sure your buddy knows this. Part of your job is to make sure they stay calm. When the fire department arrives, they will take care of carrying the individual down the stairwell. The fire department does not recommend putting the individual in a special evacuation chair or device. They feel it only hinders their ability to carry the individual. When you know your buddy has been taken down, evacuate yourself and go to the Safe Refuge Area. Report to Building Management (they will be wearing orange vests) who your buddy is and that they have been taken care of.
- **FLOOR WARDEN** – Go immediately to the area you informed the floor searchers you would be during emergency preparation training. Direct personnel to stairwells, being especially aware of visitors. Remind people not to attempt to use the elevators. When all of your floor searchers have reported to you that all is clear, check the stairwells to see if any mobility impaired individuals are there, then evacuate yourself. Go to the safe refuge area and find Building Management (they will be wearing orange vests). Report which floor (if full tenant) or which office (if multi-tenant) you are from, and that all is clear, or if any mobility impaired individuals are in stairwells. If you are aware that all the floor searchers for a particular area or the buddies for a mobility impaired individual are unavailable, attempt to assign another to the task. If you are unable to do so, wait until all the other floor searchers report to you, then search the area or assist the individual yourself. If conditions exist that prevent you from doing any of this, when you get to the safe refuge area and see Building Management, tell them immediately which area went unchecked, or which individual was not assisted. Building Management will be in direct contact with the fire department to instruct them which area(s) to search. If you are aware of mobility impaired visitors, assign someone to assist them in getting to the stairwell and wait there until the fire department arrives. Do not allow people to loiter in the lobby or near the building. This endangers their lives as well as interferes with the efforts of the fire department. People should be instructed to go to the Safe Refuge area, which is the grass south of the building. The fire department recommends at least 150 feet away. Wait for instructions from fire department or Building Management personnel before re-entering the building.
- **STAIRWELL & ELEVATOR MONITORS** – Some tenants may also elect to assign stairwell and elevator monitors. The stairwell monitors would be responsible for directing personnel into the stairwells and making certain people stay to the right to allow emergency personnel to come up to the left. Elevator monitors would be responsible for directing personnel away from the elevators and toward the stairwells.

BUILDING MANAGEMENT WILL DO THE FOLLOWING DURING AN EVACUATION:

- Direct personnel away from the building to the safe refuge area.
- Be at the safe refuge area with lists of fire wardens, floor searchers & disabled personnel to communicate with the fire department any areas of the building that may have gone unchecked.
- Monitor the fire pump for proper functioning.
- Issue all clear to re-enter the building once the authorities have given the okay to re-enter.