

**FIRE EVACUATION PLAN
SARATOGA STREET PARKING GARAGE
AND OFFICES**

POLICE - 711

FIRE - 711

MEDICAL EMERGENCY - 711

Anyone discovering excessive heat, smoke, or fire inside your building will immediately sound an alarm and report the conditions by the following methods:

1. Manual Fire Alarm Pull Station Located Near Exits
2. Telephone University Police - 711

Smoke or fire appearing outside a building viewed from the inside of the building by means of a buildings windows or doors should be reported by the following methods:

1. Telephone University Police - 711

Mulch fires, trash can fires, or other fire outside a building should be reported by the following methods:

1. Telephone University Police - 711

Questions concerning fire alarm reporting or building evacuation should be directed to the University Fire Marshal at rburke@af.umaryland.edu or call 410-706-3494.

FIRE EVACUATION PLAN

INTRODUCTION

This evacuation plan establishes methods and procedures to be used in the event of a fire at the Garage at the Saratoga Building. The emergency procedures outlined in this plan should be utilized during fires, and other emergencies. This plan deals primarily with fire emergencies. However, the same procedures and responsibilities would apply to other emergencies with appropriate variations. Faculty, staff, students, contractors, and visitors are expected to comply with the procedures contained herein. The University of Maryland does not investigate sources of fire alarms prior to contacting the Baltimore City Fire Department. All building occupants shall begin immediate evacuation of the building upon activation of the buildings fire alarm system.

FIRE DRILLS

As required by the Maryland State Fire Prevention Code, regular fire drills to practice evacuation procedures outlined in this plan will be conducted in the Garage at the Saratoga Building. Fire drills shall be arranged, conducted, and supervised by the Office of Environmental Health & Safety through the University Fire Marshal. Fire drills will be unannounced to building occupants. University Police, Facilities Management, and the designee for the building will

be notified of the drill and participate at their discretion. A complete evacuation of the building is expected during the fire drill.

FIRE ALARMS

The fire alarm system installed in the Garage at the Saratoga Building is directly connected to the communications center at the Pine Street Police Station, University of Maryland, Baltimore. Upon activation of an alarm, the Baltimore City Fire Department shall be called immediately. University Police, the Office of Environmental Health & Safety, University Fire Marshal, and Facilities Management will respond to assist the fire department as needed.

All fires, even if extinguished or found extinguished, must be reported to the fire department and the University Fire Marshal. Fires or visible smoke shall be reported by the following methods:

1. Manual fire alarm pull stations, located near exits.
2. Notification of the University Police: telephone number - 711.
3. When smoke or fire are confirmed, in addition to pulling the fire alarm, a phone call shall be made to University Police to convey information about the situation in the building.
4. When reporting a fire by telephone, give all of the following information:
 - Name of person making call,
 - Location of emergency - building name, floor, and room number,
 - People injured, trapped, or disabled, if any.
5. Remain on telephone until message is confirmed.

If there is a smell of smoke or a burning smell, but no visible smoke or fire contact the Office of Environmental Health & Safety, Work Control, University Police and the University Fire Marshal.

BUILDING EVACUATION ASSIGNMENTS AND RESPONSIBILITIES

EMERGENCY WARDENS

A minimum of two Emergency Wardens are appointed on each floor. Following appointment emergency wardens must attend a 60 minute training class provided by the University Fire Marshal or his designee. When an alarm sounds, Emergency Wardens have the following responsibilities:

1. Conduct an orderly evacuation of their immediate area by directing occupants to the nearest unobstructed fire exit. **ELEVATORS SHOULD NOT BE USED.**
2. When it appears that the floor evacuation is nearly complete the Warden, if they choose to do so, will enlist the aid of an untrained volunteer to conduct a search of their immediate floor to determine that all individuals have exited the area. **For safety, the Warden and the volunteer (if present) will search as a team at all times.** They will proceed from one fire exit to another until one of the following conditions have been met:

- The entire floor or assigned area has been searched.
- They encounter another search team and determine that the entire floor has been searched.
- They encounter an unsafe condition requiring them to evacuate the floor and the building.

When one of these conditions has been met, the Warden and volunteer will leave the floor via the nearest fire exit. The Warden will proceed to the buildings guard desk on the first floor and report the fire location, if known, the condition of the floor's fire exits and stairwells, any persons who refused to evacuate and the location of any disabled persons in Areas of Rescue Assistance to the Lead Emergency Warden. **It is critical that the Emergency Warden advises the Building Evacuation Supervisor of the presence of any disabled persons remaining in the Areas of Rescue Assistance on their floor.**

3. The first Warden to reach the first floor lobby of the building will assume the responsibilities of the Lead Emergency Warden, listed below.

LEAD EMERGENCY WARDEN

1. The Lead Emergency Warden will be stationed near the main entrance/exit by the Security Guard Desk of the building or in or near the Fire Command Center (FCC) buildings and record the reports of floor Wardens as they exit the building. Clipboards with checklists have been provided in the FCC for the use of the Lead Emergency Warden to record information.
2. Upon arrival of the Baltimore City Fire Department, the Building Evacuation supervisor will report the fire conditions, if known and the location of persons with disabilities requiring evacuation from stairwells.

OFFICE OF ENVIRONMENTAL HEALTH & SAFETY/UNIVERSITY FIRE MARSHAL

1. Supervise the evacuation of the building and the functioning of the buildings fire and life safety systems.
2. Make announcements as necessary to evacuees over the buildings fire alarm public address system (in high-rise buildings equipped with one).
3. Provide support and assistance to Emergency Wardens as needed.
4. Provide liaison with the fire department incident commander and assist with keys, communications, fire alarm and suppression equipment locations, and the location of activation within the building as needed.
5. Determine with O & M electronics technicians, the cause of alarm activation's.
6. Make sure the fire alarm system, sprinkler system and other life safety systems have been returned to full operating condition.

7. Follow-up to mitigate false alarms, when possible.
8. Investigate fires to determine the cause.
9. Determine with the fire department when it is all clear for occupants to return to the building. Fire alarm and other life safety systems shall be operational before the all clear is given.

UNIVERSITY POLICE

1. Control the evacuation of building occupants outside the building by moving occupants across the street or down the sidewalk away from the building where the alarm is sounding.
2. Establish an assembly area for all occupants so that they can be provided with updated information as the emergency situation progresses and be given the all clear when the emergency is over.
3. Direct and control vehicular traffic to protect fire department personnel operating around apparatus and if necessary, block streets and detour traffic as needed.
4. Assist building Emergency Wardens or the University Fire Marshal as needed to ensure evacuation of all building occupants.
5. Provide communications between the fire department and other University departments for needed resources.
6. Assist the fire department as needed.

BUILDING SECURITY GUARDS

1. Prevent anyone from entering building not authorized to enter during fire alarm.
2. Move building occupants away from front of building, either across the street if safe to do so or down the sidewalk.
3. Notify occupants when it is safe to re-enter if told to do so by fire department, University Police, EHS, or the University Fire Marshal.

FACILITIES MANAGEMENT

1. Report to lobby of building and provide assistance to the fire department as requested by the University Fire Marshal or EHS representative with keys, communications and resources.
2. Electronics Shop will identify source of alarm and restore fire alarm system to service after fire department has given all clear.
3. Plumbing Shop will provide assistance with sprinkler system and valves as needed. Restore sprinkler system to service when necessary after all clear is given by the fire department.
4. Elevator Shop will reset or provide other assistance with elevators as

needed after the fire department has given the all clear.

OCCUPANT EVACUATION PROCEDURES

Evacuation Instructions for Persons Requiring Assistance

Because of potential danger to occupants **Elevators should not be used during fires or when the fire alarm is activated.** Emergency wardens are responsible for assisting and reporting locations of disabled persons in Areas of Rescue Assistance in the Elevator Lobby on Floors 2-14 to the Lead Emergency Warden. If the fire or other emergency is on the floor where the disabled person is located they should use the nearest stairwell instead of the elevator lobby and make sure emergency wardens are aware of their location. Disabled persons or others requiring assistance will remain in Areas of Rescue Assistance until fire department personnel can assist them in exiting the building or the all clear is given to return to their floor. The University of Maryland utilizes a “Buddy System” to provide evacuation assistance for persons requiring assistance during an evacuation. The person requiring assistance is responsible for identifying a “Buddy” and a back-up “Buddy” that will assist them during an evacuation. A volunteer “Buddy” should remain in the Area of Rescue Assistance with the disabled person until fire department assistance arrives or the all clear is given. Do not re-enter the building from the Area of Rescue Assistance until expressly directed to do so by the fire office in charge, University Police, University Fire Marshal, EHS personnel or a emergency warden from your floor.

Students with disabilities who may need assistance in the event of an emergency are responsible for identifying their needs to teaching faculty members. Teaching faculty members or the school administration is responsible for notifying emergency wardens and the University Fire Marshal of persons requiring rescue assistance. Additionally, it is the responsibility of each student to identify fellow students, faculty member, or staff person (“Buddy System”) to assist them the event of emergency. If a student is unable to locate an assistant and alternate assistant, a request for volunteers can be made through the teaching faculty member or school administration. Any questions should be directed to the University Fire Marshal at 6-3494.

If a teaching faculty member is disabled or requires evacuation assistance, he/she is responsible for identifying their needs to school administration and emergency wardens on their floor and should be involved in planning his/her evacuation strategy utilizing student or staff assistance (“Buddy System”). The school administration is responsible for notifying the University Fire Marshal of any persons requiring rescue assistance in the building. Any questions should be directed to the University Fire Marshal at 6-3494.

A non-teaching faculty or staff member is responsible for identifying and relating the type of assistance he/she requires in the event of an emergency to their supervisor and the fire wardens on the floor where they are assigned. The supervisor is responsible for notifying the University Fire Marshal of any persons requiring rescue assistance in the building. They should seek someone in their work area to assist them during an evacuation (“Buddy System”). Any questions should be directed to the University Fire Marshal at 6-3494.

Visitors to the Garage at the Saratoga Building who require rescue assistance during an emergency are responsible for making those needs known to the

person or department they are visiting. That person or department is responsible for notifying the emergency wardens and University Fire Marshal of the persons need for rescue assistance. The person or department visited are responsible for providing a “Buddy” to assist the visitor during an evacuation and remain with that person until fire department assistance arrives or the all clear is given. Any questions should be directed to the University Fire Marshal at 6-3494.

The University Fire Marshal should be notified immediately at 6-3494 in the event of a noted lack of cooperation with the emergency evacuation plan by a disabled student, staff, or faculty member. Notification should also occur if the disabled person is not getting the cooperation of the responsible parties to meet their evacuation needs.

Persons in the Poison Control Center (PCC) on the 12th floor who are actively involved in answering emergency calls do not have to evacuate during the initial fire alarm activation unless there is smoke or fire present on the 12th floor. Fire wardens should check the PCC and determine the number of persons who are not evacuating and report that information to the Lead Emergency Warden. The Building Evacuation Supervisor will pass this information onto the fire department. The fire department will make the final determination if persons in the PCC need to evacuate based upon conditions in the building.

General Evacuation Procedures

If a fire is detected or the fire alarm sounds, evacuate the area, and follow the instructions given by the buildings Emergency Wardens. Isolate the fire by closing doors as you leave. Do not attempt to extinguish fires unless you have been trained on the proper use of portable fire extinguishers. (Do not attempt to extinguish a fire unless the building fire alarm system has been activated). Activate the nearest fire alarm, if it has not already been activated. Report the fire via the campus emergency number (711) using a University telephone from a safe location. Upon hearing a fire alarm in your building, evacuate the building by marked stairs and exits **DO NOT USE ELEVATORS. No one should call the security guard or anyone else to verify if an alarm is "Real". All alarms should be considered real and an immediate evacuation should begin when the alarm sounds.** Once outside the building stay out and move across the street or down the sidewalk away from the building to clear access for the fire department and other emergency responders. All occupants should assemble and stay together once outside the building in areas determined by the University Police in order to receive information about the emergency and building status. Depending on the circumstances of the emergency occupants may be advised to re-enter the building, to move to a shelter area on campus or to go home for the rest of the day.

Do not reenter the building until the all clear is given by the fire officer in charge.

SAFE FIRE EVACUATION PRACTICES

- 1. Never use the elevators for evacuation of the building.**
2. The Saratoga Building is considered a high-rise building and is fully sprinkled. When the fire alarm sounds all building occupants should

- evacuate immediately.
3. Persons requiring evacuation assistance should go to the elevator lobby on their floor and await further instructions.
 4. The Saratoga Building is a 14 story high-rise building. There are 2 exits from the 2nd through 14th floors. These exits are provided through enclosed stairwells located in the Northwest and Southeast corners of the building. The Northwest stairwell discharges onto Saratoga Street and the Southeast stairwell exit discharges to Arch Street. On the second level the second exit is located at the Northeast corner of the building. In addition to the previously mentioned exits, the first floor also has the main entrance/exit located on the South side, which discharges onto The court yard with egress available to Arch, Pine, and Lexington Streets. All exits are clearly marked by illuminated exit signs. **DO NOT EXIT INTO OTHER FLOORS as that may be where the emergency exists and you could place yourself in danger.**
 5. Evacuate in an orderly manner - don't panic. Walk, don't run.
 6. Know the location of fire extinguishers, how to operate them, and on what type of fires they should or should not be used. In case of fire, activate the fire alarm before attempting to extinguish it. Only consider attempting to extinguish a fire if it very minor and you have been trained in the proper operation and use of portable fire extinguishers.
 7. Obey the directions of your building Emergency Wardens and emergency response officials.
 8. **When exiting stay in single file in the stairways**, as fire department personnel may be coming up the same stairway to investigate or fight the fire.
 9. Before opening any door of a room or office that leads to the main hallway feel the door first to see if it is hot. If the door is not hot, open it slowly. Then if conditions allow, proceed to the nearest stairway and follow the evacuation plan. If smoke is near the ceiling you may be able to crawl under the smoke to reach the exit stairwell, keeping your face near the floor where air will be breathable. If smoke is too heavy, do not enter a hallway.
 10. If all exits from a floor are blocked, return to your work area and use the following procedure. Close the door, place a towel or article of clothing along the bottom edge of the door. Open the windows for fresh air and hang an article of clothing or other similar article, out the window to let the fire department know you are still in there. If the window can not be opened, **DO NOT BREAK** the glass.
 11. If, for any reason, you must remain in a room or office during a fire or other emergency, remain calm, call 711 and advise of your location and situation and wait for the fire department to assist you.

DAILY FIRE SAFETY PRACTICES

Every employee, faculty member and student is responsible for assisting in maintaining an environment within the University of Maryland, Baltimore that is free of fire and evacuation hazards. The following information will help ensure fire prevention and safe evacuations from UMB buildings.

1. Respect the **NO SMOKING** policy within all University buildings including exit stairwells.
2. Don't use candles in University Buildings under any circumstances.

3. Don't use halogen lights in University Buildings.
4. If space heaters are necessary because facilities cannot maintain a comfortable temperature in your work area only use heaters approved by the University Fire Marshal before use.
5. Keep all exit corridors free of combustible storage and maintain a clear 44" minimum width in all business and lab corridors and 72" in all classroom areas to ensure a timely and safe evacuation of all buildings during an emergency. This will also allow for safe access to the fire area by firefighters.
6. Become familiar with all exit locations and fire evacuation routes within your assigned area(s) of the building.
7. Participate in fire drills so that you become familiar with proper procedures in case of an emergency.
8. Do not prop open fire and smoke doors. These doors are designed to restrict the movement of fire and smoke within a building so that occupants can evacuate safely during an actual emergency.
9. Report any unsafe condition within your building or any safety equipment that is not functioning properly, such as:
 - Locked exit doors
 - Blocked corridors
 - Combustible storage in corridors
 - Flammable liquid or hazardous materials stored in corridors
 - Burned out exit lights or signs
 - Emergency lighting not working
 - Fire alarm components not functioning
 - Extension cords in use
 - Multi-plug electric adapters in use
 - Electrical equipment not working properly
 - Frequent tripping of circuit breakers

These conditions should be reported ASAP to Environmental Health and Safety at 6-3490 or contact Work Control directly at 6-7570. Any questions concerning fire safety within University buildings should also be directed to the University Fire Marshal at 6-3494.

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