

FIRE EVACUATION PLAN

LEXINGTON PARKING GARAGE

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 Lexington Parking Garage. 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 patrons & 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 Lexington Parking Garage. 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 Lexington Parking Garage 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. The Office of Environmental Health & Safety, University Fire Marshal, and Facilities Management will respond to assist the fire department as needed. Lexington Parking Garage is considered a high-rise building.

All fires, even if extinguished or found extinguished, must be reported to the fire department and the University Fire Marshal. Fires, smoke or smell of 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.

BUILDING EVACUATION ASSIGNMENTS AND RESPONSIBILITIES

FIRE WARDENS

Some University parking garages have occupied floors used for the purposes other than parking vehicles. Fire wardens will be appointed of these spaces and serve a separate function from the parking attendants who are appointed as fire wardens. There are no normally occupied areas of the Lexington Parking Garage.

Street Level Parking Section Fire Wardens:

1. Respond to the entrance/exit(s) section of the street level of the parking garage.
2. Stop all vehicular and pedestrian traffic from entering into the parking garage until the fire officer in charge gives the all clear.

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 buildings equipped with one).

3. Provide support and assistance to Fire 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. Follow-up to mitigate false alarms, when possible.
7. Investigate fires to determine the cause.

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. Direct and control vehicular traffic to protect fire department personnel operating around apparatus and if necessary, block streets and detour traffic as needed.
3. Assist building Fire Wardens or the University Fire Marshal as needed to ensure evacuation of all building occupants.
4. Provide communications between the fire department and other University departments for needed resources.
5. Assist the fire department as needed.

FACILITIES MANAGEMENT

1. Report to lobby of building and provide assistance to the fire department as requested with keys, communications, and resources.
2. Electronics Shop will identify source of alarm and restore fire alarm system to service.
3. Plumbing Shop will provide assistance with sprinkler system and valves as needed. Restore sprinkler system to service when necessary.
4. Elevator Shop will reset or provide other assistance with elevators as needed.

OCCUPANT EVACUATION PROCEDURES

General Evacuation Procedures

If a fire is detected or the fire alarm sounds, evacuate the area. 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 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.** Exit directly outside from the exit stairwell. **DO NOT** re-enter the building at the ground floor to exit out the main entrance. 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. 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 Lexington Parking levels have two exits from each floor. The exits are located at the Northwest and Southeast corners of the building. The one on the Southeast exits onto Lexington Street and the one on the Northwest onto Pine Street. All exits are clearly marked by illuminated exit signs.
3. Evacuate in an orderly manner - don't panic. Walk, don't run.
4. 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.
5. Obey the directions of your building Fire Wardens and emergency response officials.
6. 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.
7. 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.
8. 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.
9. 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 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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