


IN CASE OF FIRE
Emergency Procedures
Howard Avenue Building

Building & Property Management
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Fostering a climate in which every staff member views him/herself as a valued member of the community.
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- Don't:
 - Use elevators
 - Reenter area until cleared
 - Block stairwells
 - Break windows
 - Open hot doors

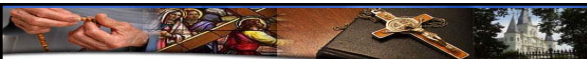


DO NOT BLOCK
KEEP CLEAR AT ALL TIMES








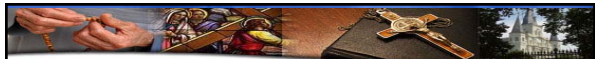
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- DO:
- Respond Quickly but calmly
 - When fire is suspected in your area call the fire department
 - call the management office or front desk
 - Activate the nearest fire alarm pull station
 - Follow instructions of management



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- DO:
- Keep to the right side of the stairs and use the handrail
 - Even numbered floors use stairs on Loyola side of building
 - Odd numbered floors use stairs on O.C. Haley side of building





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- DO:
- Clear emergency stairwell doors
- Assist handicapped personnel




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- DO:
- Search office space and restrooms for all personnel
 - Close, but don't lock, all doors as you leave



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■ Fire SUPERVISOR:

- Appoint (1) Floor FIRE Supervisor
- Activates the FLOOR Alarm
- Directs Floor Evacuation in Emergency
- When in doubt, EVACUATE




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■ FLOOR Wardens:

- Appoint (2) Floor FIRE Wardens
- Know locations of all Fire Pulls, Exit Routes, Floor Equipment Cabinets & Floor First Aid Kits
- Follow Instructions on P.A. system
- Aid with Evacuation in Emergency



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■ Fire PREVENTION:

- NO SMOKING in the Building
- Unplug any faulty equipment
- Do NOT overload Outlets
- Ensure appliances are OFF, End of Day
- Avoid TRASH accumulation
- Do NOT prop Floor Doors open




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■ Power Failure:

- Building's Emergency Generator will turn on automatically
- Safety Lighting Engages
- Elevators will return to LOBBY
- Only (1) Elevator will remain in service
- PA and Fire / Safety System remain operational



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Additional Numbers

- ✓ 504 / 593.3071 | Building Svs
- ✓ 504 / 596.3074
- ✓ 504 / 596.3074 | SECURITY
- ✓ 504 / 525.0591 | After Hours
- ✓ "911" | Fire / Police / EMT



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WHAT TO DO:

- Respond quickly, but calmly.
- Go to the "designated stairway."
*marked w/ signs for each floor @ Howard Ave.
- Keep to the right side of the stairs and use the handrail.
- Clear emergency stairwell doors.
- Assist handicapped personnel.
- Search office space and restrooms for all personnel.

For questions, please refer to the Handbook In Case of Fire, or call Building Management at (504) 596-3071.

FIRE SAFETY AWARENESS



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