**IN CASE OF FIRE**

**Emergency Procedures**

**Howard Avenue Building**

**Building & Property Management**

Dianne Collins & Liz Lacombe

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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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**DO:**

- Do not use elevators
- Reenter area until cleared
- Block stairwells
- Break windows
- Open hot doors

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**Building & Property Management**

*Howard Avenue Office*
Fire SUPERVISOR:
- Appoint (1) Floor FIRE Supervisor
- Activates the FLOOR Alarm
- Directs Floor Evacuation in Emergency
- When in doubt, EVACUATE

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

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

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

Additional Numbers
- 504 / 593.3071 / Building Svs
- 504 / 596.3074
- 504 / 596.3074 | SECURITY
- 504 / 525.0591 | After Hours
- “911” | Fire / Police / EMT