IN CASE OF FIRE

Emergency Procedures
Howard Avenue Building

Building & Property Management
Dianne Collins & Liz Lacombe

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

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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
**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
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
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

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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.