



FIRE EVACUATION PLAN

FOR

RESIDENTIAL OCCUPANCY

UNIVERSITY VIEW
FIRE EVACUATION PLAN – OUTLINE

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Appendix 1: Sample Evacuation Route Map

I. Purpose

The purpose of this plan is to establish and communicate evacuation procedures for building occupants and support staff to follow in the event of a fire or other type of emergency at University View.

II. Building Description

University View was built in 2005 of pre cast concrete and brick. This sixteen story, 660,000 square foot building is home to 1054 University of Maryland residents.

According to the building code, University View falls under the classification of a residential occupancy. Means of egress consist of exit corridors, doors and three independent stairwells remote from each other. University View is equipped with a fire alarm system that sounds when manual pull stations, automatic smoke detectors (common area) or sprinkler flow switches are activated. Sprinklers are provided throughout the community.

The short-term evacuation route for University View is direct north on Baltimore Avenue.

III. Definitions

Assembly Areas - a location where individuals may congregate. For fire evacuation purposes, it is located outside the building away from exit discharge doors and the site of the emergency (i.e., parking lots, open fields, or streets). Whenever possible, building occupants should not cross a public street. Areas may be reassigned during an emergency for fire personnel.

Emergency Coordinator - The individual responsible for gathering information during emergencies and communicating information to the College Park Fire Department and other responding parties.

Emergency - An unforeseen combination of circumstances or the resulting state that calls for immediate action.

Evacuation - To withdraw from a place in an organized way for protection.

Fire - A chemical process that involves oxidation sufficient to produce light or heat. Fire needs four elements to occur: fuel, oxygen, heat, and a chemical chain reaction.

IV. Applicability

This plan applies to building occupants, guests, and support staff living and working at University View. This plan intends to communicate the procedures for staff and occupants to follow during an emergency evacuation.

V. List of appropriate device types and how they function at University View.

Manual Pull Stations: Operation of a manual pull station will initiate the following fire alarm system responses:

1. Sound of the internal buzzer in the fire alarm control panel.
2. Activation of fire alarm signaling devices on the floor of the alarm, THE FLOOR BELOW AND THE FLOOR ABOVE.
3. Activation of stairwell pressurization fans.
4. Transmission of an alarm signal to Central Station, when locate fire department.
5. Storage of the event in the fire control panel memory.
6. Transmission of an alarm signal to the security system to initiate fail-safe release of all electric strikes electromagnetic locks.

Smoke Detectors Operation: Any smoke or detector, other than those separately or in a room with only one smoke detector, will initiate the following fire alarm system responses:

1. Sound of the internal buzzer in the fire control panel.
2. Activation of the fire alarm signaling devices on the floor of alarm, THE FLOOR BELOW AND THE FLOOR ABOVE.
3. Activation of elevators recall for elevators smoke detectors. Any device on the first floor shall send the elevators to the 2nd (alternate) floor and other device with sends the elevators cars to the 1st (primary) floor.
4. And will do the same as 4, 5, and 6 on a manual pull station.

Sprinkler Flow Switches: Operation of a sprinkler flow switch will initiate the following fire alarm system responses:

1. Sounding of the internal buzzer in the fire control panel.
2. Indication of the device description and location on the control panel 3-LED display.

3. Activation of fire alarm signaling devices on the floor of alarm, THE FLOOR BELOW AND THE ABOVE.

4. Activation of stairwells pressurization fans.

5. Transmission of an alarm signal to the Central Station. (by outside contractor). Than to local fire department.

6. Store of the event in the fire control panel memory.

7. Transmission of an alarm to the security system to initiate fail-safe release of all electric strikes, magnetic lock.

VI. Selective Evacuation:

Selective evacuation is used as a fire alarm system allowed for high-rise buildings. When an alarm is activated on a particular floor it will activate the alarms on the floor above as well as the floors below. Example: If an alarm is set off on the sixth floor the seventh floor will alarm as well as all floors below. The alarms can still be heard in the stairwells and the elevators. All floors to evacuate would be the first through the seventh. The fire department will use the PA function to provide information to the occupants when they arrive.

VII. Fire and Emergency Team Roster

A. Designated members/alternates & contact numbers

Emergency Coordinator - The Property Manager for University View can be reached at (240) 491-8424.

Co – Emergency Coordinator - The Building Engineer for University View can be contacted at (240) 491-8425.

Building Emergency Response Personnel - On-Call Maintenance Engineer for University View can be reached at (240) 491-8423.

Building Emergency Response Personnel - The On-Call Community Assistant for University View can be reached at (240) 491-8421.

Building Emergency Response Personnel - The On-Call Administrator for University View can be reached at (240) 491-8422.

B. Duties & responsibilities

The Emergency Coordinator is responsible for:

- ∞ Maintaining current fire safety team training records. Records shall be made available to the Fire Marshal upon request.
- ∞ Distributing the applicable parts of the approved Fire Safety Plan to all tenants, Fire Team Roster and building management or contract employees.
- ∞ Being familiar with the approved Fire Safety Plan and conduct a fire drill at least every six (6) months. The Fire Marshal, upon survey of conditions, may require additional drills. A written record of such drills shall be kept on the premises and shall be readily available for the fire department inspection.
- ∞ Obtaining and posting floor plans and route evacuation maps.
- ∞ Ensuring the selection, organization and training of Emergency Response Personnel. This includes, but is not limited to, the following person(s): building maintenance personnel, security personnel, custodial personnel, student staff, and such other specialized personnel the Fire Marshal deems applicable to each building.
- ∞ Maintaining up to date lists of building occupants, critical operations personnel, and any other personnel with assigned duties under this plan. This list is to be maintained at the front desk and in the Fire Depository Box.
- ∞ In the event of a fire or other emergency, relaying applicable information to emergency personnel and occupants.
- ∞ Providing facilities and assistance as needed by Fire Marshal to obtain approval for the Fire Safety Plan.
- ∞ Understanding the purpose and operation of all fire and life-safety systems located in the building.

The Co-Emergency Coordinator is responsible for:

- ∞ Assisting the Emergency Coordinator to ensure the effective implementation of the Fire Safety Plan.
- ∞ In the absence of the Fire Safety Director, assuming the full duties and the responsibilities of that position.
- ∞ Being responsible for the installation and maintenance of the Fire Depository Box and its contents (Knox Box).
- ∞ Providing facilities and assistance as needed by the Fire Marshal to obtain approval for the Fire Safety Plan.
- ∞ Understanding the purpose and operation of all fire and life-safety systems located in the building.

All Building Emergency Response Personnel are responsible for:

- ∞ Being familiar with the Fire Safety Plan, the location of exits and the location and activation

of any available fire alarm systems.

- ∞ Advising the Emergency Coordinator of any employees that need special assistance in evacuation so that the Mobility Impaired List is also up to date.
- ∞ Assisting Emergency and Co-Emergency Coordinator in accordance to this Fire Safety Plan.
- ∞ Assisting during fire drills. Building Emergency Personnel will act as Fire Wardens to assist in the evacuation of residents during each drill.
- ∞ Notifying Emergency Coordinator and Fire Safety personnel when occupants are neglecting their responsibilities contained in the Fire Safety Plan.

VIII. Occupant Responsibilities

Building occupants are responsible for:

- ∞ Familiarizing themselves with the location of fire extinguishers and fire alarm manual stations.
- ∞ Knowing the location and route for your first and second means of exiting the building.
- ∞ Recognizing the sound of the fire alarm system.
- ∞ Knowing how to activate the fire alarm.
- ∞ Knowing how to notify the Fire Department by dialing 911.
- ∞ Proceeding directly to the exit whenever the fire alarm is heard.

The person discovering the fire should take the following actions immediately:

- ∞ Sound the building fire alarm by pulling the nearest pull station.
- ∞ After evacuating the building, call the Fire Department at 911.

B. Evacuation Procedure

- ∞ In the event of an alarm or a fire, close doors behind you.
- ∞ Evacuate the building immediately using nearest accessible stairwell or exit.
- ∞ **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail leaving you trapped.
- ∞ Report to your designated assembly area.

C. Re-entry Procedure

- ∞ In all instances, follow directions of fire and security personnel.
- ∞ Do not re-enter the building until the all clear signal has been given by fire personnel.

IX. Fire Drill Procedure

Fire drills are conducted twice a year (once per semester). The first drill is scheduled early in the fall and the second drill is conducted during the spring. All fire drills are unannounced.

The purpose of fire drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. Fire drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants “practice” drill procedures, and familiarize themselves with the location of exits and the sound of the fire alarm.

In addition, fire drills allow an opportunity to test the operation of fire alarm system components and correct any identified deficiencies. During fire drills, designated personnel monitor building occupants and evaluate egress and behavioral patterns. Reports are prepared by participating departments and recommendations are followed through to correct any identified deficiencies.

X. Fire Emergency Procedures

A. Fire Reporting Procedure

The person discovering the fire should take the following actions immediately:

- ∞ Sound the building fire alarm by pulling the nearest pull station.
- ∞ After evacuating the building, call the Fire Department at 911.

B. Evacuation Procedure

- ∞ In the event of an alarm or a fire, close doors behind you.
- ∞ Evacuate the building immediately using nearest accessible stairwell or exit.
- ∞ DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail leaving you trapped.
- ∞ Report to your designated assembly area.

C. Re-entry Procedure

- ∞ In all instances, follow directions of fire and security personnel.
- ∞ Do not re-enter the building until the all clear signal has been given by fire personnel.

D. Fire Watch Procedure

- ∞ Contact the Prince George’s County Emergency Communications Center at (301) 499-8400 to alert them of the start of a fire watch.
- ∞ Post signs on all suites stating “Fire Watch in Progress”.
- ∞ Conduct continuous tours of the building (interior and exterior) to watch for any visible

signs of fire.

- ∞ Contact the Prince George's County Emergency Communication Center at (301) 499-8400 every hour to alert them of fire watch status.
- ∞ A written log of the fire watch must be maintained. The log must include the date, time, status of alarm, and legible signature of the person performing the watch.
- ∞ When all fire safety systems restored to normal, contact the Prince George's County Emergency Communications Center at (301) 499-8400 to inform that we are ending the fire watch.
- ∞ Remove all notices from suite doors.

XI. Emergency Evacuation of Disabled Persons

In all emergencies, after an evacuation has been ordered, the following applies:

Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for volunteers to alert them and assist them in an emergency, is a good method.

If assistance is not immediately available, disabled persons should seek shelter and call 911 to alert emergency personnel of your exact location.

Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person. If providing assistance, call 911 to report your location and that of the disabled person. Evacuate or assist people with disabilities to get to the nearest stairwell if possible.

DO NOT use elevators, unless directed to do so by police or fire personnel. If the evacuation has been ordered due to a fire, elevators could fail during a fire. Police or fire personnel will know if the elevators can be used.

If the situation is life threatening, call 911. Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

AIDING PERSON WITH SPECIFIC DISABILITIES IN EMERGENCY SITUATIONS

Blindness or Visual Impairment

Give verbal instructions to advise about safest route or direction using compass directions, estimated distances, and directional landmarks. DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd. Give other verbal instructions or information (i.e., move to the stairwell, elevators cannot be used, etc).

Deafness or Hearing Loss

Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand. Offer visual instructions to advise of safest route or direction by pointing toward stairwell exits or evacuation maps.

Mobility Impairment

It may be necessary to help clear the exit route of debris (is possible) so that the person with a disability can exit to a safer area. If people with mobility impairments cannot exit, they should move to a safer area such as the nearest stairwell. If that is not possible, they should move to an office or other room with the door shut which is a good distance from the hazard. Notify police or fire personnel immediately about any people remaining in the building and their locations.

Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. They may determine that it is safe to override the general rule against elevators. If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

XII. Evacuation Route Maps

Emergency route maps (see Appendix 1) are located at the Management Office and in common areas throughout the building. The map indicates locations of stairwells, primary and secondary exits, fire extinguishers, pull stations and assembly areas. The maps also provide instructions to follow in the event of an emergency.

XIII. Plan Access

Copies of this plan can be accessed via the website and will be maintained at:

University View Management Office
8204 Baltimore Avenue, College Park, Maryland 20740
(301) 220-0951

University View is a smoke free building.

University View has three (3) types of devices used to detect or communicate a fire:

(a) SAFETY DEVICES

1. **SMOKE DETECTORS** – As the name implies, these devices trigger the Fire Alarm system when extreme smoke infiltrates their sensing device. They are mounted on the ceiling of stairwells, hallways, garage and elevator lobby's mechanical rooms and inside ductwork.
2. **SPRINKLER ALARM** – The building is fully equipped with a sprinkler system, with each sprinkler heads reacting to a specified temperature rise. When sufficient heat activates a sprinkler head, the flow of water will automatically set off the fire alarm.
3. **FIRE PULL STATIONS** – The manual **PULL STATIONS** are mounted on the wall beside each emergency stairwell **EXIT**.

B. OBSTRUCTIONS TO EXITS

All **EXITS** in the building shall be kept clean and clear of all obstructions at all times and every means of egress in the building shall be properly maintained.

ALL EXIT DOORS leading into the stairways shall be kept unlocked at all times. Once in the stairwell, however, you can only **EXIT** at the first floor (lobby area, garage or outside).