

# EVACUATION PROCEDURES / GUIDELINES

The following is for the use by occupants of the State Office Building, Volunteer Fire Wardens and their alternates. Although we have had numerous false alarms in the past, it only takes one real alarm to recognize the importance and serious nature of these procedures. Here you will find basic procedures to be followed when a fire evacuation alarm is sounded in the Alaska Office Building. There are general instructions for occupants, general instructions for the volunteer fire wardens, and specific instructions for each level of fire warden. **We urge all occupants of the Alaska Office Building to become familiar with at least the general evacuation procedures.**

## ***Definition of Terms:***

**Chief Fire Wardens (CFW):** There are two volunteer Chief Fire Wardens assigned to the Alaska Office Building. They are stationed at the two staging areas; they being 1) the main entrance Main Street (the north side of the building opposite to the Dimond Courthouse), and: 2) the 2<sup>nd</sup> Floor ADA entrance off of Calhoun Avenue (the entrance in front the SOB Loading Dock). Each Chief Fire Warden will be identified by the large clipboard with the red "X" taped to the back of the clipboard.

**Senior Fire Wardens (SFW):** For each floor of the Alaska Office Building there is at least one Senior Fire Warden.

**Fire Wardens (FW):** Each floor is divided into sectors. Each sector has one volunteer Fire Warden assigned to it.

## ***General Evacuation Instructions for Occupants of the Alaska Office Building:***

When you hear or become aware of an active FIRE ALARM it is recommended that you do the following:

1. Keep calm. DO NOT panic or panic others.
2. Quickly terminate your telephone call or activities.
3. Take coat and purses ONLY if they are convenient and immediately available.
4. Progress immediately to your designated emergency exit.
5. Follow the instructions of any Fire Warden or Senior Fire Warden. They will be recognizable by a red and white badge.
6. Walk carefully and DO NOT run. There will be a lot of people converging in the stairwells at one time, so it is necessary to remain calm and yet proceed as quickly and safely down the stairs as you can. Those who have a more difficult time descending the stairs should try to use the handrails. Those who have no difficulty should allow access for those who need to use the handrails. If you see a co-worker that might need a little help, it doesn't hurt to offer some assistance if it can help to

- keep the egress going at a reasonable rate of speed.
7. Once you are out of the building, keep walking away from the building so as to allow room for those who are exiting the building behind you. Stay on the sidewalks and follow the instructions of the Fire Wardens. Stay out of the way of any traffic and/or responding units.
  8. If you are unable to descend the stairs your Fire Warden will direct you to wait in a safe staging area near the stairwell but out of the traffic corridor. Once the stairwell is fairly empty and it is made obvious that it is smoke free and not in immediate hazard, the Senior Fire Warden will then place you inside the stairwell landing. The Fire Warden or Senior Fire Warden will be reporting your location and condition to the Chief Fire Warden who will alert the responding fire/rescue units. The responding units will then come and get each person left in the building in the order of most immediate peril or need at the time. This procedure is something that you will want to discuss with your Fire Warden or Senior Fire Warden well in advance of any alarm. It might also be a good idea to do a practice run or two in advance preparation.
  9. If smoke is present on your floor or if you are caught in smoke, immediately drop to the floor, crawl along the floor where the air is cooler, take short breaths and breathe through your nose. If it becomes dark and difficult to see, you will have to feel your way to the exit. Using voice communications with others will help guide everyone out.
  10. Once outside the building, do not try to re-enter unless instructed to do so. If a real event does occur, it may be necessary to evacuate to a staging area away from the AOB. The most likely location would be the Dimond Courthouse Plaza.
  11. IT IS IMPERATIVE TO STAY AWAY FROM THE BUILDING, INCLUDING THE SKYBRIDGE ATTACHED TO THE BUILDING. The authorities in command (which will be either fire or police commanders) will let us know if and when it will be safe to remove your vehicle if it is parked opposite the SOB Loading Dock. Attempting to get your vehicle without proper permission will not be looked upon as an act of cooperation by law enforcement officials and could land you in more trouble than it is worth. So, the best course of advice is to follow instructions and stay out of the way. The responding authorities will have a lot to do, and have a lot of responsibility. It is best for everyone's safety to allow them to do their jobs without adding to their burdens.

***General Emergency Evacuation Instructions for all Volunteer Fire Wardens:***

When the fire alarm is triggered the following are the general procedures to be followed when evacuating the State Office Building. These procedures are meant to be a guideline only and Fire Wardens, Senior Fire Wardens and the Chief Fire Wardens all have the option of using a different egress method if the circumstances warrant it at the time. For example, if a fire/smoke hazard is present, visible or known; or the fire hazard blocks an egress pathway, common sense dictates that the evacuation for the blocked egress be modified to another, safer route.

1. When the fire alarm sounds, the FW should put on their identification tag and walk through their assigned sector reminding all occupants to walk calmly to their egress path. If the weather is cold or wet, and there is no immediate signs of hazard (such as visible fire or smoke) occupants can quickly grab their coats and purses. The FW should make certain that all occupants are accounted for and out of the sector area before they leave. The FW should urge anyone who is reluctant or slow in leaving that quick but calm evacuation is mandatory FOR EVERYONE. Anyone refusing to leave must be reported to the Chief Fire Warden.
2. A FW of the appropriate gender should check the restroom areas and remind those inside to hurry and evacuate. The FW should make certain that the restroom is vacant before exiting the area.
3. Senior Fire Wardens should check all conference rooms. If there are guests on the floor (such as attending a meeting) the SFW or FW should direct the occupants to the proper egress pathway.
4. Each FW and SFW should be aware of anyone on their floor or section who are unable to negotiate the stairwells due to a disability. Persons with such disabilities should be escorted to a safe area near the stairwell entrance and asked to wait there until the responding fire/rescue units arrive and can safely bring them down. If possible, it is recommended that each FW discuss the procedures in advance with the person with disabilities. It would be helpful if someone other than a FW could volunteer to stay with the individual until such time as the responding units arrive for assistance. This person could be the alternate FW or another co-worker of the disabled person.
5. Once the FW & SFW have the floor cleared, it is recommended that they then do a final check of the area. Persons with disabilities should be safely staged inside the stairwell landing once it is clear. The SFW should then close the fire door and exit down the stairwell.
6. Upon arriving outside the building the FW & SFW should check in with the CFW and provide the status of their sections. Include the following information: (a) were there any signs of a smoke or fire hazard present; (b) whether the section is clear or if anyone refused to egress and; (c) most importantly, the location of any persons with disabilities left in the stairwell landing and whether there is someone with them.
7. The CFW will check off each reporting section and floor. If there is a section that does not report, the CFW should contact the SFW and request that they check into why that section has not reported. This will require that all SFWs stay close by the CFW until such time as the CFW has received a report from all sections.
8. The CFW must inform the responding fire/rescue units of any individuals left in the building, their location, and type of disability. The CFW may need to ask an SFW to make this contact if the CFW is still waiting for sections to report. **It is imperative that the responding fire units be advised as soon as they arrive of the location of any individuals left inside the building.**

9. The CFW will have an amplified speaker horn and a whistle for crowd control and announcements. Each CFW will have to make decisions regarding crowd movement and gathering based upon the prevailing weather, traffic and egress conditions. The CFW, with the assistance of SFWs and FWs should attempt to keep an area clear for the arrival of any responding units. The crowd should be advised to move onto the side walks and to spread out so as not to block traffic or to endanger themselves or others.
10. Once the responding fire/rescue units have cleared the building for occupation, each CFW will be informed by a representative of Risk Management. The CFW will then announce that everyone may re-enter the building.
11. After this announcement the CFWs, SFWs and Risk Management will meet on the 8<sup>th</sup> floor foyer near the entrance doors to the outside patio, for a critique and discussion of the evacuation.

### ***General Instructions for Fire Wardens:***

The Division of Risk Management greatly appreciates the time and efforts of the volunteer Fire Wardens. Their willingness to volunteer demonstrates their dedication to the safety of their co-workers. Without this thoughtful dedication and willingness to volunteer, Risk Management would be forced into requiring a mandatory participation in an evacuation plan. It is our desire to keep the emergency evacuation program voluntary. The cooperation of voluntary participants is always of a high quality and helps to maintain a higher level of moral and provides for a safer workplace. Therefore, recognizing the fact that each volunteer has their day to day duties and functions of their regular job, it is hoped that the duties of the voluntary Fire Wardens be kept to a level so as not to be a burden to them or their co-workers. With that in mind, the following are some ideas and instructions that will help in maintaining a safe evacuation program:

1. Fire Wardens should be familiar with their sections and the egress exit paths. Fire Wardens can also act as 'safety eyes and ears' and alert Risk Management and/or building maintenance of any situation that could hinder an emergency egress; such as blocked corridors or stairwells.
2. It is also a good idea to be familiar with the location of nearby fire extinguishers. It is **not** the responsibility of the Fire Warden to inspect the fire extinguishers; however, if you notice an expired tag or any other problem with safety equipment, it only makes sense to bring it to the attention of Risk Management. RM will then alert building maintenance to the situation
3. Fire Wardens should introduce new employees in their section to the fire evacuation procedures and exit routes.
4. Fire Wardens are issued an identification badge to wear during an emergency evacuation. It is helpful to the Chief Fire Wardens to have your name, floor and section written on the badge.

5. Fire Wardens should also be aware of anyone in their section who has a disability that would hinder their use of the stairwells for exit. The Fire Warden should discuss the special procedures with the individual and make certain that you each agree on a safe area to wait for the fire/rescue units. This is also a good time to see if another co-worker would be willing to act in the capacity of a “buddy system” for the disabled person.
6. Fire Wardens should provide notice to the Senior Fire Warden of any planned vacation or annual leave time and arrange for an alternate to act in their absence.

***General Instructions for Senior Fire Wardens:***

1. The Senior Fire Warden on each floor is responsible for recruiting and appointing the Fire Wardens for each sector in their area. The Senior Fire Warden should make certain that each of their Fire Wardens has an identification badge.
2. The SFW maintains and updates their listing of Fire Wardens. Periodic updates should be provided to the Chief Fire Wardens and Risk Management.
3. Establish and maintain evacuation routes and an alternate route for each sector. This is usually only necessary when there is a change in the physical configuration of the floor space. Consideration should be given to areas where bottlenecks might occur.
4. The SFW should also check with each FW as to the identity and location of anyone with a disability or anyone who cannot use the stairwells for egress. The SFW should maintain a listing of such persons and provide that information to the Chief Fire Warden.
5. The SFW may be called upon to conduct meetings of the Fire Wardens in their sections to review procedures and any issues regarding the evacuation plan.’
6. Senior Fire Wardens report directly to the Chief Fire Wardens.
7. During evacuation, the Senior Fire Warden should be the last one off their floor, checking to make certain that they have placed anyone who cannot descend the stairs into the cleared stairwell landing to await rescue. The SFW should also make certain that all fire doors are closed tightly. The SFW should then proceed directly to the CFW to report in and to report on anyone left in the building.

***General Instructions for Chief Fire Wardens:***

The Chief Fire Wardens have unique and important duties. They are in general control of the staging areas and are the key element in reporting and communication. They direct the actions of the Senior Fire Wardens and have the authority to direct and instruct crowd control.

1. Once the fire alarm bell sounds, grab your clipboard and record the time of the alarm, put on your identification Badge and locate your amplified speaker. (The clipboard should be kept in a state of "readiness" with two separate unused recording forms, Emergency Evacuation Summary and Emergency Evacuation Report, and a pen or pencil secured to the board.)
2. With your clipboard and other equipment in hand progress immediately to your designated outside staging area.
3. Use your abilities and your amplifier to maintain a calm and orderly presence in the staging area.
4. Record the progress of the evacuation as each of FW & SFW reports to you on the status of their floor.
5. Notify responding units of any reported smoke or fire hazard and the location of anyone left in the building.
6. Direct SFWs & FWs, who have already reported in, to assist you in crowd control. Have SFWs & FWs restrain (to the best of their ability taking into consideration their own safety) anyone from entering the building who is not otherwise authorized to do so.
7. Report to Risk Management personnel pertinent information as needed.
8. When or if the "all clear" determination is made by the CBJ responding unit commander, Risk Management will then have the CFW announce the "all clear" signal to enter the building.
9. If a significant event is in progress, the CFW along with the assistance of SFW & FW, will instruct the crowd to evacuate to a pre-determined location, out of the weather. This will most likely be Centennial Hall, depending upon circumstances and safety issues at the time.
10. Once the event is over, the CFW will report directly to Risk Management for further debriefing or instructions.