FIRE EVACUATION PLAN - META CHRISTY HOUSE

Philadelphia College of Osteopathic Medicine

Police - 911; Fire - 911; Medical Emergency - 911

Anyone discovering excessive heat, smoke, or fire will immediately sound an alarm and report the conditions by the following methods:

1. Manual Fire Alarm Pull Station Located Near Exits
2. Telephone the Fire Department from a safe location following evacuation - 911

Introduction

This evacuation plan establishes methods and procedures to be used in the event of a fire at the Meta Christy House. The emergency procedures outlined in this plan should be utilized during fires, and other emergencies. This plan deals primarily with fire emergencies. However, the same procedures and responsibilities would apply to other emergencies with appropriate variations. Building staff, students, contractors, and visitors are expected to comply with the procedures contained herein.

Fire Drills

As required by the Fire Code, regular fire drills to practice evacuation procedures outlined in this plan will be conducted at the Meta Christy House. Fire drills shall be arranged, conducted, and supervised by the Occupational and Environmental Health Department. Fire drills will be unannounced to building occupants. The Department of Public Safety will be notified of the drill and will participate in the drill. **A complete evacuation of the building is expected during the fire drill.**

Fire Alarms

The fire alarm system installed in the Meta Christy House is monitored by a company contracted to monitor the system and notify 911 when an alarm is activated. Upon activation of an alarm, the Philadelphia Fire Department will be called immediately. During normal business hours, the Chief Occupational and Environmental Safety Officer and the Director of Public Safety will respond to assist the fire department as necessary. Officers from Public Safety will respond 24/7 to assist as needed.

The Meta Christy House is a high-rise building and has a fire command center adjacent to the lobby with a voice evacuation system. The fire alarm is programmed to sound an alarm on every floor of the building.

All fires, even if extinguished or found extinguished, must be reported to the Chief Occupational and Environmental Safety Officer and the Director of Public Safety.

Fires, smoke or smell of smoke shall be reported by the following methods:

1. Manual fire alarm pull stations, located near exits.
2. Notification of the fire department telephone number - 911.
3. When reporting a fire by telephone, give all of the following information:

    a. Name of person making call,
    b. Location of emergency - building name, floor and room number,
    c. People injured, trapped or disabled, if any.
4. Remain on telephone until the message is confirmed.

Building Evacuation Assignments and Responsibilities

Occupational and Environmental Safety Office

1. Provide liaison with the fire department incident commander and assist with keys, communications, fire alarm and suppression equipment locations and location of activation within the building as needed.
2. Determine with Altman Management maintenance technicians, the cause of alarm activations.
3. Follow-up to mitigate false alarms, when possible.
4. Investigate fires to determine the cause.

Public Safety Office

1. Control the evacuation of building occupants outside the building by moving occupants away from the building.
2. Direct and control vehicular traffic to protect fire department personnel operating around apparatus and if necessary, block streets and detour traffic as needed.
3. Assist the fire department as needed to ensure evacuation of all building occupants.
4. Provide communications between the fire department and other PCOM departments for needed resources.

Altman Management Company Personnel

1. Report to the lobby of the building and provide assistance to the fire department as requested with keys, communications and resources.
2. Identify source of alarm and restore fire alarm system to service.
3. Provide assistance with the sprinkler system and valves as needed. Restore the sprinkler system to service when necessary.
4. Provide assistance with elevators as needed.

Occupant Evacuation Procedures

If a fire is detected or the fire alarm sounds, evacuate the area. Isolate the fire by closing doors as you leave. Do not attempt to extinguish fires unless you have been trained on the proper use of portable fire extinguishers. Activate the nearest fire alarm, if it has not already been activated. Report the fire via the campus Emergency number (911) using a PCOM telephone in a safe area.

Upon hearing a fire alarm, evacuate the building by marked stairs and exits, **DO NOT USE ELEVATORS**. Once outside the building, stay out and move across the street, down the sidewalk or alley and into the courtyard away from the building to clear access for the fire department and other emergency responders. If you exit onto Monument Street or Stout Road report back to the front of the building for further instruction and accountability.

Assist persons with disabilities to the Area of Refuge/Area of Rescue Assistance in the main elevator lobby. If the elevator lobby is affected by the emergency, direct them to the nearest unobstructed fire exit or stairwell. Disabled persons will remain in these fire safe locations until fire department personnel can assist them in

exiting the building. A volunteer should remain in the fire exit or stairwell with the disabled person until fire department assistance arrives. Do not re-enter the building until expressly directed to do so by the fire officer in charge, the Chief Occupational and Environmental Safety Officer, or the senior Public Safety Officer.

Safe Fire Evacuation Practices

In case of fire, activate the fire alarm before attempting to extinguish it. Only consider attempting to extinguish a fire if it very minor and you have been trained in the proper operation and use of portable fire extinguishers.

1. **Never use the elevators for evacuation of the building.**
2. The Meta Christy House has two enclosed fire exits from the Basement through 12th floors. The enclosed stairwells are located at the East and West ends of the building. Both stairwells exit directly to the outside of the building at the ground floor. All exits are clearly marked by illuminated exit signs.
3. Evacuate in an orderly manner - don't panic. Walk, don't run.
4. Know the location of fire extinguishers, how to operate them, and on what type of fires they should or should not be used.
5. Obey the directions of emergency response officials.
6. **Stay in single file in the stairways**, as fire department personnel may be coming up the same stairway.
7. Before opening any door of a room that leads to the main hallway feel the door first to see if it is hot. If the door is not hot, open it slowly. Then if conditions allow, proceed to the nearest stairway and follow the evacuation plan. If the smoke is too heavy, do not enter a hallway. Close the door, place a towel or article of clothing along the bottom edge of the door. Open the windows for fresh air and hang a sheet, or other similar article, out the window to let the fire department know you are still in there. If the window cannot be opened, **DO NOT BREAK** the glass. If all exits from a floor are blocked, return to your apartment and use the following procedure. If, for any reason, you must remain in a room or office during a fire or other emergency, remain calm, call 911 and advise of your location and situation, and wait for the fire department to assist you.

Daily Fire Safety Practices

Every resident is responsible for assisting in maintaining an environment within the Meta Christy House that is free of fire and evacuation hazards. The following information will help ensure fire prevention and safe evacuations from PCOM buildings.

1. Respect the **NO SMOKING** policy within all PCOM buildings including exit stairwells.
2. Keep all exit corridors free of combustible storage.
3. Become familiar with all exit locations and fire evacuation routes within your assigned area(s) of the building.
4. Participate in fire drills so that you become familiar with proper procedures in case of an emergency.
5. Do not prop open fire and smoke doors. These doors are designed to restrict the movement of fire and smoke within a building so that occupants can evacuate safely during an actual emergency.
6. Report any unsafe condition within your building or any safety equipment that is not functioning properly, such as:
    a. Locked exit doors
    b. Blocked corridors
    c. Combustible storage in corridors
    d. Burned out exit lights
    e. Emergency lighting not working
    f. Fire alarm components not functioning

These conditions should be reported as soon as possible to building management. Any questions concerning fire safety within PCOM buildings should be directed to the Chief Occupational and Environmental Safety Officer.