

500 East Pratt Street
Baltimore, Maryland 21202



Emergency Information Manual

Prepared By:



**MORNING CALM
MANAGEMENT**

500 East Pratt Street

Fire Safety/Emergency Evacuation Plan Instructions to Team Members

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INTRODUCTION

The primary purpose of the Fire Safety/Emergency Evacuation Plan is to provide protection of building occupants by relocation to a safe area in the event of an emergency such as a fire or bomb threat. Secondary objectives are protection of property and removal of the cause of the emergency and/or reasonable assurance that all is clear.

There are two components necessary for a truly safe building. The first is a building which, by virtue of construction methods and materials or systems installed, is physically safe. As described in the first section of this booklet, this has been accomplished in 500 East Pratt Street.

The second, and perhaps most critical, component is a well-prepared and educated population. That is the true intent of the remainder of this booklet. The interest of all persons in learning these procedures and their cooperation in following them during drills or actual alarms will assure the safety of all.

500 East Pratt Street

FIRE SAFETY/EMERGENCY EVACUATION PLAN

This fire safety/emergency evacuation plan for Lockwood Place located at 500 East Pratt Street, Baltimore, Maryland 21202, has been reviewed and approved by the Baltimore City Fire Prevention Bureau.

Signature below indicates compliance with safety codes established by Baltimore City.

APPROVED BY:

FX, CMT Jg - FRB-24

Signature

Fire Inspector IV

Title

6-22-17

Date

EQUIPMENT AND FACILITIES

In constructing 500 East Pratt Street, the most modern methods and materials available were utilized to assure a safe environment for tenants.

In addition to incorporating fire resistant materials to inhibit the spread of fire, we have installed modern systems to detect the presence of a fire and minimize the spread of smoke, a communication system to assist in orderly evacuation, and sprinklers to limit potential damage.

Our building has a zoned evacuation design. There are several things that occur in a “zoned evacuation” design.

First, each floor has its own air handler. When you have a smoke alarm on a floor, the air handler shuts down.

Next a set of smoke dampers open on the floor where alarm is activated.

Simultaneously a dedicated smoke evacuation fan starts up and removes smoke from the fire floor.

The floor below and above are flooded with pressurized air- this helps contain any smoke from spreading.

Should smoke or heat spread to another floor, the alarm on that floor would go off, along with the floor above and below.

So, if an alarm went off on 7, the alarm would sound on floors 6, 7, and 8. If the smoke or heat made it to 8, the alarm on 9 would go off. The zoned alarms would continue to activate floor by floor if necessary.

Additionally, the stairwells have fans that provide positive pressurization, this accomplishes 2 things:

1. When a door is opened on a fire floor, the smoke is forced out so it does not enter the stairwell
2. Nice clean airstream for occupants leaving

Fire alarm pull stations are located at each stairway. Pulling these, or detection of smoke by any of the many smoke detectors within the building, will automatically sound an alarm at the Security Console. This alarm will allow the Security Officer on duty to immediately identify the location and type of device transmitting the alarm. Simultaneously, an alarm message is transmitted to a remote monitoring station, which notifies the Baltimore City Fire Department. In most instances, the Fire Department will be in the building within five to eight minutes of the alarm sounding. This alarm signal also triggers the building management system computer to shut-off or start-up various fans in a sequence designed to remove smoke from the building and control its spread.

By the time the Fire Department arrives, all occupants of the affected areas will be safely evacuated. Evacuation procedures are as follows:

Tenants located on the West side of the building will take Stairwell #1 to the first floor and exit out of the front of the building. Once outside, please use crosswalk and proceed to the corner across Gay Street.

Tenants located on the East side of the building will take Stairwell #2 to the first floor and exit out of the back of the building. Once outside, please use crosswalk and proceed to the Holocaust Memorial located on the North side of the building across Lombard Street.

Detailed evacuation instructions will be given by way of a public address system to assure this is accomplished in an orderly manner.

Once any possible danger is removed, the Fire Department will inform building management, and the information will be communicated to the occupants, who may then return to the workplace.

**FIRE TEAM
ORGANIZATION**

- I. Fire Warden: Has overall responsibility for safety and the implementation of Fire Department regulations. This position will be filled by the Property Manager or Engineering Staff.

- II. Assistant Fire Warden: Shall give assistance where needed in an emergency, as directed by the Fire Warden, shall organize and supervise the Fire Brigade, and shall act as the Fire Warden in his/her absence. This position will be filled by the Engineering Staff or Security personnel in the lobby at the time of the event.

- III. Evacuation Supervisor: Will be the Security Officer on duty in the lobby at the time an alarm is sounded and will be subordinate to the Assistant Fire Warden. He/she will be able to act as Assistant Fire Warden in his absence and/or the Fire Warden, if necessary. All Security Officers shall be trained and qualified for this position.

- IV. Tenant Captain: There shall be one Tenant Captain per suite to provide leadership in carrying out the fire exit procedures. Each tenant will designate a dependable person to act as Tenant Captain.
 - A. The following Floor Assistants will report directly to the Tenant Captains:
 - 1. Monitors – Persons who direct the occupants off the floor
 - 2. Searcher/Locators – Persons who ensure that all persons are off the floor and report the specific location of the fire to the Floor Captain.

- V. Assistant Tenant Captain: Shall perform the same duties as the Tenant Captain in his absence.

- VI. Security: Any Security Officer not serving as Evacuation Supervisor.

- VII. Fire Brigade: Will be composed of remaining building employees. They shall be specifically trained in evacuation procedures and specific responsibilities.

BUILDING FIRE WARDEN

- A. Responsibilities: The Building Fire Warden shall have overall responsibility for the Fire Safety Plan. He/she shall be specifically responsible for the following:
1. Readiness and availability of the entire fire team.
 2. Maintain a current listing of all individuals in fire team positions.
 3. Report to the Console Desk to supervise the alarm and evacuation procedures.
 4. Oversee the organization of the Fire Brigade.
 5. Conduct fire drills.
 6. Train the Assistant Fire Warden to act in his/her absence.
 7. Distribute the Fire Safety Plan to all tenants.
- B. Supervision: The Fire Warden will ensure that the following positions are filled with well-trained, qualified individuals:
1. Assistant Fire Warden
 2. Evacuation Supervisor
 3. Tenant Captains
 4. Assistant Tenant Captains
 5. Searcher/Locators (one male – one female)
 6. Monitors
 7. Fire Brigade Members

BUILDING FIRE WARDEN

(Continued)

- C. Alarm Procedures: The Building Fire Warden shall have complete authority over all fire exit procedures until arrival of the Baltimore City Fire Department. When the fire alarm is sounded, he shall do the following:
1. Go to the Security Console Desk to observe and supervise evacuation procedures.
 2. Receive phone call from remote monitoring station confirming transmission of alarm to Baltimore City Fire Department.
 3. After the building is released from fire status by the Baltimore City Fire Department, prepare a full report on the nature of the emergency, fire exit procedures and methods for improving exit plan.
 4. The Building Fire Warden also has the authority to direct any deviation from the exit plan, as may be necessary for the personal safety of occupants, prior to the arrival of the Baltimore City Fire Department.

ASSISTANT FIRE WARDEN

- A. Responsibilities: The Assistant Fire Warden shall be responsible for:
1. Organization, training and direct supervision of the Fire Brigade and Security Personnel.
 2. Assistance, as needed, in conducting the Fire Drills.
 3. Maintenance of all building systems to assure proper function in the event of an alarm.
 4. Function as Fire Warden in his absence.
 5. Designation of a Fire Brigade Member to function as Assistant Fire Warden in his absence.
- B. Supervision: The Assistant Fire Warden shall ensure the following positions are filled with well-trained, qualified individuals:
1. Evacuation Supervisor
 2. Fire Brigade Members
 3. Security Personnel
- C. Alarm Procedures: When an alarm is sounded, the Assistant Fire Warden shall:
1. Report to main building lobby.
 2. Determine location of alarm.
 3. Assure Fire Brigade is dispatched (using walkie-talkies) and maintain communication.
 4. Upon arrival of the Baltimore City Fire Department, escort them to the alarm area by taking the Fire Service Elevator to the fire floor and assist with access.
 5. Communication with Building Fire Warden as to the status, and/or “all clear” notice from the Fire Department.

EVACUATION SUPERVISOR

- A. Responsibilities: The Evacuation Supervisor shall be directly responsible for monitoring proper operation of all emergency systems and controlling the movement of occupants during drills or alarms.
1. Assure that all emergency systems are functioning properly at all times and notify Chief Engineer promptly in event of malfunctions.
 2. Assure all Security Officers are qualified in the operation of annunciator panel, public address system, and emergency fire phone system.
 3. Properly acknowledge all alarms or trouble indications.
 4. Control movement of occupants by giving appropriate instructions by way of the public address system.
- B. Supervision: Shall ensure that all Security Officer positions are filled with well-trained, qualified personnel.
- C. Alarm Procedure: When an alarm is sounded, the Evacuation Supervisor shall:
1. Determine location and type of alarm.
 2. Call 911 and give available information to the Fire Department.
 3. Notify Assistant Fire Warden and Fire Brigade of alarm location.
 4. Assure all elevators have been automatically recalled. Begin manual recall if necessary.
 5. Receive information from the Tenant Captains giving:
 - A. The Fire Locator's report.
 - B. Report that the floor evacuation is complete.
 - C. The number in the Fire Brigade, including the Fire Locators remaining on the floor.
 - D. Notice that the Tenant Captain, with the Searchers, is vacating the floor.
 - E. Receive calls from Tenant Captains reporting the need for medical transport assistance and relay this information to the ambulance service.

1. The following information must be immediately logged:
 - A. The known fire situation.
 - B. The floor(s) evacuated.
 - C. Verification of floors evacuated as reported by Tenant Captains upon exit.

1. Make “all clear” announcement when authorized by the Fire Department.

2. Maintain a log of all alarm times and events.

SECURITY OFFICERS

A. Responsibilities:

1. Assist Evacuation Supervisor.
2. Assure all elevators are returned to lobby.
3. Maintain order in lobby.
4. Be thoroughly familiar with duties of Evacuation Supervisor and be qualified to perform them.

B. Supervision: None

C. Alarm Procedure:

1. Report immediately to the main lobby.
2. Proceed to the lobby glass doors to direct building occupants across Gay Street. One guard will be stationed on the north side of the building to direct tenants to the Holocaust Memorial.
3. Hold doors open for proper egress of building occupants.
4. Announce the "all clear" to the building occupants across Gay Street once the Fire Department determines it is safe to return to the building.
5. Assist with ingress of building occupants.

FIRE BRIGADE

The Fire Brigade consists of the Building Engineering and Security Staff. They are trained in the use and operation of the building fire alarm system.

Alarm Procedures:

1. Determine from Evacuation Supervisor or Assistant Fire Warden location and type of alarm.
2. Upon arrival of Fire Department, all Fire Brigade members should proceed to the lobby.
3. One member proceeds to the lobby stairwell to assist with egress of building occupants, directing them across Gay Street. One member proceeds to the north side exit, directing occupants to the Holocaust Memorial.
4. Meet the Fire Department and assist them to the fire floor.
5. Determine precise location and nature of fire from Tenant Captain and/or Locator.
6. Attempt to extinguish fire by use of fire extinguisher (if possible).
7. AT NO TIME ARE FIRE BRIGADE MEMBERS TO ENDANGER THEIR OWN OR OCCUPANTS SAFETY. IF FIRE IS NOT EASILY EXTINGUISHABLE WITH EQUIPMENT ON HAND, THEY SHOULD PROCEED TO THE SECURITY DESK IN THE MAIN LOBBY AND AWAIT THE FIRE DEPARTMENT.
8. After alarm condition is cleared, Fire Brigade members shall report to Assistant Fire Warden all equipment used and its condition.

TENANT CAPTAIN

A. Responsibilities: The Tenant Captain shall be responsible for:

1. Organization and training of the Assistant Tenant Captain.
2. In the event of an evacuation, determine the status of that floor and communicate to Security.
3. Provide the necessary leadership to occupants to ensure a safe evacuation.
4. Account for occupants and Fire Team Members, i.e. Searcher/Locators, and Monitors.
5. Report to Security Officer when floor is completely evacuated.
6. Prepare a chart that reflects Tenant Captains, Assistant Tenant Captains, Searcher/Locators, and Monitors for building management and update as changes occur.
7. Supply a current list of all elderly, visually impaired or disabled employees that require special assistance in evacuating the floor. This list should be updated as necessary and changes delivered to the Building Management Office via fax 410-332-4228 or email vchadwell@morning-calm.com.
8. Coordinate breaks or lunch times with Assistant Tenant Captain to ensure that there will be a Tenant Captain on duty at all times.

B. Supervision:

1. Assistant Tenant Captain
2. Searcher/Locators
3. Monitors

TENANT CAPTAIN

(continued)

C. Alarm Procedures:

When smoke or fire is detected and the fire alarm is sounded, the Tenant Captain will do the following:

1. **Put on orange emergency vest with tenant name and floor number stenciled on back.**
2. Go to the predetermined meeting place.
3. Refer to the Floor Team Roster, and check off Team Members as they report for their assigned duties, then dispatch same.
4. Assign alternate Team Members, as necessary, to replace any absent members of the Fire Team.
5. If on the fire floor, receive a verbal report from the person who pulled the fire alarm.
6. When Searcher/Locators report the fire floor is clear of all occupants, the Tenant Captain leaves the floor with the Searcher.
7. Upon entering the main lobby, the Tenant Captain shall stop at the security desk and notify security that the floor has been evacuated. The Tenant Captain shall then proceed to exit the building.

TENANT CAPTAIN

(continued)

C. Alarm Procedures: (Continued)

8. Tenant Captains from the involved floors will call Security under the following circumstances during an emergency:
 - A. If directed by Security, to report specific information
 - B. To report the need for medical attention.
 - C. To report a condition of extreme danger.



MORNING CALM
MANAGEMENT

TENANT FIRE TEAM ROSTER
(One team needed for each suite/floor)

FLOOR: _____

COMPANY NAME: _____

Tenant Captain #1 Name	Tenant Captain Phone #	Tenant Captain Email Address

(Tenant Captain: Provides leadership in carrying out the fire exit procedures)

Asst Tenant Captain #1 Name	Asst Tenant Captain Phone #	Asst Tenant Captain Email Address

(Asst Tenant Captain: To perform same duties as Tenant Captain in his/her absence)

Monitor Name	Monitor Phone #	Monitor Email Address

(Monitor: Person who directs occupants off the floor. Assists special need staff on floor)

Searcher/Locator Name	Searcher/Locator Phone #	Searcher/Locator Email Address

(Searcher: Person who ensures all persons are off floor and reports to Tenant Captain – One Male/One Female)

ASSISTANT TENANT CAPTAIN

A. Responsibilities:

The Assistant Tenant Captain is to be thoroughly familiar with the duties and responsibilities of the Tenant Captain and be capable of carrying them out in event of his/her absence.

B. Supervision: In the absence of Tenant Captain

1. Searchers/Locators
2. Monitors

C. Alarm Procedures: When the fire alarm sounds, the Assistant Tenant Captain shall do the following:

1. Report to the predetermined meeting place with the Floor Team Roster and a copy of the fire plan.
2. If the Tenant Captain is absent, assume all of the duties of the Tenant Captain.
3. If the Tenant Captain is present, assist the Tenant Captain, as directed.

MONITORS

There shall be two (2) Monitors for each floor. When the fire alarm is sounded, they shall do the following:

Report to the Tenant Captain at the predetermined meeting place and then do the following:

1. Go to the designated floor stairway door. Each Monitor on a floor should be assigned to one stairway.
2. The Monitor should feel the door with the palm of his hand to determine if the door is hot. If not, slowly open the door and check for smoke or fire. If that stairway is unpassable, the other stairway should be checked with the same method.
3. As the floor occupants arrive, direct them to exit via the stairwell.
4. If occupants of another floor are on the stairway, the Monitor should wait until they pass before allowing the occupants from his floor into the stairway.
5. The Monitor shall instruct each occupant to use alternate sides of the stairway.
6. Once his floor is clear of occupants, the Monitor shall report to the Tenant Captain and follow any directions given.
7. In the event of illness or injury in his group, the Monitor should direct assistance within the group as well as notify the Tenant Captain.
8. Instruct any handicap persons to wait on the hallway side of the stairwell door until the Fire Department arrives to assist. The Monitor may choose to stay with the disabled personnel.

SEARCHER/LOCATORS

There shall be a minimum of two (2) Searcher/Locators, at least one (1) male and one (1) female for each floor. When the alarm sounds, they shall do the following:

1. Report to the Tenant Captain at the predetermined meeting place to receive directions and determine whether the alarm has originated from that particular floor.
2. Female Searchers will check the ladies room and male Searchers will check the men's room. They will then together check all private offices and out-of-the-way places to ensure all occupants have been alerted and are vacating.

(NOTE: While one Searcher is checking a room, the other is to wait outside to ensure their safe return.)

3. Enforce immediate compliance with the fire evacuation procedures.
4. Check for signs of fire, even if the alarm has originated on another floor.
5. Upon completion of search, Locators will report back to the Tenant Captain with the information. Safe evacuation of occupants is to be the priority.
6. Close all doors to the room and spaces checked.
7. Direct any visitor or occupant to the fire exit stairway.
8. Report back to the Tenant Captain when all floor occupants have left the floor.
9. Searchers will leave the floor when the Tenant Captain leaves.
10. If necessary, one Searcher may choose to remain with the disabled personnel.

EVACUATION PROCEDURES

The fire evacuation procedures must be followed by all occupants and visitors in order to ensure a safe and quick evacuation. In order to lessen fear and promote a feeling of confidence, it is necessary that all occupants read and thoroughly understand their specific responsibilities.

In the following pages, the specific instructions will be outlined for an emergency evacuation.

All Occupants:

1. All occupants must be familiar with the following:
 - A. Locations of pull stations on the floor.
 - B. Extension number of the Tenant Captain.
 - C. Stairway to use for emergency exit.

ELEVATORS WILL NOT BE USED

2. Any person discovering a fire (seeing flame or smoke) shall immediately go to the nearest fire alarm box and pull the alarm, without hesitation.
3. If an unusual odor is detected, it should be reported immediately to the Tenant Captain.
4. After pulling the alarm, that person shall phone or contact the Tenant Captain and report details, or have a nearby person do so.
5. The fire exit alarm is two “whooping” signals, followed by a pre-recorded evacuation message. It sounds in both stairways and only the fire floor, the floor above, and the floor below. The elevators will immediately return to the main lobby. There is a buzz in the elevator that indicates an alarm has been sounded. All occupants will take the following action:
 - A. If away from your workstation, do not return, but go directly to the designated stairway entrance.
 - B. Stop all phone calls or other business activity.
 - C. Clear your desk or table of important papers.
 - D. Close all desks and file drawers.

EVACUATION PROCEDURES

(Continued)

- E. Place chairs under desks, especially in walking corridors.
- F. Immediately proceed to and enter the nearest stairway. At this time, the Monitor will advise you to exit the stairway at the ground level.
- G. DO NOT PUSH – DO NOT RUN – DO NOT HESITATE!
- H. At all times, follow the instructions of the Monitor and stay with a group. Do not be alarmed by stopping. The Monitor will allow those from an upper floor to proceed first.
- I. After leaving the stairway, do not reenter for any reason unless otherwise instructed by the Monitor or Tenant Captain.
- J. All other instructions will be given by announcement.
- K. There shall be no movement between floors by lone individuals or by groups without a designated Monitor.
- L. If you are away from your assigned floor, do not return to it. Stay with the occupants of the floor where you are when the alarm is given.
- M. A visitor with you at the time of an alarm should stay with you throughout.
- N. During the fire exit procedures, any physical injury or difficulty should be reported to the Monitor immediately.
- O. Everyone on elevators at the time of an alarm will be taken directly to the lobby. If an alarm has sounded on the lobby level, the elevators will proceed to Level 2.
- P. Handicapped or disabled persons shall remain at the stairway on their floor and their location reported to the Tenant Captain by the Searcher/Locator. Safe evacuation of a handicapped or disabled individual is given top priority by the Fire Department. One Searcher or Monitor may choose to remain with the disabled personnel.
- Q. Occupants exiting through Stairwell #1 will exit the front of the building and proceed across Gay Street. Occupants exiting Stairwell #2 will exit out of the north side of the building and proceed to the Holocaust Memorial across Lombard Street. Occupants should remain there until the Fire Department determines it is safe to return to the building.

AFTER HOURS EVACUATION PROCEDURES
ALL FLOORS

All occupants of the building during night time (6:00 p.m. to 8:00 a.m.) weekdays and throughout weekends and holidays, shall do the following when an alarm sounds:

1. Any person discovering a fire (seeing flame or smoke) shall immediately go to the nearest pull station and pull the alarm without hesitation.
2. On pulling the alarm or hearing the alarm signal, immediately go to the nearest exit stairway and:
 - A. Feel the door for heat.
 - B. Open the door slightly to ensure stairway is free of smoke.
 - C. If either heat or smoke is detected in the stairway, use the other stairway and walk down the stairway to the building exit.
 - D. If both stairways are blocked with smoke, call Security.
3. During the evacuation, join others and stay together so that anyone may be assisted as necessary.

BOMB THREAT PROCEDURES

A. Security Officer:

Upon receiving a notification of a bomb threat, the Security Officer on duty should:

1. Get as much information as possible.
2. Notify the Police by calling 911.
3. Notify the Property Manager or, if unavailable, the Chief Engineer.
4. Assume duties as Evacuation Supervisor as necessary.

B. Property Manager:

1. Assign staff members to notify tenant contacts by phone with the following message, limiting conversation to only these instructions:

“This is the Building Manager’s Office. We have received a bomb threat. Bomb Teams are investigating and this call is to inform you of the threat. We have not been given instructions to evacuate the building at this time, but you may, at your option, request your employees to do so. We will let you know of any further developments.”

- C. Evacuation orders may only be given by the Police Department or Fire Department. In the event an evacuation is ordered, normal fire evacuation procedures will apply.

BOMB THREATS
Instructions to Occupants

Person receiving call:

Signal quietly to one other employee by pre-arranged signal to get on the same line. If looking to other desks and cannot catch another employee, throw a pencil or some small object to the nearest employee and hold up number of fingers indicating the line the caller is on.

Second employee on line:

Quietly get on the line, cover mouthpiece of phone and take notes. Signal third employee to call Police (Bomb Threat Squad, 911) and direct them to the building. Give address:

500 East Pratt Street
Alert Main Lobby 410-528-1095

If only two employees are available, the second should take action as above and not monitor the call. Standby for instructions.

ACTIVE SHOOTER EMERGENCY

Each tenant should develop their own plan for their employees. Employees should be educated on this plan and know how to react. **DO NOT PULL THE FIRE PULL STATIONS!** This will cause a mass evacuation and could result in more injuries. **SILENCE YOUR CELL PHONE, NO VIBRATIONS!** Where are the safe areas within your suite to hide, how will your employees barricade themselves, do they know the pathways of egress to run?

RUN, HIDE, FIGHT **RUN (IF YOU HAVE THE OPPORTUNITY)**

- STAY QUIET!
- LEAVE YOUR BELONGINGS
- TAKE OTHERS WITH YOU. IF THEY DISAGREE, EVACUATE ALONE TO A SAFE LOCATION
- HANDS UP IN THE AIR AS YOU EXIT
- FOLLOW EACH DIRECTION GIVEN BY EMERGENCY RESPONSE TEAM

HIDE (IF SHOOTER IS NEARBY OR EXITING IS NOT AN OPTION)

- MAKE SURE CELL PHONES ARE SILENCED, NO VIBRATIONS
- STAY QUIET!
- BARRICADE THE ENTRANCE WITH ANYTHING AVAILABLE
- GRAB ANYTHING YOU CAN TO USE AS A WEAPON IF THE ASSAILANT IS ABLE TO GET INTO THE ROOM
- THE ACTUAL EVENT MAY BE OVER IN MINUTES, BUT IT COULD TAKE SEVERAL HOURS BEFORE THE RESPONSE TEAM CLEARS THE BUILDING

FIGHT

- IF THERE IS NO OTHER ALTERNATIVE, **FIGHT FOR YOUR LIFE**
- TRY TO INCAPACITATE SHOOTER
- YELL AND THROW THINGS. USE ANY PHYSICAL FORCE POSSIBLE TO STOP SHOOTER AND DEFEND YOURSELF

1. Should an active shooter/assailant event occur, call 911 immediately. Be prepared to provide a description of the shooter, the location of the shooter, type of weapon, and respond to any questions.
2. Instruct someone to contact the lobby desk at 410-528-1095.
3. Alert your staff that your emergency plan is in effect.
4. Do not pull fire pull stations as this will cause a mass evacuation and could put people in danger.
5. Silence your phone, no vibrations.
6. Stay quiet as you work your plan.

MEDICAL EMERGENCIES

1. In case of a medical emergency the following procedure should be followed:
 - a. Immediately call 911 and report emergency.
 - b. Immediately call the Lobby Attendant at 410-528-1095. Give a concise description of the patient's condition. The Security Officers will instruct the ambulance to park in the loading dock area, on the north side of the building.
 - c. Security will coordinate the situation, place an elevator on independent service, and go to the location of the ambulance to enable the ambulance attendant direct access to the proper floor. Remain with the elevator until the emergency is past.
 - d. When the emergency is over, Security will write a report setting forth the details of the incident.

TRAINING AND INSTRUCTIONS

Training in the operation of this safety plan shall consist of instructions, demonstrations, and fire exit drills. The fire exit drills shall be used to determine whether there is a need for further training or improvements.

All training and instructions shall be under the direction of the Baltimore City Fire Department and in some cases, the Building Management. The instructions will include fire prevention and fire exit procedures.

- A. Applicable parts of the fire safety plan shall be distributed to:
 - 1. Occupants
 - 2. Fire Team Members
 - 3. Fire Department (entire safety plan)
- B. The Baltimore City Fire Department shall instruct the Fire Team Members, i.e.:
 - 1. Building Fire Warden/Assistant Fire Warden/Fire Brigade
 - 2. Security
- C. The Tenant Captain will be responsible for instructing the occupants of their particular floor. The instructions shall include:
 - 1. Location and operation of fire alarm pull stations.
 - 2. Designated stairways.
 - 3. Familiarization with Floor Team Members as well as their duties.
- D. Instructions on the fire safety plan should be an integral part of the new employee orientation program. The information should be given to all new employees by the Tenant Captain.

FIRE DRILLS

Fire Drills: Fire drills shall be conducted as if there was an actual emergency. The drills will include either two (2) selected floors or the entire building, if necessary. The drill may be terminated at any stage, by the Building Fire Warden. This may be done to provide the optimum benefit from the drill with the minimum disruption of normal business operation. Fire drills will be scheduled by the Building Fire Warden and the Baltimore City Fire Department. After completion of the fire drill, the Building Fire Warden or the Fire Department will authorize re-entry to the building. The Building Fire Warden will evaluate the effectiveness of the drill with the aid of the Fire Department. He will also maintain documentation of all fire drills.

- A. Each floor shall participate in a drill at least once per year, unless there is a problem on a particular floor, and in such case, more drills will be scheduled for that floor.
- B. Unannounced fire drills may be conducted only with the approval of the Property Manager. Such drills will be announced privately to tenant department heads on each floor.
- C. All occupants of the floor must participate in the fire drills.
- D. Under drill conditions, only occupants with sufficient disabilities which restrict their use of the stairways may be assigned to other contributing duties, such as telephone duties.
- E. Each fire drill is also an exercise for Security and the Fire Brigade. All procedures shall be followed.
- F. For fire drills, floors will be evacuated downward only.
- G. The Tenant Captain shall report to Security when the floor is completely evacuated.
- H. As soon as possible, the Building Fire Warden shall announce the termination of the drill.
- I. It will be the responsibility of the Building Fire Warden to ensure that all floors fire pull boxes are restored prior to reactivating the alarm system.

TURN INTO TO LOBBY AS EXITING BUILDING



MORNING CALM
MANAGEMENT

EVACUATION CHECKLIST

_____ FLOOR
_____ SUITE
_____ TENANT

DATE: _____

Check all areas listed below

OK

Restrooms _____
Workrooms _____
File Room _____
Mailroom _____
Offices _____

Are there disabled persons on this floor, how many? Yes _____ No _____ East _____ West _____
Are stairwell doors closed? Yes _____ No _____
Have all persons evacuated the floor? Yes _____ No _____

Signed: _____
Tenant Captain

