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## I. INTRODUCTION

The purpose of this **EMERGENCY PROCEDURES** handbook is to **explain the life safety features** of 816 Congress and **outline the specific steps** for customers and emergency Floor/Suite Wardens to follow in the event of an emergency. The safety of our customers is the primary focus of this plan.

In the event of a fire or other emergency, following these emergency procedures will maximize the chances of a safe and orderly evacuation and will minimize injuries, losses to the building and contents.

A coordinated effort by 816 Congress Property Management, Security, Floor/Suite Wardens, customers and the Austin Fire Department personnel is required by this plan. Any suggestions or contributions that could help make this plan more effective are welcomed and should be directed to the Property Management Office.

**EMERGENCY  
TELEPHONE NUMBERS**

<b>POLICE DEPARTMENT.....</b>	<b>911</b>
<b>FIRE DEPARTMENT.....</b>	<b>911</b>
<b>PARAMEDICS AND AMBULANCE .....</b>	<b>911</b>
<b>PROPERTY MANAGEMENT OFFICE.....</b>	<b>512-354-3740</b>
<b>816 CONGRESS SECURITY.....</b>	<b>512-354-3750</b>

## II. GENERAL INFORMATION

### BUILDING INFORMATION

816 Congress contains 433,024 square feet, has 20 floors of office space and an eight level garage. A site plan of the project is included at the back of this **EMERGENCY PROCEDURES** handbook.

### STAIRWELL LOCATIONS

There are **four stairwells** in the building. Stairwell One is on the **West** side of the building and provides an emergency exit into all levels of the garage. Stairwell Two is on the **East** Side of the building and provides an emergency exit at the ground level into the alley between the building and the garage. Stairwell Three begins at the **South** side of the building and transfers to the **Southeast** side of the building and provides an emergency exit onto Congress Avenue. Stairwell Four is located on the **Southwest** side of the garage. This stairwell serves P1 - P3 only.

- **Stairwell Number One** is located on the **West** Side of the building and exits into all levels of the Garage.
- **Stairwell Number Two** is located on the **East** Side of the building near the elevators on floors 1 through 20. This stairwell exits into the alley/loading dock area (between the building and the garage) at ground level.
- **Stairwell Number Three** is located on the **South** side of the building and transfers to the Southeast side floors 1 through 8 and exits onto Congress Avenue.
- **Stairwell Number Four** is located on the **Southwest** side of the garage. This stairwell serves P1 - P3 only. There is no access to this stairwell from the building. This stairwell exits into Colorado Street.

### FIRE EXTINGUISHERS AND PULL STATIONS

Floors 1 through 8 and 15 through 20 have one **fire extinguisher** cabinet located in the hallway next to the restrooms. Floors 9 through 14 have two **fire extinguisher** cabinets, one located in the hallway leading to the **West stairwell** next to the restrooms and one located next to the elevator lobbies on the East Side. All the cabinets contain an **ABC fire extinguisher**, which is effective on all types of fires.

There are **pull stations** located at each **stairwell**. The **pull stations** and **fire extinguishers** are shown on the building site plans at the back of the Emergency Procedures Handbook.

### III. FIRE PROTECTION SYSTEMS

#### FIRE COMMAND CENTER

The **Fire Command Center** is located on the **lobby level** and is monitored by Security 24 hours per day.

The **Fire Command Center** is equipped with the following systems:

- 1) Fire alarm and communication panels
- 2) Elevator position panel
- 3) Air handling unit and ventilating fan override control panel
- 4) Emergency generator auxiliary control alarm and status indicator
- 5) Fire pump alarms and status indicators
- 6) Emergency telephone

#### SMOKE DETECTORS AND PULL STATIONS

**Smoke detectors** provide an early and **an automatic** indication of fire or smoke. Detectors are located on each level in the **core** of each floor area, several in the **corridors** and at each **stairwell**. The activation of a single smoke detector will sound an alarm at the Fire Command Center. The elevators will only recall to the first floor if one of the two smoke detectors located in each elevator lobby floors 2-20 are activated. If a smoke detector is activated on the first floor elevator lobby, then the elevators will recall to the second floor.

**Pull stations** are **manually** operated fire detection devices. There are pull stations located at each **stairwell**.

#### ALARM TRANSMITTALS

All **alarms** are **automatically transmitted** to the **Fire Command Center**. Detection devices (smoke detectors, sprinkler flows, and pull stations) are monitored on this panel. The alarm panel provides Security with detailed information regarding the location of the alarm.

Upon receipt of an alarm from a specific floor, the **building public address system is automatically activated** with alternating tones and a pre-recorded message will be broadcast on the floor of origin, one floor above and one floor below, to advise any affected occupants of the possible emergency.

The recorded announcement is as follows:

### **ATTENTION ATTENTION ATTENTION**

**An emergency has been reported. All occupants walk to the nearest stairway exit and walk down to your assigned re-entry floor or the main lobby. Do not use the elevators. Walk to the nearest stairway. Do not use the elevators. Walk to the nearest stairway.**

**This message is then repeated in Spanish.**

The **building stairwell pressurization** system and the evacuation alarm signal will automatically activate upon receipt of a sprinkler flow alarm, a smoke detector activation or a pull station activation. Do not prop stairwell doors open.

Upon receipt of an alarm, the Austin **Fire Department is called by Security** and they dispatch emergency personnel to the building.

### **COMMUNICATION**

A **public address voice communication system** is available throughout the building and is utilized by Security and the Fire Department to communicate with customers in an emergency situation. It is important to **listen carefully** to announcements made over the public address system.

There are **emergency telephones** located in the **East, West, South & Southeast stairwells**. These are for the **Fire Department's use** in communicating with Security in an emergency situation.

### **FIRE SUPPRESSION/SPRINKLER SYSTEM**

The building and garage are equipped with a diesel operated, automatic **sprinkler system**.

**Standpipes** for the Fire Department's use are located in each stairwell.

### **SMOKE CONTROL SYSTEM**

A smoke control system is provided for the building, which has the following features:

1. There are separate **stairwell pressurization systems** for each stairwell. This prevents smoke from entering the stairwells. For this reason, it is **imperative that stairwell doors are NOT propped open!**

## **EMERGENCY POWER SYSTEM**

Two diesel-driven **emergency generators** with automatic controls and a fuel storage tank to store at least a **4-hour fuel supply** are part of the building's fire system. Stand-by power is provided for the following:

1. Fire alarm and public address system
2. Fire detection systems
3. Fireman's elevator
4. Stairwell pressurization fans
5. Exit way and other emergency lighting
6. Automatic sprinkler flow detection system
7. Stairwell electric door unlocking system
8. All power requirements for lighting equipment for Fire Command Center
9. Garage exit gates
10. Building smoke evacuation system
11. Charging system for the elevator cab battery packs

## **EMERGENCY LIGHTING SYSTEM**

An **emergency lighting system** is provided for normal and stand-by power sources, utilizing automatic transfer switches for the following lighting systems:

1. Stairwells and public exit ways
2. Exit Signs
3. Minimal lights in customer suites

## **FIREMAN'S ELEVATOR**

**Stand-by power** and normal power is available to **one elevator**.

The main elevator control panel is located in the Fire Command Center. This panel includes an **intercom system** for the Fire Department's use.

Elevator controls are provided to **automatically return all elevators to the ground level when an alarm is activated**. The Fire Department and/or Security provide fireman's key operation to permit manual operation.

In the event the fire alarm in the elevator lobby on the 1st floor is activated the elevators will recall to the 2nd floor lobby level.

## **STAIRWELL DOOR UNLOCKING SYSTEM**

An electrically supervised unlocking system for every stairwell door is provided. The **stairwell doors automatically unlock upon an alarm**. There is also a manual control switch located in the Fire Command Center.

## IV. LIFE SAFETY AND EMERGENCY PROCEDURES

### EMERGENCY PLAN

In the event of smoke and/or fire being detected, the following steps should be initiated immediately:

1. **Isolate the fire** by closing the door, if possible.
2. **Pull the pull station.** This will activate the building alarm system.
3. **If it is safe to do so, call the Fire Department at 911**, giving as much information as possible. Identify the building as **816 Congress** at 816 Congress Avenue, and give the floor number of the fire.
4. If time allows, **notify Security (512-354-3750) and Management Office (512-354-3740)** giving as much information possible.
5. If the fire is minor in nature (wastebasket, etc.), you may attempt to extinguish it with a portable fire extinguisher, after first calling the **Fire Department at 911** and Security.
6. **Follow the directions provided over the public address system regarding relocation instructions.**

### RELOCATION PROCEDURES

1. **Follow the directions** provided over the public address system during an emergency. The programmed message will simply instruct occupants to go to the nearest stairwell and walk down to the assigned re-entry floor. **It is important for the fire wardens to instruct people to walk down three floors unless they are instructed otherwise.**
2. During a full building evacuation, building occupants will be instructed over the public address system to fully evacuate the building. The designated **ASSEMBLY POINT** during a full building evacuation is the parking lot at the Northwest corner of **9th Street and Colorado Street.**
3. If using stairwell number 3 located on the **South** side of the building which transfers to the Southeast side floors 1 – 8, all evacuees should proceed to the Northwest corner of **8th Street and Congress Avenue.**
4. Important General Notes:
  - a. **Use stairwells. The elevators should never be used in an emergency situation.**
  - b. **Remain calm and quiet.**
  - c. **Do not evacuate to the roof.**

- d. **Do not prop open any stairwell doors.**
  - e. **Close doors behind you but do not lock office doors - this makes it more difficult for the Fire Department.**
  - f. **If smoke is present, stay low to the floor.**
5. If fire or smoke is encountered in the stairwell, re-enter the floor and proceed to the secondary exit stairwell. If this stairwell is also blocked, take refuge on your floor and notify the Fire Department or Security of your situation and your location. **REMAIN CALM.**

### **POWER FAILURE**

816 Congress is designed to minimize the impact of a general power failure resulting from causes within the building. Typically, should a power failure occur, it will affect either an isolated area of the building or some larger portion of the surrounding geographic area.

All suites and public areas are equipped with independently powered exit signs and emergency lights. These will remain lit in a general power failure. If an electrical failure occurs, the following guidelines should be observed.

1. Contact the Property Management Office at (512) 354-3740.
2. Open blinds to allow in outside light. If there is adequate lighting from windows, continue performing assignments as well as possible.
3. If you are instructed to evacuate, lock all areas.
4. Do not congregate in the 1<sup>st</sup> floor building lobby area or in the street.
5. If you are trapped in an elevator during a power failure, contact security using the elevator telephone and wait for assistance. Your elevator will cease operation, but it will not fall. Please do not force open the doors or try to escape through the roof hatch.
6. The Property Management Office will attempt to advise you regarding the length and cause of the power failure as soon as possible.

### **SEVERE WEATHER**

In general, there are three (3) types of unusual weather conditions which may occur and for which extraordinary precaution should be taken:

- Severe High Winds
- Severe Thunderstorm Activity
- Tornado

**Severe High Winds and/or Thunderstorm Activity:** Local weather service will issue advisories predicting areas of probable high winds activity and the estimated duration of such activity.

**Tornado:** By definitions, a tornado warning is an alert by the National Weather Service. Confirming a tornado sighting and location, the weather service will announce the approximate time of detection, direction of movement and approximate speed. Generally, winds will be in excess of 75 MPH or greater.

**Public Warning:** Public Warning will come over the radio, television or five minutes of steady blast sirens by the **MUNICIPAL DEFENSE** warning system. Should a severe storm or tornado occur, the following guidelines should be observed.

1. Move away from the exterior of the building to a corridor or an elevator lobby.
2. As you move, try to close the doors of rooms that have windows. Also, be sure the door to your suite is closed tightly, but not locked.
3. Go to the center corridor and protect yourself by putting your head as close to your lap as possible, or kneel protecting your head.
4. Stairwells are safe. If crowded, move down to a lower level for shelter.  
**DO NOT USE THE ELEVATOR.**
5. Do not go to the 1<sup>st</sup> floor building lobby or outside the building.
6. If you are trapped in an outside office seek protection under a desk.
7. Keep calm and keep your radio or television set tuned to a local station for information.
8. Do not use the telephone to get information or advice. Once the weather has subsided, report any damage or storm related leaks to the Property Management Office.

### **Suggested Emergency Supplies**

1. A portable radio or television with extra batteries
2. A few flashlights with extra batteries and bulbs
3. A first aid kit
4. Two blankets
5. Small hand tools such as a regular and Phillips screwdrivers, pipe or crescent wrench
6. A few towels
7. Bottled Water

## **BOMB THREAT**

A large majority of bomb threat calls are false alarms and are meant to disrupt the normal work of a person or company.

However, at no time should any threat be regarded as a false alarm. The following guide will be useful:

- Keep the caller on the line as long as possible. Ask the caller to repeat the message.
- Obtain as much information from the caller as possible:
  - Location of the bomb
  - Time of detonation
  - Outside appearance and description of the bomb
  - Reason for the bomb
- Tell the caller the building is occupied and the bomb might cause the death of innocent people.
- Listen for background noises that might help determining where the call was made.
- At the conclusion of the call, immediately report the call to the Police (911) to Security at 512-354-3750 and Management Office at 512-354-3740 giving as much of the following information as possible:
  - Your name
  - Your location and phone number
  - Name of anyone listening in on the line
  - **TIME** the bomb is supposed to detonate
  - Location where the bomb is supposed to be
  - **OUTSIDE APPEARANCE** and **DESCRIPTION** of the bomb
  - **REASON** given for the bomb
  - Time of the bomb threat
- Notify your supervisor about the "Bomb Threat Call". Provide written records or notes of the "Bomb Threat Call" to Property Management.
- Please be advised that Property Management or Security will not make the decision to vacate your floor(s) during a bomb threat. Only the Fire Department, Police Department or your company executives can make that determination. If your company decides to evacuate, please notify Security at 512-354-3750 and Management Office at 512-354-3740.
  - If relocation is necessary as determined by the Fire or Police Department, they will notify you and Security will notify other customers in the building.

## **MEDICAL EMERGENCIES**

*Medical emergency is defined as an incident/accident that needs immediate **professional** medical attention.*

If you become aware of a medical emergency through information provided by others determine if the reporting person called 911 and obtain the following information, at a minimum:

1. What has occurred?
2. Name of the victim(s) involved
3. Name of the reporting person (caller) and their call-back information

If the reporting person informed you that they called 911, a follow-up call to 911 will be made to ensure the medical emergency personnel are in route, arrangements are made to escort them upon their arrival and an update is provided if additional information is available.

If the reporting person had not called 911, obtain the necessary information from the individual(s) and immediately call 911; or if you are the reporting person, you should call 911 immediately.

Notify Security at 512-354-3750 and Management Office at 512-354-3740.

The Security Control Center Dispatcher or, in their absence, the Property Management staff will:

1. Dispatch the Designated Medical Emergency Responder(s) (DMER) with the following Equipment:
  - a. Automated External Defibrillator (AED)
  - b. First Aid Kit
  - c. Emergency Oxygen Kit
  - d. And if available, some form of communication (e.g. two-way radio or mobile phone)
2. Dispatch personnel to the designated entrance to meet the medical emergency personnel and direct them to the scene of the emergency. Provide a direct response path for the incoming EMS units. Any crowds that begin to gather should be kept at a safe distance to prevent interference with the medical situation.
3. If the victim is on a floor other than the first floor, appropriate Security or Property Management personnel will be:
  - a. Dispatched to the appropriate nearest elevator and will bring the elevator to the first floor.
  - b. Remain to escort the responding emergency personnel both to the scene and back to the main lobby for transporting.
4. The dispatcher will coordinate all communications during the emergency. Non-emergency radio traffic will be controlled and kept to a minimum. The dispatcher will maintain a log of all activity relating to the emergency. The dispatcher will document:
  - a. the times of the original call/report,
  - b. when 911 was notified by the dispatcher,
  - c. when the DMER was dispatched,

- d. when the DMER arrived on the scene, and
- e. time of arrival for EMS personnel.

The dispatcher will maintain communications with 911 in the event the situation changes.

The DMER (Designated Medical Emergency Responder) will respond directly to the floor to determine the nature of the medical emergency (assessing the scene for safety and assessing the victim for injuries). During this assessment, if communications are available, the DMER (Designated Medical Emergency Responder) will maintain communications with the security dispatcher, who will alert EMS if necessary.

The DMER (Designated Emergency Medical Responder) will administer proper first aid until they are relieved by EMS personnel. The ABC's of attending to a victim should be used as follows:

- a. **A** - Airway (Open Airway)
  - 1) Open airway with the head tilt, chin lift, or jaw thrust method as appropriate.
- b. **B** - Breathing (Check for Breathing)
  - 1) Look, listen, and feel for normal breathing
  - 2) If no breathing or inadequate breathing is occurring, apply mask or barrier and ventilate twice.
- c. **C** - Circulation (Check for circulation)
  - 1) Check for signs of circulation.
  - 2) If no signs of circulation are present, expose victim's chest and go to step D.
- d. **D** - Defibrillation
  - 1) Place AED to victim's side about ear level and power on the AED.
  - 2) Attach electrode pads to the chest.
  - 3) "Clear" the victim (if indicated) to analyze.
  - 4) "Clear" victim and press the shock button if indicated. You may be required to provide up to 3 shocks. The AED will analyze and provide voice prompts for the next step (may include continuing with CPR).
  - 5) If signals of circulation return, place the victim in the recovery position and leave AED attached. Monitor the victim's ABC's until relieved by EMS personnel.

If at any time, the AED is used or the CPR/Rescue Breathing is initiated and communications are available, the dispatcher will be notified. The dispatcher and/or the Property Management staff will maintain a log of all activity during a rescue attempt as noted at **Paragraph B.4**, above. The DMER (Designated Emergency Responder) will maintain contact with the dispatcher if communications are available and provide the necessary information for the purpose of recording the time and actions during the rescue attempt.

The DMER (Designated Emergency Medical Responder) will not administer medication to any victim (except emergency oxygen). If the victim is oriented and requests medication, and is able to take the medication in compliance with a known medical condition, the DMER (Designated Emergency Medical Responder) may assist in the victim's self-administration of such medication and the victim understands that proper self-administration is their own responsibility.

Upon arrival by EMS, the DMER (Designated Emergency Medical Responder) will provide to EMS personnel all necessary information regarding the victim and/ or any information pertaining to medical assistance rendered prior to the arrival of EMS. If the AED has been deployed, the electrodes may be left in place and the connector can be turned over to the EMS personnel. The AED unit should be returned to service after verifying availability of necessary backup supplies, including electrodes, pads, and adequate battery charge.

**THESE PROCEDURES NEED TO BE ADJUSTED ACCORDING TO THE TIME OF DAY AND STAFFING LEVELS.**

## V. EMERGENCY TRAINING PROGRAM

### A. EMERGENCY FLOOR/SUITE WARDENS

**Emergency Floor/Suite Wardens** are selected on the basis of two principal criteria:

1. They must be **responsible** individuals capable of performing in a leadership role during an emergency situation; and
2. They must generally be **working in their respective company areas** within the building, rather than having primary duties and responsibilities elsewhere.

### B. EMERGENCY FLOOR/SUITE WARDEN'S TRAINING

1. Be **familiar** with all of the information in this **Emergency Procedures handbook**.
2. **Report** any fire or other emergency to Security and Management Office.
3. Know how to **evacuate** the building.
4. Know how to **operate the fire alarm system** and the **fire extinguishers**.
5. Know the **layout of each floor**, including the **exits** and **location of fire equipment**.
6. Be **familiar with the personnel** under their control with specific attention given to any occupants who are **mobility impaired** and would require more than ordinary assistance if relocation were necessary. Inform the Fire Department of the location of these personnel.
7. Be knowledgeable about what is not commonplace, i.e., "unusual" or "foreign" to the normal environment or their respective customer areas, so that in the event of a bomb threat or other emergency situations, they can assist in the **identification of any suspicious situations**.
8. Arrange for qualified **replacements** while away from the office.

### C. EMERGENCY FLOOR/SUITE WARDEN'S RESPONSIBILITIES DURING AN EMERGENCY

1. **Direct control and responsibility for customer's employees during an emergency.**
2. **Instruct everyone on the floor to follow the directions provided through the public address system.**
3. **Assist any mobility-impaired visitors or employees** with a safe evacuation.

4. **Check all areas** of their floor to assure that all occupants have safely relocated before proceeding to relocate themselves.
5. Instruct employees to take their essential **personal possessions** with them because they will not be allowed to re-enter during the emergency.
6. Remind everyone to **remain quite during the relocation** so they will be able to hear and understand all emergency instructions.
7. **Please do not call the Management Office or Security during an emergency to request information because it ties up the line.**
8. Because of the importance of the Emergency Floor/Suite Warden in responding to an emergency in the building, immediate replacement of any vacant position is necessary. Each floor has a **minimum of two Emergency Floor/Suite Wardens**.

#### **D. STAIRWELL MONITOR**

The Floor/Suite Warden will appoint a minimum of two people to act as Stairwell Monitors during an emergency situation. They will have the following duties:

1. Be the first at the **entrance to their stairwell**, as previously assigned by the Fire Warden, during an emergency condition.
2. **Verify that the stairwell is clear of smoke or other conditions** that might prohibit the safe evacuation of occupants. Notify the Fire Warden of the condition of the stairwell.
3. **Assist the safe and orderly flow of occupants by alternating them with any whom might be evacuating from the floors above. Evacuating occupants should be instructed to keep to the right as they descend the stairs so as not to impede the response of Fire Department personnel who might be coming up the stairs.**
4. Securely **close the stairwell doors** after all the occupants have exited.
5. **Notify responding fire fighters** of the fire condition on the floor.
6. Verify that occupants who have **mobility impairment** have **assistance** to help them evacuate or notify Fire Department or other personnel if assistance is required.

**E. THE FIRE RESPONSE TEAM** is headed by the Fire Safety Director (Security Director) and is composed of 816 Congress's Engineering Staff, Management Office and other building employees as required. Their duties and responsibilities include:

1. Verifying that the fire pump, emergency generator, and other emergency equipment are operating as required.
2. Verifying that all valves controlling water flow to the fire sprinkler system are in the open position.
3. Meeting the Fire Department unit with any available information as to the location and extent of the fire and to facilitate their access to the building as required.

**F. ASSISTANTS FOR MOBILITY IMPAIRED OCCUPANTS**

On those floors that have mobility-impaired occupants, the Floor/Suite Warden should appoint two monitors to assist with each of these occupants. The monitors will have the following responsibilities:

1. **Notify** their assigned occupants of an emergency situation.
2. Be **trained** in the proper methods of safely evacuating mobility-impaired occupants.
3. **Assist** their assigned occupants in evacuating to an area of safe refuge in accordance with the following guidelines:
4. **Communicate** the status/location of any mobility-impaired occupant to the fire department.

Persons having any mobility impairment need to be considered prior to any need for evacuation. It is necessary for Floor/Suite Wardens to notify the Fire Safety Director (Security Director) of any mobility impaired customers who may require special assistance in the event of an evacuation. A list must be kept updated as necessary and maintained in the Emergency Evacuation Plan in the Fire Command Center.

If there is evidence of a fire, persons having mobility impairment should be positioned near the fire exit stairs that are located farthest away from the fire. If fire conditions pose a personal threat, the mobility-impaired customer should be placed in the exit stairwell and the Fire Department personnel notified for assistance. If conditions warrant immediate action, the mobility-impaired person should be evacuated to a safe area of refuge utilizing the instructions contained in the back of the Emergency Procedures handbook.

Although **sight and hearing impaired** people can usually remove themselves from the building, they may not hear or see an alarm and, therefore, may not perceive the need for evacuation. All hearing and sight-impaired people should have a person assigned to them in the same manner as a mobility-impaired person.

## G. CLASSES OF FIRE/FIRE EXTINGUISHERS

Fires are classified into four basic groups or classes according to the material involved. 816 Congress is equipped with multi-purpose (ABC) Fire Extinguishers that can be utilized on Class A, B and C fires. Following is a description of the types of fires:

**Class A:** Fire involving ordinary combustibles such as wood, cloth, paper, rubber and plastics.

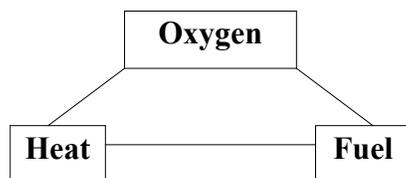
**Class B:** Fire involving flammable liquids such as gasoline, acetone greases and oil. Also fires with flammable bases like methane or hydrogen.

**Class C:** Fires involving energized electrical equipment, appliances, and wiring.

**Class D:** Fires involving combustible metals such as magnesium, lithium, potassium, etc.

### Elements of Fire:

There are **three** components of fire. The removal of any one of these components will result in the extinguishment of the fire



### How to use Fire Extinguishers:

Remember how to use an ABC Fire Extinguisher by **PASS**:

- P - Pull the safety pin (usually a twist-pull action);**
- A - Aim the nozzle, horn or hose at the base of the fire;**
- S - Squeeze the trigger handle;**
- S - Sweep from side to side.**

Points to remember:

- 1) Never place a used fire extinguisher back in a cabinet. Notify Security and Management Office.
- 2) Always keep a safe distance between you and the fire and maintain a safe means of escape.
- 3) Never attempt to extinguish a fire if it will jeopardize your safety.

## VIII. EXHIBITS

- A. Emergency evacuation procedures for disabled individuals
- B. Use of fire extinguishers
- C. Building site plans