



DEPARTMENT OF FIRE AND RESCUE SERVICES
MONTGOMERY COUNTY, MD.

DIRECTIVE

NUMBER: 98-03

DATE: May 5, 1998

TO: All DFRS Personnel

FROM: Chief Jon C. Grover, Director
Department of Fire and Rescue Services

SUBJECT: Emergency Evacuation Procedures

A handwritten signature in black ink, appearing to read "Jon C. Grover", is written over the "FROM:" field.

The emergency evacuation procedures for the 12th floor of the Executive Office Building are attached.

The floor warden will be the Fire Marshal, the assistant floor warden will be the Bureau Chief, Bureau of Program Support Services. In the absence of both the floor warden and assistant floor warden, the senior DFRS official on the 12th floor will assume that responsibility.

JCG:LRO:ss

Attachment

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**EMERGENCY EVACUATION PROCEDURES
EXECUTIVE OFFICE BUILDING
12TH FLOOR**

The following procedures have been developed to ensure an orderly, thorough and expedient evacuation of the building when a voice announcement is made or the fire alarm is sounded:

1. Immediately begin an orderly evacuation via stairwell; keep right and single file. If you do not have an assignment as a floor warden or a searcher, immediately begin an orderly evacuation via the stairwells; keep right and single file. Employees of the 12th floor will assemble and remain in the grassy area by the flag pole on the East Jefferson side of the building until released by the floor warden.
2. The floor warden is responsible for directing the evacuation effort of this floor.
3. The floor warden and an assistant will make sure all personnel are evacuated and doors to offices are closed.
4. Employees should take all ESSENTIAL personal possessions from the building. NO re-entry will be allowed during the emergency.
5. If employees need assistance, the floor warden will give their locations to the fire department's command center which is located in the control room of the Judicial Center. It is not necessary for the floor warden to go to the command center unless assistance is needed by the fire department.
6. Employees are to remain calm and quiet so they will be able to hear and understand emergency instructions and await further instructions.

APPROPRIATE RESPONSE FOR A PERSON DISCOVERING A FIRE:

If the fire can be immediately extinguished, EXTINGUISH IT!!

IF YOU ARE NOT SURE YOU CAN IMMEDIATELY EXTINGUISH THE FIRE:

1. Remove anyone in immediate danger from the area.
2. Confine the fire by closing the door.
3. Activate the building alarm. Call the fire department (911) and give them as much information as you can, i.e., building address, location of the fire and what is burning.

IF YOU SMELL SMOKE AND NO FIRE OR SOURCE OF FIRE IS EVIDENT:

1. Activate the building alarm and call the fire department (911).
2. Call the fire department (911) and follow their instructions.

**ALL FIRES MUST BE REPORTED TO THE FIRE DEPARTMENT BY CALLING 911
EVEN IF THEY ARE COMPLETELY OUT WHEN DISCOVERED.**

4/27/98

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