

# Fire Evacuation Manual



  
HOME OF  
PIONEER THE PLAZA PLAZA  
CLUB

  
**PIONEER** HOME OF  
THE PLAZA  
CLUB **PLAZA**



# Fire Evacuation Manual

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# Fire Evacuation Plan

## 1. Overview

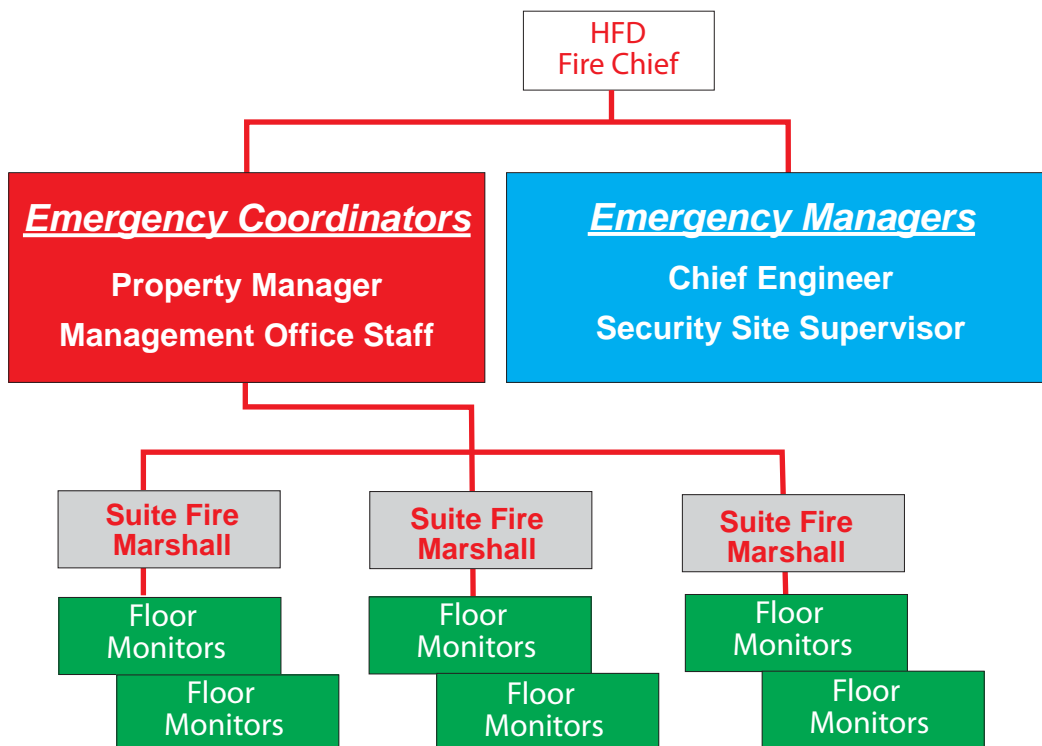
The modern high rise office building is a complicated structure with many moving parts. During an emergency, it is imperative that an effective plan is in place to assure that all persons are evacuated from the building in a safe orderly, and timely manner. This requires good teamwork, communication and coordination.

The purpose of this manual is to establish the infrastructure, the Evacuation Team, and an Evacuation Plan to assure each person in the building at the time of a fire or other emergency is evacuated to a safe place.

While there are several situations in which it may be necessary to evacuate a building, the purpose of this manual is evacuation in the event of a fire emergency.

When a fire emergency occurs, each person in the building must be keenly aware of the exit path to safety. While direction will be provided, safe evacuation is largely dependent upon the individuals knowledge of the Evacuation Plan.

The top down organizational structure of the infrastructure should resemble the following chart:



While the initial evacuation of the building begins under the direction of the Emergency Coordinator and the Emergency Manager, the authority accedes to the Honolulu Fire Department upon their arrival on-site. The Emergency Manager may receive instructions from the Fire Chief and could pass this on to the Floor Marshalls. The Emergency Manager is in charge of the building mechanical and life-safety systems and will respond directly to instructions provided by the Fire Chief.

### How do I report a fire?

Sound the alarm by activating the fire alarm pull station.

Call 911 and report the fire. Speak slowly and calmly. Follow the instructions of the operator.

Prepare to evacuate the building.

Know your floor evacuation plan.

Know where the stairwell exits are.

Stay calm and proceed to the nearest stairwell.

### Do Not Use the Elevators!

Keep to the right. Walk single file down the stairwell to the ground floor exit.

Proceed to the designated meeting place.

Follow this procedure no matter how small the fire may be.

# Fire Evacuation Plan

## 2. The Evacuation Team

Each occupant of the building must be aware of the evacuation procedures during a building emergency. Evacuation must take place quickly, but always in a calm and orderly manner. It is imperative that a team effort take place to assure that evacuation is properly carried out. The following persons must work closely together to establish the team effort and assure the safe and orderly evacuation of the building during an emergency.

### **The Emergency Coordinator**

The person most suited to be the Emergency Coordinator (EC) will most likely be a representative of the building owner or property manager. The ideal candidate is a person who is familiar with the tenant population in the building, who routinely interacts with management personnel in each office suite and is familiar with the emergency contact procedure for each of the tenants.

It is the responsibility of the EC to coordinate the activities of the Evacuation Team. The EC will work with each tenant to appoint and provide training to the Suite Fire Marshalls and Floor Monitors. The EC will provide the tenant with updates on building emergency policies and schedule annual training sessions and a fire drill.

### **The Emergency Manager**

The person most suited to function as the Emergency Manager (EM) is the building engineer or senior maintenance supervisor. The ideal candidate will have a working knowledge of the building systems, access to the building plans, and understand the shut-down and start-up sequence for the emergency power system, entry systems, electrical, water, HVAC and other mechanical systems. The EM will be able to respond to requests by the Fire Chief and assist where needed.

The EM must have a thorough understanding of the Fire Alarm System, the fire pumps, and the location of all firefighting access points.

### **The Suite Fire Marshall**

The Suite Fire Marshall (SFM) is usually an employee of the tenant occupying the floor to tenant suite. The SFM will probably be a senior employee appointed by the tenant to assure that the tenant employees and guests are properly evacuated during an emergency.

The ideal candidate for SFM will have demonstrated supervisory and leadership skills in the performance of their routine work schedules. The SFM must be capable of taking charge during an emergency situation to direct others in the evacuation of all persons from the floor, including those requiring assistance.

The SFM will maintain an updated roster of the employees on the floor and will routinely meet with the Floor Monitors to update evacuation procedures and tenant rosters. The SFM will be thoroughly familiar with the evacuation routes for the floor, know how to activate the Fire Alarm, and will possess a working knowledge of the use of fire extinguishers.

### **Why can't I use the elevators?**

When the fire alarm system is activated, the elevators will return to the ground floor lobby. They will be locked out until reset by the Fire Department.

The reason for this is to prevent persons from being taken to the floor on which the fire is located.

Of course, the other reason is to prevent persons from being trapped in the elevator.

Always use the fire exit stairwells when evacuating a building.

Remember, walk, don't run, single file and keep to the right.

Fire fighters may use the stairwell to reach the fire. We do not want to impede their progress.

# Fire Evacuation Plan

## 2. The Evacuation Team (continued)

The SFM will direct the Floor Monitors to check all casually occupied spaces on the floor including restrooms, kitchens and detached work rooms to assure that all persons have been evacuated.

Like the Captain of the ship, the SFM is usually the last person to leave the floor.

Once all of the floor tenants and guests have safely left the building, the SFM and the Floor Monitors will direct all floor tenants to assemble in a previously identified "safe place". Once assembled, it is the duty of the SFM, in collaboration with the Floor Monitors, to conduct a "head count" to assure that all persons known to be on the floor are accounted. Should it be determined that any person is missing, it is the duty of the SFM to inform the Emergency Coordinator, and in that person's absence, an on-site member of the Honolulu Fire Department. Under no circumstances should any person other than HFD or other governmental personnel re-enter the building until the "all clear" signal is given.

### **The Floor Monitors**

The Floor Monitor (FM) is usually an employee of the tenant organization occupying space on the floor. Dependent on the size of the tenant organization, there will be more than one FM for each company. Each tenant organization will have at least one FM.

The FM will maintain a current roster of the employees of the tenant organization and in most cases will know each co-worker by name.

During an evacuation it is the duty of the FM to work under the direction of the Suite Fire Marshall to be sure all employees and guests of the tenant organization have evacuated the building.

The FM shall be familiar with the duties of the SFM and be prepared to assume the SFM duties in the event of the absence of the SFM.

Upon arriving at the designated safe site, the FM will assist in providing an office or floor head count to the SFM.

### **Are the fire exit stairwells safe?**

When the building fire alarm system is activated, rooftop ventilation fans are turned on which supply air to the stairwell.

The forced air ventilation provides positive air pressure in the stairwell which will keep smoke out.

This is one of the reasons to never prop open, or hold open a stairwell door. Only use the door to enter the stairwell.

The doors to the stairwell are constructed of steel and are designed to resist damage by fire.

**Remember, never prop or hold open a stairwell door.**

Keep to the right, single file until you reach the ground floor exit.

# Fire Evacuation Plan

## 3. The Tenant Organization Plan

Each tenant should create an emergency evacuation plan. The plan should show the exits from the space and the nearest path to the fire exit stairwells. The location of the fire extinguishers and fire alarm stations within and outside the space should be identified.

### **Appoint a Suite Fire Marshall and Monitors**

Each tenant should appoint a Suite Fire Marshall and Floor Monitor (s) to assure that the tenant space is properly evacuated during an emergency. For larger tenants with multiple floors, the SFM may designate multiple Floor Wardens for different zones on each floor.

### **Maintain an Employee Roster**

It is the duty of the tenant employer to maintain an updated list of all employees routinely assigned to work in the tenant space. This information will be required when head counts are made at the designated safe place.

A list should be maintained in each tenant organization noting which employees may require special assistance during an emergency. It is the obligation of the tenant organization to assign employees to assist these persons in the event of an evacuation.

### **Maintain an Emergency Contact List**

An emergency contact list should be maintained and made available to the Suite Fire Marshall/Floor Monitor. The list should include the name, address and home phone number for each employee, and the same information for the person to be contacted in the event of an emergency. The list should also contain company and personal pager and cell phone numbers.

### **Employee Training Sessions**

Be sure that each employee in the tenant organization understands the evacuation procedures. Conduct regular training sessions to provide information concerning the evacuation routes from the tenant space, the shortest route to the stairwell exits, the location of the designated safe meeting place and the names of the Suite Fire Marshall and Monitors. Include this training information in the orientation of each new employee.

Include the evacuation plan in the Employee Handbook. Explain the evacuation procedures and policy along with other emergency information.

## **Should I try to put out a fire?**

Time is critical in fighting fire. First, sound the alarm and call or tell someone else to call 911 to report the fire.

Second, if the fire is contained in a wastebasket or not likely to spread, you may use a fire extinguisher too put it out.

Remember a fire can spread quickly and the time you have is very limited.

**Life safety is always the first consideration. Do not place your personal safety at risk.**

Be familiar with the location of the fire extinguishers on your floor.

Ask for instruction in the proper use of the fire extinguisher.

# Fire Evacuation Plan

## 4. Fire Evacuation Floor Plans

# Fire Evacuation Floor Plans

### What do I do when the fire alarm sounds?

Alert your floor monitor. Walk, do not run, to the nearest fire exit stairwell. Know where the exits are on your floor.

When entering the stairwell, do not hold or prop open the door.

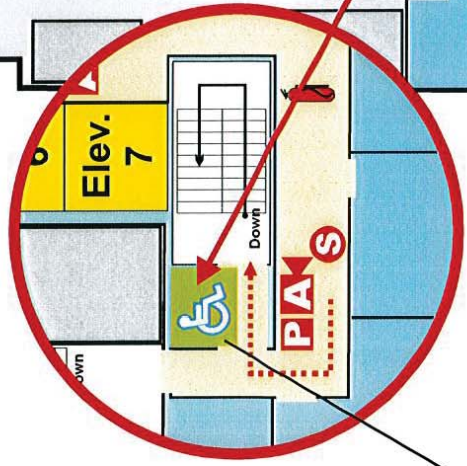
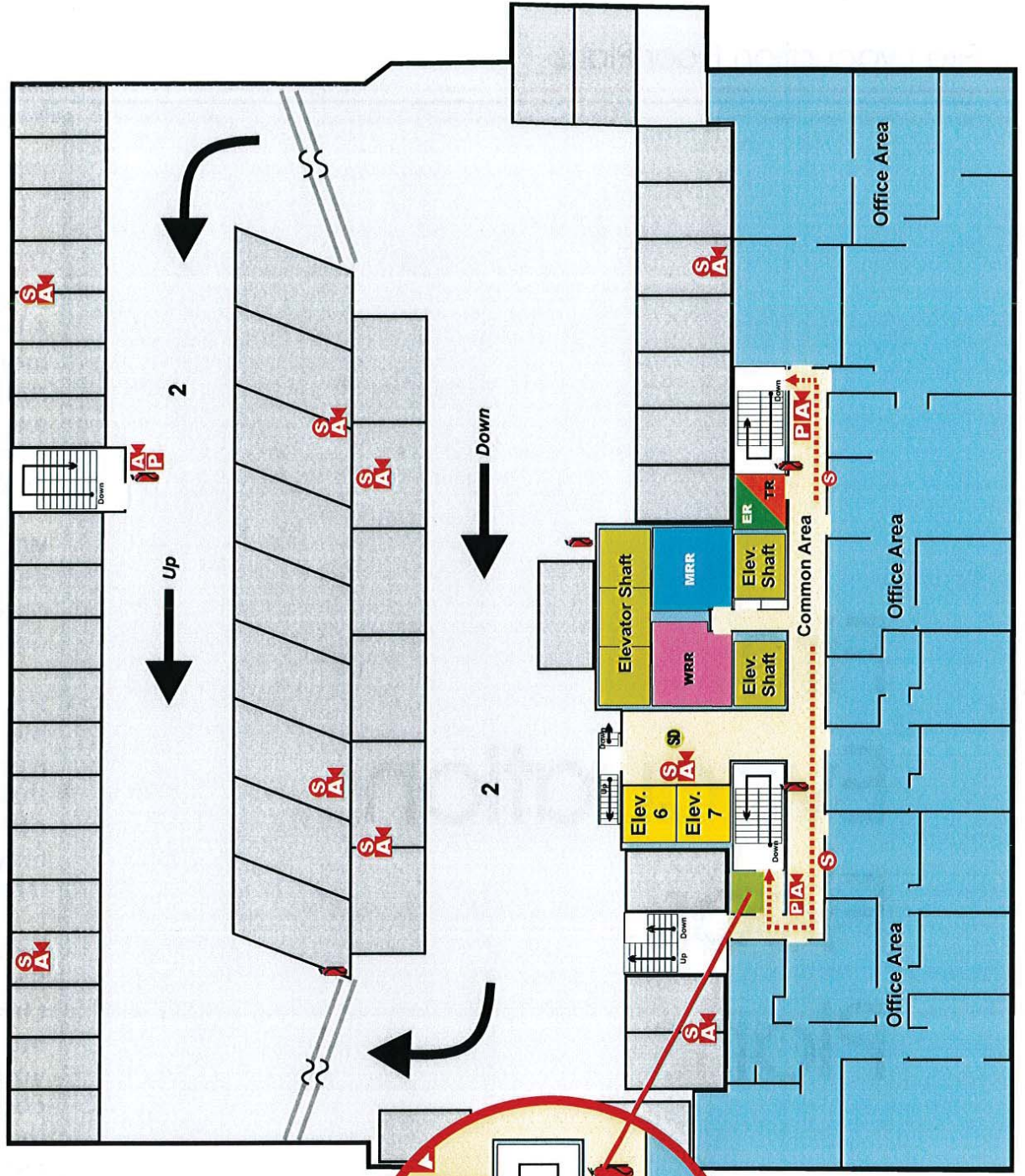
Proceed down the stairwell in single file. Keep to the right so that firefighters and other professionals may access the floors if required.

Exit on the ground floor and proceed to the designated meeting space for your floor. A head count will be made by the Suite Fire Marshall assigned to your floor.

An all clear signal will be given by the fire department when it is safe to return to the building.

Do not re-enter the building for any reason until the all clear signal has been given.

## Emergency Egress & Interior Area of Refuge *(Typical on floors 2 through 6)*

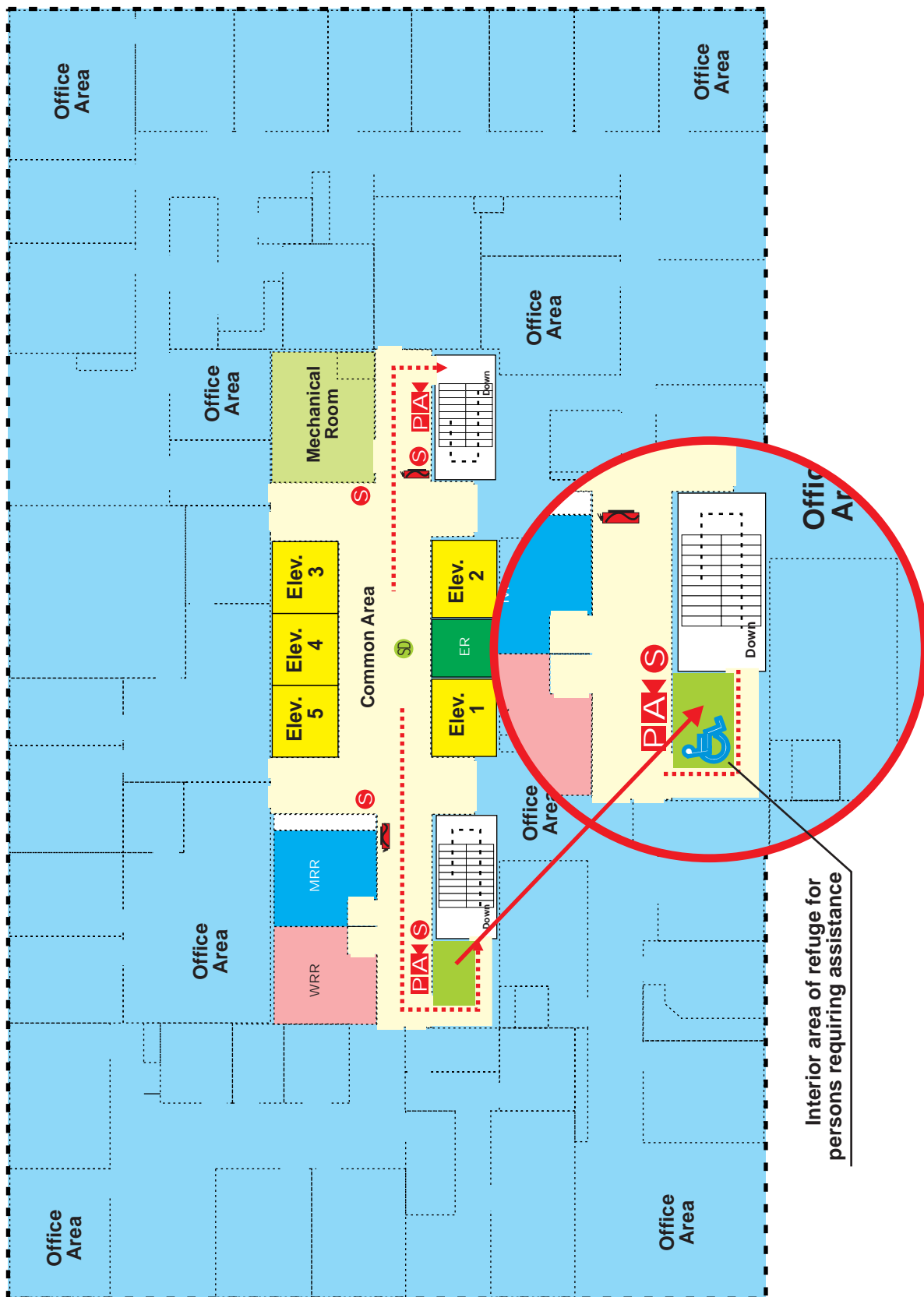


Interior area of refuge for persons requiring assistance



King St.

**Emergency Egress & Interior Area of Refuge**  
*(Typical on floors 7 through 21)*



Interior area of refuge for persons requiring assistance

Merchant St.

# Fire Evacuation Plan

## 5. Safe Meeting Place

# Safe Meeting Place

**Wouldn't I be better off if I just stayed in my office?**

No! When the alarm sounds, begin evacuation. Follow the procedures for your floor and instruction from the Suite Fire Marshalls and Floor Monitors.

Do not remain in your suite or anywhere else in the building.

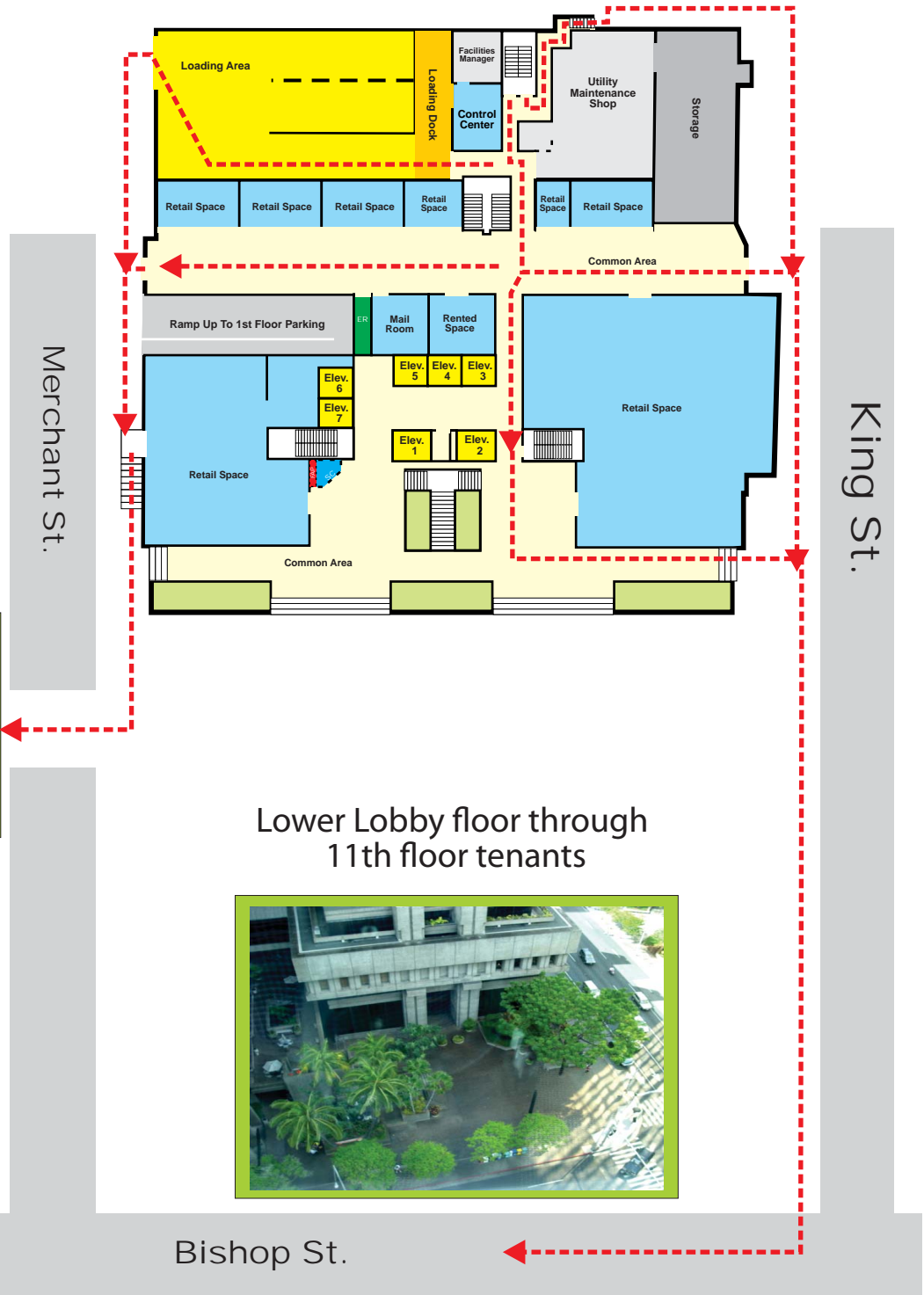
Do not open or break windows.

Do not congregate on the stairs. Keep moving until you are safely outside the building.

Do not congregate at any entrance to the building. Proceed to the designated safe place and wait for further instructions.

If you are the last person out of your office suite, close and lock the entry doors.

## Safe Meeting Places



12th floor through  
21st floor tenants



Lower Lobby floor through  
11th floor tenants

