

FIRE EMERGENCY ACTION PLAN

ATRF

Frederick, Maryland

Facility Alarm System

Please note the facility is separated by fire walls for each building. The fire doors to lab buildings (C & D) are set to close in the event of a fire in those buildings, the fire barriers for building E and the Atrium will do the same. The fire doors for building A/B are to remain closed at all times. Each building has its own fire alarm system and will automatically notify only the occupants in the building where a fire was detected. Protective Service Officers have the capability to activate additional alarms if the need arises.

Evacuation Policy

In the event of a fire, all employees in the alarming building(s) shall evacuate the workplace immediately by means of the nearest available marked exit. Proceed as quickly as possible in an orderly manner. Accompany and assist handicapped personnel, visitors, and any co-workers who appear to need calm direction or assistance. Do not push or shove. Hold handrails when you are walking on stairs.

Emergency Escape Notification Procedure

Employees are alerted for emergency evacuation by the activation of the specific building's fire alarm system. The emergency evacuation signal consists of voice notification, mechanical bells, electronic horns, and flashing strobe lights.

Reporting a Fire Emergency

To report a fire emergency, activate the building fire alarm system on your way out of the building by following the instructions on the nearest pull station. Once outside, call 911 from a cellular phone.

Use of Portable Fire Extinguishers

Portable fire extinguishers are provided in the workplace. In the event of a fire, an employee may attempt to extinguish an early stage fire before evacuating. Do not attempt to control a fire with a portable fire extinguisher without appropriate training. Contact EHS for training information.

Critical Operations Shut Down

No employees are authorized to delay evacuation for perceived critical operations. Immediately cease all operations that may become hazardous. Shut all doors behind you as you exit the building. Closed doors can slow the spread of fire, smoke, and water.

Accounting for Employees After Evacuation

The Supervisor in each area is responsible for ensuring that all occupants evacuate the area. In addition, every employee should check that all others in the area are leaving as instructed. The

Assembly Area is located on the areas and walkways outside the employee entrance at the rear of the building. Supervisors at all levels are responsible for accounting for their employees at the assembly area after an evacuation. DO NOT re-enter the building to look for missing personnel. Report the last known location of any missing employees to the on-scene Incident Commander.

Medical and Rescue Operations

Medical and rescue services during emergency evacuation situations are provided by the Frederick County Fire & Emergency Services or any other emergency response group under their command.

For additional information, Contact the Environment, Health & Safety Program at 301-846-1451.

Ref: Emergency Action Plan ATRF May 2014