Fire Evacuation Plan
National Museum of Dentistry

UMB POLICE - 711 or 410-706-3333

If you discover fire, smoke, or excessive heat inside your building, immediately:

1. Activate fire alarm by pulling manual fire alarm pull station (located near exits)
2. Evacuate
3. Call UMB Police - 711 (campus phone) or 410-706-3333 (non-campus phone)

If you discover fire or smoke outside your building, immediately:

Call UMB Police - 711 or 410-706-3333

INTRODUCTION

This evacuation plan establishes methods and procedures to be used in the event of a fire at the National Museum of Dentistry. ALL building occupants (faculty, staff, students, contractors, visitors, etc.) are expected to comply with the procedures contained herein. The Baltimore City Fire Department (BCFD) is immediately notified whenever a fire alarm is activated. The investigation for cause of a fire alarm activation does not begin until BCFD arrives on-scene. All building occupants are expected to immediately evacuate the building if the fire alarm system is active.

All fires, even if extinguished or found extinguished, must be reported to UMB Police and the UMB Fire Marshal.

OCCUPANT EVACUATION PROCEDURES

General Evacuation Procedures:
If the fire alarm activates, immediately evacuate the area and follow all instructions given by the Emergency Wardens. Evacuate the building by using the marked exits and marked stairwells. Isolate the fire by closing doors as you leave, but do not lock any doors. Do not attempt to extinguish the fire. Do not use elevators. Do not call the security guard or anyone else to ask if it is a real alarm. All alarms should be considered real and an immediate evacuation should occur as soon as the alarm activates.

Once outside the building, follow directions from the Emergency Wardens and UMB Police. If safe to do so, cross the street or move as far away from the building as possible to allow clear access for those still evacuating and for the fire department and other emergency responders. All occupants should assemble and stay together once outside the building in areas determined by the UMB Police in order to receive information about the emergency and building status. Depending on the circumstances of the emergency, occupants could be permitted to reenter the building or could be moved to an area of shelter elsewhere on campus.

Do not reenter the building until the all clear is given by the UMB Fire Marshal or UMB Police.

University of Maryland, Baltimore
Evacuation Instructions for Persons Requiring Assistance:
Do not use elevators if the fire alarm is active. Emergency Wardens will direct any occupants unable to self-evacuate to the Area of Rescue Assistance on each floor and will report your location to first responders. In the National Museum of Dentistry, the Area of Rescue Assistance is located in the elevator lobby. The Area of Rescue Assistance is identified with a sign. If there is fire or smoke visible on your floor, any occupants in the Area of Rescue Assistance shall relocate to the nearest stairwell landing. The fire department will determine if evacuation is needed from occupants in the Area of Rescue of Assistance and will assist with evacuation as needed.

UMB utilizes a *buddy system* to assist occupants unable to self-evacuate. The person requiring assistance is responsible for identifying a *buddy* and a back-up *buddy*. The volunteer *buddy* will remain in the Area of Rescue Assistance with the occupant unable to self-evacuate until the fire department arrives or the all clear is given. Due to other responsibilities, Emergency Wardens should not be *buddies*.

**Important Reminders:**
Never use the elevators during an evacuation unless directed to do so by emergency responders. There are two main exit stairwells serving the upper floors of the National Museum of Dentistry: one in the northeast corner of the building that discharges to the back alley and one towards the center of the building that discharges to the entrance vestibule. Occupants should know the location of all both stairwells and should use the closest one in the event of an evacuation. All exits are clearly marked with illuminated exit signs and are identified on the evacuation floor plans located within the building.

Evacuate in an orderly manner - don’t panic. Walk, don’t run.

Obey the directions of the Building Coordinator, Emergency Wardens, and all emergency response personnel.

Stay in a single file line when exiting through stairwells. Fire department personnel may be coming up the same stairway to investigate or fight the fire.

Before opening the door to any room or office, feel the door first to see if it is hot. If the door is not hot, open it slowly. If smoke is near the ceiling, stay low and crawl under the smoke to reach the exit stairwell. Keep your face near the floor where air will be breathable.

If all exits from a floor are blocked, return to your work area and do the following:

1. Close the door
2. Place a towel or article of clothing along the bottom edge of the door
3. Open the windows for fresh air and hang an article of clothing or other similar item out the window to let the fire department know you are still in there. If the window cannot be opened, DO NOT break the glass.
4. Call UMB Police to report your location and await further instructions
Fire Evacuation Plan
National Museum of Dentistry

BUILDING EVACUATION RESPONSIBILITIES

Emergency Wardens:
A minimum of two Emergency Wardens are required on each floor. Emergency Wardens must attend a training class taught by the UMB Fire Marshal. Emergency Wardens have the following responsibilities:

1. Conduct an orderly evacuation of their immediate area by directing occupants to the nearest unobstructed fire exit.
2. Assist and direct occupants that are unable to self-evacuate to the Area of Rescue Assistance.
3. Confirm the number of persons in the Area of Rescue Assistance.
4. Ensure the entire floor, or their portion of the floor, is searched.
5. Exit using the nearest stair.
6. Report to the 1st floor lobby security desk.
7. Record number of persons in the Area of Rescue Assistance and any fire/smoke conditions observed. Additionally, record the number and location of any individuals that refused to evacuate, if any.

In the absence of a Building Coordinator, the first Emergency Warden to reach the first floor lobby of the building will assume the responsibilities of the Lead Emergency Warden.

Building Coordinator/Lead Emergency Warden:
The Building Coordinator/Lead Emergency Warden will be stationed at or near the 1st floor lobby security desk and record the reports of Emergency Wardens as they exit the building. An Emergency Warden Report clipboard and Building Coordinator vest are located at the security desk.

The Building Coordinator/Lead Emergency Warden will provide information to the UMB Fire Marshal, Environmental Health & Safety (EHS), BCFD, or UMB Police depending on who is on-scene. Report the number and location of occupants in the Area of Rescue Assistance and any fire or smoke conditions observed by Emergency Wardens.

Building Security:
Building Security Guards have the following responsibilities when the fire alarm activates:

1. Place Emergency Warden clipboard and Building Coordinator vest on top of guard desk with pen.
2. Prevent anyone from entering building not authorized to enter during fire alarm until the All-Clear is given.
3. Until UMB Police arrive on-scene, direct occupants away from the front of building, either across the street, if safe to do so, or down the sidewalk.

Additional Assistance:
Additional assistance is typically provided by the BCFD, UMB Police, UMB Fire Marshal, EHS, and Operations & Maintenance.
Fire Evacuation Plan
National Museum of Dentistry

BCFD’s primary responsibilities are inside the building - assisting with evacuation and controlling the incident.

UMB Police’s primary responsibilities are outside the building – assisting with traffic control and occupant/pedestrian safety.

The UMB Fire Marshal and EHS act as a liaison between BCFD and the Building Coordinator. The UMB Fire Marshal/EHS determines when the building is safe for reentry.

Operations & Maintenance is responsible for providing assistance with keys, communications, fire protection and alarm systems, and whatever else may be needed.

All of the above groups have several other responsibilities as well. Each group has their own detailed fire alarm response procedures. The information is included only to give a general overview of their involvement.

FIRE DRILLS

As required by the Maryland State Fire Prevention Code, regular fire drills to practice the evacuation procedures outlined in this plan will be conducted in the National Museum of Dentistry by the UMB Fire Marshal. Fire drills will typically be unannounced to building occupants. A complete evacuation of the building is expected during all fire drills.

BUILDING FIRE ALARM SYSTEM

The fire alarm system installed in the National Museum of Dentistry is directly connected to the UMB Pine Street Police Station. UMB Police Communications know immediately if the fire alarm activates in the building and BCFD is immediately dispatched. However, UMB Police should still be called if you activate a manual pull station to provide additional information about the incident.

DAILY FIRE SAFETY PRACTICES

Every employee, faculty member and student is responsible for maintaining an environment within UMB that is free of fire and safety hazards. Any questions concerning fire safety within University buildings should be directed to the UMB Fire Marshal. The following information will help decrease the risk of fire and will allow occupants to evacuate safely:

1. Become familiar with all exit locations and fire evacuation routes within the building.

2. UMB has a non-smoking policy and it is against the state law to smoke indoors. This policy is strictly enforced.

3. The use of candles or other open flame devices, including the burning of incense, is prohibited. This includes wax burners.

University of Maryland, Baltimore
4. Solid alcohol (Sterno®) heating of food is permitted, provided that the UMB solid alcohol policy is followed (available upon request).

5. Space heaters are only permitted if O&M cannot maintain a comfortable temperature in your work area. All space heaters must be approved for use by the UMB Fire Marshal. The use of gas or oil space heaters is strictly prohibited.
   a. Electric space heaters are permitted, provided that they have been approved by a national recognized testing laboratory (like UL) and include a multi-directional tip-over switch (automatically turn off if the heater falls over), an overheat sensor, a visible on/off indicating light, and has a guard over the heating coils.
   b. Electric space heaters must be located at least three feet away from any combustible materials.
   c. Electric space heaters may not be plugged into extension cords.

6. Extension cords are only permitted on a temporary basis and cannot substitute permanent wiring.

7. Microwaves and toaster ovens shall not be left unattended while using.

8. “Daisy chaining” of power strips is prohibited. A power strip cannot be plugged into another power strip.

9. Nothing can be attached to or obstruct any sprinkler or fire alarm device.

10. Hallways and stairwells must be kept clear and unobstructed at all times. No storage of any type is allowed in any part of the means of egress in this building, in accordance with the UMB Policy on Emergency Egress Safety.

11. Stairwell doors are fire doors and may not be propped open under any circumstance. These doors are designed to restrict the movement of fire and smoke within a building so that occupants can evacuate safely during an actual emergency.

12. Report if you observe any unsafe conditions, including, but not limited to:
   a. locked exit doors
   b. blocked corridors
   c. combustible storage in corridors
   d. burned out exit signs
   e. burned out lights in corridors or stairwells
   f. fire alarm speakers not loud enough or not working
   g. fire alarm strobes not bright enough or not working
   h. electrical equipment not working properly
   i. frequent tripping of circuit breakers
Fire Evacuation Plan
National Museum of Dentistry

These conditions should be reported immediately to the UMB Fire Marshal at 410-706-3494 or UMB Work Control at 410-706-7570.

IMPORTANT PHONE NUMBERS

UMB Police Emergency: 711 or 410 – 706 – 3333
UMB Police Non-emergency: 410 – 706 – 6882
UMB Alerts Information: 410 – 706 – 8622
UMB Fire Marshal: 410 – 706 – 3494
EHS: 410 – 706 – 7055
Work Control: 410 – 706 – 7570

Revised 04/05/2018

University of Maryland, Baltimore