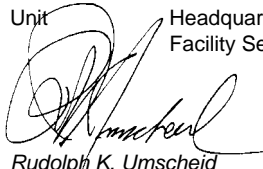


Management Instruction

Emergency Evacuation and Fire Prevention

This instruction provides the Emergency Action Plan and Fire Prevention Plan required by *Employee and Labor Relations Manual (ELM) 850*. It outlines procedures for use by evacuees — employees, contractors, and other tenants — in case of an emergency at Postal Service Headquarters, 475 L'Enfant Plaza, Washington, D.C., and by Postal Service employees implementing the two plans.

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Emergency Action Plan

Procedures to Use in an Emergency Evacuation

In an emergency or when an emergency evacuation drill occurs, *all* Postal Service employees, contractors, and other tenants must evacuate the building in a rapid but orderly manner. Emergencies that may require evacuation include fire, smoke, release of hazardous chemicals, earthquake, or bomb threat. Emergency evacuation team (EET) members have been pre-selected and trained to help in carrying out a safe evacuation. Specific EET duties are outlined on page 4.

Remember: In case of evacuation, fire, or medical emergencies, call extension 4566.

Preparing for an Emergency

Before an emergency occurs...

1. Locate the fire alarm box nearest your work space and read the instructions on the box.

You can find alarm boxes in elevator lobbies on each floor, in the center corridors, at the extreme north and south ends of the building, and in other locations.

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Pulling the boxes activates an interior local signal in an emergency evacuation alarm system that notifies the Postal Police Command Center — *not the Metropolitan Fire Department*. The Postal Police Command Center (a) identifies the box pulled (or the location of another initiating device such as a smoke detector), (b) dispatches a postal police officer (PPO) at once to that location, and if necessary (c) the PPO will notify the Metropolitan Fire Department.

2. Locate the fire extinguishers.

The ABC type, multi-use fire extinguishers (portable) can be found throughout the building and garage levels.

Caution: Do not use water on electrical, flammable liquid, or chemical fires.

3. Understand the emergency alarm system.

The emergency alarm signal for evacuation is an alert tone with strobe lights flashing, followed by an audible announcement of instructions to evacuate a particular zone or to evacuate the entire building.

Notice: Do not evacuate if the alert tone with strobes flashing activates for a short period of time (less than one minute without voice instructions) and is silenced. When the alert tone next sounds with the strobes flashing and is followed by an audible voice announcement, you must then immediately evacuate the building.

4. Locate the emergency evacuation routes in your area.

Stairwells located on each side of the elevator lobbies are to be used as evacuation exits.

Notice: Evacuees must not use elevators unless they are persons with disabilities (see *If you are a person with a disability...*).

5. Locate the EET member rosters posted in each elevator lobby on all floors and find the members assigned to your area. If you have a temporary or permanent disability, introduce yourself to appropriate EET team members.

6. Be aware that a temporary first-aid station away from danger may be set up if necessary.

The Postal Police Command Center (room 1320) in the south lobby will likely serve as a first-aid station. But if that location is unavailable, the PPOs will set up a station elsewhere on the first floor or outside the building.

If you are a person with a disability, permanent or temporary...

1. Be aware of special evacuation instructions that apply to persons with a permanent or temporary disability.

A pre-selected, trained aide from the EET team will help you.

A freight elevator is the preferred method for evacuation of persons with disabilities. If this elevator is unavailable, you will be helped to enter the west, double-door stairwell and descend these stairs from any floor.

Special evacuation sleds are available. EET members will access the sleds or other equipment to aid your safe exit.

2. Introduce yourself to the floor warden, aides to the disabled, and their alternates assigned to aid you. This is important even if your disability may be temporary (broken bones), or not obvious (recent surgery, cardiac or respiratory illness).

If you are entrusted with protecting valuable materials...

Make sure adequate security measures are maintained for safeguarding valuable materials, papers, money, and stamps during an emergency evacuation.

Reporting an Emergency

If you need to report an emergency that may require an evacuation...

1. Pull down the cover of the nearest fire alarm box. The Postal Police will be notified and will dispatch an officer to your location.
2. If safe to do so, stay near the fire alarm box until PPOs (or firefighters) arrive, in order to direct them to the exact location of the fire or other emergency.

Caution: Do not stay at the fire alarm box if your personal safety is endangered.

If you think you can extinguish a first-stage fire...

If a fire has just started and is well controlled, you may want to try to put it out with a fire extinguisher. Do not delay sounding the alarm to report the emergency in order for the situation to be evaluated for possible evacuation of the building.

Caution: Do not try to fight any fires that are beyond the first stage or that involve the structure of the building. Under no circumstances use personal protective gear or self-breathing apparatus. Leave fire fighting to the professionals.

Evacuating the Building

When the second sounding of alert tone, strobes flashing along with the audible voice announcement for evacuation occurs...

1. Secure your own personal work space and valuables as required and proceed in a rapid but orderly manner to the designated stairwell to exit through the lobby doors and a safe distance from the building.

Caution: Do not try to use the elevators unless you are a person with a disability. Elevators will not respond to hall call buttons when the evacuation alarm sounds. Only disabled persons and aides to the disabled are to exit the building using the freight elevator (see: If you are a person with a disability...).

2. As you exit along evacuation routes, follow instructions given by floor wardens, other EET members, and PPOs coordinating the evacuation.

Caution: If smoke or fire blocks any designated exits, floor wardens and stairway monitors will direct you to alternate exits.

3. Be careful of traffic when crossing the street and do not impede the path of fire personnel and vehicles.

If you are a person with a disability, permanent or temporary...

1. You and/or the aide to the disabled call the Postal Police Command Center at extension 4566, give your location, and request a “disabled pickup.” You and the aide to the disabled (or other EET member) proceed to the nearest freight elevator (elevators #1 and #14), descend to the first floor, and exit through the lobby doors and away from the building.
2. If no freight elevator arrives, make sure an aide helps you to the west, double-door stairwell. The aide will advise the EET leader or floor warden of your location and will solicit more help if needed.
3. If the EET leader determines that a sled evacuation is needed, follow the instructions of those conducting the evacuation to ensure a safe exit down the west stairs.

Emergency Evacuation Team

Composition of the Team

The core of the Emergency Evacuation Plan is the emergency evacuation team.

Headquarters Facility Services appoints an EET leader to implement the Emergency Action Plan.

The EET leader — with unit managers, appoints EET members (floor wardens, stairway monitors, elevator monitors, aides to the disabled, and their alternates) for each floor, and coordinates training for the EET members to carry out a safe emergency evacuation.

General Duties

1. Be familiar with all parts of the Fire Prevention Plan and the Emergency Action Plan (as outlined in this MI), the alarm system, and communications systems.

2. Insure that anyone serving as an alternate fully understands your responsibilities and can substitute for you without notice. In an emergency, that alternate should go at once to your sector to cover your duties if you are absent. Alternates are encouraged to read the instructions for other EET members to ensure coordination and mutual understanding. Place your hat and instructions at your workstation where they are easily retrievable.
3. Take part in all scheduled EET meetings.
4. Follow the floor warden's instructions as necessary.
5. Ensure adequate coverage of floor warden and other EET assignments when the floor warden is not available.
6. Upon the first alarm activation of the emergency alarm system, an alert tone and strobe light warn of a possible emergency situation. Go at once to your assigned sectors and assume assigned duties.
7. If an emergency exists (*alert tone, strobes flashing followed by an audible voice announcement giving instructions to vacate the building*), evacuate occupants in a manner that is as rapid, safe, and orderly as possible. Bar entry to danger zones and direct occupants to alternate safe exits if necessary.
8. Aid the PPOs and/or Metropolitan Fire Department officials as requested.

Specific Duties

Emergency Evacuation Team Leader

Appointed by the Headquarters Facility Services, the EET leader makes sure that managers fill team vacancies, coordinates EET training, and implements the Emergency Action Plan.

When the second sounding of alert tone, strobes flashing along with the audible voice announcement for evacuation, occurs...

Assume command of the evacuation operation until the Metropolitan Fire Department or other responding unit arrives.

Floor Wardens

The EET leader assigns a floor warden for each end (north and south) of each floor.

During an evacuation, floor wardens (a) ensure assignment of aides to persons with disabilities and (b) coordinate efforts of other EET members.

Floor wardens notify the EET leader in writing of any new team members to update the emergency evacuation rosters.

Before an emergency occurs...

1. Know your EET members and their alternates. Contact each EET member and make sure each person is equipped with a hat and set of emergency evacuation duties and instructions.
2. Review and be able to explain to all EET members their duties and instructions.
3. Know the names and locations of persons in your sector who have a temporary or permanent disability. Assign an aide and/or an alternate to each disabled person. Be prepared to assign more people to specific tasks as needed.

Upon the first alarm activation of the emergency alarm system, an alert tone and strobe light will warn of a possible emergency situation...

Insure that the aides to the disabled go the workstation of the disabled person and stand by to call the Postal Police at 4566 to request an elevator to pick up the disabled. If the second alarm with voice announcement does not sound, the aides and the disabled can return to their work assignments.

When the second sounding of alert tone, strobes flashing along with the audible voice announcement for evacuation, occurs...

1. Close all interior and exterior doors and make sure that doors remain closed except when opened to aid a fire-fighting or damage-control effort.
2. If necessary, go to the Postal Police Command Center to advise the Postal Police or EET leader of conditions and circumstances that need greater aid.
3. Tour your sector to make sure that *all* persons (including those with a temporary or permanent disability) have evacuated.
4. Report "all clear" to the Postal Police Command Center and exit the building when all occupants in your sector have evacuated. If you cannot report in person before you exit the building, make sure to call 4566 to report.

Stairway Monitors

On each floor, one stairwell monitor is assigned to the north stairwells and one to the south stairwells.

Stairway monitors direct evacuees to a safe evacuation route away from areas filled with smoke or other hazards. They regulate the flow of evacuees to the stairwells to prevent overcrowding and respond to the instructions of the floor wardens.

Before an emergency occurs...

Be familiar with your duties and instructions and those of the other EET members.

Upon the first alarm activation of the emergency alarm system, an alert tone and strobe light will warn of a possible emergency situation...

Report to the stairway exits and stand by to aid in the evacuation efforts.

When the second sounding of alert tone, strobes flashing along with the audible voice announcement for evacuation, occurs...

1. Make sure that all evacuees descend using either stairway in a manner that is as rapid, safe, and orderly as possible. If a stairway becomes so crowded that there seems to be little movement, direct the evacuees to a less occupied stairway. To ease redirecting evacuees, ask someone to hold those stairway doors open until all occupants have evacuated from your sector.
2. After evacuating the area, close the doors so they continue to work as stairwell protection.
3. After the evacuation of your sector is complete, descend to ground level and exit through the lobby doors.

Aides to the Disabled

An aide is assigned by floor wardens to help evacuate any person with a temporary or permanent disability.

Aides go to the workstation of the disabled person to help him or her exit safely away from the building by using a freight elevator or the stairs.

Before an emergency occurs...

1. To offer or receive aid, be familiar not only with your own duties and instructions but also with those of the floor warden and elevator monitor.
2. Become acquainted with the location of any person with a temporary or permanent disability assigned to you.
3. Locate freight elevators 1 and 14.

Designated Headquarters Facility Services employees and/or PPOs will override the elevator system, taking manual control of the freight elevators 1 and 14 that may be used to evacuate persons with disabilities.

Upon the first alarm activation of the emergency alarm system, an alert tone and strobe light will warn of a possible emergency situation...

Go to the workspace of the disabled person and prepare to evacuate the area.

When the second sounding of alert tone, strobes flashing along with the audible voice announcement for evacuation, occurs...

1. Call extension 4566 and state your exact location (e.g., "Room 9801, north side, 9th floor") and request a freight elevator for a "disabled pickup." Help the disabled person to the elevator lobby.

2. If the emergency situation permits, help the disabled person stay in front of the elevators until a freight elevator comes. Go down to the first floor using the freight elevator designated for evacuation. Then exit with the disabled person through the lobby doors and safely away from the building.
3. If more people need to evacuate than the freight elevator can accommodate on the first trip, tell the elevator operator to come back and then watch for the elevator's return.
4. If within 5 minutes a freight elevator has not come or the emergency prohibits using the elevators, help the disabled person into the west, double-door stairwell. Find more aid to help the disabled person descend using that stairwell.
5. If you cannot find enough help for the disabled persons trying to descend using the stairs, tell the floor warden your location and requirements, and stay with the disabled person in the west, double-door stairwell until help arrives.

If necessary, special evacuation sleds located in the north and south stairwells on the 5th and 11th floors can be used to give disabled persons a ride down the stair nosing of each floor to reach the lobby.

Elevator Monitors

On each floor, one elevator monitor is assigned to the north elevator core and one to the south elevator core.

Before an emergency occurs...

1. Understand that if the floor warden cannot get instructions to you, and the aide to the disabled or alternate is not available, you may need to manage the evacuation of disabled persons.
2. Be familiar not only with your own duties and instructions but also with those of the floor warden and aide to the disabled, whom you may need to help.

Upon the first alarm activation of the emergency alarm system, an alert tone and strobe lights will warn of a possible emergency situation...

Report to the elevator lobby in your area of responsibility and stand by to aid with evacuation efforts.

When the second sounding of alert tone, strobes flashing along with the audible voice announcement for evacuation, occurs...

1. Do not allow any persons other than disabled persons and aides to use a freight elevator.
2. If the emergency permits, help disabled persons stay in front of the freight elevator until it arrives or for 5 minutes.
3. If more people need to evacuate than the freight elevator can accommodate on the first trip, tell the elevator operator to come back and then watch for the elevator's return.

4. If a freight elevator is unavailable, help the disabled person into the west, double-door stairwell. As necessary, assist the aide to the disabled to locate more assistance to evacuate disabled persons.
5. If the emergency prohibits using the elevators, assist aides to the disabled to help all persons with a temporary or permanent disability to descend using the west, double-door stairs.
6. After the evacuation of your sector is complete, descend to the ground level and exit through the lobby doors.

Emergency Evacuation Team Assignments

If you manage an organizational unit...

1. Fill vacancies on the EET in your unit promptly and report them to the EET leader. The EET leader and the floor wardens can help you.
2. Encourage volunteer membership and seek qualified, trained persons with an interest in this work.

If you are considering volunteering for the emergency evacuation team...

Contact your organization head, floor warden, or EET leader, particularly if you can contribute fire safety ability, first-aid skills, or have similar qualifications or training. Headquarters Facility Services keeps the current list of all Headquarters EET members.

Notice: If you have a known heart disease, epilepsy, chronic obstructive pulmonary disease, or other severe condition, you should not participate on the emergency evacuation team unless you have written permission from your physician.

Inspections and Meetings

Headquarters Facility Services and Corporate Personnel Management safety personnel will conduct annual fire inspections and document them on Form 1784-A, *Safety and Health Inspection Checklist*.

The EET leader must schedule EET meetings as necessary but not less than annually.

Emergency Evacuation Drills

The EET leader schedules an emergency evacuation fire drill at least once a year to familiarize all employees, contractors, and other tenants with emergency evacuation procedures.

Damage Control Team

Headquarters Facility Services has a staff of trained maintenance technicians and mechanics with ample standby equipment and vehicles. The team is capable of conducting any repairs, restorations, and clean-up in a building emergency.

Headquarters Facility Services keeps up-to-date information on the staffing and roles of the damage control team, lists of locations of emergency shutoff valves, equipment in readiness, and other pertinent data useful to floor wardens, security officers, and safety officials.

Fire Prevention Plan

Headquarters Facility Services implements the Fire Prevention Plan and will insure that adequate numbers of working fire extinguishers are available throughout the building and also to extinguish chemical and electrical fires in rooms housing flammable chemicals or large amounts of electrical equipment.

To prevent fires, all employees, contractors, and other tenants must follow fire regulations and maintain good housekeeping at all times while in the building.

Housekeeping

Avoiding Careless or Needless Trash Accumulation

1. Dispose of trash according to methods and schedules set up by Headquarters Facility Services as identified in Handbook EL-801, *Supervisor's Safety Handbook*; Handbook EL-803, *Maintenance Employee's Guide to Safety*; and Handbook EL-814, *Postal Employee's Guide to Safety*.
2. Neatly arrange stored materials in stockrooms and other storage enclosures with adequate aisles to provide access.
3. Do not leave solvents, oily rags, or other flammable materials in the building, unless you place them in provided metal containers that have been approved and covered.

Keeping Areas Unobstructed

At all times in the following situations, all employees, contractors, and other tenants must adhere to the following rules:

1. Do not place or store anything in corridors, aisles, or stairways.
2. Do not obstruct access to any aisles, stairwells, fire extinguishers, fire hoses, sprinkler valves, or fire alarm boxes.
3. Do not obstruct any building exit doors and/or any doors leading to emergency evacuation routes.
4. Do not store items closer than 18 inches to sprinkler heads or smoke detectors.

Fire Regulations

Complying With Regulations

All postal employees, contractors, and other tenants located in the Headquarters building must follow these fire regulations:

1. Smoking is not permitted anywhere in the building or garage.
2. Electric appliances like coffeepots, microwave ovens, refrigerators, fans, and heaters must be authorized by Headquarters Facility Services and Safety personnel. Appliances must meet UL, FM, or other safety specifications and have a visible “on” light located on the unit or wall outlet.
3. Authorized appliances must be placed in a safe location away from combustible materials.
4. Set up and maintain a system to make sure that coffee pots or other appliances are turned off at the end of each day or when not in use.

Exception: Coffee pots with a reservoir for holding hot water need not be turned off daily.

Note: After a third reported instance of not turning off coffee pots, warmers, and other similar appliances at the end of each day, privileges for using the appliance or coffee service will be suspended.

5. **Do not** bring into the building any heat-producing devices such as halogen torch lamps, heaters, hot plates, heating elements, toasters, and other unauthorized electrical appliances.
6. **Do not** fasten back or hold open any fire doors. Keep fire doors closed at all times.
7. Always consult with Headquarters Facility Services when considering the storage of heavy objects or installation of machines and safes. Do not allow floor loading to exceed the allowable weight limit.

Reporting Violations

1. Stay alert for violations or for other situations or conditions that could precipitate a fire or other emergency.
2. Report violations to Headquarters Facility Services or use Form 1767, *Report of Hazard, Unsafe Condition, or Practice*, to report violations to your supervisor or manager.