

**THE MONADNOCK BUILDING**  
**685 Market Street**

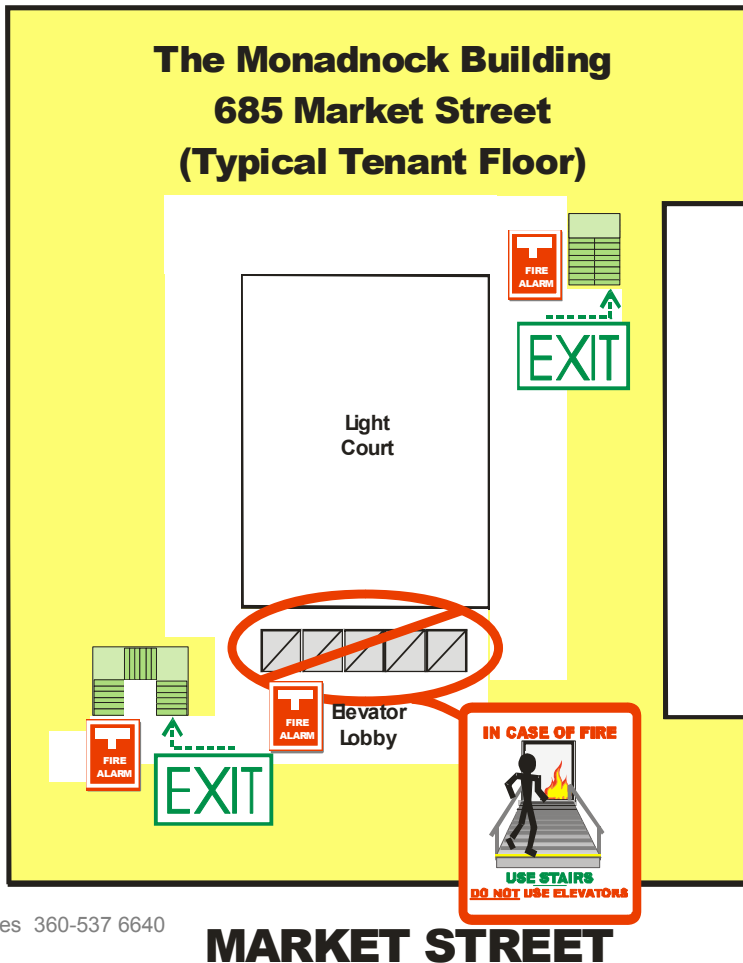
**FIRE PROCEDURES**

**PRE-EVACUATION PLAN (BEFORE THE EMERGENCY)**

Prepare yourself in advance; know where to go and how to get there. Know in advance exactly how many doors you will have to pass along your evacuation route before you reach your nearest exit door. This information may save your life if you encounter heavy smoke. Remember, when heavy smoke is present, the emergency exit signs above the doors may become difficult to see. If you know in advance how many doors you will have to pass, you can then crawl or crouch low with your head 12-24 inches from the floor watching the base of the wall and count the number of doors you pass until you reach the exit door.

**EVACUATION ROUTE**

Determine in advance the nearest emergency exit to your work place and the route you will follow to reach that exit in the event of an emergency. Also, identify an alternate route to be used in the event that your primary route is blocked or unsafe to use.



## WHEN A FIRE ALARM IS ACTIVATED

In the event of a fire emergency at **THE MONADNOCK BUILDING**, the fire alarm system will alert you with a interrupted whooping sound with verbal insrtuctions throughout the building. This alarm will sound on all floors of the building.

1. Upon activation of any fire alarm device, Building Management/Security personnel will immediately notify the Fire Department at (911) and provide the Fire Department Dispatcher with the following information:

Building name: **THE MONADNOCK BUILDING**

Building address: **685 MARKET STREET**

Nearest cross street: **3<sup>rd</sup> STREET**

Specific location and type of fire, (if known)

**THE MONADNOCK  
BUILDING IS LOCATED AT  
685 MARKET STREET,  
BETWEEN NEW  
MONTGOMERY AND 3RD  
STREETS.**

Call back number: **THE NUMBER YOU ARE CALLING FROM**

Operator's name or number: \_\_\_\_\_

2. Floor wardens should then instruct all tenants to proceed immediately to the nearest stairwell exit and evacuate the building.

3. The security officer will immediately proceed to the fire control panel room to verify the activated fire alarm device and its location.

4. The security officer will then provide this information to the building engineer by radio and the engineer will proceed to the fire control panel to further investigate the nature of the alarm.

5. The security officer will be dispatched to meet the Fire Department at the building entrance and direct them to the fire control panel, and the fire area. The responding fire officers will be provided with updated information on the alarm as well as master keys for access. Security will keep the main entrance clear and will not allow anyone other than emergency services personnel to enter the building.

6. Once the Fire Department arrives at the building, they will take charge of all firefighting, rescue and emergency procedures, with the assistance of the building staff.

7. After the Fire Department has given the all clear, the building engineer will ensure that the activated fire alarm device and alarm panel have been reset. The floor wardens and Building Personnel will direct the return of tenants that have evacuated the building.

## **IF YOU DISCOVER A FIRE**

In the event that you are present when a fire occurs, there are several basic safety rules to remember that could save your life.

**REMAIN CALM!  
YOUR OWN COMMON SENSE IS THE FINEST SAFETY DEVICE EVER  
DEVELOPED.**

1. Call the Fire Department at 9-1-1 from a safe location.
2. Evacuate the area and assist others in need.
3. Close doors as you proceed to contain the spread of the fire.
4. Notify Building Management at 344-0004 from a safe location.

**Remember, always maintain unimpeded access to an EXIT stairwell.**

## **FIRE PROCEDURES**

### **EVACUATION PROCEDURES**

**Evacuation** is the emergency movement of people to a safe location outside of the building. This is best accomplished in a supervised and orderly manner. Floor Warden personnel trained in proper evacuation methods will make the process of evacuating or relocating large numbers of people a safe operation.

## **STAIRWELL SAFETY INSTRUCTIONS**

**WHEN EVACUATION IS REQUIRED:**

1. Walk quickly to the nearest stairwell exit.
2. Remove high heels to prevent slips and falls.
3. Stay to the right side as you descend the stairs.
4. Dispel any false information, rumors.



**FOLLOW YOUR FLOOR WARDEN'S INSTRUCTIONS!**

**EVACUATION PROCEDURES**

**UPON THE ACTIVATION OF THE BUILDING FIRE ALARM, ALL BUILDING OCCUPANTS ARE REQUIRED TO EVACUATE THE BUILDING. DO NOT USE ANY ELEVATOR.**

**ENTER AN EXIT STAIRWELL KEEPING TO THE RIGHT SIDE. WALK DOWN TO THE GROUND FLOOR. EXIT THE BUILDING AND PROCEED TO AN AREA AWAY FROM THE BUILDING IN STEVENSON ALLEY OR ON MARKET STREET.**

**STAY WITH YOUR GROUP AND AWAIT FURTHER INSTRUCTIONS FROM BUILDING MANAGEMENT AND FIRE DEPARTMENT PERSONNEL. STAY CLEAR OF EMERGENCY PERSONNEL AND EQUIPMENT.**



## **PHYSICALLY IMPAIRED EVACUATION**

The Fire Department and Building Management requires an updated list from each tenant which indicates the name, the location, and the nature of disability of any physically impaired individual within the building. For the purpose of this procedure, any person with a disability, temporary or permanent, or other condition that would require them to obtain assistance during an evacuation is considered physically impaired.

During a fire or other emergency where evacuation is called for, ESCORTS should be assigned to physically impaired individuals. Once occupants on their floor have moved into the stairwell and are proceeding to the street below, the ESCORTS should move any physically impaired individuals into the stairwell, leaving wheelchairs on the floor. If sufficient help is present, move the physically impaired person down the stairwell. If the physically impaired person cannot safely be moved down the stairwell, send word for help in accomplishing this. Do not leave a physically impaired person alone during an emergency.

**DO NOT LEAVE A PHYSICALLY IMPAIRED INDIVIDUAL ALONE  
AND DO NOT PLACE WHEELCHAIRS OR OTHER ITEMS IN THE STAIRWELL.**



## **DEFEND IN PLACE**

If you should find that you cannot safely get to a stairwell during a fire emergency, attempt to get into an office or room with an outside window. Close the office door. Check for telephones in the room. If one is working call 9-1-1 and give the operator your location. Go to a window (but do not open it). Wave and try to attract attention, many people will be looking at the building when there is a fire emergency within. Waving a white or brightly colored article of clothing is recommended. Use clothing and any available non-flammable liquid, (including urine), to block the gaps beneath doors and cover any air vents to prevent smoke and toxic gases from penetrating the room.

Remain calm. Stay close to the floor if breathing becomes difficult. The San Francisco Fire Department's response time is very rapid and they will search all affected areas of the building when they arrive.

The fundamental difference between a Fire/Evacuation Emergency and an Earthquake Emergency is that building occupants will remain in the building during and after an earthquake unless there is an immediate threat to their safety.

## EARTHQUAKES



- Duck and cover yourself. Warn others.
- Stay clear of tall objects, windows and other glass.
- Stay under cover. Aftershocks may follow.
- Render necessary aid to others. Give first aid if qualified.
- Call **9-1-1** for emergency services (fire or injuries).
- Notify Building Security of injuries or hazards. (344-004).
- Evacuate only if imminent danger present or as instructed by Floor Warden or Building Staff.
- Turn off coffee pots, toasters and microwave ovens.
- If smoke or gases are present, stay low. Crawl on hands and knees to stairwell exit. Evacuate, using Exit stairwells only, to the street.
- Gather in a pre-arranged safe area on the floor. if in no imminent danger determine if people are missing.
- Do not enter any elevator.

Following a serious earthquake, municipal emergency services, (fire, ambulance & police), may not be available for extended periods of time.

### Earthquake Supplies

Following a serious earthquake we must be prepared to stay in the building for up to 72-hours. Each tenant should maintain a stock of basic food and health/comfort items to provide for employees during this time.



THE BUILDING'S ELECTRICAL POWER SUPPLY MAY BE INTERRUPTED BY AN INCIDENT WITHIN THE PROPERTY OR DUE TO CIRCUMSTANCES IN PG&E'S POWER DISTRIBUTION SYSTEM BEYOND THE PROPERTY.

## **THE FLOOR WARDEN TEAM**

### **Fire/Evacuation Emergencies**

Between the time a fire is discovered and the arrival and deployment of professional fire and emergency personnel, the building is in a **'self-help'** mode. The people in the building are the most important consideration and the Floor Warden Team's primary purpose is to notify them and to direct them to safety, outside of the building.

Volunteers are needed on each floor to commit to serving on the Floor Warden Team. These volunteers will be trained in their duties by the Building Management Staff and will assist in the primary task of assisting building occupants to evacuate to safety in the event of a Fire/Evacuation emergency. Floor Warden Team members are not fire fighters or emergency rescue groups and will not be assigned to any duty which requires specialized skills or training beyond the duties described in this guide.

The Monadnock Building's tenancy is composed of a large number of smaller tenants. Each floor requires a minimum of five people to serve on the Floor Warden team. In cooperation with the Building Manager, (who is also the Fire Safety Director), Floor Wardens shall oversee and ensure the safe and complete evacuation of occupants during a fire or other emergency, or during a fire drill. Alternate floor wardens shall assume the same duties and responsibilities in the absence of the primary Floor Wardens.

### **Earthquakes**

In an Earthquake all occupants in the building, including members of the Floor Warden Team must protect themselves. After an earthquake Floor Warden members must remind others to remain in protected areas to ensure their safety in the event of aftershocks. When an earthquake emergency has passed, Floor Warden Team members will inspect their floors to check on the welfare of occupants and to look for potential safety hazards.

### **Floor Warden Duties and Responsibilities**

1. Floor Wardens and their alternates should be selected for their decision-making abilities, cool headedness and their availability to provide coverage during the normal business day. They should be available for brief annual training and during scheduled fire drills.
2. Working with the Building Manager, the Floor Warden designates stairwell, elevator and area monitors as needed.
3. Directs evacuation efforts of employees on assigned floor.

4. Works in conjunction with Building Manager and/or Fire & Police personnel to control or alleviate emergency situations.
5. Assists as needed in all building emergencies.
6. Directs occupants to nearest stairs.
7. Conducts a final search of assigned area.

**FIRE ALARM WARNINGS MAY NOT BE HEARD IN EVERY AREA. THE FLOOR WARDEN TEAM'S PRIMARY RESPONSIBILITY IS TO ENSURE THAT EVERYONE ON THE FLOOR IS ALERTED TO THE EMERGENCY SITUATION.**

The following personnel should be pre-selected for the specified duties noted:

**Lead Floor Warden** - This warden is responsible for leading the volunteer team which notifies floor occupants of fire emergencies and leads them to the stairs for evacuation. The Floor Warden should be an individual who is physically present in the building during most of each working day and who is familiar with their floor layout.

**Stairwell Monitors** - When alerted, proceed to nearest stairwell to assist in building evacuation by:

1. Have occupants line up in single file, adjacent to the stairwell door and wait for further instructions.
2. When instructed, admit occupants into the stairwell. Be prepared to stagger the entry of occupants with existing traffic from other floors. Provide safety instructions and guidance as follows:
  - a. To prevent injury, instruct evacuees to remove high heels or slippery soled shoes.
  - b. Instruct each group of evacuees to stay to the right side of the stairwell.
  - c. Direct evacuees out of the building.
  - e. Have physically impaired individuals and their escorts enter the stairwell last to ensure an orderly evacuation. Assist the physically impaired down the stairs if safety permits. Get additional help if needed.
  - f. Dispel any false information, rumors and speculation.

THE FLOOR  
WARDEN TEAM

8. When all occupants have left the floor report to the Floor Warden.



**Area Monitors/Searchers** - These monitors conduct a systematic and thorough search of all floor areas, including; restrooms, conference rooms, staff rooms, store rooms and private offices to instruct occupants to proceed to the nearest stairwell exit. Where office doors are locked or inaccessible, knock loudly and repeat the words: **“Fire Alarm, Fire Alarm, All occupants must evacuate”**.

As the search is being conducted, close all doors behind you to reduce the spread of heat and smoke.

After the entire floor has been searched and cleared of occupants, report to the Floor Warden with the “All Clear” status and proceed to nearest stairwell to complete your own evacuation.

**Escorts for the Physically Impaired** - A minimum of two people, properly trained, should be available to assist physically impaired individuals into the stairwell entrance and down the stairs, if safety permits. Send for additional help if needed.

**Elevator Monitor** - Elevators should be monitored to ensure that no one attempts to use any elevator for evacuation. Anyone attempting to use any elevator should be firmly directed to the nearest stairwell exit.

### **Summary**

The Monadnock Building is a magnificent representative of San Francisco’s history, charm and resiliency. It has weathered nearly one hundred years of service and has withstood an assortment of emergencies. With a modest amount of pre-planning, training and a full understanding of the emergency procedures which will be enacted in a building fire emergency, risks to occupants and the building can be reduced.

**Knowing the building and preparing for emergencies is the best insurance against injury and loss.**

