

# AMERICAN CENTER FOR PHYSICS

## FIRE ALARM AND EMERGENCY PROCEDURES

All staff members are to adhere to the following procedures during the orderly evacuation of the building:

- Walk to the nearest stairwell, descend to the first floor and exit the building.
- Do not use the elevators. Elevators will automatically descend to the first level and become inoperable.
- Once outside, keep clear of the building and any Fire Department connections. Go to your designated area on the east side of the building per the map on the reverse side of this memo.
- If the center stairway going down is blocked, go to either end stairway.
- If either end stairways going down are blocked, go to the fourth floor balconies.
- Should you become trapped in the building:
  - Go to the office furthest from the fire.
  - Attempt to attract attention of those evacuating the building.
  - Close all doors and seal edges, if possible. If there is evidence of heavy smoke, cover your face and get low to the ground.
- As in all life-threatening emergencies, don't panic. Follow the instructions of the firefighters, police and your fire warden.

### EXITING THE BUILDING

- If you are to the right of the elevators (as you look toward elevator lobby), you should exit through the east or River Road stairway. Once at ground level, proceed to the outer rim of the parking lot, near River Road.
- If you are to the left of the elevators (as you look toward elevator lobby), you should exit through the west or train tracks stairway. Once at ground level, proceed around the parking lot towards River Road.
- If you are in the center of the building, use the center stairway to the first floor lobby and exit through the front doors. Once outside, proceed to the outer rim of the parking lot towards River Road.
- If you are on the lower level, use the closest stairway and exit the building. Once clear of the building, proceed to the outer rim of the parking lot near River Road.
- Move to the meeting point designated for your society (lamp posts are labeled with each ACP society name).
- Once assembled, follow the procedures established by your organization's Business Continuity Plan.

**Fire wardens** have the following responsibilities:

- Aid all employees in the orderly evacuation of the building, especially those employees needing special assistance.
- Ensure that everyone has left assigned work areas.
- Examine all rooms (restrooms, interior offices, etc.).
- Close all doors in assigned areas.
- Assemble employees away from building in a designated area east of the building and aid authorities whenever possible.

### FIRE EXTINGUISHERS

- There are several fire extinguishers located on each floor of the building. Familiarize yourself with the location of the Emergency Fire Pulls, fire extinguishers, and stairways on your floor.
- A fire extinguisher has also been installed in each Copy/Pantry area. If you notice that an extinguisher is missing or if you use the extinguisher, please contact the building engineer immediately so they can replace or recharge the extinguisher.

If you discover a fire:

- Pull the alarm nearest to you immediately.
- Alert, verbally, everyone nearby.
- Exit the building.

*If there is an Emergency that does not require exiting the building, such as a **Tornado Warning**, an alert will be sent on each ACP employee's desktop PC, with instructions to find an interior room without windows or to go to the basement until the emergency has passed.*

# ACP EMERGENCY MEETING AREAS

← TO METRO

**RIVER ROAD**

In the event of an emergency all employees should proceed to their designated society area and follow procedures per the society's emergency plan

Employees in the east side of the building should exit through the east stairwell and proceed to the designated area

Employees in the center of the building should exit through the center stairwell, out the doors of the Rotunda, go past Day Care and proceed to the designated area

Employees in the west side of the building should exit through the west stairwell and proceed around the parking lot to the designated area  
 Employees should not exit the building through the front door

Societies should meet at the following lamp posts:

- #57 AAPT
- #59 APS
- #61 AIP
- #63 AAPM

Day Care will meet at the lower end of the ellipse near the main entrance

- #55 ACP Board
- #57 AAPT
- #59 APS
- #61 AIP
- #63 AAPM

