

HMS SCHOOL FOR CHILDREN WITH CEREBRAL PALSY

4400 BALTIMORE AVENUE, PHILADELPHIA, PA 19104

215-222-2566

Fire Emergency Evacuation Plan – Also see: Fire Alarm Response & Evacuation Plan – document

If you discover a fire or smoke, sound the building fire alarm. Know the locations of the alarm pull boxes and two alarm panels (Harris Hall RN Station and Mini-RN Station), how they operate, and follow the “R.A.C.E.” procedure.

RESCUE Remove people in immediate danger.

ALARM

- Activate alarm enroute to student rooms using pull stations.
- Sound a verbal alarm (“fire alarm _____ location”, according to read-out on alarm panel at either of two alarm signal stations).
- **Call 9-1-1.**

CONFINE Close ALL doors to confine fire and smoke to room of origin.

EVACUATE Evacuate students in wheelchairs or rolling beds.
Utilize the following evacuation measures, as necessary:
***IMMEDIATE** – Immediately move to other side of Fire Doors.*
***HORIZONTAL** – Move onto fire exit egress pathways.*
***TOTAL** – Evacuate out of building to designated meeting area.*
DO NOT USE ELEVATORS

Student Count Verification (other-than school/program time)

- All staff tune to walkie-talkie channel 7.
- Nurse calls roll, student by student, using walkie-talkie Channel 7.
- If no walkie-talkie is available, staff assigned to student uses telephone INTERCOM VOICE 799, announces the student name **and** location.

The HMS FIRE EMERGENCY RESPONSE TEAM (2nd & 3rd Floor Office Staff during school days and Dietary, Facilities or Security Guard, during other hours) will respond to the location of alarm to assist in the management of students and visitors.

- **DO NOT USE ELEVATORS.** Elevator shaft ways are like chimneys. Smoke could enter the elevator, thereby asphyxiating the occupants trying to evacuate the building.
- Feel the door before opening it. If it is hot or smoke is seeping in, do not open. If you become trapped and cannot reach the fire exit, keep the doors closed, and seal off any cracks.
- If the door feels cool, open cautiously. Be braced to slam shut if the hallway is full of smoke or if you feel heat pressure against the door. If the hallway is clear, proceed with evacuation plan.
- If caught in smoke or heat, stay low where the air is better. Take short breaths (through nose) until you reach the fire exit.
- When exiting the building, meet at the designated meeting area, away from the building, as to not interfere with Fire Department apparatus or personnel.

Designated Meeting Area: 45th St. Sidewalk in front of Infant Friendship Center/MELC

PROCEDURES IF ALARM PANEL READS “NOT HARRIS HALL”

If the alarm panel reads, “NOT HARRIS HALL”, remain within Harris Hall and prepare to evacuate. Residents occupying Vogt Student Center or Main Dining Room should be moved to Harris Hall and prepare to evacuate.