



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE  
MONTGOMERY COUNTY, MD.

## DIRECTIVE

**NUMBER:** 98-23

**DATE:** January 4, 1999

**TO:** All MCFRS Personnel

**FROM:** Chief Roger W. Strock   
Division of Fire and Rescue Services

**SUBJECT:** Fire Prevention and Protection

Administrative Procedure 3-10, Fire Prevention and Protection, requires that each department develop a fire protection plan. The following procedures have been developed to ensure an orderly, thorough, and expedient evacuation of the 12<sup>th</sup> floor of the Executive Office Building (EOB), 101 Monroe Street, Rockville, Maryland, when a voice announcement is made or the fire alarm is sounded.

1. If you do not have an assignment as a floor warden or a searcher, immediately begin an orderly evacuation via the stairwells; keep right and single file.
2. Employees of the 12<sup>th</sup> floor will assemble in the grassy area by the flagpole on the East Jefferson side of the building.
3. The floor warden or alternate is responsible for directing the evacuation effort of this floor.
4. The floor warden and an assistant will make sure all personnel are evacuated and doors to offices are closed.
5. Employees should take all ESSENTIAL personal possessions from the building. NO re-entry will be allowed during the emergency.
6. The floor warden will give the location of employees needing assistance to the fire department's command center located in the control room of the Judicial Center.
7. Employees are to remain calm and quiet so they will be able to hear and understand emergency instructions.

Appropriate response for a person discovering a fire: If the fire can be immediately extinguished, **EXTINGUISH IT!!**

1. If you are not sure you can immediately extinguish the fire.
  - a. Remove anyone in immediate danger from the area.
  - b. Confine the fire by closing the door.
  - c. Activate the building alarm. Call the fire department (911) and give them as much information as you can, i.e., building address, location of the fire and what is burning.
2. If you smell smoke and no fire or source of fire is evident:
  - a. Activate the building alarm and call the fire department (911) and follow their instructions.
3. All fires must be reported to the fire department by calling 911 even if they are completely out when discovered.

Exit signs are located throughout the 12<sup>th</sup> floor. These signs direct employees to the two fire exits leading to the stairwells located on the north and south sides of the building.

1. There are two 2 ½ gallon pressurized water fire extinguishers located in cabinets marked FIRE EXTINGUISHER on the 12<sup>th</sup> floor. They are located in the hallways near the marked fire exits leading to the stairways.
2. The fire alarms with posted instructions are located above the fire extinguisher.
3. The Executive Office Building (EOB) has a selective alarm. This means when an alarm is pulled, the fire alarm rings only on the floor the alarm was pulled, the two floors above that location and one floor below. Employees occupying these floors are required to leave using the nearest stairway. Employees on other floors will see flashing exit signs. The flashing light indicates an alarm has been pulled in the building. Employees on one of these floors may leave if they wish, but are not required to do so.

4. The EOB is equipped with a fully automatic fire sprinkler system.
5. Rescue and medical duties may be performed by employees who possess training and experience until the fire department arrives.

Deputy Chief LeRoy R. Oettinger and Mary Marchone can be contacted for further information about the plan.

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