



**Most Worshipful Prince Hall Grand  
Lodge  
of the District of Columbia, Inc., PHA  
Emergency Evacuation Plan  
1000 U Street, N.W.  
Washington, D.C. 20001  
The Honorable Phillip David  
Most Worshipful Grand Master  
March 16, 2017**

The Office of The Honorable Phillip David, Most Worshipful Grand Master and members of the MWPHGL Safety Committee, have developed an evacuation plan for members to use during alarm/emergency situations. Each member or personnel of the Prince Hall Masonic Family, NAACP, DCTFCU, CVS and office occupants are required to follow the guidelines established for our building; located at 1000 U Street, N.W., Washington, District of Columbia, 20001.

An alert and informed person is the most valuable resource for fire prevention and protection. Fire hazards arise from unsafe conditions and practices. Every person that frequents and occupies this building has a responsibility and vested interest in making a concerted effort to correct and improve the safety for those that are in the building. Fire hazards and safety areas include, but are not limited to:

**SMOKING:** There is to be no smoking in the building; to include in the front of the building, or side of the building. Those requiring to smoke should maintain a smoking distance of at least 25 feet away from the building. No smoking in the restrooms, dining areas, or in the stairwells. Safe disposal of cigarettes should be considered at all times; and never toss a burning cigarette into dry grassy areas.

**KITCHEN:** Be aware of unsafe and flammable cooking conditions, improper disposal of grease, and misuse of other flammable liquids, etc. Unsafe activities are prohibited at all times.

**STAIRWAYS:** Never block the entrance of stairways; not even for a temporary period of time. Any obstructions should not be left on steps or landings. Entrance and exits are to be clear, and maintain an open passage at all times.

**FIRE DOORS:** In the event of a fire, fire doors should always be closed. This is done to prevent the spread of fire and/or smoke; as well as preventing the air to fuel the fire, or cause the smoke to travel throughout the building quicker.

**HALLWAYS:** Must be kept clear of all obstructions which could present a fire hazard and impeded access or escape.

**STORAGE AREAS:** Should be kept clean and orderly to prevent hazards and unsafe conditions. Handling of any flammable liquids should be stored or disposed of;

according to the safety data **sheet** (SDS); **material safety data sheet (MSDS)**; or **product safety data sheet (PSDS)**. These documents are important components of product stewardship, occupational safety and health, and spill-handling procedures; and should be stored both in the supply closet where the products are kept, as well as with the security guard.

**FIRE MONITORS:** Grand Lodge Marshals, Building Security, and Designee who have completed the crowd control course will be responsible for instructions and guidance. Too many persons offering instructions may further confuse the situation and promote chaos and unsafe evacuation.

**EQUIPMENT:**

- a. Electrical cords should be placed away from aisles, and walk ways.
- b. Never use electrical cords if they are frayed or have exposed wiring, or become warm to the touch.
- c. Do not overload electrical outlets by using multiple extension cords. If additional outlets are needed, a professional surge protector is preferred, but can also become overloaded.
- d. Kitchen areas should always be kept clean from debris, left over grease or flammable liquids which could ignite a fire. Check, check and re-check any valves which may have been left on, to any gasoline access lines.

In the event of an alarm, the occupants of the building should practice the acronym: **“R-A-C-E”**

**R- Remain calm** Do not panic. Rescue the persons who are in immediate danger, i.e. the elderly, handicap or disabled.

**A- Alarm** Locate and Activate the nearest **MANUAL PULL STATION** and Dial 911 from your cellular or nearest building telephone.

**C- Contain** fire at the point of origin by closing all doors and windows. Air fuels a fire, causing it to spread more rapidly.

**E- Evacuate** the building. Follow the instructions by the Marshals and/or designee in an orderly fashion, without too many people giving instructions; to prevent confusion.

**Never attempt to extinguish a fire unless you can do so properly, quickly and safely.**

### Discovering a Fire

**If a fire or other emergency is identified:**

1. Pull the nearest fire alarm pull station.
2. **Call 911** – Calmly and clearly advise the operator that there is a fire/emergency and give precise address, location of the fire and other necessary information.
3. Evacuate the building and have everyone report to the designated area of refuge (assembly area – **African American Civil War Memorial**). After making sure that everyone has cleared the room, close the doors and windows behind you; using the designated exits that are marked “EXIT.” **Never allow anyone to re-enter the building once they have exited.**
4. Members and Personnel that are not able to evacuate; (i.e., blind, wheel chair, cane, walker, etc.) carefully move these individuals to the designated area for shelter in place. Notify emergency personnel of that specific location, number of people, and the reason they are not able to evacuate. **Note:** Under these circumstances, Firefighters and Paramedics will give this area their immediate focus upon their arrival. Adequate manpower should be summoned for assistance to all.
5. **Everyone** having knowledge of the individuals in the building has the responsibility to inform the leader if someone is unaccounted for.

### Evacuation During Meetings and Visitation of Guests

1. Calmly make the precise announcement.
2. Locate and activate the nearest Fire Alarm pull mechanism.

3. **DO NOT USE ELEVATORS. They may become inoperable during a fire or electrical malfunction, causing a greater problem.**
4. Prepare to evacuate the building by the nearest emergency exit following the commands from the Fire Monitors and/or designee.
5. Report to the designated area of refuge (assembly area – **African American Civil War Memorial**)
6. Personnel that are not able to evacuate; (i.e., blind, wheel chair, cane, walker, unable to move expeditiously, etc.) usher those individuals to the designated area for shelter and accountability. Notify emergency personnel of the location, number of people and reason not able to evacuate.
7. Each person is responsible to look for individuals who were in their immediate area for accountability.
8. Assist visitors, who are not familiar with our building during the emergency evacuations. Visitors may not be aware of the exits and the procedures.