

FIRESAFETY  
REPORTING FIRES IN BUILDINGS  
AND MOTOR VEHICLES

1. GENERAL

1.001 This addendum replaces Section 770-340-501SW, Issue B and supplements Section 770-300-300. Place this sheet ahead of Page 1 of this section.

1.002 This addendum is issued to update the reporting procedures for fires in telephone buildings and motor vehicles owned or occupied by the Southwestern Bell Telephone Company.

1.003 All fires, regardless of how minor they may be, must be reported.

1.004 It shall be the responsibility of the person directly involved in the fire and his supervisor to promptly notify the state firesafety coordinator, through the appropriate lines of organization by telephone or telegraph, giving the probable cause of the fire and an estimate of the property loss.

1.005 It shall be the responsibility of the state firesafety coordinator to immediately notify the general headquarters firesafety coordinator and one of the following appropriate persons, by telephone or telegraph, giving the probable cause of the fire and an estimate of the property loss involved.

Arkansas: Gen. Mgr.-Staff & Oper. Svcs.  
Kansas: Gen. Mgr.-Staff & Oper. Svcs.  
Missouri: Asst. Vice Pres.-Centralized Svcs.  
Oklahoma: Gen. Mgr.-Staff & Oper. Svcs.  
Texas: Asst. Vice Pres.-Real Estate Mgmt.

1.006 In all significant fires, the general headquarters firesafety coordinator will contact the Assistant Vice President-Support Services and the Manager Real Estate and Property Management at AT&T in Basking Ridge, New Jersey.

1.007 Boiler explosions are covered in Section 010-200-901SW.

1.008 The Assistant Vice President-Support Services shall notify higher levels of management as appropriate and in all cases, if the fire is likely to be reported by the news media.

2. PREPARATION OF FORMS E-5000-B or E-5000-ME

2.001 It shall be the responsibility of the person directly involved in the fire and his supervisor to promptly prepare the appropriate E-5000-B or E-5000-ME form and forward through the appropriate lines of organization to the state firesafety coordinator.

2.002 The state firesafety coordinator involved shall follow-up the initial report by preparing seven copies of Form E-5000-B or E-5000-ME. Preparation of this form is covered in the main section. The state firesafety coordinator shall forward six copies to the Assistant Vice President-Real Estate Management - Texas, or Division Staff Supervisor-Support Services - Arkansas, Kansas, Oklahoma or Division Staff Manager-Real Estate and Administrative Services - Missouri as appropriate and retain a file copy.

2.003 The Assistant Vice President-Real Estate Management - Texas, or Division Staff Supervisor-Support Services - Arkansas, Kansas, Oklahoma or Division Staff Manager-Real Estate and Administrative Services - Missouri shall send five copies to the Division Staff Manager-Real Estate Management and Architecture at General Headquarters and retain a file copy.

2.004 The Division Staff Manager Real Estate Management and Architecture shall send four copies to AT&T Company as specified in paragraph 3.01 of the main section and retain a file copy.