

## FIRESAFETY

### OCCUPANT RESPONSIBILITIES

#### 1. GENERAL

1.01 This section outlines those responsibilities that are shared by all building occupants to support the Bell System Firesafety Program.

1.02 This section is being reissued to reflect the most recent refinements of the Firesafety Practices. Revision arrows are used to identify the revised paragraph(s).

1.03 These firesafety concerns are intended to serve as a basis for good operational firesafety procedures and are not intended in any manner to diminish or restrict other accepted firesafety practices. Adherence to these guidelines should minimize the loss associated with fires.

#### 2. GUIDELINES

##### A. Housekeeping

2.01 Accumulations of rubbish, debris, trash, and/or other flammable materials should be removed from the premises. Combustible waste and rubbish should be removed **at least daily**. Particular attention should be directed to the immediate disposal of combustible materials used in packing, such as foamed plastic, excelsior, sawdust, wood shavings, straw, etc, and flammable and combustible liquid containers.

2.02 Paint rags, oil rags, wiping cloths, etc, may be subject to spontaneous ignition. Approved metal waste cans shall be provided at locations where these combustibles may accumulate. **Such containers should be emptied daily.**

2.03 Oil mops and rags used for cleaning purposes shall be kept in covered metal containers after use.

2.04 Ashtrays should be of the approved type only. They shall be emptied into a container filled with water.

2.05 Rubbish containers shall be located outside the building for the accumulation of trash prior to pickup. These containers shall be located at least 20 feet from any windows, doors, or other openings into the building. Such containers should not be overfilled.

##### B. Combustible Accumulations

2.06 Packaging materials which must be kept for future shipments or returns shall be kept in enclosed metal lockers or containers.

2.07 Scrap wire generated from frame activities shall be accumulated in paper bags enclosed in metal containers. Filled bags shall be taken out of the containers, closed, and moved from the equipment room to a storage area. Frequent periodic pickups for return of scrap wire shall be arranged.

2.08 ♦Scrap wire generated as a result of any activity shall be accumulated in bags enclosed in the R-3453 storage container.♦

**Note:** Such containers shall not be disabled in any manner. Fusible links for such containers shall not be removed or bypassed.

##### C. Combustible Storage

2.09 The storage of combustible materials shall be limited to designated areas and the amounts kept to a minimum for efficient operation. **Pipe chases, vertical shaft areas, stairwells, etc, shall not be used as storage areas.**

2.10 All storage rooms or areas shall be maintained in an orderly manner, free of high levels of storage and with adequate provisions made for entrance or exit from those areas.

2.11 Care shall be taken to assure that materials in storage do not come in contact with heat-producing equipment.

## SECTION 770-320-100

2.12 Combustible materials required in the direct performance of any job such as catalogs, books, etc, shall be stored on metal shelving.

2.13 Detailed guidelines for the storage of flammable gases or liquids are contained in Section 770-320-110.

### D. Access to Firefighting Equipment and Openings

2.14 Free access to firefighting equipment such as portable extinguishers, first aid hose stations, standpipes, fire-retardant gloves, main control valves, etc, must be maintained at all times. Locational markings shall not be obscured from view.

2.15 Vehicles should not be parked nor materials located where they might interfere with access to outside standpipe connections or fire hydrants.

2.16 Fire department access openings, both inside and outside the building, must not be obstructed.

### E. Access to Exits

2.17 Halls, corridors, and passageways, including exitways from rooms which lead through other rooms, should be kept free from obstructions. Stairs, landings, and platforms of interior and exterior stairways, fire towers, and fire escapes should be kept free from all obstructions.

2.18 Doors that are kept locked for security reasons must not conflict with designated and required exits.

2.19 Practices such as leaving combustible packaging materials or discarded office materials in hallways for future pickups by house service personnel should not be allowed.

2.20 Burned-out exit lights or other emergency lighting should be promptly reported to the building operations forces for replacement. Visibility to exit lights or signs must not be impaired.

### F. Fire Doors

2.21 Fire-rated doors are installed to prevent the spread of fire and smoke through openings in rated partitions. No attempt shall be

made to disconnect the door closers, block, tie, or otherwise cause fire-rated doors to be held in an open position (except where the doors are held open with *smoke-actuated* devices). Any such action voids the function of fire-rated doors and jeopardizes the safety of the building occupants.

2.22 Fire doors are equipped with latching devices to prevent them from being forced open by pressure during a fire. In addition, these latching devices will reduce the tendency of the door from being warped out of shape by heat. Making the door strike inoperable will negate the value of the fire door and place the building, contents, and occupants in danger should a fire occur.

### G. Means of Egress

2.23 Stairs and other exits should be maintained so that the direction of egress to the outside is clear and unobstructed.

### H. Smoking Regulations

2.24 *Smoking in all telephone equipment areas housing energized or nonenergized telephone equipment is prohibited.* Smoking is restricted to designated areas that are cut off from telephone equipment by a 1-hour fire-rated noncombustible enclosure.

2.25 In nonequipment buildings and areas, "no smoking" signs should be posted to prohibit smoking in other sensitive areas such as computer rooms, tape libraries, switchboard, TSPS and Directory Assistance console areas, etc. Adherence to smoking regulations shall be strictly observed.

2.26 "No smoking" regulations shall be observed in elevators.

### I. Electrical Protection

2.27 All portable electric appliances (coffeepots, heaters, lamps, tools, etc) should be types which are *listed*. (These should not be confused with appliances which have the cords *only* listed.) Electric heating devices (hot plates, coffeepots, etc) should be equipped with pilot lights.

2.28 Cords shall be replaced when there is evidence of wear. There should be no contact between cords and metallic or heat-producing surfaces.

**2.29** Open or broken lighting fixtures or other electrical appliances or wiring shall be replaced or repaired immediately.

**2.30** Missing or broken cover plates for electrical outlets or boxes should be reported to building operations forces for replacement.

**2.31** Doors or covers to outlet boxes and cabinets shall be kept closed.

**2.32** Electrical outlets shall not be overloaded.

#### **J. Cable Openings**

**2.33** Cable holes shall be properly firestopped and sealed. An intact certification seal shall verify that this procedure has been completed in the approved manner as detailed in Section 760-630-410.

**2.34** Under the main distributing frame, all slots and holes shall be packed and sealed in the approved manner as detailed in Section 760-630-310.

**2.35** All other miscellaneous penetrations in floors, rated walls, and partitions must be firestopped. This would include openings for building-related services and house telephone equipment.

#### **K. Fire Alarm System**

**2.36** Fire alarm systems are provided to protect the occupants, the building, and its contents. Building occupants should know how to activate an alarm and how to respond properly.

**2.37** Fire alarm systems shall be maintained in full operation at all times. Under no condition shall any component, such as detection heads, pull stations, alarms, annunciator panels, circuitry, etc, be made inoperable.

#### **L. Vandalism to Fire Protection Equipment**

**2.38** Tampering with or altering of any fire protection equipment is strictly prohibited. Fire protection equipment must operate properly during an emergency situation.

**2.39** Lead or plastic tamper seals on fire extinguishers indicate that the unit has been inspected

and is ready for use. Removal of fire extinguisher tamper seals is prohibited.

**2.40** The unauthorized redistribution of fire extinguishers from their designated places is prohibited.

#### **M. Firesafety Plan**

**2.41** The Firesafety Plan (Section 770-300-200) provides continuing indoctrination and training for building occupants. It assures the prompt reporting of fire, the response to fire alarms, and evacuation procedures to safeguard life and contain the fire until the arrival of the fire department.

**2.42** Occupants of the building shall familiarize themselves with the Firesafety Plan designed specifically for that building.

**2.43** All occupants of the building shall cooperate with the Firesafety Organization by following the requirements and recommendations included in the plan.

**2.44** All employees should:

- (a) Know how to contact the fire warden and deputy firesafety director
- (b) Follow the instructions of their fire warden
- (c) Know the locations and use of fire extinguishers and fire hoses and know proper evacuation routes
- (d) Know and understand the meaning of the fire alarm system
- (e) Keep calm under emergency conditions
- (f) **Not** use the elevator for building evacuation unless instructed to do so by the fire warden and/or fire department personnel.

#### **N. M&M Protection Consultants**

**2.45** M&M Protection Consultants perform periodic scheduled firesafety inspections of all company buildings. Building occupants are expected to cooperate in the correction of any occupant-related items noted as a result of such inspections.