

FIRE SAFETY PLAN FOR BUILDINGS

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1. GENERAL

1.01 This Section outlines the establishment of a Fire Safety Plan for Buildings which includes requirements and recommendations for the evacuation of personnel from Company-owned and leased *buildings* in the event of an emergency. The Fire Safety Plan should be coordinated with the Building Civil Defense Organization or any other resident group having emergency responsibilities.

1.02 Recent disastrous fires, particularly in high rise buildings, have intensified concern for the safe and rapid evacuation of personnel from either the area involved or the entire building. The safety and successful evacuation of all persons in an emergency is dependent on thorough pre-planning, organization, education, training, and the

rehearsal of emergency procedures by all parties. Effective implementation of these procedures during an emergency can establish a controlled and orderly evacuation which may avoid unnecessary panic, injuries, or deaths. When an emergency occurs situations change quickly, therefore, the plans and procedures must be flexible.

1.03 A Fire Safety Plan shall be developed for each Company-owned and leased *building* which is *occupied by more than 200 people* at any time (excluding building service employees) above or below the street level. Similar Fire Safety Plans may be evolved for smaller buildings by implementing all, or some, of the requirements and recommendations included in this Section. See subparagraph 5.01(a).

1.04 For the purpose of this document, a *leased building* is one in which the Operating Company is the only tenant above the street level floor and is responsible for the operation and maintenance of the building and its equipment.

1.05 Because of differences in design, construction, height, floor layout, usage and occupancy, each building presents it's own unique fire safety problems. For these reasons, the material contained in this document should be considered general in nature rather than a specific program related to any particular building.

1.06 The Fire Safety Plan shall include, but need not be limited to, the requirements of the local Fire Department's rules and regulations and should be reviewed by the Fire Department.

1.07 For clarification purposes, *shall* is intended to indicate a requirement. *Should* is intended to indicate a recommendation or that which is advised but not required.

1.08 Engineering judgment should be exercised where it may be impractical to implement some of the requirements in this Section due to the building's age, the lease expiration date or anticipated changes in the occupancy level.

2. MINIMUM REQUIREMENTS

2.01 The Fire Safety Plan shall be a comprehensive written set of plans and procedures which are formulated to safeguard the life of the building's occupants and contain a fire until the arrival of the Fire Department. To accomplish these objectives, the author of the Fire Safety Plan must:

- (a) Establish a Fire Safety Organization to implement the Fire Safety Plan and arrange for the education and training of its members.
- (b) Develop systematic, safe and orderly evacuation procedures which will require the least possible time to vacate an area, floor, or the entire building, in case of fire or other emergency.
- (c) Require periodic fire drills to evaluate the effectiveness of the evacuation procedures.
- (d) Recommend building modifications such as a Fire Command Station, communication and alarm systems, signs and floor plans which may be required to assure a viable Fire Safety Plan.
- (e) Define the responsibilities of the Department or person in charge of the building and its occupants.
- (f) Provide special evacuation arrangements for the physically handicapped.
- (g) Include an indoctrination program for employees to assure the prompt reporting of fires, the appropriate response to fire alarms, the proper use of fire protection apparatus and the immediate initiation of the Fire Safety Plan procedures. The program should include a provision for the orientation of new employees and those transferred to, or within, the building.

2.02 The Fire Safety Plan shall include a list of duties and responsibilities for each member of the Fire Safety Organization.

2.03 In the event there are changes from conditions existing at the time the latest Fire Safety Plan for the building was prepared, and those changes require modification of the Plan, an

amended Fire Safety Plan shall be completed within 30 days after such changes.

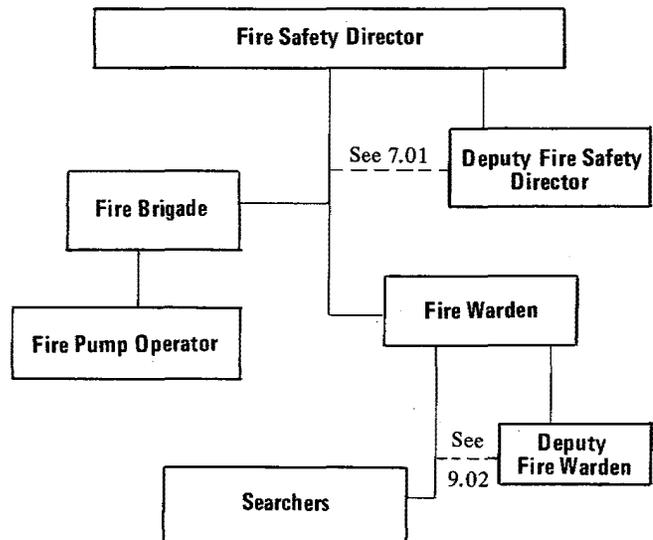
2.04 The remainder of this Section will be devoted to an elaboration of most of these minimum requirements.

3. FIRE SAFETY ORGANIZATION

3.01 To effectively and efficiently implement the provisions of the Fire Safety Plan, a Fire Safety Organization shall be established and should be staffed as shown below.

- (a) Fire Safety Director
- (b) Deputy Fire Safety Director
- (c) Fire Warden
- (d) Deputy Fire Warden
- (e) Searchers
- (f) Fire Brigade
- (g) Fire Pump Operator (where applicable)

3.02 The recommended structure of the Fire Safety Organization is shown in the following diagram:



3.03 See subsequent Parts of this Section for the duties and responsibilities of Fire Safety Organization members.

4. BUILDING ARRANGEMENTS

4.01 *Fire Command Station*

A Fire Command Station shall be provided in an accessible permanent place in, or near, the lobby of the building, preferably on the entrance floor, and shall be adequately illuminated. Communications, Fire Safety Organization charts, floor plans and instructions for evacuation shall be available at the Command Station. Emergency lighting and portable battery-operated flashlights should also be provided. When completed, the Fire Safety Director should demonstrate the operation of the Fire Command Station to the local Fire Department's chief-in-charge or his representative.

4.02 *Floor Plans*

(a) The Fire Command Station shall be equipped with a full set of building floor plans which indicate (1) elevator banks and limits of travel, (2) standpipes and hose racks, (3) stairwells, (4) locations of portable fire extinguishers, (5) early warning fire detector devices, (6) fixed automatic fire protection systems, (7) area of refuge, and, (8) fire zones. The location of mechanical equipment rooms, electric service entrances, emergency generators, fire pumps, water pumps, plumbing and fire control valves and coded door locks should also be shown.

(b) Building floor plans shall be used to develop "schematic" floor plans which show each occupancy and the location of the stairs and refuge area(s). The Fire Warden or Deputy Fire Warden shall edit these plans to show each tenant the primary and secondary stair locations and their respective evacuation route. A copy of the floor plan, with the evacuation routes highlighted, shall be posted conspicuously for the occupants' information.

(c) Any changes on a particular floor shall be reported to the Fire Safety Director by the Fire Warden in order to have the Fire Safety Plan updated. All floor plans shall be reviewed on a semi-annual basis by the Fire Safety Director or Deputy Director to assure correctness.

4.03 *Communications*

(a) An interior fire alarm signal system and a two-way voice communications network

(direct wire, radio or carrier current), with at least one station per floor, shall be installed.

(b) The Fire Command Station shall be provided with two-way voice communication between all of the floor stations required by subparagraph 4.03(a), the Mechanical Control Center, the Air Handling Control Rooms, and the Fire Pump Room.

(c) Activation of an alarm station shall sound an alarm and should automatically notify the Fire Department and identify its floor location at the Fire Command Station and at either the Mechanical Control Center or the regularly assigned location of the Fire Safety Director.

(d) Where an alarm station only activates the alarm on the fire floor and the adjacent floor(s), the Fire Command Station must have the capability of transmitting fire alarm signals to all of the other floors.

(e) If a public address type system is used, the Fire Command Station shall be equipped with the base control unit and a microphone.

4.04 *Fire Drills*

(a) Fire drills shall be conducted at least once every six months for each working tour, or shift, in the building.

(b) All occupants of the building shall participate in the fire drills, however, they are not required to leave their floors or use the exterior exits unless instructed to do so by the Fire Safety Director, Fire Warden or their Deputies. Assembling outside their assigned stairwell or exterior exit fulfills the intent of the fire drill. Due to the service requirements of our business, it may be impractical to require all occupants to participate in every fire drill. Therefore, local ordinances permitting, employees in certain groups may be divided into three sections, A, B, and C and shall participate in drills on a rotating basis as notified by the Floor Warden until all occupants have participated and are thoroughly familiar with the evacuation procedures and means of egress. Service related groups appropriate for this arrangement could include the following:

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- (1) Repair Service Bureaus
- (2) Operators
- (3) TAC Centers
- (4) Special Service Centers
- (5) Emergency Bureaus
- (6) Public Offices
- (7) Central Offices
- (8) Others as approved by the Fire Safety Director

(c) Since it is vital that this Plan function under emergency conditions, fire drills may be conducted at unexpected times to prove their effectiveness and condition employees to emergency operations. Alternate routes should be used to condition the Fire Safety Organization and building occupants to situations that might occur during an actual emergency. The Plan shall be designed to familiarize the occupants with all the alternate means of egress that are available.

(d) A written record of all drills shall be kept by the Fire Safety Director for a period of three years and should be readily available for inspection. See Appendix II.

(e) Observers from the Fire and Police Departments and M&M Protection Consultants may be invited to observe and comment on fire drills.

(f) Shortly after the fire drills, the Fire Safety Director shall hold meetings with the Fire Wardens to determine the effectiveness of the fire drills and to assure that procedures are being followed in accordance with the Fire Safety Plan.

(g) Consideration should be given to include, in the fire drill, instructions and practice in the use of fire protection equipment for some, or all, of the building's occupants.

sign should read "IN CASE OF FIRE, USE STAIRS UNLESS OTHERWISE INSTRUCTED."

(b) Stair and Elevator Identification Signs.

Each stair and each bank of elevators should be identified by an alphabetical letter. A sign indicating the letter, assigned to the elevator bank, should be posted or painted at each elevator landing directly above, or as part of, the sign specified in Subparagraph 4.05(a). The stair identification sign should be posted or painted on the *occupancy side* of the stair door.

(c) Floor Numbering Signs.

A sign shall be posted or painted on the *stair side* of each stairway door indicating the number of the floor.

(d) Stair Re-Entry Signs

Signs should be posted or painted on the stair door at each floor where re-entry into the building is limited or unavailable. The signs may be either independent of, or combined with the corresponding sign required by subparagraph 4.05(b) or (c) and should read as follows:

(1) Where no re-entry is provided from the stairs to *any* floor, the sign should read "NO RE-ENTRY FROM THIS STAIR" or "EXIT ONLY - NO ACCESS TO OTHER FLOORS" and such sign shall be on the *occupancy side* of the stair door at each floor. No re-entry sign is required on the stair side of the door.

(2) Where re-entry is not provided on every floor.

(aa) On the *stair side* of the door, at floors where re-entry is provided, the sign should read "RE-ENTRY ON THIS FLOOR. ALTERNATE RE-ENTRY ON THE _____ AND _____ FLOORS:"

(bb) Where no re-entry is provided on that floor, the sign on the *stair side* of the door should read "NO RE-ENTRY. NEAREST RE-ENTRY ON THE _____ AND _____ FLOORS:"

4.05 Signs

(a) Evacuation Instruction Sign

A sign shall be posted or painted above each elevator call button on every floor. The

(cc) The floor number of the nearest re-entry floor below and the nearest re-entry floor above should be entered in the blank spaces.

(e) Materials for Signs

Signs shall be of metal, or other durable material, which when subjected to fire is self-extinguishing when the flame is removed.

5. THE RESPONSIBILITIES AND DUTIES OF THE DEPARTMENT OR PERSON HAVING CHARGE OF THE BUILDING

5.01 The Department or person having charge of the building shall:

- (a) Be responsible for developing, implementing and updating a written Fire Safety Plan.
- (b) Appoint an individual to act as the Fire Safety Director and perform all of the duties described in Part 6.
- (c) Appoint one or more people to act as Deputy Fire Safety Director and perform all of the duties described in Part 7.
- (d) Insure that a Fire Safety Director, or his Deputy, is on duty in the building during normal working or business hours.
- (e) Determine if a Deputy Fire Safety Director should be on duty in the building, at all times other than normal working or business hours, when the building is occupied.
- (f) Be responsible for the training of the Fire Safety Director.
- (g) Distribute the applicable parts of the Fire Safety Plan to all tenants of the building.

6. FIRE SAFETY DIRECTOR

6.01 The Fire Safety Director should be trained in fire fighting techniques and receive a Certificate of Fitness, where required, from the local Fire Department. He should be a person who spends the majority of his working hours in the building and is thoroughly familiar with it.

6.02 The Fire Safety Director shall:

- (a) Develop the Fire Safety Plan, if directed to do so by the Department or person in charge of the building.
- (b) Be thoroughly familiar with the Fire Safety Plan.
- (c) Review the Fire Safety Plan frequently and submit recommendations for changes to the Department or person in charge of the building.
- (d) Organize, train and supervise all members of the Fire Safety Organization.
- (e) Assign Fire Wardens and Deputy Fire Wardens to each floor of the building.
- (f) Select Building Service personnel and other employees for a Fire Brigade. Include Medical Department professionals, where available, for first aid services.
- (g) Be responsible for the availability and state of readiness of the Deputy Fire Safety Director, Fire Wardens and the Fire Brigade.
- (h) Conduct fire drills, as required.
- (i) Maintain the list of handicapped personnel and their work locations and keep it updated.
- (j) Report to the Fire Command Station in the event of a fire and,
 - (1) Insure that the Fire Department has been notified.
 - (2) Supervise and coordinate the manning and operation of the Fire Command Station.
 - (3) Supervise, coordinate and direct evacuation procedures.
 - (4) Inform the Fire Department, upon their arrival, of conditions on the fire floor.
 - (5) Assist the Fire Department's Chief-In-Charge in the operation of the Fire Command Station.

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- (k) Maintain contact during an emergency with the other members of the Fire Safety Organization.
- (l) Maintain contact with Police and Fire Departments.
- (m) Ascertain when the emergency has passed and direct occupants to return to their locations if deemed safe by the Fire Department. If damage is such that certain occupants cannot return to their normal locations, the Fire Safety Director shall so advise them.

7. DEPUTY FIRE SAFETY DIRECTOR

7.01 The Deputy Fire Safety Director shall be trained in the same manner as the Fire Safety Director. The Deputy Director will assume the responsibilities of the Director in his absence.

7.02 The Deputy Fire Safety Director shall:

- (a) Assist the Fire Safety Director.
- (b) Assume the Fire Safety Director's post at the Fire Command Station in the absence or incapacity of the Fire Safety Director.
- (c) Develop, update and maintain all of the floor plans required by Paragraph 4.02. This function may require coordination with another Department if the Deputy Fire Safety Director's Department is not normally responsible for the preparation of these documents.

8. FIRE WARDEN

8.01 Each floor of a building shall be under the direction of a Fire Warden who is responsible for the evacuation of occupants in the event of fire.

8.02 In preparation for a fire emergency, the Fire Warden shall:

- (a) Assign Deputy Fire Wardens and Searchers to his floors and supervise the activities of these individuals during fire emergencies and drills.
- (b) Be familiar with all the various layouts of his assigned floors, the Fire Safety Plan and the location and operation of any available

fire alarm system, fire protection equipment and coded door lock.

- (c) Know the normal number of persons on each assigned floor.
- (d) Know the location of, and routes to, exit areas.
- (e) Notify the Fire Safety Director of any changes in Fire Safety Organization personnel under his jurisdiction.
- (f) Be assigned to cover a base floor, and possibly the floor immediately above and/or below.
- (g) Post a copy of the Fire Safety Plan Assignments and Fire Emergency Procedure, Appendix III, in conspicuous locations on each floor.

(h) Study the floor plan, the number of occupants and the number of exits for the purpose of dividing the population into groups in order to formulate the traffic pattern to primary and secondary exits for each group.

(i) Perform frequent inspections to determine that all fire exit doors to stairs on his floor are maintained in the closed position and that none are obstructed, inoperable or locked.

(j) Have available a current listing of all personnel with physical disabilities who cannot use stairs unaided. (See paragraph 13.01 for additional details.)

(k) Distribute identification, such as arm bands, etc., which are to be worn by Fire Wardens and Deputy Fire Wardens during fire drills and emergencies.

8.03 In the event of a fire or fire alarm, the Fire Warden shall:

(a) Verify that an alarm has been transmitted to the Fire Department and that the Fire Safety Director has been notified.

(b) Determine the location of the fire, if known, and report data to the Fire Command Station.

- (c) Inform all persons on the floor of the fire and immediately proceed to execute the evacuation procedures in the Fire Safety Plan.
- (d) Coordinate the activities of the Searchers.
- (e) Remain at a preselected location which is in the vicinity of the communication station on the floor, if the situation permits, in order to maintain contact with the Fire Command Station and to receive and issue instructions.
- (f) Direct the occupants of the fire floor to proceed to the refuge area on their floor or, if necessary, evacuate the fire floor. Conditions may also require the evacuation of the floors immediately above and below the fire floor.
- (g) Select the safest stairway to use for evacuation based on the location of the fire and information received from the Fire Command Station. Check the environment in the stair prior to entry by occupants and if affected by smoke, an alternate stair shall be selected and the Fire Command Station notified.
- (h) Confirm arrangements to evacuate physically handicapped persons to another floor which is at least two levels below the fire floor.
- (i) Keep the Fire Command Station informed of the evacuation procedure being employed.
- (j) Check the availability of Deputies and Searchers who have designated functions, as listed on the Fire Safety Organization Members chart, and substitute for positions not adequately covered. See Appendix I.
- (k) Take a head count, if possible, to determine if all of the known occupants have been evacuated.
- (l) Inform the Fire Safety Director when the evacuation of all persons has been completed on his assigned floors. If communications are impaired, he shall direct a subordinate to convey this report, in person, to the Fire Command Station personnel.

9. DEPUTY FIRE WARDENS

9.01 At least one Deputy Fire Warden shall be assigned to each floor in a building to assist the Fire Warden in his duties. When the floor area exceeds 10,000 square feet of occupiable space, an additional Deputy Fire Warden should be assigned for each such 10,000 square feet, or part thereof.

9.02 The Deputy Fire Wardens shall be trained in the same manner as the Fire Warden and must be prepared to assume the responsibilities of the Fire Warden in his absence.

10. SEARCHERS

10.01 Female and male Searchers shall be assigned to each floor to augment the Fire Warden's staff. The Searchers will be required to investigate certain areas on the floor such as rest rooms, toilets, etc., to confirm that all personnel have been evacuated.

11. FIRE BRIGADE

11.01 The Fire Safety Director shall form a Fire Brigade by selecting Building Service personnel and other employees who shall:

- (a) On receipt of a fire alarm, report to the floor below the fire to assist in the evacuation of the fire floor, if necessary, by stationing one person in each stairway.
- (b) After evacuation of the fire floor, endeavor to control the spread of the fire by closing doors, using portable extinguishers, manning 1½ inch fire hoses, etc.
- (c) Attempt to control the fire until arrival of the Fire Department with due regard to personal safety.
- (d) Station one member on the floor below the fire to direct the Fire Department to the fire location and to inform them of conditions on the fire floor.
- (e) Contact the Fire Command Station for further instructions after the Fire Department has arrived on the fire floor. Unless otherwise directed, remain on the floor below the fire to assist the Fire Department.
- (f) Act as messengers at the direction of the Fire Safety Director or Fire Warden.

(g) Be thoroughly familiar with the building's mechanical systems in order to assist the Fire Department in the operation or deactivation of air conditioning systems, ventilation equipment, smoke and heat removal apparatus, pumps, fire tanks, etc.

(h) Assign a member the task of alarm box runner. This individual must know the location of the nearest street alarm box and how to activate the alarm mechanism. Immediately upon receiving information or evidence of a fire, the alarm box runner shall promptly go to the street alarm box, transmit the alarm, await the arrival of the Fire Department and direct them to the location of the fire.

(i) Be familiar with the normal location of all physically handicapped personnel.

12. FIRE PUMP OPERATOR (where applicable)

12.01 In the event of a fire or fire alarm the Fire Pump Operator shall:

(a) Proceed to the fire pump and start it immediately, if it did not already start automatically.

(b) Maintain liaison with the Fire Command Station and the Fire Safety Director.

(c) Continue to operate and/or supervise the fire pump until notified that the emergency has ended.

13. HANDICAPPED PERSONNEL

13.01 A list of physically handicapped personnel shall be maintained by the Fire Safety Director and copies provided to each Deputy Fire Safety Director, Fire Warden and Deputy Fire Warden. The list shall contain the name, floor, normal location, Department and a description of the mobility limitations of the person requiring special evacuation assistance.

13.02 The Fire Warden shall notify the Fire Safety Director of any changes that occur and new lists shall be issued immediately by the Fire Safety Director. All correspondence shall be dated and filed with the Fire Safety Plan.

13.03 A "buddy" should be assigned to handicapped personnel to provide assistance during emergencies.

14. INFORMATION FOR OCCUPANTS

14.01 The occupants of each floor in Company-owned and leased *buildings* shall, upon request of the Department or person in charge of the building, make responsible and dependable employees available for assignment as Fire Safety Director, Deputy Fire Safety Directors, Fire Wardens, Deputy Fire Wardens, Searchers, and members of the Fire Brigade.

14.02 Each floor of a building shall be under the direction of an assigned Fire Warden for the evacuation of occupants in the event of a fire.

14.03 Occupants of the building shall familiarize themselves with the Fire Safety Plan Assignments and Fire Emergency Procedure, Appendix III, and any other specific instructions issued by the building Owner or the Fire Safety Organization.

14.04 All occupants of the building shall cooperate with the Fire safety Organization by following the requirements and recommendations included in the Fire Safety Plan.

15. ELEVATORS

15.01 Evacuation instructions shall clearly indicate that elevators are not to be used by the occupants as a means of egress during a fire.

15.02 Elevators serving the fire floor shall not be used unless directions, to the contrary, are issued by the Fire Warden or the Fire Command Station.

15.03 Elevators which do not service the fire floor, or have shaft openings on the fire floor, may be used during a fire emergency, unless otherwise directed.

15.04 Elevators manned by trained building personnel or firemen may be used during fire emergencies if manual elevator controls are provided.

FIRE SAFETY ORGANIZATION MEMBERS

Fire Safety Director

<u>Name</u>	<u>Room No.</u>	<u>Tel. No.</u>	<u>Tour Hours</u>
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Deputy Fire Safety Directors

<u>Name</u>	<u>Room No.</u>	<u>Tel. No.</u>	<u>Tour Hours</u>
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Fire Brigade

<u>Name</u>	<u>Room No.</u>	<u>Tel. No.</u>	<u>Tour Hours</u>
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Fire Pump Operator

<u>Name</u>	<u>Room No.</u>	<u>Tel. No.</u>	<u>Tour Hours</u>
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Fire Wardens

<u>Name</u>	<u>Room No.</u>	<u>Tel. No.</u>	<u>Tour Hours</u>
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Deputy Fire Wardens

<u>Name</u>	<u>Room No.</u>	<u>Tel. No.</u>	<u>Tour Hours</u>
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Searchers

<u>Name</u>	<u>Room No.</u>	<u>Tel. No.</u>	<u>Tour Hours</u>
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**FIRE SAFETY PLAN ASSIGNMENTS
AND FIRE EMERGENCY PROCEDURE**

Fire Safety Director	—	Name	Room No.
		Telephone No.	
Deputy Fire Safety Director	—	Name	Room No.
		Telephone No.	
Fire Warden (_____ Floor)	—	Name	Room No.
		Telephone No.	
Deputy Fire Wardens	—	Name	
		Name	
Searchers — Male			Female

Fire Emergency Procedure
(For Illustrative Purposes Only)

1. Any person discovering fire or smoke shall immediately proceed to the nearest fire alarm box, on the floor, break the glass and pull the lever as required to activate the alarm.
2. Dial _____ on the nearest telephone to report the fire and give the exact location of the fire including the building address, floor and specific area, if known.
3. Report the fire to your Fire Warden or any other member of the Fire Safety Organization listed above.
4. When the fire alarm sounds, or upon verbal instructions of the Fire Warden or his deputy, all occupants shall evacuate their space and proceed to the nearest refuge area designated on the posted floor plan. Remain in the refuge area unless specifically instructed to evacuate the floor or your safety is imperiled.
5. **IF TIME PERMITS**, turn off and disconnect all electrical equipment such as typewriters, calculators, etc.