

REPORTING FIRES IN TELEPHONE BUILDINGS AND MOTOR VEHICLES

1. GENERAL

1.01 This section covers the reporting of fires on Company occupied premises, both owned and leased, and fires involving Company-owned motor equipment.

1.02 All fires, regardless of how minor they may be, shall be reported. These reports are studied and analyzed by Plant and Engineering personnel and also by the System's insurance consultants to determine the cause of fires and to develop prevention methods from both design and operations standpoints. Obviously, all fires must be reported if maximum benefit is to be derived from this program.

2. DEFINITION OF A FIRE

2.01 For the purpose of this practice, *a fire is defined as an accidental occurrence that produces heat or flame, and smoke that does in any way endanger or damage Telephone Company property.* This includes fires on Company premises where no actual property damage has occurred.

3. REPORTING PROCEDURE

3.01 Fires occurring in buildings are to be reported on Form E-5000B; "Fire Report—Buildings". Fires involving motorized equipment are to be reported on Form E-5000 ME, "Fire Report—Motor Equipment." It shall be the responsibility of the Plant Department Supervisor in charge to promptly prepare the appropriate E-5000 "Fire Report" form and *forward through the lines of organization. Four* copies of the fire report should be sent to:

Operations Director—Buildings, Supplies,
Motor Vehicles
and Outside Plant
American Telephone and Telegraph
Company
195 Broadway, Room 716
New York, New York 10007

Reports should be received in New York within *thirty days* after the fire occurred. Copies of Form E-5000B and E-5000ME may be obtained from the Supervisor of Printed Material, American Telephone and Telegraph Co., 195 Broadway, N. Y. N. Y. 10007.

3.02 If a fire causes personnel injuries, interruption of telephone service or property damage, an emergency report shall be made in accordance with P.O.L. 1567-3 dated May 10, 1966. This will be a flash report and should not be delayed for the detailed information required to complete Form E-5000. Other reports for accounting, inventory or insurance purposes shall be prepared in accordance with local practices.

4. PREPARATION OF FORM E-5000B FIRE REPORT

4.01 Most of this form is self-explanatory. However, a brief explanation of certain items follows. A sample of a completed form is attached.

4.02 Item 7—*Construction of Building.* Nearly all telephone buildings fall into one of the four categories listed. For example, a reinforced concrete building, or a steel frame building with masonry walls, floors and roof, would both be considered fire resistive.

4.03 Item 21—*Private Fire Fighting Equipment Used or Operated.* This should indicate the number and types of fire extinguishers used, the number of standpipe hoses used and the number of sprinkler heads that opened if automatic sprinkler system was actuated.

4.04 Item 26—*Estimated Telephone Company property losses.* This item should include damage or loss of property, or material and equipment, owned by the Telephone Company. Estimated losses to property, or material and equipment, owned by others or covered by insurance are to be listed under Item 27.

SECTION 770-340-501

4.05 Item 28—*Give a narrative of the fire, quote eye witnesses if possible.* This item should include a concise report of all facts available. As indicated, statements by eye witnesses are desirable, but if there are no eye witnesses, the narrative should be completed with the available information.

5. PREPARATION OF FORM E-5000ME, FIRE REPORT

5.01 Most of this form is self-explanatory. However, a brief explanation of certain items follow. A sample of a completed form is attached.

5.02 Item 4, *Vehicle Number*—The number assigned to the vehicle by the local Telephone Company.

5.03 Item 5, *Make*—The manufacturer of the vehicle.

5.04 Item 6, *Year*—The model year of the vehicle.

5.05 Item 7, *Model*—Model designation of manufacturer.

5.06 Item 8, *Body Type*—Description of vehicle, i.e., van, sedan, station wagon, etc.

5.07 Item 13, *Where Fire Originated*—The location in the vehicle where the fire occurred.

Attached:

Form E-5000-B

Form E-5000-M.E.

NOTE: In the event of any fire on any premises occupied by the Telephone Company, prepare this form in accordance with Bell System Practice, Plant Series, Section, 770-340-501.

AMERICAN TELEPHONE AND TELEGRAPH COMPANY

FIRE REPORT - BUILDINGS

1. Company Southern Bell Tel. & Tel. Co. 2. Name of Building 52 Office
 3. Location 4641 South Boulevard Charlotte North Carolina
Street City State

4. Owned Leased 5. Occupied as Central Office 6. Number of Stories 1
 7. Construction of Bldg. (check one) Fire Resistive Wood Frame Masonry Wood Joisted All Metal
 8. Date of Fire 5-20-69 9. Time it Started 11:35 A.M. 10. Time Discovered 11:41 A.M. 11. Time Put Out 12:08 P.M.
 12. Who Discovered Fire? George Poteat, Frameman 13. Who Extinguished Fire? Charlotte Fire Department
 14. In What Room or Area Did Fire Originate? Cable Vault
 15. Extent of Fire When Discovered Smoldering in open splice of Cable #8.

16. Cause of Fire Splice case left off cable #8 in vault Cable Repairman was making test with breakdown test set, therefore, fire started in open splice in vault.

17. Was Public Fire Dept. Notified? Yes 18. When? 11:50 A.M. 19. Did it respond promptly? Yes
 20. What Action Did it Take? Firemen used smoke masks and CO₂ Fire Extinguishers to put out the fire.
 21. Private Fire Fighting Equipment Used or Operated (Indicate Number of Items in Appropriate Box)
 Extinguishers - Water Foam Carbon Dioxide Asbestos Gloves Standpipe Hose Automatic Sprinkler Heads

22. If any Private Fire Fighting Equipment Failed to Operate Properly, Give Brief Details.
 23. If any Fire Detection Device Operated, Indicate Type & Location.
 24. For Exposure: fire originating from outside; Complete the Following:
 Openings on Exposed Sides Protected by: Windows
 Wood sash, plain glass Fire Shutter
 Metal " " " Fire Damper
 Wood " wired Other (give details)
 Metal " " "

25. Was Siamese Hose Connection on Bldg. Used by Fire Dept. for Protection of Telephone Co. Property? NO

26. Estimated Telephone Co. Property Losses

(a) Building (List Telephone Co. Losses Only, Do Not Include Loss to Landlord if Leased)	\$ <u>none</u>
(b) Telephone Equipment	\$ <u>none</u>
(c) Other Contents (Cable Splice and Tip Cables)	\$ <u>5,000.00</u>
(d) Total	\$ <u>5,000.00</u>

27. Estimated Losses to Other Than Telephone Co. \$ none

28. Give a Narrative of the Fire, Quote Eye Witnesses if Possible:

On May 20, 1969 at about 11:41 A.M. George Poteat, Frameman in the 52 Central Office, 4641 South Boulevard, stated he smelled something burning. He looked around and saw smoke coming from the Cable Vault vents. He went to the Cable Vault door and lifted the hatch. Smoke boiled out. George said he bent down to look into the Vault and saw flames. He called for Jerry Kelly, Switchman, and both of them got a CO₂ Fire Extinguisher. They started into the Vault but was forced back by the smoke. They tried to call the Fire Department but were unable to get call through due to the Office being locked up. George ran out to the parking lot, got on his Motorcycle, and drove about a block to notify the Fire Department. They answered the call immediately. The Fireman used Smoke Masks and CO₂ Extinguishers to extinguish the flame.

An investigation revealed that apparently an arc due to the 630 volts applied to a bad pair by a Cable Repairman using a breakdwon test set started the fire in an opened splice in the Vault.

The only damage caused by the fire was that it destroyed an 1800 pair splice in the Cable Vault and damaged the Tip Cables leading from the splice to the main distributing frame.

Reported By _____

Date _____

Note: In the event of any fire involving a telephone company vehicle, prepare this form in accordance with Bell System Practice, Plant Series, Section 770-340-501

AMERICAN TELEPHONE AND TELEGRAPH COMPANY

FIRE REPORT - MOTOR EQUIPMENT

1. Company N. Y. Bell Telephone Company 2. Area or Territory Long Island

3. Vehicle Location When Fire Occurred.

135-02 Springfield Blvd. N. Y. N. Y.
Street City State

4. Vehicle No. 804304 5. Make Ford 6. Year 1964

7. Model Vanett 8. Body Type Van

9. Date of Fire 7/16/69 10. Time 10:30 A.M.

11. Who Discovered Fire

Driver
Mr. John Josel

12. Who Extinguished Fire

N.Y. City Fire Department

13. Where Did Fire Originate

Engine compartment

14. Cause of Fire

Electrical Short

15. Was Fire Dept. Notified

Yes

16. When

10:30 A.M. 7/16/69

17. Did it Respond Promptly

Yes

18. What Action Did it Take

extinguished fire

19. Was Company Fire Fighting Equipment Used

NO

20. If yes, What and How Much

21. Did any Company Fire Fighting Equipment Fail to Operate Properly, Give

Brief Details None

22. Estimated Telephone Co. Losses

a. Vehicle \$1,000

b. Tel. Equip. \$700

b. Other Contents

d. Total \$1700

(Over)

23. Give a narrative of fire, Quote Eye Witnesses, If Possible.

The driver, Mr. Josel, parked the vehicle and started to leave same when he spotted smoke coming from the engine compartment. He opened the enginer cover and found the engine compartment on fire. Mr. Josel closed the cover and summoned the fire department. They arrived after a time elapse of five minutes and extinguished the fire. The vehicle was then towed to the Springfield Garage by Parkview Towing Service.

Upon examining the vehicle the following is what I found. All electrical wiring in the forward part of the vehicle, including the engine compartment and dashboard was burned out, instrument panel gauges melted, windows broken, exterior paint burned, two way radio, Carb, fuel pump, radiator, hoses, altenator, regulators and many other related components destroyed.

Reported by _____

Date _____