THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

DIVISION OF FIRE

SAFETY PROGRAM AND EMERGENCY PROCEDURES FOR HIGH-RISE and HIGH- RISK BUILDINGS

Rev. 4/20/2020

To High-Rise Building Owners or Managers:

March 1, 2019

To assist you in setting up your Emergency Action Plan, the Columbus Fire Prevention Bureau has compiled a guide for developing your Emergency Action Plan.

The majority of the guidelines in this guide are suggestions that can be used to set up your program. The Fire Safety Director will set up a plan that is the best for his or her building.

To have your Emergency Action Plan approved by the Division of Fire, the plan will need to meet the requirements of the High-Rise Safety Ordinance and the Ohio Fire Code, which is outlined in this guide.

A copy of your plan must be submitted to Columbus Fire Prevention Bureau to the Attention of the Emergency Planning and Preparedness Office at the address below for review and approval.

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Emergency Planning and Preparedness
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Abbreviations

1	Building Engineer	BE
2	Building Owner	BO
3	Fire and Life Safety Director	FLSD
4	Deputy Fire and Life Safety Director	DFLSD
5	Evacuation Supervisor	ES
6	Building Emergency Response Team	BERT
7	Fire and Life Safety Floor Warden	FLSFW
8	Deputy Fire and Life Safety Floor Warden	DFLSFW
9	Columbus Division of Fire	CFD
10	Incident Commander	IC
11	High Rise Safety Officer (Lieutenant)	HRSO
12	Emergency Planning and Preparedness	EPP

Section 1 - High-Rise Safety Program

Introduction
The need for high-rise fire and life safety has increased the need for development of a program to provide greater life safety and property protection in those building which, because of their height, represent a unique fire hazard.

The City of Columbus has approximately 175 high-rise buildings and more are in the planning stage. Many of the older buildings were built before the enactment of modern day fire codes and ordinances. Studies should be done on older buildings to identify the problems, determine solutions and implement these solutions within the framework of a viable program. With this in mind, it was felt that we needed a comprehensive High-Rise Fire Safety Program.

The Emergency Action Plan should also cover other situations, such as medical emergencies, bomb threats, terrorist attacks, tornadoes, violent windstorms and elevator emergencies. The success of this program will depend to a great extent on the effort of the parties involved.

Definition
The term "high-rise building" means any building having an occupied floor(s) located more than 75 feet above the lowest level of fire department vehicle access.

The Problem

Life Hazard
A high-rise building may contain a few hundred or more occupants. Depending on the type of occupancy of the building, these individuals may be children or senior citizens, the physically impaired, those asleep or transitory. The height of the building may make general evacuations very time consuming, if not impossible, at the time of an emergency.

Structural Deficiencies
There is the possibility that a fire in a high-rise building would be confined to a compartment or floor in which the fire originates. If a building has a sprinkler system, there is a good chance that the fire will be confined to that area. If the fire resistive integrity of the compartment has been violated due to remodeling or new construction, the possibility of fire spread is greatly increased. A heavy fire load may also cause extension of a fire to upper floors by way of windows. The increased amounts of fire will add to the danger to the occupants. Fire doors propped open will allow the smoke and fire to spread to other areas. Improper maintenance of fire protection equipment could cause a malfunction in the system, making their value doubtful.

Tactical Limitations
Firefighting tactics are limited in high-rise fires. The time involved in getting to a fire and the conditions under which the fire has to be fought contribute to the problems. Ladders will only reach to approximately the sixth or seventh floor. The unavailability of elevators to reach the fire will force the use of stairways, which could be occupied by occupants of the building. This will definitely increase the time involved in attacking the fire.

This, in turn, would increase the spread of fire, thus increasing the firefighters' problem. This is not a complete list of conditions encountered in high-rise fires, in fact, it only hints at the size of the problems.

Goals and Objectives

The primary goal for the high-rise safety program is to provide protection for occupants, visitors and firefighters and to reduce damage or destruction to the building and its contents. The following objectives need to be developed:

- Fire and Life Safety planning
- Evacuation planning
- Building Emergency Response Team development
- Fire Prevention and Inspection program
- Human-made and natural disaster protection
- A copy of these plans needs to be updated with any changes to floor layouts.
- The Emergency Action Plan must be given to the Division of Fire for review and approval.

Obtaining Objective

The program will coordinate the efforts of the Columbus Division of Fire and the building owner or his/her authorized agent toward the attainment of its objectives by:

1. Defining and clarifying the responsibilities of the building owner and his/her authorized agent and the High-Rise Coordinator for fire prevention inspections, fire safety planning, evacuation planning and the building emergency response team development.

2. Gaining knowledge of the high-rise structure to enable the Columbus Division of Fire to conduct effective firefighting and rescue operations should a fire or other emergency occur.

3. Correcting any hazards found in the high-rise building by the Columbus Division of Fire personnel, Fire Prevention Bureau, and the building owner or his/her authorized agent, through engineering, education, and enforcement.

4. Implementing a building emergency response team with which to resolve the issue of fire safety planning, evacuation procedure and other emergency procedures.

5. Providing information and assistance, through the Columbus Division of Fire, on fire prevention inspections, fire control activities, rescue procedures and evacuation procedures.

Duties of the Emergency Planning and Preparedness Officer

1. The coordinator of the High-Rise Safety program shall be a representative of the Columbus Division of Fire (CFD), assigned by the Fire Chief. The high-rise coordinator assigns a High-Rise Safety Officer who will oversee and assist the building owner in their daily operations of the high-rise safety program.

2. The **Emergency Planning and Preparedness Officer** shall research and advise of guidelines for the High-Rise Fire Safety program. They will be a point of reference for both the High-Rise Safety Officer and Fire and Life Safety Directors.

3. The **Emergency Planning and Preparedness Officer** will maintain a file with evaluation and Fire Safety plans and related activities for each high-rise building.

Duties of the High-Rise Safety Officer

1. The High-Rise Safety Officer will perform inspections of the high-rise quarterly. This is in addition to any code enforcement inspection that may be performed by other Division of Fire members.

2. The High-Rise Safety Officer shall be the liaison between the Fire and Life Safety Directors and the Columbus Division of Fire.

3. The duties of the High-Rise Safety Officer (HRSO) are to coordinate the Division of Fire's High-Rise Safety Program with the individual building owner and the certified Fire and Life Safety Director (FLSD) regarding their assigned high-rise building. They will ultimately be responsible to the Columbus Division of Fire for fulfilling the objectives of the program. He may also seek assistance from other Division of Fire personnel through the Emergency Planning and Preparedness Officer.

4. When a division officer is newly assigned to a high-rise building, they shall make themselves knowledgeable of all aspects of his assigned building. This should be done as soon as possible so as to maintain continuity within the program.

5. The HRSO shall act as liaison to Emergency Services regarding any interaction between the high-rise safety program and the high-rise tactics program. They shall have an understanding of the operations of the building's Fire Command Center and provide education to the first-due fire companies.

6. The HRSO will conduct visits (minimum of 3 per year) with the certified fire and life safety director and will provide guidance and information on fire safety planning, evacuation procedures and building emergency response team organization, when requested.

7. The HRSO will provide assistance in fire safety education to building occupants and maintenance personnel and in the establishment and training of the building emergency response team when requested.

8. The HRSO will see that the pre-incident / building information card is kept current and any changes in this information will be brought to the attention of those persons maintaining a record of same.

Columbus City Code

Section 2509.05 Fire safety plan and evacuation procedure in high-rise buildings.

A) The owner or other responsible person having charge of a high-rise building shall prepare and submit for the review and approval of the fire chief, a fire safety plan and evacuation procedure.
B) The fire safety plan and evacuation procedure, prepared in accordance with the requirements of the fire chief, shall be submitted to the fire chief and a copy shall be kept on file in the high-rise building. Applicable parts of the fire safety plan and evacuation procedure shall be distributed to the tenants or other occupants and to building service employees. Tenants or other occupants shall distribute to their

employees applicableparts of the fire safety plan and evacuation procedure which concern their actionsin the event of a fire or emergency.

C) It shall be the responsibility of the building owner or other responsible person to promptly update as necessary the fire safety plan and evacuation procedure upon any change in occupancy, occupancy use, physical arrangement or change to the building. All such updated portions shall be submitted to the fire chief within thirty (30)days of such change.

2509.06 Fire safety, director certification in high rise buildings.

A) The owner or other responsible person having charge of a high rise building which is occupied or designed to be occupied by more than fifty (50) persons in the entire building at any given time shall designate a **Fire Safety Director** and **Deputy Fire Safety Director(s)** for the building and submit their names to the fire chief.

B) Each high rise building identified in Section 2509.06(A) shall have one person designated as the fire safety director and one or more persons as deputy fire safety director(s). Each such director shall be certified in accordance with the requirements of the fire chief qualifying the director to (1) organize, train and supervise safety control teams; (2) conduct fire drills; (3) establish evacuation procedures; and (4) conduct such other related activities as are required by the fire chief. In the absence of the fire safety director, a designated deputy fire safety director shall fill that position.

C) During normal working or business hours when the high rise building is occupied there shall be at least one responsible person on duty appointed and trained by the **Fire Safety Director** to act as Evacuation Supervisor. The primary duties of the **Evacuation Supervisor** will be to initiate and coordinate the evacuation procedures and to carryout any other duties as provided in the fire safety plan.

Duties of the Building Owner or Authorized Agent

The owner or other person having charge of buildings identified as a high-rise building in the building code shall be required to prepare and submit for the review and approval of the Fire Prevention Bureau, an emergency action plan as set forth in this section.

Pursuant to the Columbus Fire Code requirements above, the Division of Fire, through the Fire Chief, has determined the building owner or authorized agent to be accountable for the following requirements:

1. That an emergency action plan is developed and implemented and that this is maintained in written form. The emergency action plan shall include:

   a. An outline of a conscientious, in-building fire prevention program.

   b. An outline of the plan establishing procedures for notification of the fire department and control of fires in the event of an actual fire or other emergency.

   c. An outline of the plan establishing procedure for the rescue of occupants in the event of an emergency. This should include special instructions for people needing special assistance in evacuation.

d. An outline of an evacuation plan developed for occupants and service personnel.

2. That a Building Emergency Response Team be developed.

    a. That an outline of the team including names of members, positions held and duties performed be provided in written form and that this information is kept current.

    b. That the Building Emergency Response Team will be used in implementing the fire prevention, fire control and rescue measures of the emergency action plan.

    c. That regular meetings and training sessions be provided for the Building Emergency Response Team

NOTE: It is recognized that not all buildings classified as high-rises will have the necessary personnel to allow for a fully developed Building Emergency Response Team. Such occupancies may be restricted in terms of in-building firefighting tactics, but all other areas of fire safety planning; evacuation procedures and safety-control team activities will be addressed.

In order to provide for ready reference for the above materials by the High-Rise Safety Officer (HRSO) and building personnel, these materials are to be maintained in a manual titled, "High-Rise Emergency Action Plan", with name and address of building on the front cover. Additionally, this manual shall be kept on premises in the Fire Command Center or if no Fire Command Center at the main fire alarm control panel in a Knox Document Locker.

Emergency Action Plan

An emergency action plan shall be prepared in accordance with the requirements of the Columbus Division of Fire and NFPA guidelines, which shall be distributed to the tenants and building service employees. Tenants shall distribute to their employees applicable parts of the Emergency Action Plan which affect their action in the event of a fire or other emergency. Portions of the EAP shall be conspicuously posted in each hotel guestroom, office area and other locations as required by the Columbus Division of Fire.

Responsibility to Update Emergency Action Plan

The owner or his/her agent shall promptly update the Emergency Action Plan upon changes in occupancy, use or physical arrangement. Owner/agent shall submit a copy to their Life Safety Director (FLSD) and the Emergency Planning and Preparedness Officer.

The building owner or authorized agent shall be accountable for the following requirements:

Emergency Action Plan

1. A plan should be established that describes the procedures to be followed in the event of fire or other emergencies. This plan shall be developed and shall include, at a minimum, the following:

    a. The procedure for communicating an alarm.

    b. The procedure for evacuating or relocating building occupants and, specifically, individuals needing additional special assistance and how they will be assisted.

c. The procedure for conducting fire drills.

2. The applicable parts of the emergency action plan shall be distributed to all regular building occupants and portions of the EAP shall be conspicuously posted in each hotel guestroom, office area and other locations as required by the Columbus Division of Fire.

3. Upon changes in occupancy, use or physical arrangement, the emergency action plan shall be promptly reviewed and updated a minimum of every five years.

Fire and Life Safety Director (FLSD)

The owner or authorized representative shall assign a responsible person as Fire and Life Safety Director (FLSD) to work with the Columbus Division of Fire (CFD) in the establishment, implementation and maintenance of the emergency action plan. A new person shall be assigned to his position within one week from date the previous Fire Safety and Life Safety Directory (FLSD) can no longer perform their responsibilities. They must have full qualifications within 180 days of being appointed.

Fire Drills

1. Fire drills shall consist of, at a minimum, testing the alarm communication procedure described in the Emergency Action Plan and making all regular occupants familiar with the Emergency Action Procedures. (See Ohio Fire Code, Rule 4 Emergency Planning)

2. A written record of such drill shall be kept on the premises for a three-year period and should be readily available for inspection by the Columbus Division of Fire (CFD).

Building Emergency Response Team

A Building Emergency Response Team shall be developed, if the high-rise has an adequate number of personnel to establish the team. The number needed shall be determined by the High-Rise Safety Officer (HRSO) with guidance of the Fire Prevention Bureau (FPB).

1. An outline of the team including names of members, positions held and duties performed should be provided in written form and this information should be kept current.

2. The Building Emergency Response Team will be used in implementing the fire prevention, fire control and rescue measures of the Emergency Action Plan.

3. Regular meetings and training sessions shall be provided for the Building Emergency Response Team

NOTE: It is recognized that not all buildings classified as high-rises will have the necessary personnel to allow for a fully developed Building Emergency Response Team. Areas of fire safety planning, evaluation procedures and safety control team activities will be addressed.

High-Rise Emergency Action Plan Binder

In order to provide for ready reference of a high-rise building by the High-Rise Safety Officer (HRSO) and the Columbus Division of Fire (CFD), a red loose-leaf binder(s) titled "Program High-Rise Emergency Action Plan" with the name and address of the building(s) should contain the following:

1. Building floor plans (A full size set of building plans shall be kept in the Fire Command Center.

2. Types of fire protection equipment, sprinklers, standpipes, fire pumps, generators, fire alarms, fire extinguishers, etc.

3. Location of fire protection equipment (such as: sprinkler riser, fire alarm control panel and annunciator, emergency contact numbers, monitoring company and phone number, fire pump and emergency generators and location)

4. Record of necessary periodic testing, includes emergency power and lighting

5. Name of the Fire and Life Safety Director (FLSD) and any assistants with records and certificate

6. A record of all fire drills and training

7. A list of persons with disabilities, their locations, and details how they will be assisted during various emergencies. (Sealed)

8. A copy of the Evacuation Plan

9. Fire Operational Permits

10. Elevator certificates (copies)

11. Boiler certificates (if applicable)

This reference material should be kept at the On-site in the Fire Command Center or if no Fire Command Center shall be kept at the main fire alarm control panel in a Knox Document Locker.

Section 2 - Emergency Procedures for High-Rise Buildings

Introduction

The entire evacuation of high-rise buildings in an emergency cannot be obtained in a short period of time. The number of people occupying a high-rise building is too great to allow everyone to leave at the same time without creating a dangerous situation. This could cause a panic and hamper firefighting and rescue operations. In fact, in most emergencies, it will not be necessary or feasible.

High-rise buildings, in the recent past, have been built with compartments to isolate possible rapid spread of fire. The interior and exterior bearing walls of a high-rise building are constructed to withstand the passage of heat, smoke and flame for up to four hours. A fire occurring in one or two of these compartments should be contained for a specified time within those compartments. Thus, the occupants of a compartment in which a fire erupts can more horizontally or vertically (down is preferable) to safe uninvolved compartments and wait there until the fire is extinguished or they receive word to activate the next stage in the evacuation plan. This allows a fire evacuation plan to be developed around a plan of limited evacuation where occupants are moved to a safe refuge area within a building, vertically or horizontally, staying there until the fire emergency is over.

While local or limited evacuation will be used in the majority of fire situations, total evacuation of a building may be necessary. Therefore, a plan of action for total evacuation is necessary. This involves the cooperation of the Building Emergency Response Team and the Columbus Division of Fire (CFD) working together following a predetermined plan. A total building evacuation drill should be performed per Ohio Fire Code, Rule 4.

Also, emergencies other than fire may occur within the high-rise building. Two such possibilities include bomb and tornado emergencies. Recommended guidelines to follow, should these events occur, are also included within this program. If these guidelines are followed when such emergencies occur, occupants of high-rise buildings will be provided with a greater measure of safety.

NOTE: The Columbus Division of Fire Emergency Planning and Preparedness Officer and High-Rise Safety Officer (HRSO) will be available to serve as an advisor regarding evacuation plans on the overall Emergency Action Plan. The Model Evacuation Plan should be followed as closely as possible so that a uniform method is practiced within the City of Columbus.

Types of Occupancies

Commercial Buildings

These involve offices or small businesses. The majority of the occupants are within the building only during working hours. There may be large groups of persons within the building, as well as customers or visitors that do not have the knowledge of exit routes. Commercial buildings are further subdivided into:

1. Single Occupancy. With this type of commercial building, the entire building or major portion is occupied by the same business. It is much easier to form a chain of command within the Building Emergency Response Team and involve members of the business in the Control Team. Upper management may assign key personnel to the Control Team as part of their routine duties and ensure that members will be available when needed.

2. Multiple Occupancies. This type of building involves several different businesses within the building. It will be difficult to depend upon persons to be available when needed as personnel may be out of the building conducting their company business. The Building Emergency Response Team in these types of buildings will probably have to depend upon maintenance personnel that will be within the building during the majority of the business hours. A survey of the different businesses on each floor will reveal those persons who are most likely being within the building during business hours. It will be important to involve these persons in the Building Emergency Response Team.

Residential Buildings

These involve buildings where occupants of the building may be within the building on a 24 hour basis and would be sleeping during the nighttime. They include:

1. Apartments and Condominiums, including buildings where the occupants maintain a permanent residence. This would also include senior citizen buildings. During the day hours, persons may be out of the building at their place of employment or other involvements, but these buildings may present a serious life hazard during the nighttime. The core of the Building Emergency Response Team will be maintenance personnel on duty within the building. Involvement of the residents most likely will be necessary. A survey of available persons will be needed.

2. Transient buildings include hotels and motels where large groups of persons are within the building during the nighttime that do not possess knowledge of exit routes within the building. The Building Emergency Response Team will consist only of persons employed by the hotel or motel. Panic of transients is a key consideration.

Hospital Buildings

These buildings possess the special problems of large groups of occupants that do not have knowledge of exit routes and others that may be confined and not able to move themselves to areas of safety. These buildings will also have trained personnel available on all floors at all hours. These individuals will be key members of the Control Team.

General Procedures

General procedures are recommended for personnel who may discover a fire and for those members of the Building Emergency Response Team who are responsible for implementing the Emergency Action Plan when a fire emergency exists. The Building Emergency Response Team should ensure that all persons working or living within the high-rise building are familiar with these procedures. This information should be posted in key locations in the building with routes to be used for evacuation as well as the telephone number to be used to report a fire.

Procedures

Sound Alarm

The Fire Emergency Action Plan must make certain the alarm has been sounded. This will ensure that additional help has been summoned.

1. The Emergency Action Plan must ensure that the Fire Department will be notified. This may be accomplished by calling 9-1-1, from the Building Operation Center or the Building switchboard operator.

    a. The emergency number for Fire, Police and Medical is 9-1-1. This should be placed at all telephone locations.

    b. Give the exact location of the fire or emergency:
    - Building address
    - Floor
    - Area – Location on floor
    - Type of fire or emergency

2. Notify others within the building of the emergency, if this has not been previously accomplished. This may be accomplished by calling the Building Operation Center switchboard operator or sounding the building fire alarm.

    a. The Emergency Action Plan should have a procedure to notify members of the Building Emergency Response Team and other responsible persons of the emergency, its nature, location and any assigned task.

    b. The Operation's Center or the switchboard operator should be assigned to the task of calling 9-1-1 even if the person reporting the fire has indicated that it has been reported. Additional calls to 9-1-1 do not present any special problems but will ensure that the call is made.

    c. A member of the Building Emergency Response Team should be assigned to meet the Fire Department and direct them to the Fire Command Center where they may be directed to the location of the fire.

3. Notify other occupants and members of the Building Emergency Response Team) on the floor of the emergency, if this has not already been performed.

Rescue
Rescue anyone in immediate danger from the fire. This applies to those cases where persons are in immediate danger and must have assistance to remove them from the immediate danger. This can usually be accomplished by assisting the person away from the immediate fire area. In some incidents, additional help may need to be summoned to accomplish this task.

Confine the Fire
In many cases, a fire can be restricted to an area by closing doors and preventing it from reaching further fuel or receiving additional oxygen. This should be performed as a person leaves the area.

Evacuation
When a fire emergency occurs, it may be discovered during different stages. Therefore, the exact evacuation stage to use cannot be specified. If an occupant in his/her unit discovers a fire, the occupants should leave the unit, call 9-1-1, pull the fire alarm and go into the stairway. If further evacuation is needed, the occupant should receive instructions from the Fire and Life Safety Director (FLSD) or representative until the Columbus Division of Fire (CFD) arrives on the scene.

Extinguish
If a fire is in its incipient stage (small/manageable), it may be feasible for a Building Emergency Response Team member to extinguish the fire if it can be done safely. If not, leave the area and be sure to close all doors as you leave. 9-1-1 MUST be called even if you think the fire is out. A modified Columbus Fire Department (CFD) response may be sent in case the fire should re-ignite.

Model Evacuation Plan

Due to extreme difficulties encountered in moving large numbers of people out of a high-rise building simultaneously, the Columbus Fire Department (CFD) has devised an evacuation plan consisting of six stages. This plan may be used as a guide in designing a plan for most occupancies.

Stage 1 – No Evacuation (Unit Safety – Shelter in place)

Should a fire occur in a building that is compartmentalized, occupants of units on the fire floor (other than the unit involved in fire) must realize that remaining in their unit and not going into a smoke filled hallway, may be a safer option. In this case, seal openings around the door to keep out heat and smoke.

Stage 2 – Local Evacuation

Local evacuation is the horizontal movement of occupants in an endangered area to a safe area on the same floor. The horizontal movement of the occupants will be sufficient to move them from the immediate area until the situation has been resolved. This should be an area determined by the floor wardens to keep occupants safe and out of the way of responding emergency personnel and with access to egress if fire danger increases. If it becomes necessary to evacuate the fire floor, the Columbus Division of Fire (CFD) or the Fire and Life Safety Director will inform everyone of any further evacuation.

Stage 3 – Limited Evacuation

Limited evacuation is the vertical movement of the occupants of three floors. This stage of

evacuation should be implemented when smoke, fire or other signs of combustion are noted. Be aware that odors of smoke may not be coming from your floor, but may be coming from any of the floors below or above. Occupants of the floor above the fire should move up one floor or down, if possible, down is usually preferable especially for those above the 7 floor. If there is too much smoke in the stairway to allow evacuation down and you are on the top floor, it might be feasible to move to the roof. Occupants on the fire floor, and the floor below the fire, move down three floors and re-enter the building. Stairways should be used in the process. Persons should not delay or return for personal belongings.

Occupants of any floor must not use elevators for evacuation unless so directed by members of the Columbus Division of Fire. If first exit route is blocked, use an alternate route. Floor wardens of all other floors are notified of the emergency by the Fire Command Center. They do not start evacuating until so directed.

When the Columbus Division of Fire arrives on the scene to extinguish the fire, they will be given information about the situation and area involved at the Fire Command Center. Members of the Building Emergency Response Team will provide assistance as needed. If the fire is small and extinguished quickly by the Columbus Division of Fire, there is no need to evacuate other floors.

Occupants of the building may return to their designated areas when directed to do so by the Columbus Division of Fire or Building Emergency Response Team. The ranking Columbus Division of Fire (CFD) officer will make the final decision of when it's safe to return to areas.

Stage 4 – Intermediate Evacuation

The officer of the Columbus Division of Fire in charge of the fire may decide that an additional floor or floors may need to be evacuated to facilitate firefighting operations or to provide greater safety for occupants of the building. This may also be ordered by the ranking members of the Building Emergency Response Team before the arrival of the Columbus Division of Fire.

1. Regarding evacuation, if there is any deviation from the pre-planned route, the floor or floors that need to be evacuated will receive individual instructions from members of the Columbus Division of Fire or the Building Emergency Response Team. Columbus Division of Fire members will always have final say. Suggestions from the Building Emergency Response Team will always be useful in helping Columbus Division of Fire members making their decision.

2. The Floor Warden of the floor or floors designated will direct the occupants to the stairways that have been assigned for this purpose and will proceed to the predetermined locations.

Stage 5 – General Evacuation

General evacuation is the downward evacuation of the entire building by the occupants. Those in charge of the situation will determine designated routes. This stage of evacuation is an advance plan of action when the fire is not easily extinguished or out of control.

The Incident Commander (I/C) will notify the Fire Command Center when this situation exists and designate the required exit routes. If the Columbus Division of Fire (CFD) is not on the scene, the senior Building Emergency Response Team may have to initiate this stage.

1. The Fire Command Center will notify all floors above the fire to be evacuated downward.

    a. Evacuation should start on the fire floor and other floors in immediate danger, then evacuations should continue from the top floor. Each floor should evacuate at set intervals until the building is completely evacuated.

    b. The Floor Warden of the floors above the fire will determine from the Fire Command Center what stairways are designated for exit, if different from the pre-plan. These will be designated by the Incident Commander (I/C) in charge of the fire to avoid hindrance to firefighting and rescue operations. The Floor Captain(s) will direct the occupants in their assigned areas to these designated exits.

    c. Elevators shall not be used for evacuation by occupants of any floor unless so directed by the Columbus Division of Fire.

2. After the floors above the fire floor are evacuated, the Fire Command Center will notify floors below the fire to begin evacuation.

    a. Floor Wardens will direct occupants to designated stairways.

    b. Elevators shall not be used for evacuation by occupants unless so directed by members of the Columbus Division of Fire.

3. The entire building will be evacuated except those needed for Fire Operations. This may include the Building Emergency Response Team, maintenance personnel or security personnel as designated by the Incident Commander (I/C) in charge of the fire. All the above personnel, along with their copies of the evacuation plan, floor plans, keys and other material that may be useful to the Fire Department, should report to the Incident Commander (I/C) and standby in case they are needed.

Stage 6 – Emergency Evacuation

1. Occupants should seek shelter in rooms or areas that have outside windows. Every effort should be made to stay in a refuge area or to move down the stairway, if possible.

2. These areas should have fire rated doors that allow them to seal off the area from the fire. Rugs, towels, rags or other materials should be placed around the cracks at the bottom of doors or other openings that allow smoke and heat to enter.

3. Windows may be opened if no smoke or heat is drawn into the room or area. Bright colored materials, white if available, should be displayed from the windows to attract the attention of fire personnel.

4. If the area has telephones that are still functional, these should be used to call the Fire Command Center or local Fire Department to describe your situation and location.

5. As operations are conducted to rescue persons from these locations, obey all directions received from Fire Department personnel. **DO NOT PANIC.** In all of these evacuation procedures, every consideration should be given to assist a person in need of assistance

should there be any kind of evacuation from the building.

Fire Evacuation Plan for Hospitals, Nursing Homes, Rest Homes, Commercial B-Occupancies and R-1 Residential Occupancies

This plan is intended as general guidelines for all buildings, including high-rise buildings, where the physical condition of the occupants prevents compliance with the Model Evacuation Plan.

This is usually due to non-ambulatory patients who would require assistance to evacuate and patients whose attempts to evacuate would prove harmful to their health. In these instances, it would be better to leave the patients in their individual rooms unless fire conditions mandate their evacuation.

1. The Fire Evacuation Plan in use must be written. It should be reviewed frequently to ensure that each staff member is familiar with the plan, aware of his/her assigned responsibilities and properly trained in its execution. This can only be accomplished by conducting actual fire drills. These shall be conducted as often as is required by the ***Ohio Fire Code*, Rule 4, Emergency Planning,**
2. It is extremely important in these occupancies that a fire be discovered in its beginning stages. It is recommended that these occupancies have an automatic fire detection and suppression system. If a fire occurs, it may be confined to a single room or small area. Procedures to follow in these cases should include:

    a. Sound alarm to ensure that additional help has been summoned. Plan must ensure that the Fire Department will be called. Calling the Columbus Division of Fire directly, notifying the Fire Command Center or notifying the switchboard operator may accomplish this. The 9-1-1 number for the Fire Department should be placed at all telephone locations. Designate the exact location of the fire. A staff member should meet the Fire Department and direct them to the exact location of the fire.

    b. Rescue anyone in immediate danger from the fire. This can be accomplished by removing the people from the immediate vicinity of the fire or from the room involved. Additional help may be needed to accomplish this task.

    c. Confine the fire. After people have been removed from immediate danger, closing all interior doors exposed to the area involved in the fire should isolate the fire. This would include closing all other doors.

    d. Extinguish the fire. Use good judgment. If you attempt to extinguish the fire, do not endanger yourself. It might be better to close off the area. Never allow the fire to be between you and a safe exit.

3. When the fire situation indicates that a larger area needs to be evacuated, relocation within the building is preferred. All available staff should be sent to this area to assist with the evacuation.

    a. Horizontal movement into a separate area of refuge or away from danger toward a safe exit.

    b. Vertical movement. If necessary, always move patients downward and reserve

elevators for non-ambulatory patients.

c. Isolate the fire by closing all interior doors to the area involved in the fire.

4. Should the fire situation become serious, general evacuation of the building should begin.

   a. Procedures to recall all off duty staff members should be implemented. This takes time.

   b. Shelter should be provided for patients in nearby hospitals or locations equipped to handle the patients. Have a plan with neighborhood buildings.

   c. The guidelines outlined in Stage 3 and 4 of the Model Fire Evacuation Plan will be followed.

Bomb Emergency

Each high-rise building should have a procedure to follow in the event of a bomb threat or when an actual bomb is found. The following material should only be distributed to key members of the Building Emergency Response Team and the telephone switchboard operators. This information should be kept confidential because it might alert potential terrorists of methods to use to escape detection.

As a preface to the recommended actions that follow, it is important to consider the most serious of all decisions to be made by the person in charge of a building in the event of a bomb threat – evacuation or non-evacuation of the building involved. This can result in loss of time and interruption of normal routine and can be a costly decision if the threat is a hoax. The alternative is for management to make the decision. In the past, the vast majority of bomb threats were hoaxes. However, the current trend is that more of the threats are materializing than in the past. Thus, management's first consideration must be toward the safety of the people. It is practically impossible upon receipt of a bomb threat to determine immediately whether it is a hoax or a reality.

The terrorists have developed their plan of attack and the following procedures are recommended for planning in the event of a bomb threat call.

Upon receiving a bomb threat, the decision is yours – evacuation or non-evacuation.

1. Call the Police Department – 9-1-1.

2. Control and inspect incoming persons and packages.

3. Alert all security and maintenance personnel.

4. Person receiving call should:

   a. Keep caller on the line. Do not hang up; the call may be traced.

   b. Record the message.

c. Ask Who, What, When, Where, Why and How.

d. Listen for accents, speech impediments, background noise and note the race, sex and age of the caller.

e. Call the Police Department – 9-1-1

5. If a suspicious object is found, call 9-1-1, clear the area to a radius of 500 feet and wait for the Columbus Fire Bomb Squad.

Operator's Bomb Threat Call Checklist

Obtain as much detail as possible about the bomb and its location. Legitimate callers usually wish to avoid injury or death. Therefore, request data by expressing a desire to save lives.

1. Ask
   - What is the exact location of the bomb?
   - What time is it set to detonate?
   - What does it look like?
   - What is the explosive?
   - Why was it placed?

2. Record:
   - Date and time of call
   - Exact language used
   - Male or female, adult of child, approximate age, race
   - Speech:
   - Slow
   - Rapid
   - Normal
   - Excited
   - Loud
   - Disguised
   - Broken
   - Sincere
   - Accent
   - Background noise
   - Name of operator receiving call

3. Notify:
   - Report the call to the Police Department – 9-1-1
   - Notify your supervisor
   - Follow instructions
   - Do not discuss the call with other personnel

Tornado or Violent Windstorm Emergency

A tornado is defined as a violently whirling column of air. National researchers have found from observations that 90% of tornadoes move from a southwesterly direction. This is important when planning refuge areas and posting tornado lookouts.

The National Weather Service recognizes two defined conditions:

1. Tornado Watch: Means that weather conditions in the area are such that a tornado could develop. The National Weather Service puts out this information as weather bulletins on local news media.

2. Tornado Warning: Means that a tornado has actually been spotted and there is danger. Sirens will sound an alert when the National Weather Service gives a Tornado Warning.

A Tornado Emergency Plan should include:

1. Posting lookouts to observe the areas of south and west from the building.

    a. They should be provided with a means of communication that will enable them to sound a warning should a tornado be sighted.

2. Precautions that may prevent damage:

    a. Put away valuable papers.

    b. Close drapes on outside windows.

3. Seeking shelter if a tornado is sighted.

    a. Move to areas toward the interior of the building or areas away from glass windows.

    b. Corridors are usually good havens; avoid corridors facing west or south. They tend to become wind tunnels. Corridors facing north are the best and those facing east are next best.

    c. Basements are safest.

4. In case of violent wind storms, move to a safe area until the wind has subsided.

5. Building Emergency Response Team duties:

    a. Serve as lookouts.

    b. Sound alerts.

    c. Maintain order throughout the alert.

    d. Notify the Fire Department if a wind storm or tornado causes injuries or property damage.

e. Provide immediate first aid.

Medical Emergency

Use this procedure in case of a medical emergency. This could be for a tenant, occupant or visitor.

1. Have a person trained in first aid check the patient to see if outside medical assistance is needed. If patient has any difficulty breathing, chest pain, and altered consciousness or is unconscious don't waste time, call 9-1-1, know location of AED system and train personnel with a backup AED.

2. Give all necessary information:
   a. Address
   b. Floor
   c. Room
   d. Condition
   e. Number of patients

3. Have somebody meet the Columbus Division of Fire/EMS crew at ground level and also on the floor of the emergency.

4. Call the Fire and Life Safety Director (FLSD) and inform him/her of the medical emergency. Provide all necessary information.

Elevator Emergency / Call 9-1-1

Use this procedure in case someone becomes trapped in an elevator.

1. Explain the procedure to use – push or pull alarm button or use the phone provided.

2. State floor number, if known, and car number (should be printed on inside of phone panel door).

3. Remain calm. Sit down if necessary.

4. Answer phone if it rings. Turn off alarm bell if you hear someone talking to you.

5. Do not attempt to force doors open. Notify building maintenance and/or the elevator maintenance company.

6. If a medical emergency occurs or if you feel there will be a longer delay in elevator company response then the person(s) trapped can handle, call 9-1-1.

Fire Emergency

1. Activate a fire alarm pull station, then call 9-1-1. Give the following information:
   a. Building name, Floor number, Details of fire emergency

2. Upon an alarm, evacuate immediately, using the nearest interior or exterior stairwell.

3. Floor Wardens and an alternate will be designated. Notify them if possible.

4. Fire exit routes are marked and also appear on the floor layout map.

DOs

- Leave immediate fire area and close doors behind you.
- Use stairwells to evacuate.
- If caught in heavy smoke, take short breaths through your nose, stay near the floor and move to the exit by crawling.
- Assemble in your designated area.

DON'Ts

- DO NOT attempt to fight the fire, if it's larger than can be controlled with an extinguisher used by a trained person.
- DO NOT use the elevators.

Floor Warden Responsibilities

Periodic Inspections

1. Inspect assigned area to eliminate fire hazards.
2. Keep aisles and exits cleared.
3. Make sure exit plans are posted in visible areas.
4. Make sure exits are marked appropriately.

Information

1. Familiarize employees with proper evacuation routes and procedures.
2. Maintain a current list of floor wardens, alternates and handicapped (include breathing impaired).

Evacuations

1. Keep employees assembled in designated safe area in until all clear is received.
2. If there are persons unaccounted for, the floor warden will immediately notify the Fire Command Center. Have their names and regular location available.

Persons with Disabilities Evacuations

1. Evacuate persons with disabilities to a safe area near the stairwell landings.
2. Designate two co-workers to assist.

Section 3 - High-Rise Fire Building Emergency Response Team

Introduction

The potential for serious losses, both human and economic, resulting from fire in high-rise buildings has been demonstrated amply here and abroad. Actual fire experiences have focused attention on the high-rise problem and aroused public concern.

This concern is justified due to the capacity of high-rise buildings to accommodate large numbers of occupants and the impracticability of mass evacuation to the street or ground level. Fire in high-rise structures can result in staggering death and injury tolls for both occupants and firefighters. They can also result in heavy physical damage to the building, business interruptions, lost tenancies, expensive repairs, years of legal action and monetary judgments against the owner of the building. Rarely are all of these losses covered by insurance.

Of course, many fires that have occurred in high-rise buildings have been controlled and extinguished without spread beyond the point of origin and with no loss of life and minimum property damage. The difference between those minimum loss fires and fire resulting in more serious losses has been good building design, good fire protection, good maintenance and a good fire safety program.

Whether you are a building owner, operator or manager, you have a prime responsibility for minimizing hazards to life and property from fires in your building. Certainly no one is in a better position to plan for the safety of the people in the building, to observe infractions of sound safety practices and to encourage, even insist on, compliance with fire prevention codes.

To facilitate the discharge of your responsibilities, the Columbus Division of Fire will work with the Fire and Life Safety Director (FLSD) in the establishment, implementation and maintenance of the Emergency Action Plan.

Objectives

Within the Emergency Action Plan, a Building Emergency Response Team shall be organized from occupants or tenants in the high-rise buildings. It should consist of responsible persons, with individual assigned tasks and special training. Each high-rise should develop an EAP, including an evacuation plan depending upon the particular occupancy and the size of the building. The plan should be coordinated with the High-Rise Safety Officer (HRSO) and with the Emergency Planning and Preparedness Officer of the Columbus Division of Fire and follow the guidelines presented by the Columbus Division of Fire as closely as possible. Training for members of the Safety Control Team (SCT) and education of other occupants of the building should be conducted on a regular basis.

The objectives of the Building Emergency Response Team are:

1. Prevent fires from occurring by developing a good fire prevention program.

2. Develop a fire, medical, tornado, bomb threat and other applicable emergency plans.

3. Execute this emergency plan should an emergency occur.

4. Have a post emergency critique to evaluate the plan.

Management Responsibilities

It is very important that management (including owners, authorized agents or managers) be involved with the Building Emergency Response Team. Management is responsible for minimizing hazards to life and property from fire and any other dangers or hazards that might be encountered.

Management's role involves:

1. Taking an active part in leading their personnel in interest in a high-rise safety program.

2. Providing incentives and inspiration to belong to the Safety Control Team (SCT).

3. The designated Fire and Life Safety Director (FLSD) should report to a member of higher management. The Fire and Life Safety Director (FSD) supports the control team to management to gain acceptance of the fire safety program within the building.

4. Providing time for the Building Emergency Response Team to conduct training sessions and drills.
5. Providing resources for the Building Emergency Response Team.

    a. Personnel. Persons may be assigned to Building Emergency Response Team making the best use of their assigned job duties within the building. They should be responsible persons who are interested in providing a safe environment within their building.

    b. Equipment. Certain equipment may be provided by building management for the Building Emergency Response Team to assist them in the performance of their duties.

This would include:

1. Means of identification. This may consist of arm bands or hats with the words "Building Emergency Response Team" or other terms of denoting position.

2. Flashlights to be used during inspections or during an emergency, if lights should fail.

3. Communication devices, walkie-talkies or other means of communication between the Fire Command Center and individual floors or areas would provide for greater efficiency of an evacuation plan.

Building Emergency Response Team Organizations

The size and organizational structure of the Building Emergency Response Team will depend upon the size and occupancy or the particular high-rise building. The personnel of the Building Emergency Response Team will need to be chosen from those persons who work or live within the building. Who is used and the type of occupancy will determine what roles they perform. Persons selected should be dedicated, responsible persons, who will strive to learn their roles and perform their duties as effectively as possible.

Chain of Command/Safety Committee

It is important that all of these positions be filled and that alternates be provided to ensure that personnel are available should an emergency occur.

1. Fire and Life Safety Director (FSD) – must be certified per City Code
2. Deputy Fire and Life Safety Director – must be certified per City Code
3. Safety Engineer
4. Floor Wardens for each floor
5. Deputy Floor Wardens for each floor

Responsibilities of the Building Emergency Response Team

Fire and Life Safety Director

The key to the successful operation of the Building Emergency Response Team is the devotion of the Fire and Life Safety Director. This position should be assigned to a responsible person who will be able to communicate directly with the building owner, authorized agents or manager. In some cases, the building manager, assistant manager or authorized agents may assume this role. It is important that this position is able to communicate the needs of the Building Emergency Response Team and have the power or delegated authority to accomplish the duties of the Building Emergency Response Team.

Responsibilities of the Fire and Life Safety Director (FLSD) include:

1. Serve as liaison between the individual high-rise building owner and the Columbus Division of Fire (CFD) through the High-Rise Safety Officer (HRSO).

2. Organize the Building Emergency Response Team and to select other members throughout the building to assist the Director in the performance of the Director's duties.

3. Be responsible for the dissemination of information to tenants, to keep them informed of audible alarms, telephone communications and public address announcements that will be used to signal that an emergency condition exists and the procedure to be implemented by tenants during the emergency condition.

4. Establish a Fire Command Center Fire Command Center within the building in a key location. Fire consideration should be given to a location on the first floor (the ground floor) where the Fire Department will be arriving so that the vital information can be given to the Fire Officer in charge of the emergency. A responsible member of the Building Emergency Response Team should be assigned to the Fire Command Center to facilitate this duty during an emergency situation. This would normally be an assignment of the Fire and Life Safety Director (FLSD).

5. The following reference material should be kept at the Fire Command Center. Duplicate copies shall be filed with the Fire Prevention Bureau (FPB) Emergency Planning and Preparedness Officer.

    a. Building floor plans.

    b. Types of fire protection equipment, sprinklers, standpipes, fire pumps, generators, fire alarms, fire extinguishers, etc.

    c. Location of the fire protection equipment (such as: sprinkler riser, fire alarm control panel and annunciator, emergency contact numbers, monitoring company and phone number, fire pump, and emergency generators and location).

    d. Record of necessary periodic testing includes emergency power and lighting.

    e. Name of the Fire and Life Safety Director (FLSD) and any assistants with records

and certificate.

f. A record of all fire drills

g. A list of occupants with disabilities and their locations.

h. A copy of the Emergency Action Plan (evaluation plan).

i. Permits

j. Elevator certificates (copies)

k. Boiler certificates (if applicable)

6. Ensure that all members of the Building Emergency Response Team are trained in their duties of evacuation, extinguishing incipient fires, inspections and that this training is given by members of the Building Emergency Response Team to other occupants of the building.

7. The Fire and Life Safety Director (FLSD) or the Deputy Fire and Life Safety Director (DFLSD) should be in complete command during all fire drills, actual fire emergencies and other types of emergency situations, until the arrival of the Fire Department.

8. The duties of the Fire and Life Safety Director (FSD) and Deputy Fire and Life Safety Director (DFLSD) will cease upon the arrival of the first member/Officer of the Fire Department. The Fire and Life Safety Director (FLSD) shall inform the Officer of what actions have been taken and remain at the command post to assist if needed.

Deputy Fire and Life Safety Director

The Deputy Fire and Life Safety Director (DFLSD) needs to be familiar with the duties and responsibilities of the Fire and Life Safety Director (FLSD) and assist the Fire and Life Safety Director (FLSD) in the performance of these duties. In the absence of the Fire and Life Safety Director (FLSD), the Deputy Fire and Life Safety Director (DFLSD) shall assume these duties.

Safety/Building Engineer

1. The Safety/Building Engineer will make regular checks to see that an adequate water supply is maintained in the sprinkler system, that all valves remain open and that fire pumps, where applicable, are tested regularly. If any of these fire protection devices are shut down for any reason, both the Division of Fire and the Fire and Life Safety Director (FLSD) are to be notified immediately at the Fire Alarm Office at 614-221-2345 and Columbus Fire Prevention Bureau (FPB) at 614-645-7641.

2. The Safety/Building Engineer will make sure that periodic maintenance and tests on the fire alarm system are performed by certified person(s) as specified by the manufacturer and the State Fire Codes.

3. If emergency power is provided, the Safety/Building Engineer will check the generator once a week to ensure that all circuits and devices are in working order.
4. In the event of an emergency, the Safety/Building Engineer will stand by (at a location determined by the Fire and Life Safety Director (FLSD)) to provide needed information

of systems within the building to the Fire Department.

5. The Safety/Building Engineer will submit monthly reports to the Fire and Life Safety Director (FLSD) stating that all required tests on emergency equipment have been accomplished. This report will also contain the results of the tests and recommendations for future improvements including emergency egress lighting.

6. With the approval of the Fire and Life Safety Director (FLSD), the Safety/Building Engineer will select and train an alternate for the position of Safety/Building Engineer.

Floor Warden Duties

1. Ensure that an alarm will be sounded should an emergency exist on his/her assigned floor.

2. Maintain contact with the Fire Command Center should an emergency exist in other parts of the building.

3. Have charge of all matters relating to the Fire Safety Program and evacuation plans for his/her assigned floor.

   a. Order evacuation of his/her floor should conditions warrant.

   b. Carry out the evacuation of his/her floor as directed by the Fire Command Center or other responsible persons.

4. Ensure that frequent inspections of offices and public areas are conducted on his/her floor to eliminate fire hazards, ensure that fire protection equipment is in its designated place and ready to be used, and see that aisles are properly maintained and exits are not blocked.

5. Ensure that each person assigned to his/her floor knows the evacuation plan, including alternate routes.

6. <u>Devise a method of accounting for all persons on his/her floor in the event of an evacuation</u>.

7. Ensure that signs are properly posted and members of his/her assigned floor are trained concerning:

   a. Evacuation routes and procedure

   b. Exits and alternate exits for different floor areas

   c. Fire survival techniques

   d. Fire prevention practices

Deputy Floor Warden Duties in an Emergency

It is important that enough Deputy Floor Wardens be assigned to each floor to ensure that an adequate number will be available to perform the assigned duties should an emergency occur. These members should be chosen from interested persons who perform their normal job duties on the floor where they are designated Floor Wardens. The number of Deputy Floor Wardens will be determined by the type and size of the building.

The Deputy Floor Wardens duties include:

1. Assuming the role of the Floor Warden should he/she not be available and an emergency occurs.

2. With the approval of the Fire and Life Safety Director (FLSD), will select Floor Wardens to assist him/her in other duties, naming one or more of the Floor Wardens as his/her alternate.

3. Sounding an alarm by predetermined means should an emergency exist.

4. Directing occupants in his/her assigned area to predetermined exits or areas in the event of an evacuation.

5. Monitoring stairways during evacuation to prevent panic and avoid blocking of exits.

6. Check secluded areas for stragglers.

7. Close doors as he/she leaves.

8. Pre-assigning coworkers to assist persons needing special evacuation assistance to areas of refuge.

9. Extinguishing incipient fires with extinguishers.

10. Becoming thoroughly familiar with his/her area and passing this information along so that a bomb search can be effectively done in a timely fashion.

11. Assisting the Floor wardens in fire safety training for other floor occupants.

12. Conducting inspections, as directed, of offices and public areas to eliminate fire hazards.

13. Ensure that fire protection equipment is in its designated place and maintained.

14. Ensure that aisles are properly maintained and exits are not blocked.

NOTE: The number of Deputy Floor Wardens will be determined by the type and size of the building.

Building Emergency Response Team Duties

Inspections

The prevention of fires is the best defense against fire loss. An internal fire prevention and education program can accomplish this. The Building Emergency Response Team's role in the defense against fire becomes that of inspecting for common fire hazards, defects of fire protection systems, and educating the occupants of the building in safe fire practices. These duties involve inspecting the building on a regular basis and informing personnel of hazards that are encountered.

1. Prevent accumulations of rubbish. Have trash containers emptied each day, or more often, should the need arise.

2. Enforce no smoking in restricted areas. Smoking areas should be provided with proper type ashtrays.

3. Ensure that aisles providing access for firefighters and evacuations are kept clear of equipment or temporary storage of any kind.

4. Ensure that flammable liquids are stored and used according to Ohio Fire Codes/Columbus City Codes.

    a. Use in small quantities

    b. Keep liquid in approved safety cans/cabinets

    c. No smoking

    d. Ventilate area

    e. Clean up spills

    f. Applicable permits

5. Ensure that electrical appliances, machinery and equipment in operation are not left unattended.

    a. Keep portable heaters and other heat producing devices away from combustibles. (Use only if not a management policy preventing use. No extension cords. Heaters must be UL approved and do not leave unattended)

    b. Remove damaged electrical equipment from service.

    c. Do not allow makeshift repairs.

    d. Look for electrical equipment that isn't working properly or has an odor (odors from appliances or lights can be the first sign of fire.)

    e. Ensure that appliances are turned off at the end of the day.

    f. Do not overload cords or circuits.

    g. Prevent the overuse of extension cords. Extension cords are not to be used as

permanent wiring.

Sprinklers

1. Ensure that proper valves are open. Should valves need to close for repairs, notify the Division of Fire Alarm Office at 614-221-2345. When the systems is back in service call the Division of Fire Alarm Office at 614-221-2345.

2. Have extra sprinkler heads on premises at all times for replacement purposes.

3. Sprinkler heads should remain free and clear, at least 18 inches above stored contents to reduce possible obstruction to the distribution of water.

4. Sprinklers shall not be allowed to accumulate dust, lint or dirt.

5. Sprinkler heads should be protected while painting in the immediate area by covering them with a small paper bag and removing the bag immediately after painting is completed. A fire watch will be established during the time the bags are in place.

6. Inspect the FDC intake connection to ensure that threads are not damaged. Clapper valves shall move freely and connection shall be free of debris. Caps and covers shall be in place and marked as Fire Department connection and unobstructed.

Standpipes

Regulations require that Class II or Class III standpipe systems equipped with unlined linen fire hose cannot be greater in length than 75 feet. Lined single jacketed fire hose designed for use in these hose racks may be 100 feet in length.

1. That hose is not missing.

2. That nozzle is not missing or damaged.

3. That caps or hose gaskets are not missing.

4. That valves are not leaking.

5. That standpipe cabinets are conspicuous and not obstructed.

Extinguishers

1. Ensure that extinguishers are conspicuous and not obstructed.

2. Ensure that the proper extinguisher is available for the hazard involved.

3. The extinguisher should not be too close to the hazard which is to be protected.

4. Is the discharge orifice clean and unobstructed and ready for use?

5. All fire extinguishers shall be installed, inspected, maintained and tested <u>annually</u> according to the Ohio Fire Code (OFC 906). Ensure that a tag indicating compliance and showing the company name, date of service and seals are intact.

Alarms

1. The alarm tone used for evacuation and fire alarm should be distinctive in pitch and quality from all other sounding devices used in the building.

2. The fire alarm system shall be tested on a regular basis.

Preparing for the Emergency

Implementing the evacuation plan requires that certain general features of the building be predetermined and integrated into the plan.

Alarm Systems

The first and most important procedure to follow in an emergency situation is to notify the Fire Department and others of the danger. Should persons discover a fire and attempt to handle the situation without calling for help, the fire may gain considerable headway and be out of control when help is called. Each building must have some method of sounding an alarm.

The types of alarm systems will vary in different buildings. They may range from simple horns or visual alarms and the use of telephones to complex voice communication systems. No matter what system is implemented within the building, it should be capable of accomplishing the following:

1. Notifying the Fire Department. The Fire Department can have assistance on the way while other procedures are being implemented. Do not assume that all alarm systems notify the Fire Department. Some types of alarm systems only sound at the location where the alarm was pulled. Others transmit an alarm to a command center or manned central station that transmits the alarm to the Fire Department. Ensure that the evacuation plan includes charging responsible persons with notifying the Fire Department. Information should include:

    a. What the emergency is. A call to the Fire Department should be made prior to knowing actual emergency but don't hesitate to call back with updates.

    b. Location of the emergency: address, street, floor and type of room

2. Notifying those in immediate danger. This involves notifying those on the floor where the fire or emergency has occurred along with other appropriate floors. Local alarms, bells, whistles, horns, public address messages, etc. may be used. The alarm signal must be distinctive so that it cannot be confused with other signals produced in the same area. Members of the Safety Control Team (SCT) and other occupants of the building must know what the signal means and what is expected of them.

3. Notifying the Building Operations Center. The Operations Center should be informed as soon as possible as to which floor is involved. They are charged with the responsibility to notify all floors of the danger and what floor should implement evacuation. The Fire and Life Safety Director (FLSD) should report this location during an emergency.

Exit (Stairways and Passageways)

Exits play a very important role in any evacuation plan. Psychological factors must be considered

when exits are evaluated in the evacuation plan. Persons will probably not behave rationally under fire conditions. The possibility of fear and the resulting panic may become more hazardous than the actual fire danger. When people have confidence in a building and its exits, there is less danger of panic even though the actual danger may be present. When the dangers of a fire are present, persons will probably try to leave the area by the same route that they entered the building, instead of seeking an alternate route.

Elevators should not be used.

Therefore, all exists should be conspicuously marked, evacuation plans posted and occupants trained in the use of proper exits.

1. All exits shall be properly marked.

2. All stairways and passageways that do not provide a safe path for evacuation shall be marked that they are not exits.

3. All doors leading to stairways shall be unlocked to permit persons to exit from the stairway to safe locations on other floors.

4. All doors leading from stairways shall be marked with the floor number.

5. All stairways considered as exits shall be marked in some manner that will indicate the specific location of the stairway. This will allow persons in charge of evacuation to indicate safe exits to persons in danger. A suggested method of indicating specific exists would be: "N" for north stairways, "S" for south stairways, "E" for east stairways and "W" for west stairways. NE, SE, NW, etc could indicate additional stairways. This information should be indicated within the stairway and on fire doors leading to the stairway. This information should also be indicated on the posted evacuation plan and be kept at the Fire Command Center.

6. All exit stairways and passageways shall be kept clear at all times.

7. Deputy Floor Wardens should be assigned duties as stairway monitors to prevent unsafe actions of persons during the evacuation.

8. Alternate routes of exit should be planned for those instances when the original exit is blocked for some reason.

Elevators

While the elevator is the most commonly used method of entrance or exit from high- rise buildings during normal everyday use, it does not mean that it remains a safe method during a fire emergency. In fact, the use of elevator during a fire emergency presents some special hazards to the occupants. These have accounted for fire fatalities in some high-rise building fires. Therefore, **elevators should not be used by occupants as a means of evacuation unless so directed by the Fire Department**. Elevators should be so marked as to this information. The following considerations are recommended for elevators:

1. That elevator is of the emergency service type.

2. That elevators be posted with signs that they are not to be used by occupants during a fire emergency unless authorized by the Fire Department.

3. That any keys needed for elevator emergencies be provided in a designated location available to the Fire Department. Such location should be in the lobby at the Fire Command Center.

4. Elevators should be equipped with a method to provide two-way communications and emergency lighting.

5. The telephone number of a qualified elevator service person be listed and kept at the Fire Command Center. If a serious emergency is in progress, a call should be made to have the service person dispatched immediately.

6. All elevator shafts should be designated by number. This number should be placed on each shaft door on all floors. This information should be kept at the Fire Command Center.

7. All master switches for elevator control be numbered to correspond with the designated shaft way numbers. Locations of the control room should be included in the building diagram kept at the Fire Command Center.

Fire Command Center

Each high-rise building should have a Fire Command Center to serve as a focal point during an emergency. This should be on the first floor, if practical. The Fire Command Center provides several essential functions that are necessary for an EAP. It serves as a command post for the Building Emergency Response Team .It provides a communication center during an emergency. It provides a data center for all pertinent information that may be needed to combat the emergency. To accomplish this, the following considerations are recommended for Fire Command Centers.

1. It should be provided a method of two-way communications with all floors and elevators within the building and a method to communicate outside of the building.

2. If the building has an annunciator to show location of alarms or other key information, this should be located at the Fire Command Center.

3. The Fire and Life Safety Director or the Deputy Fire and Life Safety Director should take a command position at the Fire Command Center during an emergency.

4. A check-off list for each floor of the building should be kept at the Fire Command Center. This will be used to record the reports of each Floor Warden when accounting for personnel.

5. Keys to all locked doors should be kept at the Fire Command Centers, This includes:

   a. Elevator keys

   b. Tool to open elevator door

   c. Keys to any locked doors of utility areas or stairways

   d. Keys for opening windows, if available

e. Master keys (more than one may be needed) to all rooms

6. Important telephone numbers should be kept on file in a red loose-leaf binder at the Fire Command Center. This includes:

   a. Fire Department emergency number

   b. Police emergency number

   c. All members of the Safety Control Team (SCT)

   d. Qualified elevator service persons

   e. Key management personnel

7. Special information on the location of any hazardous materials or processes conducted within the building.

8. A check-off list for the Fire and Life Safety Director. This will include progress reports of the emergency and other key information needed by the Fire Department upon their arrival. It should include:

   a. Location of the fire or other emergency (floor and area)

   b. Seriousness
      - Unknown
      - Smoke
      - Minor fire
      - Serious fire
      - Any personnel reported trapped - their name, description and regular location should be provided

   c. Action to be taken
      - Evacuation stage and routes

   d. Report of conditions on floors above the fire
      - Evacuation in progress
      - Have been notified to hold position

   e. Fire protection systems operation, to include sprinklers or other extinguishing systems

   f. Number of occupants normally on floor at this time
      - Alarm floor
      - Floors above and below

9. Updated floor plans of all floors within the building should be kept at the Fire Command Center. This should include:

   a. A layout of hallways and offices

   b. Location of stairways and the distances from elevator banks or other key areas

c. Elevator shafts

d. Standpipe stations and the hose size and length available

e. Location of any two-way communication posts

f. Locations of utility valve shut-offs

g. Location of floor drains

h. Location of fire protection equipment valves and pumps

i. Location of air conditioning system shut-offs and if system could be used for ventilation

j. The highest floor that can be reached by 100-foot aerial ladders.

k. A complete list of all people needing special assistance evacuation and their location

Section 4 - Forms and Signs

Introduction

This section contains the following forms and information that can be used in setting up an emergency action plan.

- Floor Wardens and Deputy Floor Wardens
- Members of the Building Emergency Response Team
- Tenant Profile
- Fire Prevention Inspection Report
- Emergency Exit Plans
- Stairway Identification Guide
- List of Occupants Needing Special Assistance
- Fire Drill Report
- Tenant Training Records
- Evacuation Plans
- High-Rise Survey FP-340e

Emergency Telephone List

Floor Wardens and Deputy Floor Wardens

Floor	Name	Room #	Office Phone	Cell Phone	Title (FW or DFW)

Emergency Telephone List

Building Emergency Response Team

Floor	Name	Room #	Office Phone	Cell Phone	Title (Duties)

Tenant Profile

Company Information:

Date: _____

Company Name: _____ Suite: _____

Type of Business: _____ Floor(S): _____

Number of Employees on-site: _____

Emergency Contact:

Primary contact: _____Title: _____ Email: _____

Office Phone: _____ Cell Phone: _____ Home Phone: _____

Secondary contact: _____Title: _____ Email: _____

Office Phone: _____ Cell Phone: _____ Home Phone: _____

Employees Needing Assistance:

Name: _____Ambulatory: ____ Notes: _____

Name: _____Ambulatory: ____ Notes: _____

Name: _____Ambulatory: ____ Notes: _____

Name: _____Ambulatory: ____ Notes: _____

Name: _____Ambulatory: ____ Notes: _____

Name: _____Ambulatory: ____ Notes: _____

Tenant Floor Warden: _____ Office Phone: _____

Tenant Deputy Floor Warden: _____ Office Phone: _____

Please complete and return to the Fire Safety Director

Fire Safety Inspection Report

Check the following to prepare for your next fire inspection …

Access and Premises

- Building address should be clearly visible from street.
- Exterior access should be clear.
- Fire department connection should be clearly visible and readily accessible.
- Lockbox should be accessible and have proper keys for complete building access.
- Fire hydrants should be visible and accessible.

Means of Egress

- All exit doors should be visible, accessible, and fully functional.
- All exit doors should readily open from the inside without the use of a key or special knowledge or effort.
- All required fire doors must be self-closing and latch in the closed position.

Electrical

- Cover plates should be installed on all electrical receptacles.
- All circuits should be properly labeled on all electrical panels.
- There should be 30 inches of clear access in front of all electrical panels.
- Extension cords shouldn't be used, except for temporary power.
- All extension cords should be heavy duty, in good condition, and used for only small appliances.
- All extension cords should be grounded.
- If multiple items need to be plugged in, power strips with built-in circuit breakers should be used, and should be plugged directly into a permanent receptacle.

Egress Lighting

- All means of egress should be properly illuminated when the building is occupied.
- All emergency lighting units should be operable and properly located to illuminate all portions of the means of egress (push test button to check).
- All exit signs should be properly illuminated, and battery back-up should operate (if required – push test button to check).

Fire Extinguishers

- Generally, fire extinguishers should be installed within 75 feet of all areas of the building.
- All extinguishers should be visible and readily accessible.
- All extinguishers should meet the minimum required rating, or should be installed for special hazards.
- All extinguishers should be installed at the proper height above the floor (generally, the top of the extinguishers should be no more than 5-feet above the floor).
- All extinguishers should've been inspected and tagged by an approved agency within the past 12 months.

Fire-Alarm System

- An annual fire-alarm system functional performance test should be completed, along with a record of completion (you should have a copy available for the fire inspector).

Fire Safety Inspection Report

Fire-Sprinkler System

- Annual fire-sprinkler-system inspection, testing, and maintenance should be completed, along with a record of completion (you should have a copy available for the fire inspector).
- All storage should be located at least 18-inches below all fire sprinklers (in large warehouses, storage heights may be different).

Special Suppression Systems (Kitchen Wet Chemical, Clean Agent, Etc.)

- Annual or semi-annual special fire-suppression system inspection, testing, and maintenance should be completed, along with a record of completion provided (you should have a copy available for the fire inspector).

Passive Fire Protection

- **Rated construction**. All required fire-resistance rating of fire-resistance-rated construction (including walls, firestops, shaft enclosures, partitions, smoke barriers, fire-resistive coatings and sprayed fire-resistant materials applied to structural members and fire-resistant joint systems) shall be visually inspected by the owner annually.
    - **Records**. Are records of the required fire-resistance rating of fire-resistance-rated construction inspection for the last three years available for review by the fire code official?
- **Smoke doors.** Opening Protectives, e.g. Smoke Barriers and Smoke Partitions, been inspected and tested annually per NFPA 105 (OFC 703.1.2) (See Code Note)
    - **Records.** Are records of the required Opening Protectives inspection and testing for the last three years available for review by the fire code official?
- **Fire doors.** Opening Protectives, e.g. Fire Doors, been inspected and tested annually per NFPA 80 (OFC 703.1.3) (See Code Note)
    - **Records.** Are records of the required Opening Protectives inspection and testing for the last three years available for review by the fire code official?

HVAC Systems

- **Smoke dampers**. Smoke dampers (HVAC) shall be tested every four years, (6 years for hospitals) in accordance with NFPA 105 (OFC 703.1.2)
- **Fire dampers**. Fire dampers (HVAC) shall be tested every four years, (6 years for hospitals) in accordance with NFPA 80 (OFC 703.1.2)
    - **Records.** Are records of the smoke dampers required inspection and testing for the last three years available for review by the fire code official?
- **Stairway Pressurization and Smoke Management Systems**. Stairway Pressurization and Smoke Management Systems shall be tested semi-annually for dedicated systems annually for non-dedicated system in accordance with NFPA 92.
    - **Records**. Are records of the smoke dampers required inspection and testing for the last three years available for review by the fire code official?

        - **Code Note: OFC 703.1 Maintenance.** The required fire-resistance rating of fire-resistance-rated construction (including walls, firestops, shaft enclosures, partitions, smoke barriers, fire-resistive coatings and sprayed fire-resistant materials applied to structural members and fire-resistant joint systems) shall be maintained. Such elements shall be visually

inspected by the owner annually and properly repaired, restored or replaced when damaged, altered, breached or penetrated. Where concealed, such elements shall not be required to be visually inspected by the owner unless the concealed space is accessible by the removal or movement of a panel, access door, ceiling tile or similar movable entry to the space. Openings made therein for the passage of pipes, electrical conduit, wires, ducts, air transfer openings and holes made for any reason shall be protected with approved methods capable of resisting the passage of smoke and fire. Openings through fire-resistance-rated assemblies shall be protected by self- or automatic-closing doors of approved construction meeting the fire protection requirements for the assembly.

- **703.1.1 Fireblocking and draftstopping.** Required fireblocking and draftstopping in combustible concealed spaces shall be maintained to provide continuity and integrity of the construction.

Emergency Power

- **Emergency power.** Emergency and Standby Power System maintained in accordance with NFPA 110 and NFPA 111
- **Testing.** Generator(s) is/are inspected weekly and run monthly under normal load for 30 minutes.
- **Records.** Written record of all testing and maintenance of generators maintained.
- **Activation test.** An activation test of the exit and emergency lighting equipment with self-contained battery back-up power shall be performed monthly for a period of not less than 30 seconds. **Duration test**. A duration of not less than 90 minutes exit and emergency lights equipped with self-contained battery back-up power shall be tested annually for a period of not less than 90 minutes.
- **Records.** A written record of all inspection, testing and maintenance of exit and emergency lighting equipment shall be documented and available for review by the fire code official.

Heat-Producing Appliances and Devices

- Only UL-Listed portable electric heaters should be used, and only on a temporary basis.
- All electrical portable heaters should have a clear space on all sides of at least 36 inches.
- All gas-fired heat-producing appliances (furnaces, water heaters, etc.) should have a clear space from combustibles of at least 36 inches on all sides.
- All gas-fired heat-producing appliances should have vents properly installed and maintained.
- Proper clearance of combustibles should be maintained from all light fixtures.

Storage and Maintenance of Building Areas

- All trash and waste should be removed from the building daily (it's not allowed to accumulate).
- All oily rags or similar materials should be stored in approved metal containers.

Fire Safety Inspection Report

- All combustible materials should be stored in an orderly manner.
- No combustibles should be stored in any portion of the means of egress.
- All combustible decorations should be properly treated with fire retardants.
- All interior finishes should meet the code requirements for the type of occupancy.
- All combustible or flammable liquids should be properly stored in approved containers or cabinets.
- All compressed gas containers (tanks) should be secured to prevent them from falling over.

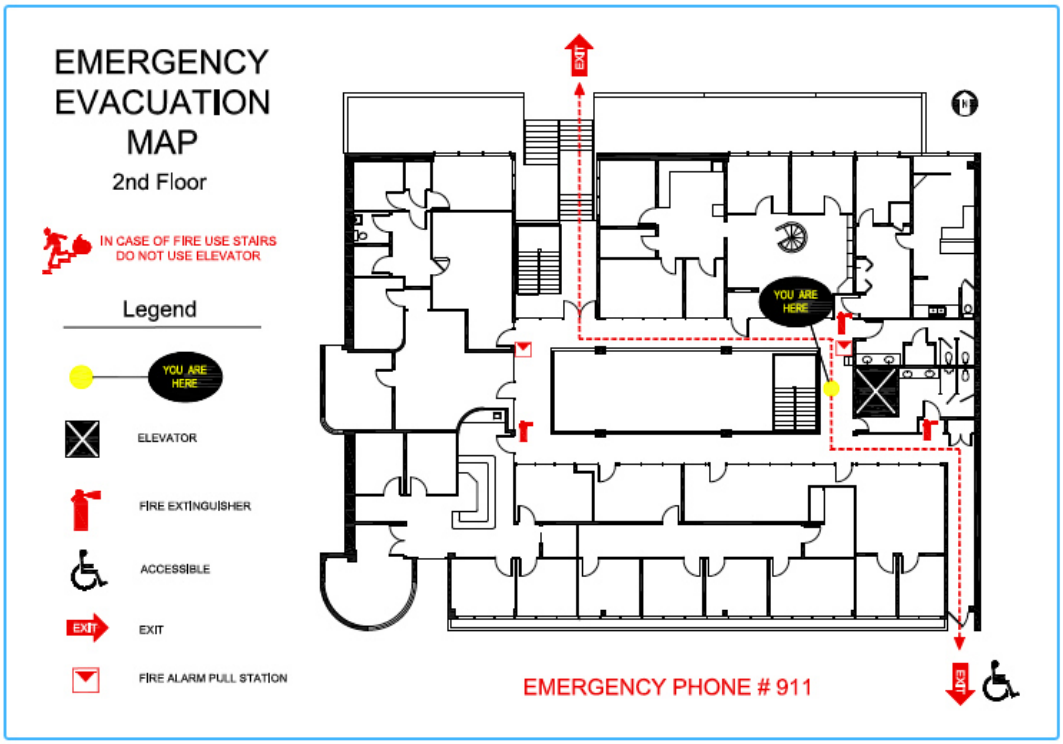
Smoke and Carbon-Monoxide Alarms

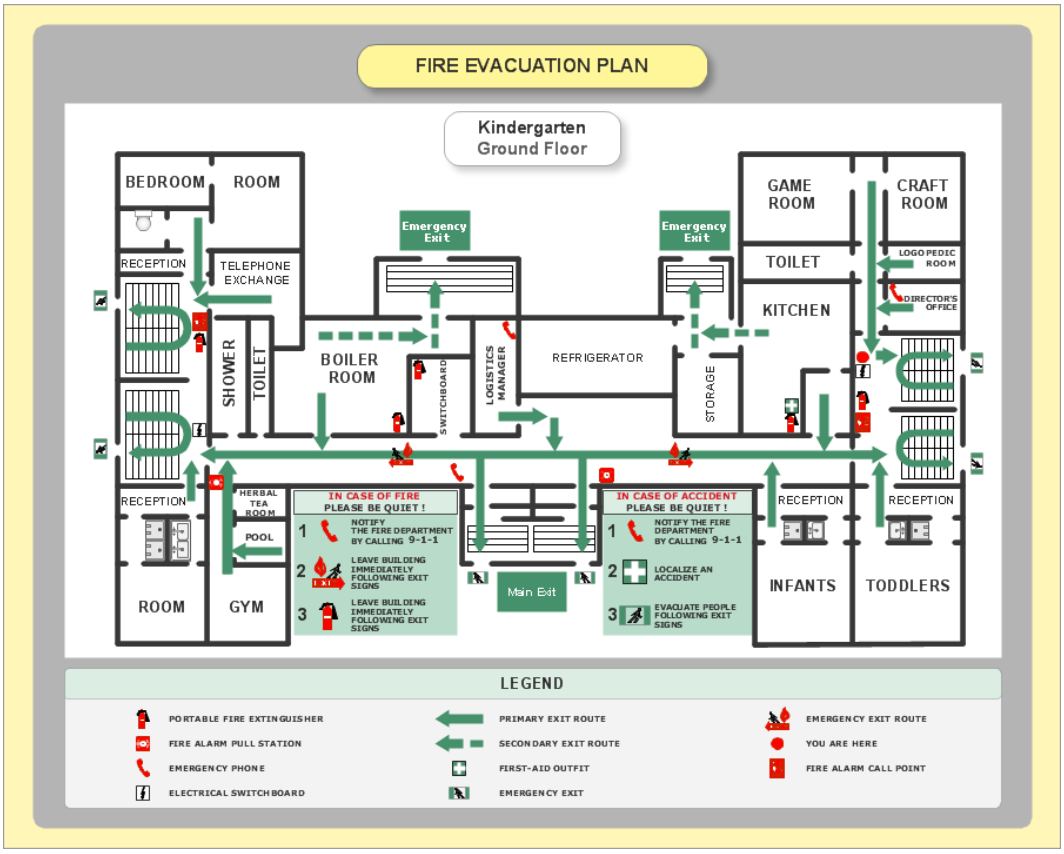
- All single- or multiple-station smoke alarms (detectors) should be operating properly (batteries should be replaced annually).
- All carbon-monoxide detectors should be operating properly.

Smoke and Carbon-Monoxide Alarms

- All single- or multiple-station smoke alarms (detectors) should be operating properly (batteries should be replaced annually).
- All carbon-monoxide detectors should be operating properly.

Emergency Exit Plan (Samples)





EMERGENCY EVACUATION MAP

2nd Floor

IN CASE OF FIRE USE STAIRS
DO NOT USE ELEVATOR

Legend

YOU ARE HERE

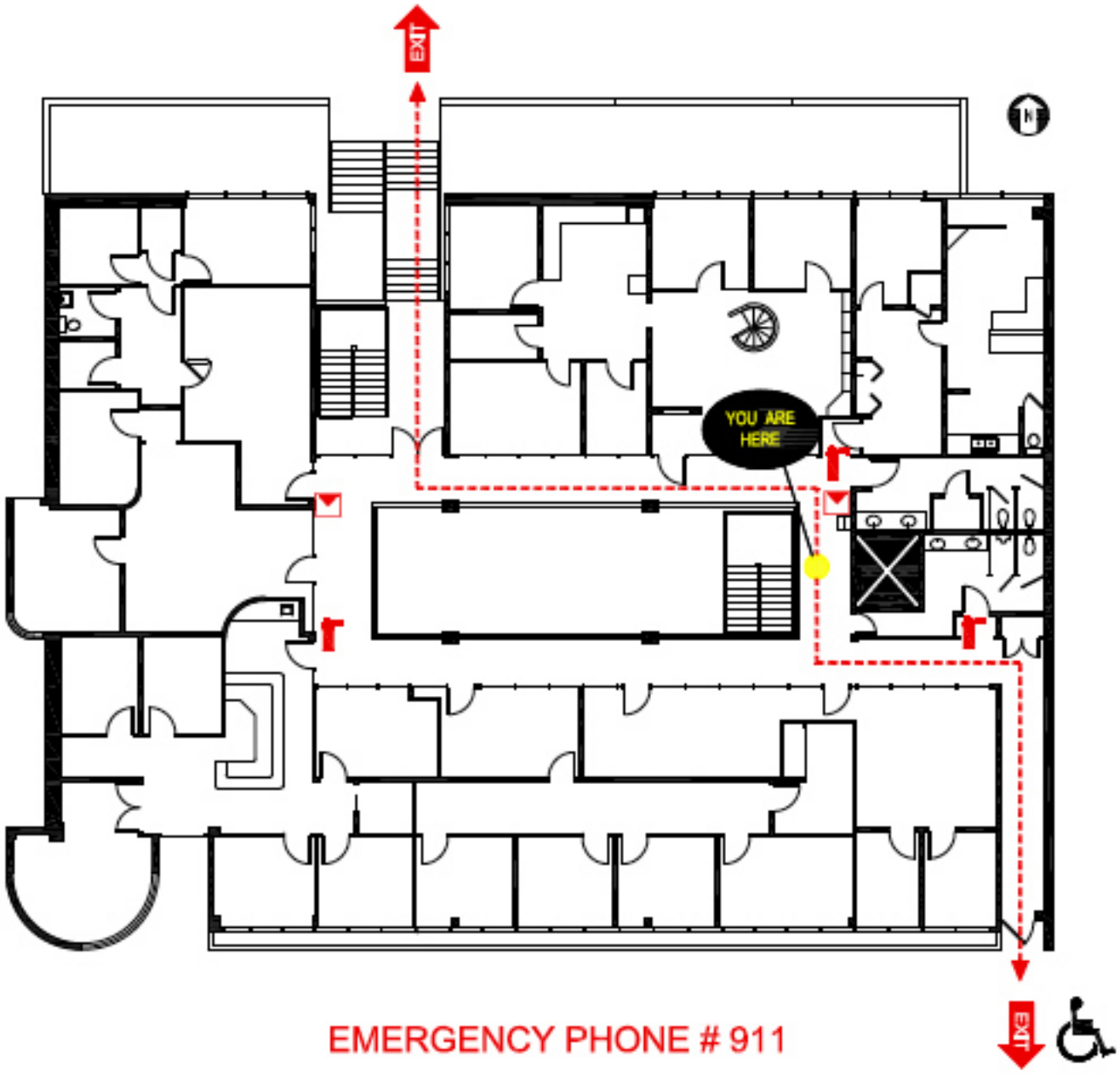
ELEVATOR

FIRE EXTINGUISHER

ACCESSIBLE

EXIT

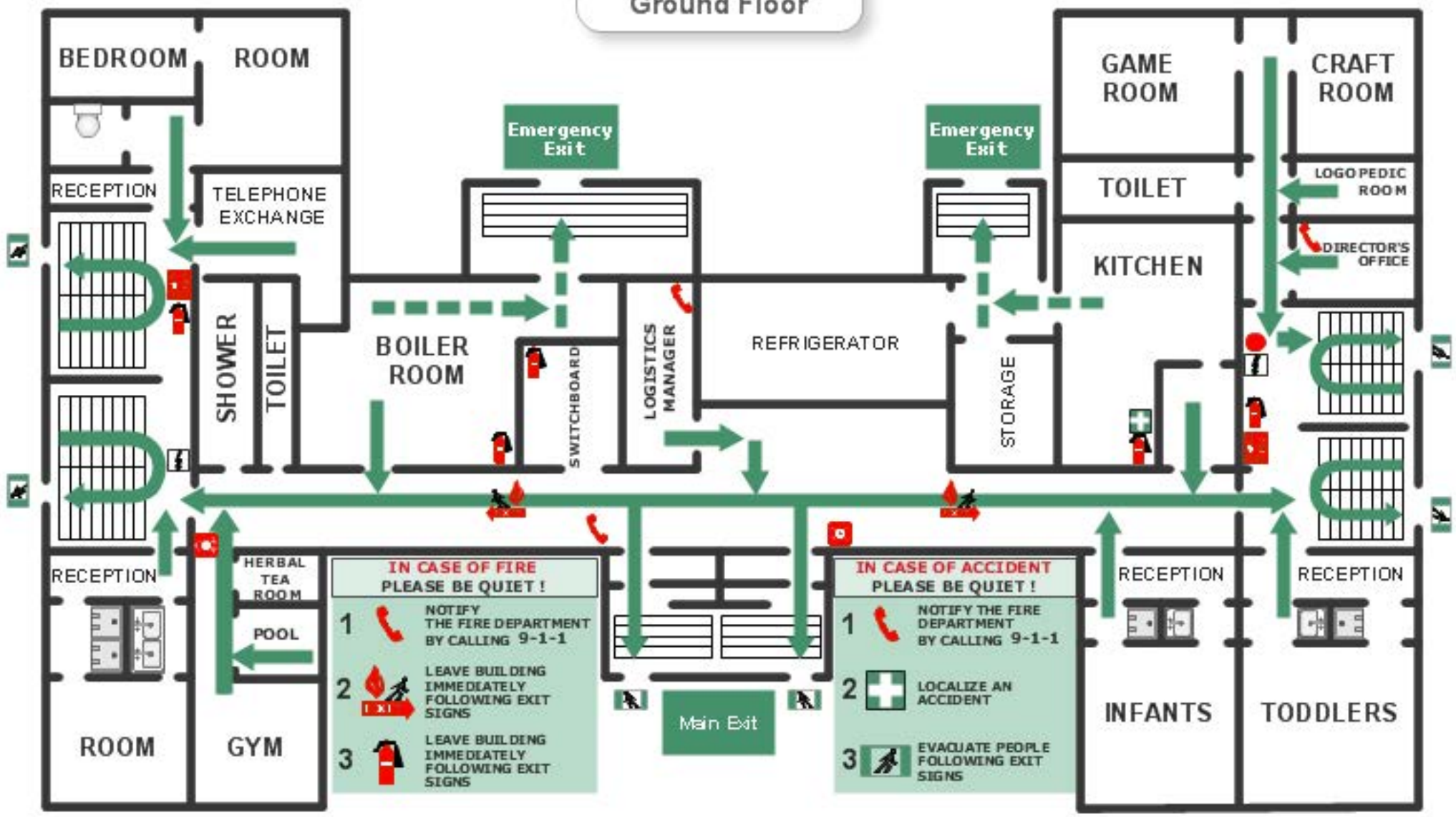
FIRE ALARM PULL STATION



EMERGENCY PHONE # 911

FIRE EVACUATION PLAN

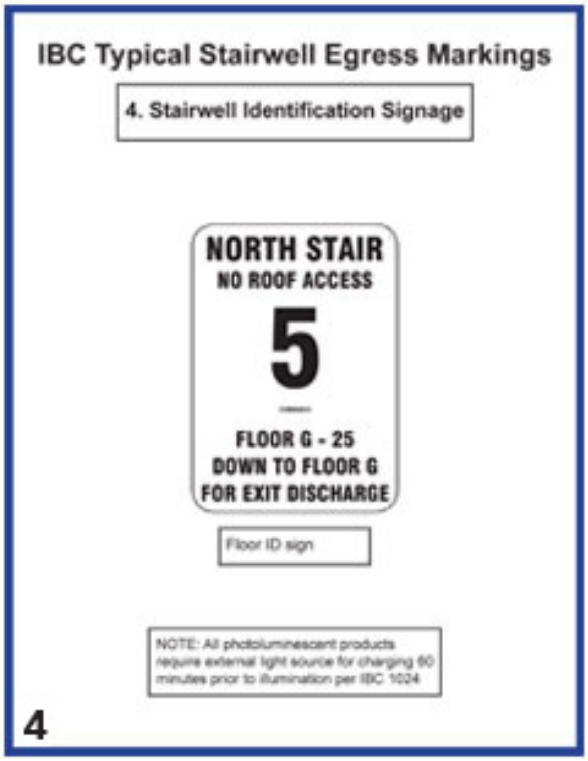
Kindergarten
Ground Floor



LEGEND

- PORTABLE FIRE EXTINGUISHER
- FIRE ALARM PULL STATION
- EMERGENCY PHONE
- ELECTRICAL SWITCHBOARD
- PRIMARY EXIT ROUTE
- SECONDARY EXIT ROUTE
- FIRST-AID OUTFIT
- EMERGENCY EXIT
- EMERGENCY EXIT ROUTE
- YOU ARE HERE
- FIRE ALARM CALL POINT

Stairway Identification



Chapter 2510 – MEANS OF EGRESS

2505.01 Scope. This chapter of the Columbus Fire Prevention Code shall include in its entirety, and as changed from time to time, the OFC Rule 10, OAC 1301:7-7-10, Means of Egress. The following revisions and additions, if any apply to this Article.

2505.02 Revisions. (Reserved for future revisions.)

2505.03 Stairway markings. In addition to the stairway marking requirements of the Ohio Fire Code and Ohio Building Code the following requirements shall apply whenever an interior exit enclosure connects more than three stories.

2505.03.1 Designation letters. Assignment of stairway designation letters shall start with stairway closest or next to the main entrance with the letter "A" and continue in a clockwise or left to right pattern. Numbering or naming of stairway is prohibited.

2505.03.2 No Reentry. Where stairway doors are locked from the stairway side to prohibit reentry to a floor, NO REENTRY shall be placed under the lower and upper terminus designation in 1- inch high block lettering. Additionally, the nearest floor above and below where a person can enter the floor from the stairway or where a telephone or two-way communication system is located shall be placed at the bottom of the sign in 1- inch high block lettering

2505.03.3 Schematic. A simplified schematic of the building footprint showing the building's exterior and general layout of the first floor or lobby level floor shall be displayed in the main entrance lobby and/or fire command center.

2505.03.4 Illustration. All stairway designation letters shall be clearly illustrated on the schematic and shall correlate with each stairway. A "YOU ARE HERE" designation should be indicated on the schematic showing its location in main entrance lobby and/or fire command center.

2505.03.5 Stairway information. Stairway information shall be included in the stairway location schematic indicating the following

1. Stairway Terminus (i.e., lowest and highest levels of the stairway) (Example: P-2 thru 14)
2. Availability of Roof Access (Example: Access to Roof or No Access to Roof)
3. Presence of a Standpipe (Example: Standpipe or No Standpipe)

Following is an example of a school site plan:

School Name: ABC School
School IRN: 123456
School Address: 123 North Street
Contact Information: Principal Smith, 614-123-4567

KEY
Fire Hydrants ★
Fire Vehicle Access →

People Needing Special Assistance

Name	Floor	Room	Type of Disability	Assistance Monitors

CITY of COLUMBUS, OHIO **DIVISION OF FIRE** 3675 Parsons Avenue	**HIGH RISE SURVEY**

Date of Report _____ Name of Building _____

Phone Number _____ Emergency Contact Person _____

Day Phone _____ Night Phone _____

Main Address _____ Secondary Address _____

24hr Security on site ☐ Yes ☐ No

Name of Security Co. _____ Phone No. _____

Year Built _____ Stories Above Street Level _____ Number of Basements _____

Height _____ Occupancy _____ Floor Dimensions _____ X _____

Square Footage Per Floor _____

Estimated Population:

Daytime _____

Night _____

Weekends _____

Type of Construction (see construction sheet for definitions) _____

Floor Construction _____

Basement ☐ Yes ☐ No Describe Best Access:

Loading Dock ☐ Yes ☐ No Is It Under Cover ☐ Yes ☐ No Describe Best Access:

ACCESS:

Primary access during business hours _____

Secondary access after hours _____

Best way to force secondary access _____

Will sidewalks support apparatus _____

Additional Access Comments:

Control Panel:

Annunciator Location _____

Reset Procedure _____

How is alarm triggered? (heat, smoke, manual pull) _____

Public address system? ☐ Yes ☐ No: (If yes, describe areas covered and its operation)

Communications with elevators? ☐ Yes ☐ No (If yes, describe operation)

Elevators:

Number _____ Location _____

☐ Passenger ☐Freight (If both, describe location of each)

Do elevators have fire service mode? ☐ Yes ☐ No

Are shafts vented to outside? (If not, where?) _____

Are cars programmed to return to lobby upon alarm activation ☐ Yes ☐ No

Are cars equipped with telephones? _____

Location of fire service keys _____

Location of hoist way door keys _____

Location of elevator machine room _____

Elevators Continued:

Manufacturer _____ Emergency Phone _____

Which floors are served? _____

Weight capacity _____

Are there any blind shafts? (If so, name location and floors served) _____

Additional elevator comments:

Stairwell(s):

Number _____ Location _____

Floors served _____

Are they pressurized? If yes, which one(s)? _____

Standpipes in stairwell? If yes, which one(s)? _____

Size of standpipe outlet? _____

Which stairwell(s) access roof? _____

Where do they exit? (outside, lobby, etc.) _____

Emergency phones in stairwell(s) If yes, locations? _____

Additional stairwell comments:

Utility Shutoff Locations:

Interior gas shutoffs _____

Exterior gas shutoffs _____

Curb box location _____

Electric _____

Water _____

Describe location of mechanical equipment room (MER) _____

What floor does each MER control _____

Does building have backup battery powered lighting? If so, where? _____

Specific utility problems or concerns:

HVAC System:

Describe heating and cooling system:

What areas are covered? _____

Does it have full exhaust capabilities? _____

Location of controls: _____

HVAC System Continued:

Can air handlers exhaust smoke? _____

Will smoke cause air handlers to shutdown? _____

Are there Fire/Smoke dampers? _____

How and where is system shut off? _____

Vertical Shafts:

Location of pipe chases _____

Location of other vertical shafts _____

Location of trash chute _____

Most likely means of floor to floor smoke movement _____

Describe any shafts sprinklers:

Water Supply:

Standpipe Siamese location _____

If more than one, do they supply certain areas or feed the entire system?

Sprinkler Siamese location _____

If more than one, do they supply certain areas or feed the entire system?

Water Supply Continued:

Hydrant Locations _____

Hydrant map page number _____

Main size _____

Fire pump? ☐ Yes ☐ No: If yes, location _____

Water Supply of Fire pump (city, gravity tank, etc.) _____

Location and capacity of private water supply such as gravity tanks etc.?

GPM of Fire pump _____ PSI of Fire pump while running _____

Type of fuel? _____

Auxiliary Generator? ☐ Yes ☐ No Fuel? _____

Location of fuel tank(s) _____

What does it supply? (Elevators, lights, Fire pump, Alarm system, sump pump, etc.):

Fully Sprinklered? ☐ Yes ☐ No (If no, what areas are not covered):

Type of sprinkler system (wet, dry, antifreeze, pre-action, deluge) _____

Standpipe locations _____

Respective shut-offs _____

Water Supply Continued:

Floors covered by each riser _____

Standpipe outlet size _____

Restricting devices? _____

Pressure reducing devices? _____

Can these devices be adjusted or removed? If so, how? _____

Additional water supply comments:

Other Extinguishing Systems:

Type and location of systems _____

Process of equipment covered by the system _____

Windows:

Fixed or can they be opened without removing the glass _____

Best method of forcing _____

Are the windows made of tempered or plate glass _____

Hazardous Material:

Type _____

Amount _____

Location _____

Permits _____

Hazardous Materials Continued:

Location of Shutoff valves _____

Additional hazardous material comments:

Anticipate problems (Use space to call attention to any unusual problems such as water shortage, man-traps, difficult entry, hazardous materials, etc.):

_____ _____

Building Representative | High Rise Officer, ID#, Company & Shift

Home Phone number: _____

THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR
DIVISION OF FIRE

Fire Prevention Bureau
3639 Parsons Ave
Columbus Ohio 43207
High Rise Coordinator
614.645.7641 ext. 75641
jmfunk@columbus.gov

Emergency Drill Request/Verification Form

1-DRILL INFORMATION- Building representative please complete section (1) and return via email to jmfunk@columbus.gov or give to your CFD High Rise Officer for forwarding to FPB.					
Contact Name:			Phone #		
Email address:					
Name of Building / Business:			Type of Business:		
Address, zip code:					
Number of occupants:		Number of – Floors:		Exits:	
Number of persons needing assistance		**CFD Apparatus Requested Y/N**			
Date and time of drill (or request):		Alternate date & time:			
****Please provide at least 24 hours' notice for cancellation****					
2-FPB – INSPECTOR 41 USE ONLY-FOR REQUESTED CFD DRILL PARTICIPATION					
High Rise:Y/N		High Rise Officer Name:		Present: Y/N	
Requesting:	Engines	Ladders	Medics	Chief	BIR#
Date sent to ES-1 Office:		E-Mailed ☐	Faxed ☐	Mailed ☐	Walked ☐
Drill cancelled	☐	Use alternate date specified above: Y/N		Reschedule date:	
3-ES 1 OFFICE USE ONLY-FOR REQUESTED CFD DRILL PARTICIPATION					
Approval to use on-duty emergency personnel/equipment:			Approved ☐	☐ Disapproved	
Approval for 4 hrs Comp-Time for off duty high-rise officer:			Approved ☐	☐ Disapproved	
ES-1 Signature:					

4-EVACUATION DRILL VERIFICATION			
Records shall be maintained of required emergency evacuation drills and include the following information:	**Recorded**		**Recorded**
Identity of person conducting drill	☐	Special conditions simulated	☐
Date and time of drill	☐	Problems encountered	☐
Time required to accomplish complete evacuation	☐	Number of occupants evacuated	☐
Staff members on duty and participating	☐	Notification method used	☐
Weather conditions when occupants evacuated	☐		

Signature of building representative below is verification that the drill was completed on the specified date and that evacuation drill information is being recorded and maintained per the Ohio Fire Code.

Name:		**Signature:**		**Date:**	

FIRE PREVENTION BUREAU
3639 Parsons Avenue
Columbus, OH 43207
614-645-7641

Evacuation Drill Documentation:

Section 4 of the Ohio Fire Code:

405.5 Record keeping.
Records shall be maintained of required emergency evacuation drills and include the following information:

(a) Identity of the person conducting the drill:_____
(b) Date and time of the drill:_____
(c) Notification method used:_____
(d) Staff members on duty and participating:_____
_____
_____
_____
_____
_____
_____
_____
_____
(e) Number of occupants evacuated:_____
(f) Special conditions simulated:_____
_____
_____
_____
_____
_____
(g) Problems encountered:_____
_____
_____
_____
_____
_____
_____
(h) Weather conditions when occupants were evacuated:_____
(i) Time required to accomplish complete evacuation:_____

Tenant Training Record

Date: _____

Tenant Name: _____ Suite: _____

Fire Safety Director: _____ Office Phone: _____

Floor Warden: _____ Office Phone: _____

Deputy Floor: _____ Office Phone: _____

Deputy Floor: _____ Office Phone: _____

Deputy Floor: _____ Office Phone: _____

Deputy Floor: _____ Office Phone: _____

Area(s) Discussed

_____ Employee / Public Accidents
_____ Fire Procedures
_____ Elevator Emergency
_____ Other (specify Below)

_____ Tornado / High Wind Procedures
_____ Bomb Threat
_____ Evacuation

_____

_____

I have received and reviewed with the Fire Safety Director or his/her designee a copy of the emergency Action Plan for:

_____

_____
Tenant (Signature and date)

_____
Fire Safety Director (Signature and date)

_____ _____
Building Manager (Signature and date)

All new regular building occupants shall be instructed on the emergency action procedures. This shall occur within 14 days of assuming occupancy in the building.