



COLUMBUS DIVISION of FIRE



**SAFETY PROGRAM AND  
EMERGENCY PROCEDURES  
FOR HIGH-RISE/ HIGH-RISK  
BUILDINGS**

## **To High-Rise Building Owners or Managers:**

January 2010

To assist you in setting up your Emergency Action Plan, we have compiled a booklet of some of the points that you will be covering in our plan.

The majority of the guidelines in this booklet 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.

The have your Emergency Action Plan approved by the Fire Department, the plan will have to meet the requirements of the High-Rise Safety Ordinance, which is outlined in this booklet.

A copy of your plan must be submitted to either your Fire Department Liaison Lieutenant or sent to the below address for approval by the Fire Chief to be kept on file.



**City of Columbus  
Columbus Division of Fire  
Fire Prevention Bureau  
Permit Section, Prevention 28  
3639 Parsons Avenue  
Columbus, OH 43207-4054  
(614) 645-7641  
Fax (614) 645-6637**

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Alonzo King  
Columbus Division of Fire  
3639 Parsons Avenue  
Columbus, Ohio 43207 USA  
[www.columbusfire.org](http://www.columbusfire.org)<<http://www.columbusfire.org/>>

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# Abbreviations

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1	Building Engineer	BE
2	Fire Safety Director	FSD
3	Deputy Fire Safety Director	DFSD
4	Evacuation Supervisor	ES
5	Safety Control Team	SCT
6	Floor Captain	FC
7	Floor Warden	FW
8	Columbus Division of Fire	CFD
9	Incident Commander	IC
10	High Rise Safety Officer	HRSO (Lieutenant)
11	High Rise Coordinator	HRC (Prevention 28)

## High-Rise Safety Program

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### Introduction

The need for high-rise 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 problem.

The City of Columbus has approximately 150 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.

This program 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 people may be children or senior citizens, physically impaired, asleep or transitory. The height of the building may make evacuations very time consuming, if not impossible in time of an emergency.

## **Structural Deficiencies**

There is the possibility that a fire in a high-rise building would be confined to the compartment or floor on which the fire originates. If a building is sprinkled, there is a good chance that the fire will be confined to that area. If the fire integrity of the compartment has been violated due to remodeling or new construction, possibility of fire spread is greatly increased. A heavy fire load may also cause extension of 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 fire to spread to other areas. Improper maintenance of fire protection equipment could cause a malfunction, 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 the sixth and seventh floors. The availability of elevators to get to 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 getting to 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 and to reduce damage or destruction to the building and its contents. The following objectives need to be developed:

- Fire Safety planning
- Evacuation planning
- Safety Control Team development
- Fire Prevention program
- WMD Protection
- A copy of these plans need to be updated yearly with any changes to floor layouts with prior approval of the Building Department
- A copy of these plans need to be given to the Fire Department for approval and kept on file

## **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, evaluation planning and safety control 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 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 education, advisement and enforcement.
4. Implementing an in-building safety control 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 High-Rise Safety Coordinator/High-Rise Inspector (also known as High-Rise Safety Officer or HRSO)**

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 fire inspector who will oversee and assist the building occupants in their daily operations of the high-rise safety program.
2. The high-rise inspector shall be the liaison between the Fire Safety Directors and the Columbus Division of Fire.
3. The high-rise coordinator shall research and advise of guidelines for the High-Rise Fire Safety program. They will be a point of reference for both the inspectors and Fire Safety Directors.
4. The high-rise coordinator will maintain a file with evaluation and Fire Safety plans and related activities for each high-rise building.
5. The high-rise inspector will perform inspections of the high-rise quarterly. This is in addition to any business or special inspection that may be performed by other Division members.

## **Duties of the High-Rise Safety Officer**

1. 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 Safety Director (FSD) regarding his assigned high-rise building. He 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 High-Rise Safety Coordinator (HRC).
2. When an officer is newly assigned to a high-rise building, he shall make himself knowledgeable of all aspects of his assigned building. This should be done as soon as possible so as to maintain continuity within the program.
3. He shall act as liaison to operations forces regarding any interaction between the high-rise safety program and the high-rise tactics program.
4. He will conduct visits (minimum of 4 per year) with the certified fire safety director and will provide guidance and information on fire safety planning, evacuation procedures and safety-control team organization, when requested.
5. He will provide assistance in fire safety education to building occupants and service personnel and in the establishment and training of the safety-control team when requested.
6. He will see that the building survey 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 evaluation 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 evaluation procedure. A hard copy of this should be kept in the command center of each high-rise and available to arriving Fire Department personnel and building occupants at all times.

(B) The fire safety plan and evaluation 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 evaluation procedure shall be distributed to the tenants or other occupants and to building service employees. Tenants or other occupants shall distribute to their

employees applicable parts of the fire safety plan and evacuation procedure which concern their actions in 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 evaluation procedure upon any change in occupancy, occupancy use, physical arrangement or change to the building. All such updated portions shall be submitted to the High-Rise Inspector and sent through the chain to the Fire Chief within thirty (30) days of such change. (Ord. 2049-95.) The manual should be reviewed annually by the Fire Safety Director (FSD).

## **Columbus City Code Section 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(s) 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 (FSD), 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 (FSD) to act as Evacuation Supervisor. The primary duties of the Evacuation Supervisor will be to initiate and coordinate the evacuation procedures and to carry out any other duties as provided in the fire safety plan. (Ord. 2049-95.)

They must also have certification required by legislation approved by the Columbus City Council.

## **Duties of the Building Owner or Authorized Agent**

### **General**

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 Chief of the Fire Department 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 a fire safety plan be implemented and that this be maintained in written form. The fire safety 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 fire. This should include special instructions for people needing special assistance in evacuation.
- (D) An outline of an evaluation plan developed for occupants and service personnel.

2. That a safety control 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 safety-control team will be used in implementing the fire prevention, fire control and rescue measures of the fire safety plan.
- (C) That regular meetings and training sessions be provided for the safety-control teams.

NOTE: It is recognized that not all buildings classified as high-rises will have the necessary personnel to allow for a fully developed safety-control 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 Safety Program", with name and address of building on the front cover. Additionally, this manual shall be kept on premises in a readily accessible place known to Building Management and Certified Fire Safety Director.

## **Emergency Action Plan**

As addressed above, an emergency action plan shall be prepared in accordance with the requirements of the Columbus Division of Fire, 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 an emergency and said plan 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 Fire Safety Director (FSD) and the High-Rise Coordinator.

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:

- The procedure for communicating an alarm.
- The procedure for evacuating or relocating building occupants and, specifically, individuals needing special assistance and how they will be assisted.
- The procedure for conducting fire drills.

2. The applicable parts of the emergency action plan shall be distributed to all regular building occupants and 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 once a year.

## **Fire Safety Director (FSD)**

The owner or authorized representative shall assign a responsible person as Fire Safety Director (FSD) 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 Director (FSD) can no longer perform their responsibilities. They must have full qualifications within 180 days of being appointed. At no time shall the position not have a qualified person in the position for more than 210 days per year.

## **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).

## **Safety Control Team**

A Safety Control 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 safety control 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 Safety Control Team.

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

## **Loose-leaf Binder Titled “High-Rise Safety Program”**

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 titled “High-Rise Safety Program” with the name and address of the building(s) should contain the following:

1. Building floor plans
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 Safety Director (FSD) and any assistants with records and certificate
6. A record of all fire drills and training
7. A list of handicapped occupants and their locations – detail how they will be assisted during various emergencies
8. A copy of the Emergency Action Plan (evacuation plan)
9. Permits

10. Elevator certificates (copies)

11. Boiler certificates (if applicable)

This reference material should be kept at the Control Center. Duplicate copies shall be filed with the Fire Prevention Bureau High-Rise Safety Coordinator and the Fire Safety Director (FSD).

## Emergency Procedures for High-Rise Buildings

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### 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, on most occasions of an emergency, it will not be necessary or feasible.

High-rise buildings on the most part, 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 move 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's Safety Control Team and the Columbus Division of Fire Department (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. Recommendations for these events are included in this guide in Section 2.

NOTE: The Columbus Division of Fire High-Rise Coordinator (HRC) 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 customers or visitors that do not possess 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 Safety Control Team (SCT) 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 Occupancy.** 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 Safety Control Team (SCT), 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 will probably be within the building during business hours. It will be important to involve these persons in the Control Team.

### **Residential Buildings**

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

1. **Apartments,** 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 Safety Control Team (SCT) will probably be maintenance personnel on duty within the building. Involvement of the residence will also 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 Safety Control 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 persons available on all floors at all hours. These persons 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 Safety Control Team (SCT) who are responsible for implementing the Emergency Action Plan when a fire emergency exists. The Safety Control Team (SCT) 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, then the Building Control 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:
    - 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 Control Center switchboard operator or sounding the building fire alarm.
  - a. The Emergency Action Plan should have a procedure to notify members of the Safety Control Team (SCT) and other responsible persons of the emergency, its nature, location and any assigned task.
  - b. The Control 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 Safety Control Team (SCT) should be assigned to meet the Fire Department and direct them to the Control Center where they may be directed to the location of the fire.
3. Notify other occupants and members of the Safety Control Team (SCT) 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 Safety Director (FSD) 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 Safety Control Team (SCT) 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 (6) 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 fire captains 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) of the 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<sup>th</sup> floor. If there is too much smoke in the stairway to allow you to go 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 captains of all other floors are notified of the emergency by the Control 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 Control Center. Members of the Safety Control Team (SCT) 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 Safety Control Team (SCT). 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 Safety Control Team (SCT) 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 Safety Control Teams (SCT). Columbus Division of Fire members will always have final say. Suggestions from the Safety Control Team (SCT) will always be useful in helping Columbus Division of Fire members making their decision.

2. The Floor Captain 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 Control 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 Safety Control Team (SCT) may have to initiate this stage.

1. The Control 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 Captain of the floors above the fire will determine from the Control 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 Control Center will notify floors below the fire to begin evacuation.
  - a. Floor Captains 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 Safety Control Team (SCT), 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**

(A) 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.

(B) 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.

(C) 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.

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

(E) 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 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 patient 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, 405.2.**

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 Control 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 Safety Control Team (SCT) 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.

On 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:
  - a. What is the exact location of the bomb?
  - b. What time is it set to detonate?
  - c. What does it look like?
  - d. What is the explosive?
  - e. Why was it placed?
  
2. Record:
  - a. Date and time of call
  - b. Exact language used
  - c. Male or female, adult or child, approximate age, race
  - d. Speech:
    - (1) Slow
    - (2) Rapid
    - (3) Normal
    - (4) Excited
    - (5) Loud
    - (6) Disguised
    - (7) Broken
    - (8) Sincere
    - (9) Accent
  - e. Background noise
  - f. Name of operator receiving call
  
3. Notify:
  - a. Report the call to the Police Department – 9-1-1
  - b. Notify your supervisor
  - c. Follow instructions
  - d. 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. Safety Control Team (SCT) 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, altered consciousness or is unconscious don't waste time, call 9-1-1, know location of AED system and train personnel with a backup.
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 Safety Director (FSD) 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**

NOTE:

1. Activate a fire alarm pull station, then call 9-1-1. Give the following information:
  - a. Building name
  - b. Floor number
  - c. Details of fire emergency
2. Upon an alarm, evacuate immediately, using the nearest interior or exterior stairwell.
3. Floor Captains 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**

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

### **DON'Ts**

1. DO NOT attempt to fight the fire, if it's larger than can be controlled with an extinguisher used by a trained person.
2. 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.

#### **Handicapped Evacuations**

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

## High-Rise Fire Safety Control Team

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### 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 Safety Director (FSD) in the establishment, implementation and maintenance of the Emergency Action Plan.

## Objectives

Within the Emergency Action Plan, a Safety Control Team (SCT) 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 a Fire Safety program, 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 High-Rise Safety Coordinator 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 Safety Control Team (SCT) 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 Safety Control Team (SCT). 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 Safety Director (FSD) of the Safety Control Team (SCT) should report to a member of higher management. The Fire 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 Safety Control Team (SCT) to conduct training sessions and drills.

5. Providing resources for the Control Team.

a. Personnel. Persons may be assigned to Safety Control Team (SCT) 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 the building management for the Safety Control Team (SCT) 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 "Safety Control 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 Control Center and individual floors or areas would provide for greater efficiency of an evacuation plan.

### **Safety Control Team Organizations**

The size and organizational structure of the Safety Control Team (SCT) will depend upon the size and occupancy of the particular high-rise building. The personnel of the Safety Control Team (SCT) 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 person 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 Safety Director (FSD) – must be certified per City Code Section 2509.06
2. Deputy Fire Safety Director – must be certified per City Code Section 2509.06
3. Safety Engineer
4. Floor Captain for each floor
5. Floor Wardens for each floor

## Individual Responsibilities of the Safety Control Team (SCT)

### Fire Safety Director

The key to the successful operation of the Safety Control Team (SCT) is the devotion of the Fire 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, and those persons in charge of small concerns in the building. 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 Safety Control Team (SCT) and have the power or delegated authority to accomplish the duties of the Control team.

Responsibilities of the Fire Safety Director (FSD) include:

1. Serve as liaison between that individual high-rise building owner and the Columbus Division of Fire (CFD) through the High-Rise Safety Officer (HRSO).
2. Organize the Safety Control Team (SCT) 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 an Emergency Control 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 Safety Control Team (SCT) should be assigned to the Emergency Control Center to facilitate this duty during an emergency situation. This would normally be an assignment of the Fire Safety Director (FSD).
5. This reference material should be kept at the Control Center. Duplicate copies shall be filed with the Fire Prevention Bureau (FPB) High-Rise Safety Coordinator.
  1. Building floor plans.
  2. Types of fire protection equipment, sprinklers, standpipes, fire pumps, generators, fire alarms, fire extinguishers, etc.
  3. 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)
  4. Record of necessary periodic testing includes emergency power and lighting.

5. Name of the Fire Safety Director (FSD) and any assistants with records and certificate.
6. A record of all fire drills.
7. A list of handicapped occupants and their locations.
8. A copy of the Emergency Action Plan (evaluation plan).
9. Permits.
10. Elevator certificates (copies)
11. Boiler certificates (if applicable)

6. Ensure that all members of the Safety Control Team (SCT) are trained in their duties of evacuation, extinguishing incipient fires, inspections and that this training is given by members of the Safety Control Team to other occupants of the building.

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

### **Deputy Fire Safety Director**

The Deputy Fire Safety Director (DFSD) needs to be familiar with the duties and responsibilities of the Fire Safety Director (FSD) and assist the Fire Safety Director (FSD) in the performance of these duties. In the absence of the Fire Safety Director (FSD), the Deputy Fire Safety Director (DFSD) 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 Safety Director (FSD) 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. (OFC 901)

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. (OFC 604.3 A, B, C; 604.4)

4. In the event of an emergency, the Safety/Building Engineer will stand by (at a location determined by the Fire Safety Director (FSD)) 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 Safety Director (FSD) 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 Safety Director (FSD), the Safety/Building Engineer will select and train an alternate for the position of Safety/Building Engineer.

### **Floor Captain Duties**

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

2. Maintain contact with the Control 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 Control 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. Devise a method of accounting for all persons on his/her floor in the event of an evacuation.

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

## **Floor Warden Duties in an Emergency**

It is important that enough 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 Floor Wardens duties include:

1. Assuming the role of the Floor Captain should he/she not be available and an emergency occurs.
2. With the approval of the Fire Safety Director (FSD), 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 from stragglers.
7. Close the door 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 Captain 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 Floor Wardens will be determined by the type and size of the building.

## Safety Control Team (SCT) Duties

### Inspections

The prevention of fires is the best defense against fire loss. An internal fire prevention and education program can accomplish this. The Safety Control Team's (SCT) 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 evacuating 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 heater and other heat producing devices away from combustibles. (Use only if not a management policy. No extension cords. UL approved 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 be closed 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 Siamese 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**

The Federal Occupational Safety and Health Administration 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.

Ensure the following:

- A. That hose is not missing.
- B. That nozzle is not missing or damaged.
- C. That caps or hose gaskets are not missing.
- D. That valves are not leaking.
- E. 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 annually 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 Control Center. The Control 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 Safety Director (FSD) 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 exits should be conspicuously marked, evacuations 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 exits 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 Control Center.
6. All exit stairways and passageways shall be kept clear at all times.
7. 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 elevators be 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 Control Center.
4. Elevators should be equipped with a method to provide two-way communications and emergency lighting.
5. That the telephone number of a qualified elevator service person be listed and kept at the Control 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 Control Center.
7. That 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 Control Center.

### **Control Center**

Each high-rise building should have a Control Center to serve as a focal point during an emergency. This should be on the first floor, if practical. The Control Center provides several essential functions that are necessary for a Fire Safety Program. It serves as a command post for the Safety Control Team (SCT). 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 Control 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 Control Center.
3. The Fire Safety Director or the Deputy Fire Safety Director should take a command position at the Control Center during an emergency.
4. A check-off list for each floor of the building should be kept at the Control 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 Control Center. This includes:
  - a. Elevator keys
  - b. Tool to open elevator door

- c. Keys to any locked doors to 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 Control 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 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. A manual containing updated floor plans of all floors within the building should be kept at the Control 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

## Forms and Signs

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### Introduction

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

- Emergency Telephone List: Floor Wardens / Alternates
- Fire Prevention Inspection Report: Housekeeping/Maintenance and Fire/Life Protection Systems
- Fire Drill Reports
- Company Profile
- Tenant Training Record
- List of the Physically Impaired
- Emergency Evacuation Procedures for Disabled Individuals
- Emergency Exit Plan (Sample)
- In Case of Fire, Do Not Use Elevators (Sign)
- Stairway Identification
- Sign in sheet – if maintained



## Fire Prevention Inspection Report

### Housekeeping/Maintenance

- | <u>OK</u>                | <u>NOT</u>               |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. All no smoking regulations being observed.                |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Proper ashtrays, receptacles being used.                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Combustible waste placed in proper/approved containers.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Trash/rubbish removal made on a regular basis.            |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Flammable liquids safely stored in approved containers.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. "No Smoking" signs posted in above areas.                 |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Proper/approved ventilation provided in above areas.      |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. All electrical plugs, switches and in good repair.        |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Adequate clearance maintained at all sub-panels (3 feet). |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Electrical and devices turned off when not in use.       |

### Fire/Life Protection Systems

- | <u>OK</u>                | <u>NOT</u>               |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Adequate lighting in corridors, exits and stairwells.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Exit signs illuminated as required.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Evacuation routes adequately posted.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Evacuation signs maintained – none defaced or missing.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Fire doors in operable condition – none wedged or blocked open, especially at stairwells.                 |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Stairwells free of obstacles, storage, refuse, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Corridors and exits maintained unobstructed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Fire alarm systems tested regularly.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Fire sprinkler inlets and shutoff valves visible/accessible.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Fire sprinkler heads clean and unobstructed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Adequate clearance (3 feet) for all fire extinguishers/hoses.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Fire equipment in proper/legal locations, in undamaged condition and properly/regularly tested (see tag). |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Floor Warden System personnel updated, fully staffed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Tenants/new employees instructed on emergency plans.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Other observations (use another sheet).   |

Report submitted by: \_\_\_\_\_ Date: \_\_\_\_\_ Suite: \_\_\_\_\_

## Fire Drill Report

*This report is to be completed immediately after each fire drill and a copy sent to the Fire Safety Director. Explain all "No" answers along with any comments, problems encountered, and recommendations on an additional sheet.*

Building \_\_\_\_\_ Floor \_\_\_\_\_

Date \_\_\_\_\_ Time of drill \_\_\_\_\_

Floor evacuated at \_\_\_\_\_ Elapsed time (minutes) \_\_\_\_\_

Time drill completed \_\_\_\_\_

*Check Yes or No in the spaces provided for those items that are applicable to your floor or unit.*

Yes    No

### Communications

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Was the fire alarm clearly heard in all areas?            |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Was the public address system clearly heard in all areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Was the Fire Department notified? Time: _____             |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Was Security notified?                                    |

### Evacuation Team Personnel

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Did team members report to respective stations?                            |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Did team members carry out all assigned duties (floor search, head count)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Were elevators brought to the main floor and held?                         |

### Containment of Fire

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Were all doors closed but not locked?                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Was a fire extinguisher taken to the location of the fire (if relevant)? |

### Evacuation

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Were corridors and exits kept clear?                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Did the evacuation proceed in a smooth and orderly manner? |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Did visitors to the building take part in the drill?       |

### Utilities

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Were electric and gas appliances turned off? |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Were lights left on?                         |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Was the ventilating system shut down?        |

### Records

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Were important documents and cash secured or prepared for removal? |
|--------------------------|--------------------------|--|

\_\_\_\_\_  
*Signature of Floor Warden or Observer*

\_\_\_\_\_  
*Date*

## Company Profile

*Please complete and return to the Fire Safety Director*

Date \_\_\_\_\_

Company name \_\_\_\_\_ Suite \_\_\_\_\_

Number of employees on-site \_\_\_\_\_

Type of business \_\_\_\_\_

### Emergency contacts

**Primary contact** \_\_\_\_\_ Title \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

**Secondary contact** \_\_\_\_\_ Title \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Number of handicapped employees on-site \_\_\_\_\_

Name \_\_\_\_\_ Wheelchair \_\_\_\_\_ Ambulatory \_\_\_\_\_

Tenant floor captain \_\_\_\_\_ Phone \_\_\_\_\_

Tenant floor warden \_\_\_\_\_ Phone \_\_\_\_\_

## Tenant Training Record

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

Date \_\_\_\_\_

Tenant name \_\_\_\_\_ Floor/suite \_\_\_\_\_

Fire Safety Director \_\_\_\_\_ Phone \_\_\_\_\_

Floor Captain \_\_\_\_\_ Phone \_\_\_\_\_

Floor Warden \_\_\_\_\_ Phone \_\_\_\_\_

### Areas discussed

\_\_\_\_\_ Employee/public accident      \_\_\_\_\_ Tornado/high wind procedure

\_\_\_\_\_ Fire procedure      \_\_\_\_\_ Bomb threat

\_\_\_\_\_ Elevator emergency      \_\_\_\_\_ Building/floor evacuation

\_\_\_\_\_ Other - specify below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_  
*Tenant (Signature & Date)*

\_\_\_\_\_  
*Fire Safety Director (Signature & Date)*

\_\_\_\_\_  
*Chief of Security (Signature & Date)*

\_\_\_\_\_



## Emergency Evacuation Procedures for Disabled Individuals



DEVELOPED THROUGH THE COOPERATIVE EFFORTS OF



**LOS ANGELES CITY  
FIRE DEPARTMENT**  
200 N MAIN ST | L.A. CAL 90017

**Goni  
and friends**  
P.O. BOX 3225  
WOODLAND HILLS, CALIF 91365

### Important instructions for people with restricted mobility

#### Always

1. Have the fire department emergency number by your telephone.
2. When making a fire or medical emergency call to the fire department, give the correct location and describe your situation.
3. Know the location of the nearest fire alarm pull station and how to use it.
4. Know the location of the exit and alternate exit during an emergency evacuation. Always know of more than one exit.
5. Never use elevators during a fire.
6. Instruct co-workers or neighbors on how they can assist you.
7. Have an evacuation plan and practice it.

#### Remember

In an emergency, do not hesitate to inform others that you need assistance during an evacuation. Tell them what your condition is and be prepared to give instruction. Use this section as a training aid.

## In chair evacuation

### ■ Person in non-motorized wheelchair

1. Unlock brake.
2. The chair is gently leaned backward and moved to the edge of the first step.



3. One helper steadies the chair by holding the rods to which the foot rests are attached.

NOTE: Do not lift chair from bottom position.



4. The helper in the top position controls the descent of the chair by bending their legs slowly and taking most of the weight.



## Office chair evacuation

- Person in motorized wheelchair
- Person who appears to be fragile

1. Transfer the disabled individual into a sturdy office chair.  
NOTE: See lifting technique described in “Two Person Carry Fore and Aft.”

2. One helper gently leans the chair backward.



3. The other helper faces the chair and holds onto the front legs of the chair.



4. The helpers control the descent by bending legs slowly and keeping back erect.

**IMPORTANT: Never leave empty wheelchairs in stairwells!**



## Two Person Carry Fore and Aft

- Person in motorized wheelchair
- Person with limited walking ability
- Narrow stairwell

1. One helper reaches under arms and grasps the individual's right wrist with their left hand and left wrist with their right hand.



- 2a. If the disabled person is able to separate their legs, the other helper stands between their legs and lifts just above the knees.



- 2b. If the disabled person cannot separate their legs, the helper stands alongside and carries from that position.



3. Helpers control the descent by bending legs slowly and keeping the back erect.

**IMPORTANT: Never leave empty wheelchairs in stairwells!**



## Two Person Carry Side-By-Side

- Person in motorized wheelchair
- Person with limited walking ability
- Wide stairwell

1. Helpers position themselves next to the wheelchair and grasp the other person's upper arm or shoulder.



2. The disabled individual places their arms around the helpers' necks.



3. The helpers then lean forward and place their free arm under the individual's legs and firmly grasp each others' wrists.



4. The helpers descend the steps at the same time.

**IMPORTANT: Never leave empty wheelchairs in stairwells!**



## Emergency Exit Plan (Sample)

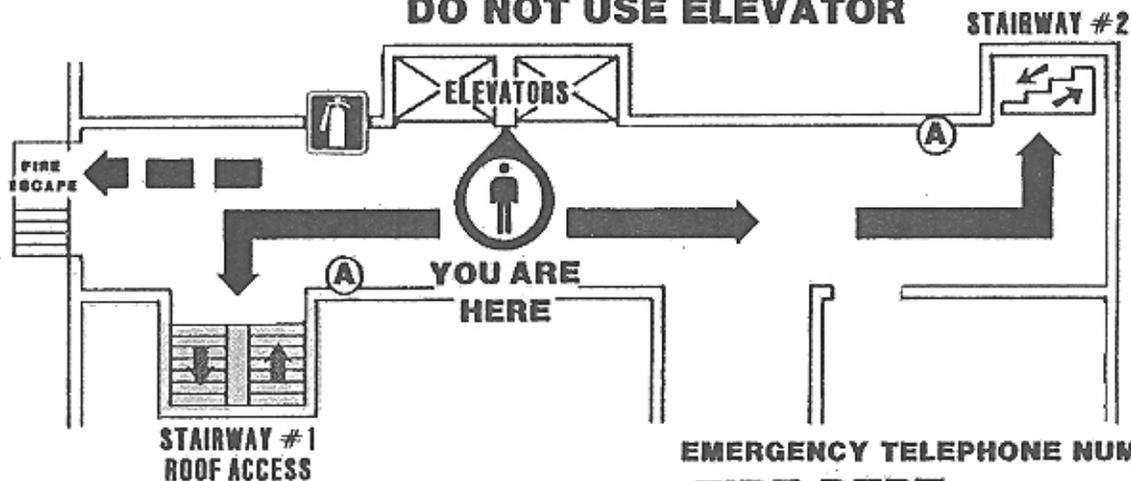
# EMERGENCY EXIT PLAN

(SAMPLE ONLY)

OR (BUILDING EVACUATION PLAN)

(USE EITHER OF THE ABOVE)

**IN CASE OF FIRE  
USE STAIRWAY FOR EXIT  
DO NOT USE ELEVATOR**



A variety of SYMBOLS are acceptable. Select one and use it throughout.

NOT a continuous line....

ONLY to Fire Escapes....

One sample shown here....

SYMBOL	
(A)	FIRE ALARM
●	FIRE EXTINGUISHER
←	PRIMARY EXIT ROUTE
←■	SECONDARY EXIT ROUTE
↕	STAIRWAY
⊠	ELEVATOR

**EMERGENCY TELEPHONE NUMBERS**

**FIRE DEPT.** \_\_\_\_\_

**OFFICE** \_\_\_\_\_

**SECURITY** \_\_\_\_\_ (as applicable)

**ADDRESS OF BUILDING**

(NUMBER AND STREET ONLY)

**FLOOR # (Opt.)**

CH APPROVAL

## In Case of Fire, Do Not Use Elevator

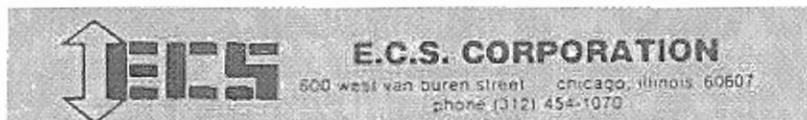
**THIS WILL SAVE LIVES**



Increased emphasis on tenant safety in multiple floor buildings has created a need for new information emergency evacuation signs.

In conjunction with fire safety authorities, we have developed a plaque specifically designed for elevators. When mounted at each hall station, it would remind tenants that stairways, not elevators, should be used to evacuate the building during a fire. Our message, not to use elevators in a fire, is both graphically and verbally demonstrated and, therefore, is ideally suited for buildings with non-English reading tenants.

Our etched safety plaque is made of .032-inch thick metal. Bold black letters on a simulated stainless steel or simulated muntze bronze background with satin finish accentuate the safety message. Our standard plaque measures 7-inches by 5-inches wide with 4 holes for mounting.



## Appendix I-B Stairway Identification

### 1. PURPOSE

The purpose of this appendix is to provide information to the occupants and fire department personnel to ensure that they do not become confused during emergencies, by requiring that standardized signs be installed in stairways to inform the user which stair landing he is on and the upper and lower termination of the stairway.

### 2. SCOPE

The provisions of this section shall apply to new and existing buildings four or more stories in height.

### 3. SIGN

(a) The sign shall be a minimum 12 inches by 12 inches.

(b) The stairway location shall be placed at the top of the sign in 1-inch-high block lettering with  $\frac{1}{4}$ -inch stroke ("stair No. 1" or "west stair").

(c) The stairway's upper terminus shall be placed under the stairway identification in 1-inch-high block lettering with  $\frac{1}{4}$ -inch stroke ("roof access" or "no roof access").

(d) The floor level number shall be placed in the middle of the sign in 5-inch-high lettering with  $\frac{3}{4}$ -inch stroke. The mezzanine levels shall have the letter "M" preceding the floor number. Basement levels shall have the letter "B" preceding the floor number.

(e) The lower and upper terminus of the stairway shall be placed at the bottom of the sign in 1-inch-high block lettering with  $\frac{1}{4}$ -inch stroke.

(f) These signs shall be maintained in an approved manner.

Example:

