

Appendix A: Sample Fire Emergency Plan

Evaluate Current Plan

(See Part II, Creating an Emergency Plan)

Notes

Action Required

- Is there a current plan?
- How old is the plan?
- When was the plan last reviewed and updated?
- Is the plan clearly organized? Is it easy-to-read with concise directions and instructions?
- Does the plan include diagrams? If so, do they communicate information quickly through clear graphic representation?
- Have copies of the plan been forwarded to the fire department and other critical emergency response agencies? This may improve response time during an actual emergency.
- Has the building profile changed? Do changes in tenancy void certain emergency plan provisions and require formulating a different set of emergency responses?
- Does the plan meet current codes and regulatory requirements?
- Where are copies of the plan kept and who is the plan circulated to and reviewed by?
- What other emergency information pieces have been circulated to tenants? Tenant emergency procedure brochures, exit maps and explanations of emergency team responsibilities may be outdated and need revising.

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(See Part II, Creating an Emergency Plan)

Notes

Action Required

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|---|-------|-----------------|
| <ul style="list-style-type: none"> • Are regulatory, governmental and media contact names and phone numbers current and correct? | | |
| <ul style="list-style-type: none"> • Are companies vital to recovery operations listed with correct phone numbers? Make sure they are still in business. | | |
| <ul style="list-style-type: none"> • How well did the plan function during any actual emergencies or fire drills? | | |
| <ul style="list-style-type: none"> • Have new building operating procedures been implemented that would make plan features obsolete (i.e., doors being locked at different times, operating system shutdown times altered, security system changes for individual floors or suites)? | | |
| <ul style="list-style-type: none"> • Have new building systems or features been added that will affect or override previous emergency plan contingencies? | | |
| <ul style="list-style-type: none"> • Contact other building managers and review copies of their plans. | | |
| <ul style="list-style-type: none"> • Question regulatory agencies and other building managers on emergency procedures that worked well in actual fire incidents. | | |

Appendix A: Sample Fire Emergency Plan

Physical Requirements

Assess Building Components	Status	Action Required	Date Completed
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<ul style="list-style-type: none"> Assess building structure fire resistance. 			
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<ul style="list-style-type: none"> Assess all operating systems. (See Section A.4 for detail) 			
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<ul style="list-style-type: none"> Detection systems <ul style="list-style-type: none"> Smoke detectors Heat detectors Flame detectors Annunciator panels 			
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<ul style="list-style-type: none"> Suppression <ul style="list-style-type: none"> Sprinklers Standpipes <ul style="list-style-type: none"> Wet or dry Hose cabinets Fire pumps Portable fire extinguishers Containment <ul style="list-style-type: none"> Compartmentation Resistance <ul style="list-style-type: none"> Structural system ratings Floor/ceiling ratings Roof/ceiling ratings Wall assembly ratings Occupancy separation ratings Opening protectives Fire dampers Smoke dampers Penetration protection system 			
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<ul style="list-style-type: none"> Notification systems <ul style="list-style-type: none"> Manual pull stations Audible alarms Visible alarms Public address system Emergency/standby power 			
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<ul style="list-style-type: none"> Exit stairs <ul style="list-style-type: none"> Enclosure ratings Exit width Signage Lighting Treads and risers Pressurization systems 			
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Assess Building Components	Status	Action Required	Date Completed
<ul style="list-style-type: none"> • Elevators <ul style="list-style-type: none"> Safety features Automatic recall functions Alarm/detection Emergency communication Emergency/standby power Pressurization systems 			
<ul style="list-style-type: none"> • Building security <ul style="list-style-type: none"> Access control Video surveillance system "Card-key" access system Locking mechanisms Burglar alarm Emergency/standby power 			
<ul style="list-style-type: none"> • Critical systems <ul style="list-style-type: none"> "Single source" failure potential Central control/operations areas Fire control room Redundancy of systems 			
<ul style="list-style-type: none"> • Emergency systems <ul style="list-style-type: none"> Smoke control Emergency generator Battery backup Emergency power <ul style="list-style-type: none"> • Lighting • Public address/alarm • Elevators • HVAC • Fire pumps 			
<ul style="list-style-type: none"> • Communications <ul style="list-style-type: none"> External systems <ul style="list-style-type: none"> • Modems • Auto-dialers • Telephones • Cellular telephones • Radio • Satellite Internal <ul style="list-style-type: none"> • Closed-circuit phones • Public address system 			

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Assess Building Components	Status	Action Required	Date Completed
<ul style="list-style-type: none"> • Keep log of regularly scheduled equipment repair and maintenance. <hr/> <ul style="list-style-type: none"> • Signage: Use to provide emergency directives. <ul style="list-style-type: none"> Exits <ul style="list-style-type: none"> • Clearly mark exits. Elevators <ul style="list-style-type: none"> • If problems call ____." • "In case of fire, do not use." Doors <ul style="list-style-type: none"> • "This door must remain unlocked during business hours." • "This door is locked at 6 p.m. Opening the door will sound an alarm." Alarm pull stations <ul style="list-style-type: none"> • "This alarm does not notify the fire department. Contact fire department by calling ____." Phone numbers <ul style="list-style-type: none"> • Emergency contact numbers should be clearly posted. <p>(See Section E.1)</p>			
<ul style="list-style-type: none"> • What system redundancies are built into the plan? 			
<ul style="list-style-type: none"> • Is there too much or too little system overlap? 			
<ul style="list-style-type: none"> • Check equipment maintenance procedures, products used and where flammable products are stored to circumvent possible fire hazards. 			
<ul style="list-style-type: none"> • Fire safety of tenant suites <ul style="list-style-type: none"> Check for: <ul style="list-style-type: none"> Improper use of extension cords Electrical equipment left unattended and on too long Electrical and ventilation safety of kitchen areas 			

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Assess Building Components	Status	Action Required	Date Completed
<ul style="list-style-type: none"> Unsafe supply storage Use of space heaters Where smokers dispose of cigarettes Frayed electrical cords on equipment Office furniture flammability Fire extinguishers Exit signage Emergency kits fully stocked and easily located Copy of the emergency plan Inventory lists of furniture and equipment stored off-site for insurance purposes Computer backup for vital business information processing Contingency plan for how to resume business after an emergency 			
<p>Developing the Plan (See Section C.1-9)</p> <ul style="list-style-type: none"> • Brainstorm with emergency team members. 			
<ul style="list-style-type: none"> • Review every possible "What if?" contingency. 			
<ul style="list-style-type: none"> • Draft a fire emergency plan. 			
<ul style="list-style-type: none"> • Define preferred methods of reporting fires. 			
<ul style="list-style-type: none"> • Circulate plan to emergency team members and appropriate recovery authorities to critique. 			
<ul style="list-style-type: none"> • Hold fire drill to assess how well the plan works. 			

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Developing the Plan	Status	Action Required	Date Completed
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- Revise plan based on team feedback and contingencies discovered in practice sessions.

- Have plan printed and keep in marked binders.

- Design and print fire emergency contact cards for tenants to post prominently in their suites (at reception desk, in kitchen area). Cards should have emergency phone numbers and fire safety reminders (i.e., "Keep doors closed, stay low to the ground," etc.).

- Circulate file copies of the plan to all members of the Emergency Team.

- Keep master copy of the plan in Command Center or with key building operations staff.

- Set date to review plan on an annual basis.

Training and Information Sessions

(See Section E.2)

- Develop tenant fire emergency information brochures. Building staff or outside agency may be used.

- Schedule training sessions for tenant emergency team members. These sessions may be specialized and cover everything from how to use a fire extinguisher, to what to do in a medical emergency, to evacuation tips for disabled persons.

- Schedule fire drills including building evacuation by all tenants.

Human/Staff Requirements and Considerations

Assess Available Human Resources

(See Section A.3)

	Status	Action Required	Date Completed
<ul style="list-style-type: none"> • Assess capabilities of building staff and tenants. 			
<ul style="list-style-type: none"> • Identify building occupants. 			
<ul style="list-style-type: none"> • Determine how many people inhabit the building. 			
<ul style="list-style-type: none"> • Define the tenants' emergency needs and their response capabilities. 			
<ul style="list-style-type: none"> • Assess the level of staffing available for emergency response. 			
<ul style="list-style-type: none"> • Determine how many people are building management personnel. 			
<ul style="list-style-type: none"> • Are building management personnel appropriately trained for fire emergencies? 			
<ul style="list-style-type: none"> • Determine which tenants would need special attention in a fire emergency. 			
<ul style="list-style-type: none"> • Develop plans to provide for special tenants. 			
<ul style="list-style-type: none"> • Determine which regulatory agencies provide support for the fire emergency plan and can provide services in the event of a fire. List agency names, contact persons and correct phone numbers. 			
<ul style="list-style-type: none"> • Meet with appropriate regulatory personnel and ensure that a complete fire emergency plan is filed with their office. 			
<ul style="list-style-type: none"> • Develop a list of service personnel contacts. Include equipment service specialists, engineers, technicians, businesses that would be contacted for fire recovery. 			
<ul style="list-style-type: none"> • Maintain amicable working relationship with identified service staff and businesses. 			

Appendix A: Sample Fire Emergency Plan

Develop an Emergency Team Structure

(See Section B.4)

Status

Action Required

Date Completed

- Define team members' position duties and responsibilities.

- Identify possible candidates for emergency team. Include building staff and tenants when possible.

- Appoint people to the designated positions.

- Meet with emergency team members to review existing fire emergency plan and brainstorm new contingencies and safety measures.

- Establish notification means and decide who will be notified in the event of fire and how.

(See Section C.3)

- Establish communication network for consistent internal and external communication during and after the fire emergency.

(See Section C.4)

- Decide how the communication network will be maintained: telephone, intercom, walkie-talkie, modem, person-to-person, radio.

- Assign emergency escape routes and review procedures with team.

- Establish protocol for ordering and maintaining an evacuation.

(See Section C.5)

- Establish and review procedures for employees who may need to remain behind to operate critical plant operations before they evacuate.

- Establish procedures to account for all employees after evacuation has been completed.

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Assess Building Components	Status	Action Required	Date Completed
<ul style="list-style-type: none"> Establish procedures to follow in handling medical emergencies related to the fire. 			
<ul style="list-style-type: none"> Designate specific people to handle the medical aspects of the emergency. 			
<ul style="list-style-type: none"> Provide first aid or other medical training to medic volunteers. 			
<ul style="list-style-type: none"> Train emergency team members in appropriate fire emergency response methods. 			
<ul style="list-style-type: none"> Establish and review communication modes to be used by team members during the emergency. 			
<ul style="list-style-type: none"> Schedule emergency preparedness information presentation for all building occupants. 			
<ul style="list-style-type: none"> Hold practice fire drills. 			
<ul style="list-style-type: none"> Schedule training for emergency team professional and volunteer members. 			
<ul style="list-style-type: none"> Track tenant and building staff turnover so new people can be trained immediately. 			
<ul style="list-style-type: none"> Schedule debriefing sessions to review and document fire incidents that occur. 			
<ul style="list-style-type: none"> Establish financial, medical and property liability criteria. 			
<ul style="list-style-type: none"> Appoint a media spokesperson to handle press contacts during and after a fire incident. 			
<ul style="list-style-type: none"> Train the spokesperson in appropriate media-handling techniques. 			
<ul style="list-style-type: none"> Develop templates of verbal or written statements pertinent to various aspects of a fire emergency to prepare for media questions. 			