Fire/Life Safety Training

1800 Grant Street

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Workplace Fires:
- Each year in the U.S. an average of more than 70,000 workplace fires occur. In 2018, workplace fires caused 115 civilian deaths; in 2019 they caused 99 civilian deaths.
  - *Bureau of Labor Statistics*
Fire Alarm Activation

A fire alarm will sound when one of the following devices is activated:

- Smoke/heat detector
- Fire suppression sprinkler head
- Manual pull station

If you discover a fire:
Man
Building Reaction to Fire Alarm

Horns and strobes will be activated  P/A and notification system

Building pressurization (smoke management) system in **stairwells, elevator shafts, alarm-and-adjacent floors**.

Emergency power: The building is equipped with an **emergency generator** that will supply power to fire/life safety systems:

- Emergency lighting
- Fire alarm and detection systems
- Smoke management system

Elevators recall to first floor and lock open.
Fire Alarm System

Activation of a fire-alarm-initiating device will sound the alarm on:

- The floor above
- The originating floor
- The floor below
- The ground floor
Evacuation

Movement out of the building to a safe area a sufficient distance (300 feet) from the building.

Gather at assembly area (Benedict Fountain Park - see map).
Report status to security officer.
distance (300 feet) from the building.

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GET OUT - DON'T CALL BUILDING STAFF WITH QUESTIONS.

Evacuation is accomplished with:
- Floor/tenant wardens (and alternates). 1:25 ratio
- Buddies (and alternates).
- Other positions as determined by wardens.

- Evacuees exit using both sides of the stairwells, always traveling down.
  - Running and talking are not permitted.
  - HANDS SHOULD BE EMPTY. No phones, food, beverages, etc.
- Footwear considerations.
Persons Requiring Assistance

- Persons requiring assistance should be aided in evacuating last or left in the safe shelter area under the supervision of a buddy.
- Emergency personnel will effect a rescue if necessary and when it is safe to do so.
Warden Responsibilities

Preparation:

- Be familiar with Emergency Plan, exits, fire-fighting equipment, etc.
- Maintain a current list of persons needing assistance and their location. Assign Buddies.
- Select alternate warden(s) and advise them of your absence. (Hats or vests)
- Attend training sessions; train your people.

When you hear an alarm:

If you do

- Leave area immediately, advise others
- Activate alarm on your way out
- Call 911 and provide notification of fire's location
- Use a fire extinguisher ONLY IF:
- Select alternate warden(s) and advise them of your absence. (Hats or vests)
- Attend training sessions; train your people.

**When you hear an alarm:**
- Direct personnel to evacuate using nearest exit.
- Verify that Buddies are aiding those who need assistance.
- Ensure an orderly, expedient, and safe evacuation.
- Notify emergency personnel of injuries, smoke in stairwells, or other hazards.
- Follow the building's tenant accountability procedure.
- Do not return to building until all-clear is called.
If you discover a fire:

- Leave area immediately. Close doors and advise others of the danger.
- Activate alarm using manual pull station on your way out.
- Call 911 and property management to notify of fire's location.
- Use a fire extinguisher to fight the fire ONLY IF:
Notify of fire's location.
- Use a fire extinguisher to fight the fire ONLY IF:
  - User is properly trained.
  - Fire is small enough to be contained.
  - An escape route is available.

P - Pull the pin
A - Aim
S - Squeeze
S - Sweep
Other Important Things to Remember:

Treat doors with caution.
- If warm or hot, use another route. Call 911 to report.
- If normal temperature, open with care.

If you are trapped:
- Close doors between you and the fire.
- Seal off cracks and other openings.
- Call 911 and alert them to your location.
- Wait to be rescued and REMAIN CALM.
Fire Prevention
Don't live with unsafe conditions

- Space heaters are not allowed in the building.
- Turn off coffee pots at night.
- Do not obstruct sprinkler heads or other building safety features.
- Ensure clear doorways and exit corridors.
- Avoid overloading circuits, extension cords, etc.
Elevator Emergency

If you are trapped in an elevator:

- Call the elevator company using the telephone in the elevator.
- Remain calm until help arrives. Sitting on the floor while waiting will help.
- DO NOT try to force the doors open.
- Never attempt to leave an elevator that is stuck between floors unless instructed to do so by emergency personnel.
- In the event of a power failure, emergency generator retrieves elevators to main floor.
Severe Weather/Tornado

**Watch**: Be on the lookout for a *possible* tornado in the area.

**Warning**: Funnel has been spotted in the area.

How do you receive notifications?

- Move away from the building perimeter and exterior glass.
- Take shelter in an area toward the middle of the building, such as elevator lobbies, stairwells, or restrooms.
- Do not go to first floor lobby or outside the building.
- Wait for verification that the danger has passed.
Bomb Threat/
Suspicious Package

All bomb threats must be taken seriously, especially if they are specific.

• Stay calm.
• Follow checklist in Emergency Action Plan - Page 18. (keep near phone).
• NOT an automatic evacuation - don't sound alarm.
• Call 911 and building management.
• Be prepared to assist in search.

A suspicious package may represent an imminent threat.

• May be mailed, delivered by courier, or planted.
• Do not handle.
• Call 911 and keep a safe distance.
Medical Emergencies

- Call 911 and report that you have a medical emergency.
- Provide information as prompted by the dispatcher.
- Perform first aid/CPR to your level of training.

Improve paramedic response time by:
- Notifying property management of the emergency.
- Assigning someone to meet/guide responders.
Active Shooter

*Property Management/Tenant relationship changes*

A key to staying safe when an active shooter is nearby is **SITUATIONAL AWARENESS**.

- **PAY ATTENTION TO EXITS.** Identify the two nearest exits. The way you entered may no longer be safe.
- **MAKE A PLAN.** Decide ahead of time what actions you could take. Play "what if?" games.
- **ACT DECISIVELY.** If what you hear might be gunshots, don’t hesitate.

Remember:

RUN  
HIDE  
FIGHT
Remember:
RUN
HIDE
FIGHT

• When Law Enforcement arrives, keep calm, raise hands, don’t make sudden movements. Follow instructions.
• Try to remember details to report to 911: location, description, weapons, potential victims, etc.
• Consider business continuity. You may not have access to your office, computers, car, electronics, etc. for several days or weeks.
Resources:

We recommend taking the “Active Shooter: What You Can Do” course (Course Code IS-907) which is part of FEMA's free Independent Study Program found at (www.training.fema.gov).

Other excellent sources include the Department of Homeland Security (www.dhs.gov). Also Houston Police’s Run, Hide, Fight video and L.A. County Sheriff Dept’s Surviving an Active Shooter, both accessible on YouTube.