



Fire/Life Safety Training

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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



Warden Response

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.

Preparation:

When you hear an alarm:

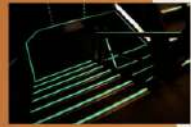


Photo Luminescence in stairwells

Fire Alarm System

A fire-alarm-initiating device will be activated on:

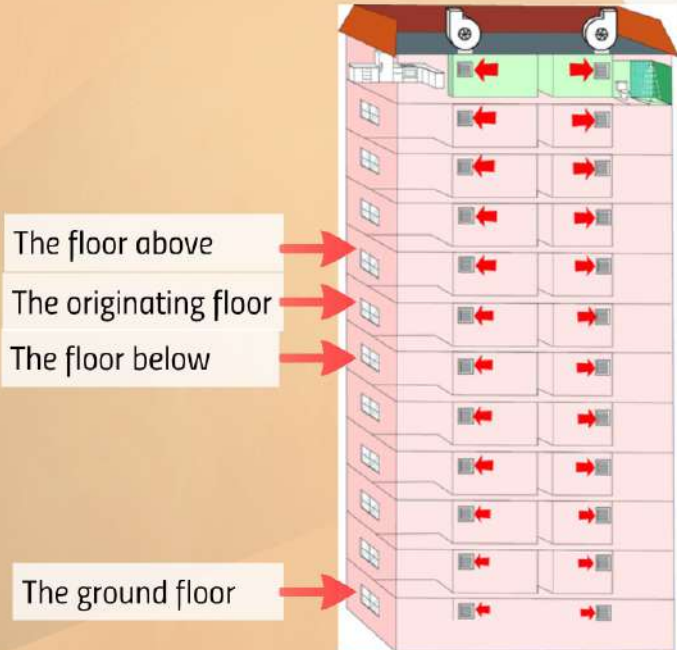


Evacuation

Movement out of the building

Fire Alarm System

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



safety system

- Emergency
- Fire alarm
- Smoke

Elevators

Other Imp

open.



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.



Persons Requir





distance (500 feet) from the building.

Gather at assembly area (**Benedict Fountain Park - see map**).
Report status to security officer.

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 Requ



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.





Alarm

notification system



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nd-adjacent

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over to fire/life

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 a

- Leave area im
advise others
- Activate alarm
on your way o
- Call 911 and p
notify of fire's
- Use a fire extir
ONLY IF:

System
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fire/life

- 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:

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- 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.



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Build



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



EXAMPLE OF A BOMB THREAT CHECKLIST

FEDERAL BUREAU OF INVESTIGATION
FBI BOMB DATA CENTER

1. BOMB THREAT

2. BOMBING HISTORY OF THE FACILITY

3. BOMB THREAT

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.



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- cords, etc.

SHOOTER

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.



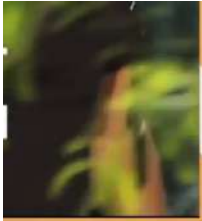
Remember:

RUN
HIDE
FIGHT



We recommend taking the course (Course Code IS-5) Independent Study Program (www.training.fema.gov)

Other excellent sources are Security (www.dhs.gov) **Fight** video and L.A. County **Active Shooter**, both available



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.