

Fire Prevention Emergency Action & Homeland Security Plan

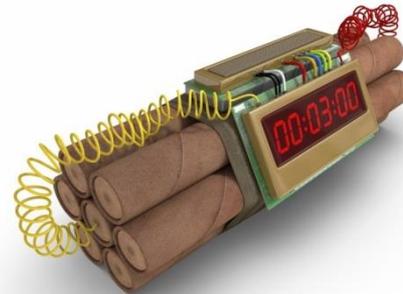


WHAT WOULD YOU DO ? IN CASE OF:

- Natural Disasters
 - Tornado
 - Hurricane
 - Flood
 - Earthquake

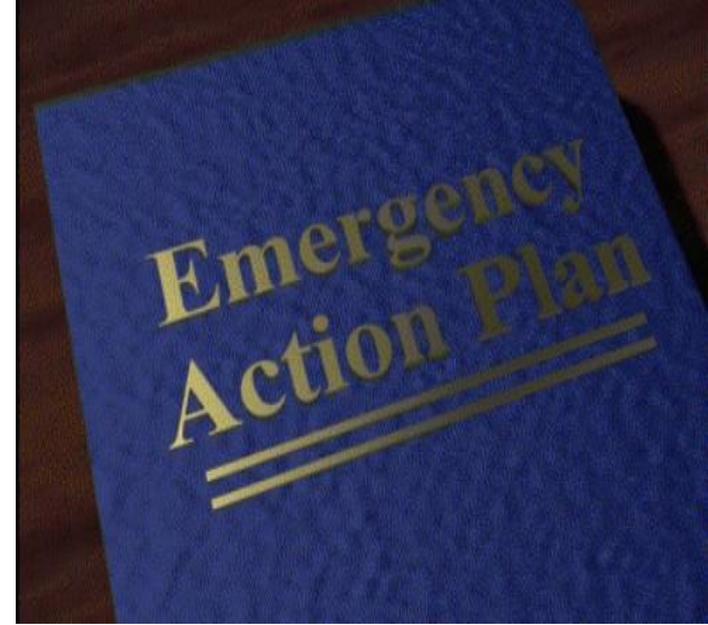


- Bomb Threats
- Violence In The Workplace
- Powder Envelope
- Terrorism or Other Emergencies



OSHA & the Fire Code
Require The Employer
To Have

FIRE PREVENTION &
EMERGENCY ACTION
PLANS



- **Address Emergencies Reasonably Expected In Your Workplace**
- **Identify Your Facility's Fire & Life Safety Equipment**
- **Assist Employees W/ Special Needs**

BUT DO YOU KNOW THE SPECIFICS FOR YOUR BUILDING?



- **Notification Devices**

Horn / Bell / Recorded Message / Employee & Strobe

- **Primary & Alternate Exits**

- **Manual Fire Pull Stations**

- **Fire Extinguishers**



IS / ARE THERE...



- **Emergency Lighting**

- **Exit Lights**

- **Automatic Closing Fire Doors**

- **Elevators To Automatically Stop When Fire Detected**

- **Smoke Detectors**

- **Sprinklers**

- **Monitoring**





**WHAT DO
YOU DO**



REPORT to:

- EMS (Fire, Police, Ambulance):

- **Manual Fire Pull**

- Call **(9) 9-1-1**

- **ADDRESS**

- **EMERGENCY COORDINATOR**

Name , Room #

WP 737-4321 / Cell (803) 513-1423

DEmployee@admin.sc.gov

- **DOA SAFETY** - Automatic Notification upon Fire Alarm

- Holly Bockow – 737-2311 / (803) 513-5354





IMMEDIATELY EVACUATE

TREAT *EVERY* ALARM AS REAL



EXIT the Building

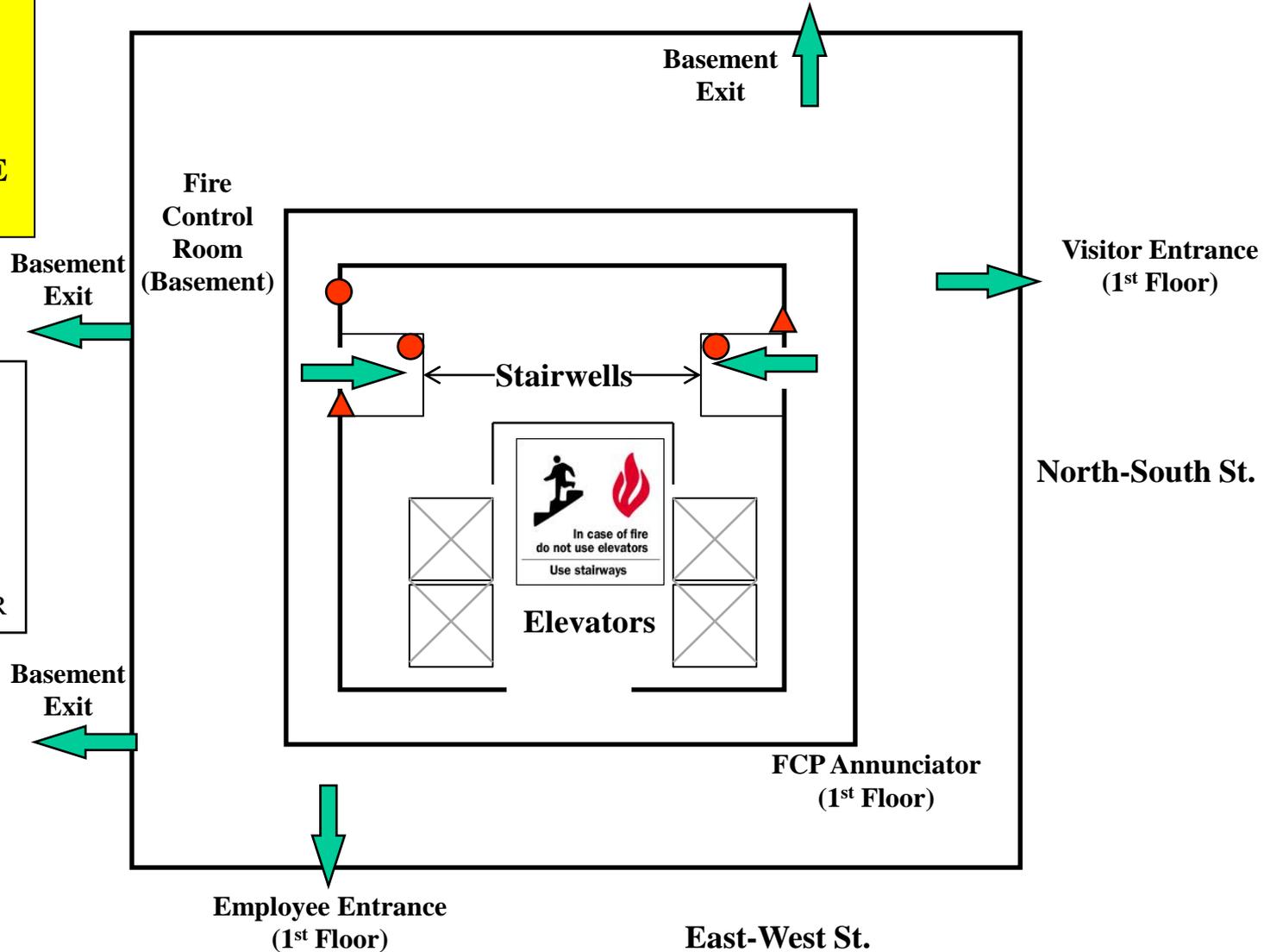
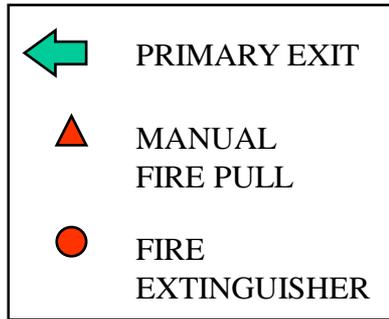
- **Turn Off Electrical Equipment**
- **Take Purse, Keys & Medicines**
- **Close but *Not Lock* Doors**
 - **Follow Security Procedures**

EVACUATION (Example Diagram)



**GO TO THE
NEAREST EXIT
(STAIRWELL)**

**KNOW ALTERNATE
ROUTE**



EVACUATION – Stairwell vs. Elevator



ELEVATORS:

- # of Passenger
i.e., Basement to 12th Floor
- # of Service
i.e., Basement to Penthouse

If Activated By Smoke
An Elevator Will Go
To The Ground Floor
(Or Alternate If That Floor Is
In Alarm)

WARNING: Do NOT Use Elevators In Case of *Fire*
(Due to Potential Power Loss and Becoming Trapped)



FIRE EVACUATION – Stairwell vs. Elevator

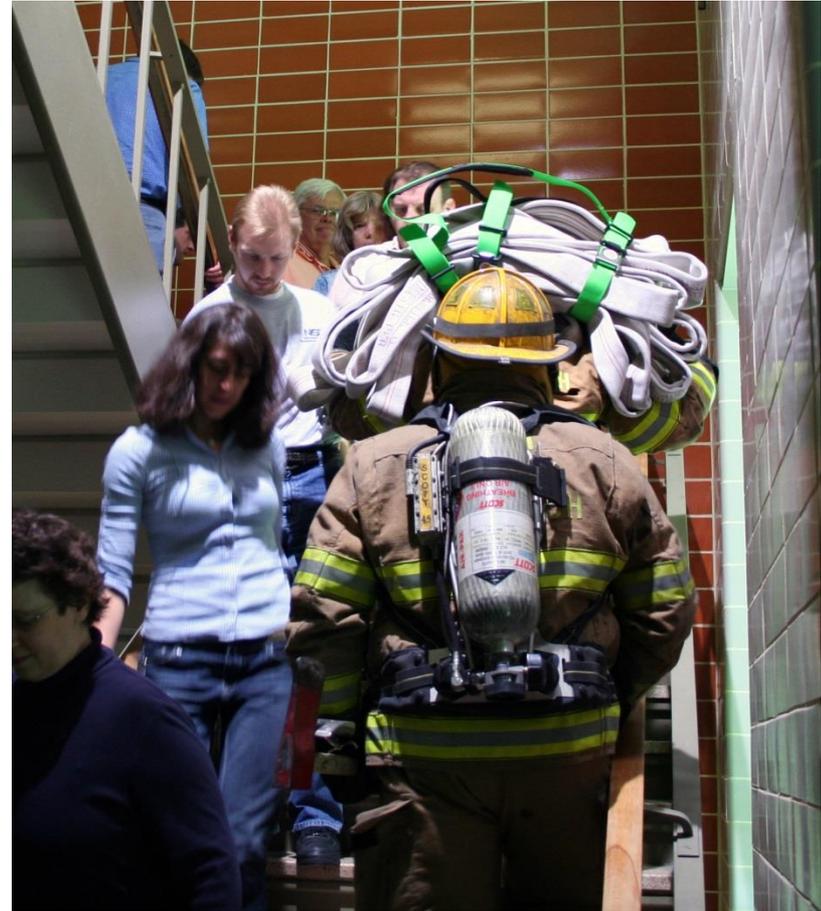
•MANUAL FIRE PULLS

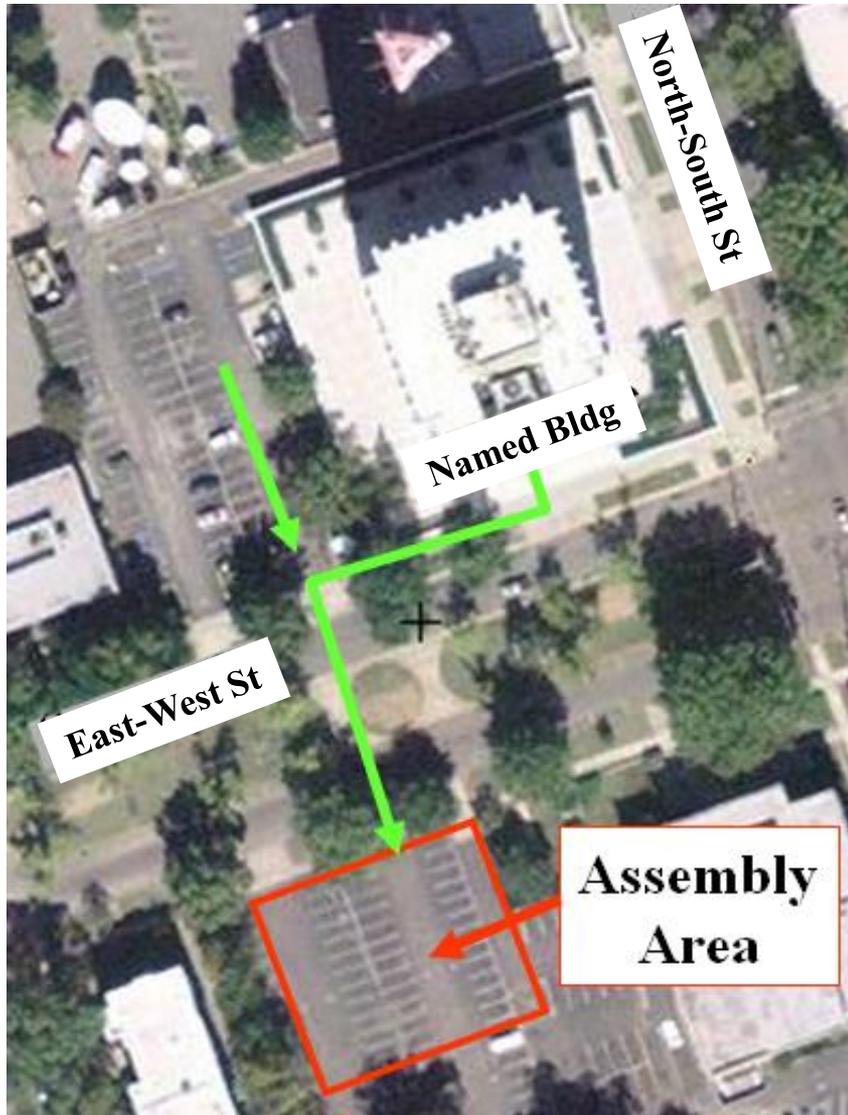
- Located At Each Fire Stairwell and Building Exits



•FIRE STAIRWELLS

- Stay To Outside (Fire Dept. Uses Inside Rail)
- Quickly & Calmly Walk To Bottom Exit
- Recommend Remove High Heels





EVACUATION

**Proceed Out The
Nearest Exit
to the
Assembly Area**

**May Need
Street Guards**

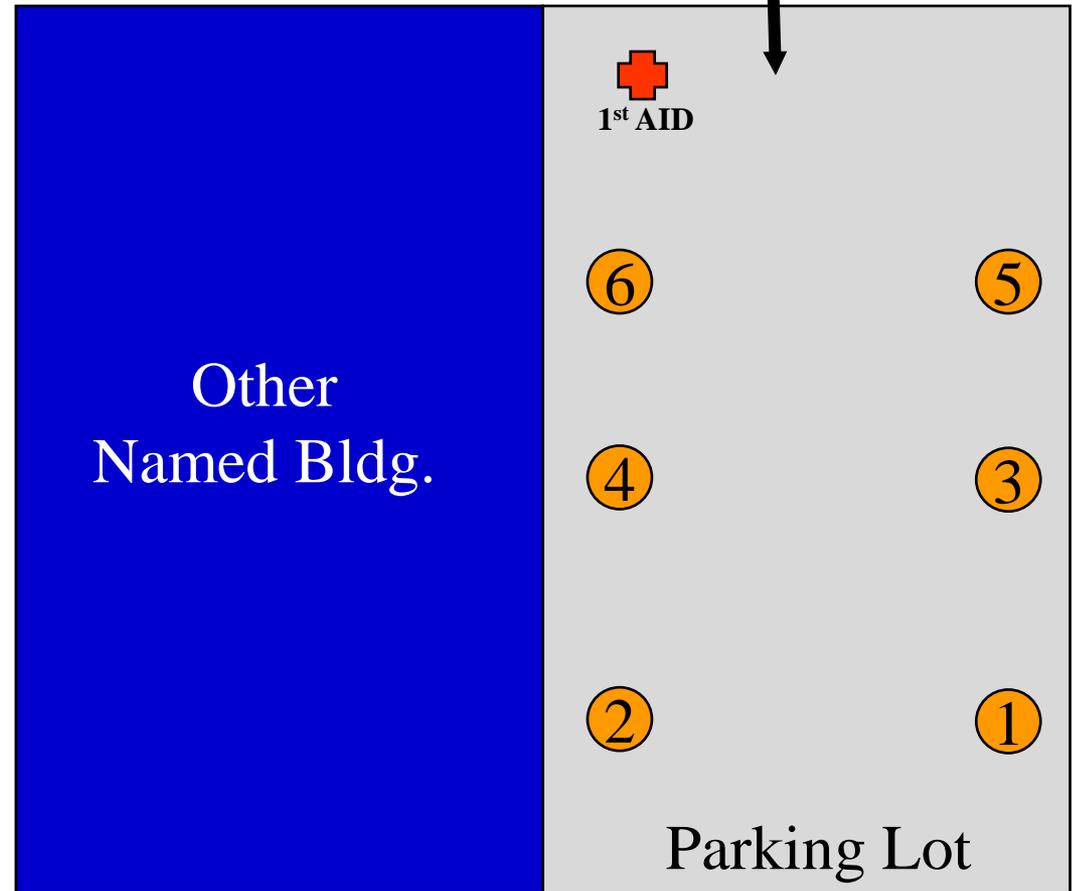


ASSEMBLY AREA

- **Report to your Accountability Monitor**
 - **Stay in the Assembly Area Until Otherwise Directed**
- **1st Aid Care Givers**
 - **Bring 1st Aid Kits and AED**
 - **Care for Injured**
- **Emergency Coordinators report to EMS:**
 - **Missing Persons**
 - **Persons In Need**
 - **Known Problems**

East-West Street

**Building Emergency
Coordinator
& Accountability
Monitor**



Example Assembly Area Diagram

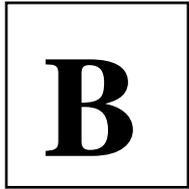
PORTABLE FIRE EXTINGUISHERS

CLASSES USED ON:



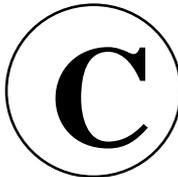
ORDINARY COMBUSTIBLES

Wood, Paper, Cloth, etc.



FLAMMABLE LIQUIDS

Grease, Gas, Paints, Oils, etc.



ELECTRICAL (ENERGIZED)

Motors, Switches, etc.



HOW TO USE: PORTABLE FIRE EXTINGUISHERS

- **P**ULL THE PIN



- **A**IM AT BASE OF FIRE



- **S**QUEEZE THE TRIGGER



- **S**WEEP SIDE TO SIDE



Keep Clear Path to Exit (Fire Not Between You and the Door)

DO YOU KNOW WHO IS IN CHARGE & Talks With EMS

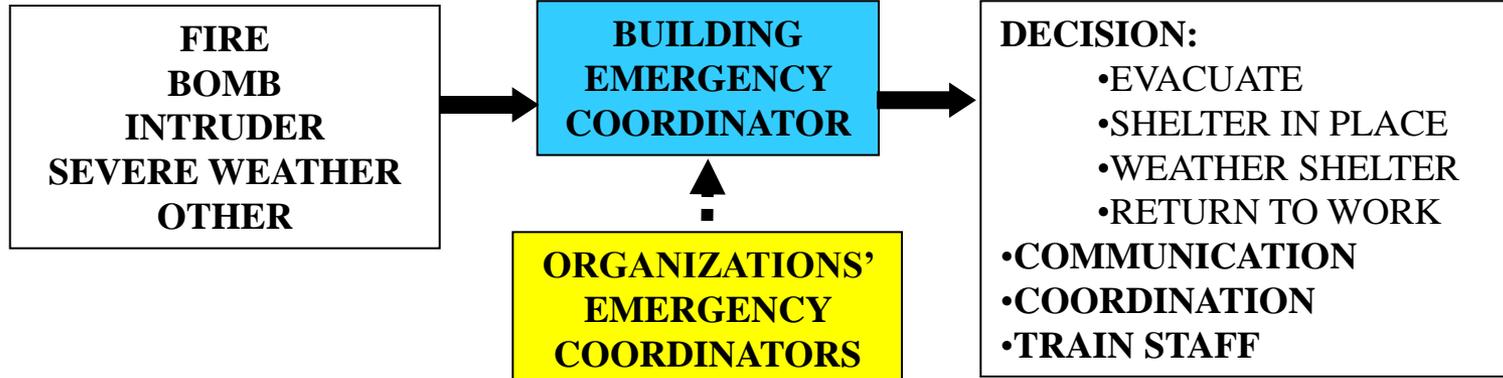


EMERGENCY COORDINATOR



- Who Ensures The Building Is Evacuated
Floor Wardens
- Who Knows If You Are Missing
Accountability Monitor
- Who Cares For The Injured
1st Aid Provider
- Who Helps The Disabled
Buddy (Person-In-Need Monitor)

EMERGENCY STAFF



ACCOUNTABILITY MONITORS

- Get Personnel Roster / Sign-out List
- Take Roll At Assembly Area
- Report Unaccounted For to Emergency Coordinator
- Report Injured

FLOOR WARDENS

- Search Assigned Areas
- Close Doors (Do Not Lock)
- Report Locations to Emergency Coordinator or Accountability Monitor
 - Problems
 - Disabled

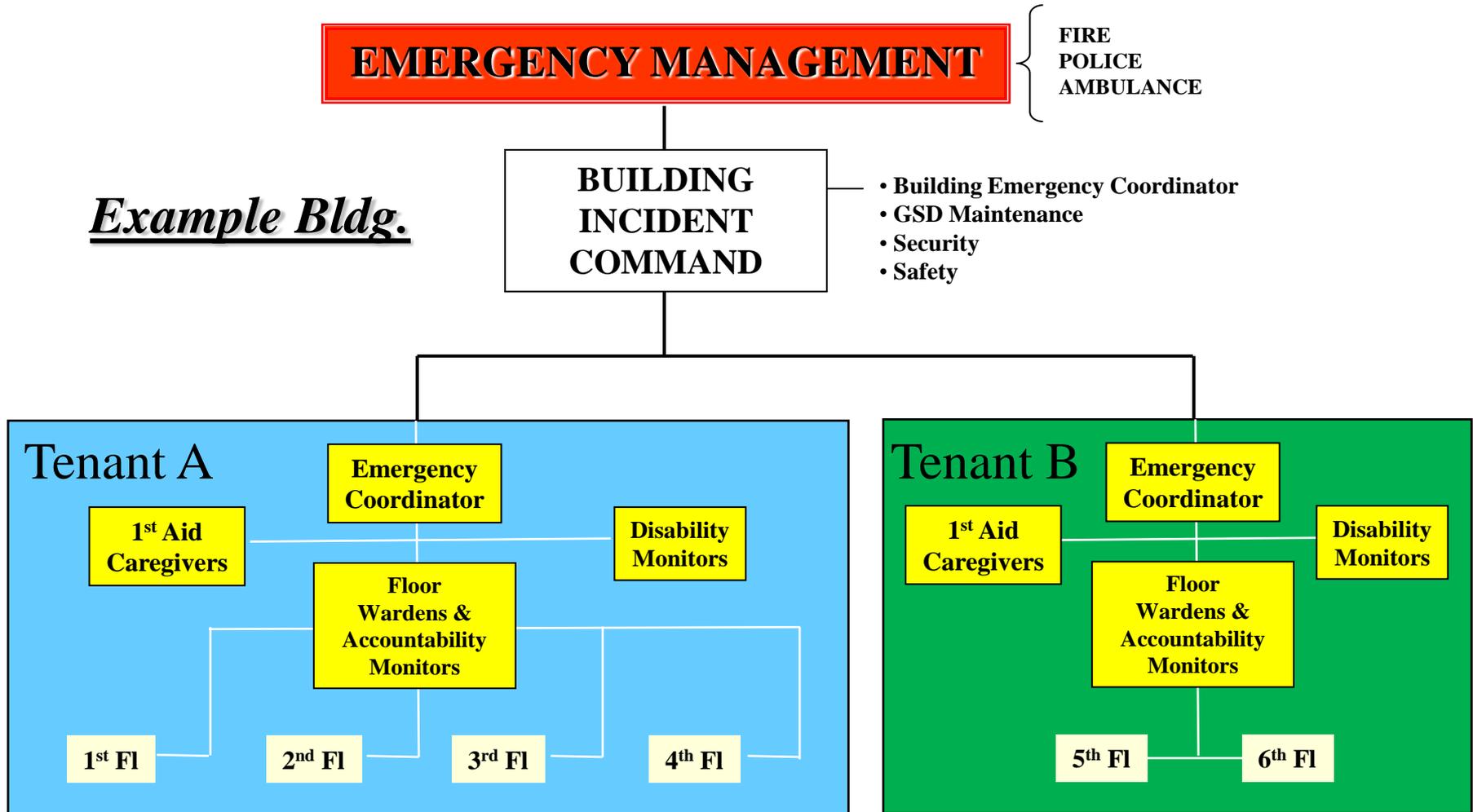
DISABILITY MONITOR

- Assist Disabled To Assembly Area (Inside Stairwell)
- Report Name & Location Of Disabled To Floor Warden or Accountability Monitor

1st Aid PROVIDERS

- Take 1st Aid Kit
- Triage
- Care for injured at Assembly Area

EMERGENCY STAFF (Multi-Tenant Buildings)



WHO ENSURES THE BUILDING IS EVACUATED?



FLOOR WARDENS



- Notification
- Instructions
- Enforce Evacuation
- Building Security

WHO KNOWS IF YOU ARE MISSING



ACCOUNTABILITY MONITOR (AT ASSEMBLY AREA)



- Out of Danger Area
- Take Head Count
- Provide 1st Aid
- Communication
- Decision-Making



WHO HELPS THE PERSONS IN NEED



BUDDY SYSTEM



•PERMANENT or TEMPORARY

- Physically impaired
- Visually impaired
- Hearing impaired

•Safe Area = Landing of Closest Stairwell



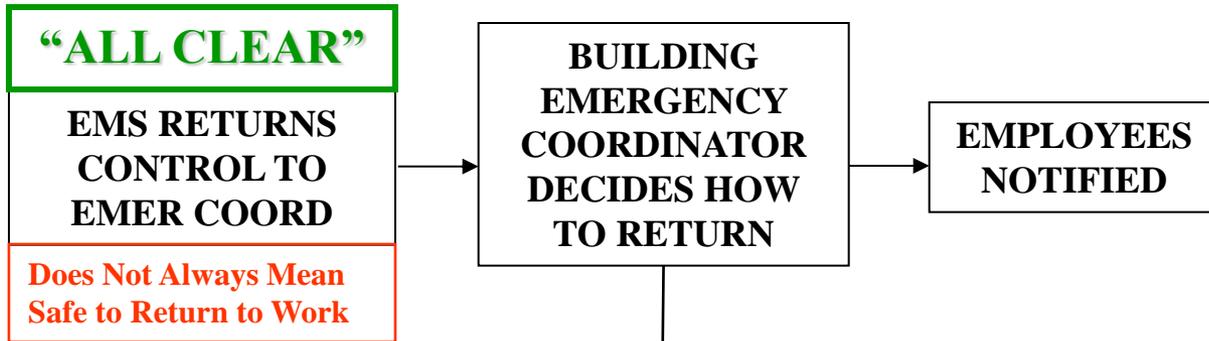
WHO CARES FOR THE INJURED



- **Employees Trained in 1st Aid-CPR-AED**
- **Take 1st Aid Kit & AED to Assembly Area**



RECOVERY OPERATIONS



OPTIONS

ALL RETURN TO BUILDING

PHASED RETURN TO NORMAL WORK OPERATIONS

BUILDING IS *CLOSED*

- KEY PERSONNEL – CRITICAL ACTIVITIES
- REMAINDER OF EMPLOYEES

- TRANSPORTED TO HOLDING AREA
- GO HOME



FIRE PREVENTION: POTENTIAL FIRE HAZARDS



APPLIANCES



ELECTRICAL



OPEN FLAME

FIRE PREVENTION:



WORKPLACE INSPECTIONS

FIRE DRILLS: in October



HOUSEKEEPING



SEVERE WEATHER



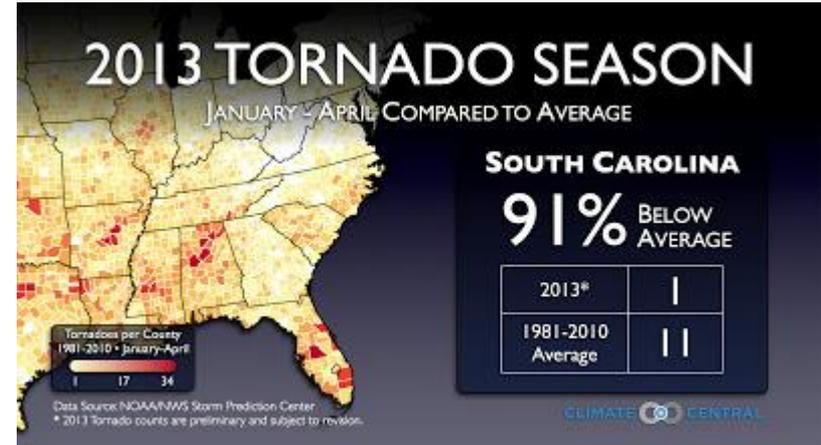
•WATCH

**FAVORABLE CONDITIONS
TIME AVAILABLE - HOURS
PREPARATION REQUIRED**

•WARNING

**ACTUAL SIGHTING
TIME AVAILABLE - MINUTES
TAKE ACTION**

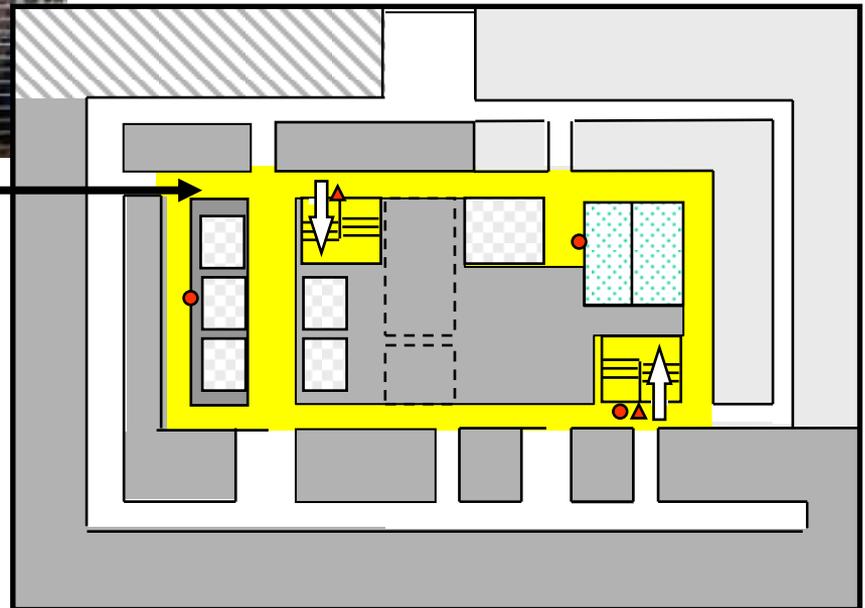
SEVERE WEATHER



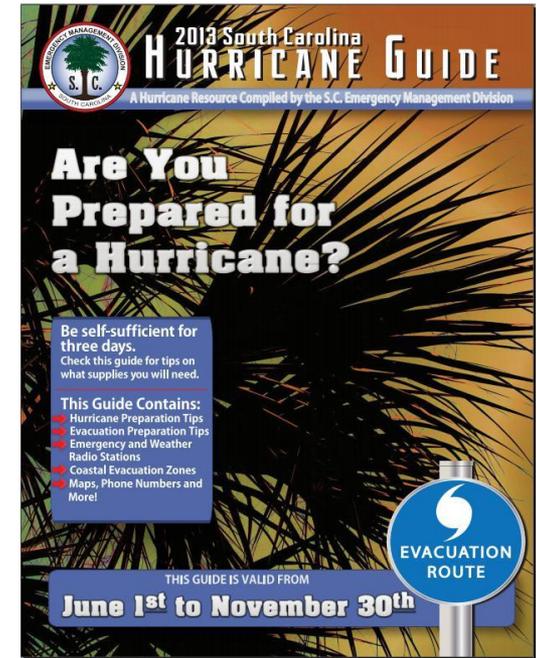
- Interior Corridors
- Stairwells
- Basement



Close Doors to Exterior Offices



HURRICANE: TIME AVAILABLE - DAYS

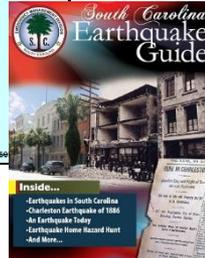
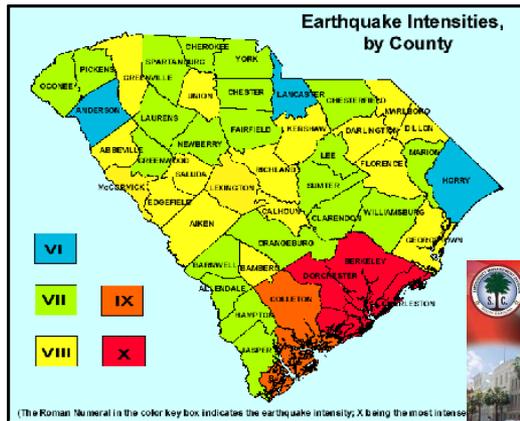


CAT 4: 138 MPH Winds & 20' Storm Surge



EARTHQUAKE

- DROP To The Floor
- Take COVER Under Desk / Sturdy Furniture
- Stay Away From
 - Glass & Windows
 - Lighting Fixtures & Furniture That Can Fall
- Hold On Until The Ground Stops Shaking



- In A High-Rise Building, Move Against Interior Wall
- Outdoors – Move Away From Trees, Signs, Buildings & Downed Electrical Wires/Poles
- Driving – Pull Over, Stop (Avoid Power Lines and Overpasses) & Stay Inside Vehicle



BOMB THREAT



•BY PHONE

- Get As Much Information As Possible (Sled Checklist)
- Leave Phone Off the Hook

•PACKAGE - Do **NOT** :

- Disturb, Touch
- Smoke
- Use Radio Or Cell

•NOTIFY **9-1-1**

- Others, As Required

•EVACUATE **750** FEET MINIMUM

•FOLLOW EMS INSTRUCTIONS



SHELTER IN PLACE / INTRUDER ALERT

CODE RED

LOCK DOWN

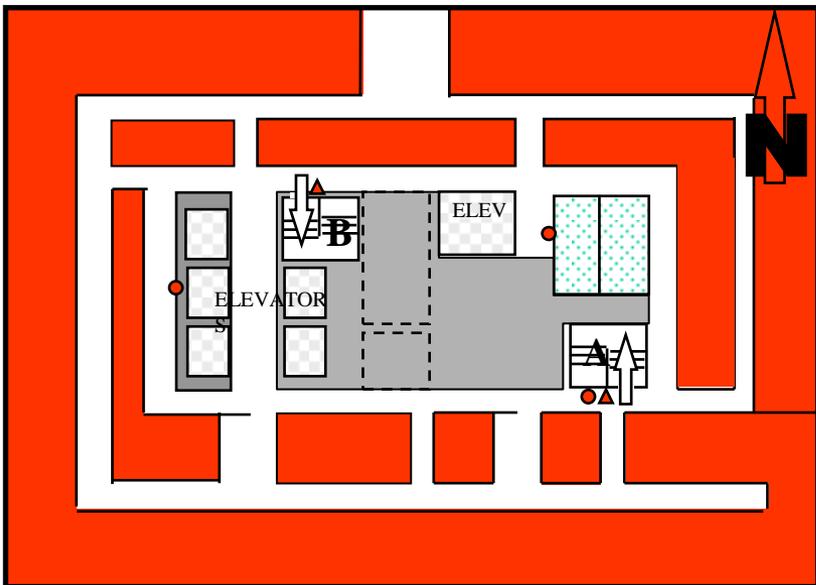
- Close & Lock Office Doors
- Get Under / Behind Furniture
- Get Away from Hall Windows
- Follow Law Enforcement Instructions

 National Terrorism
Advisory System

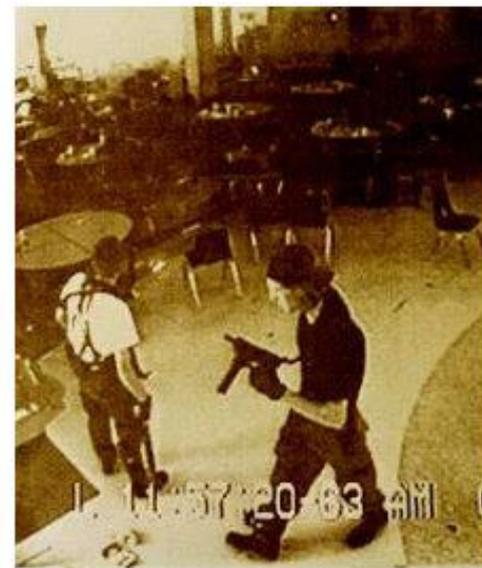
THREAT LEVEL:

IMMINENT
(SPECIFIC, IMPENDING)

ELEVATED
(CREDIBLE)



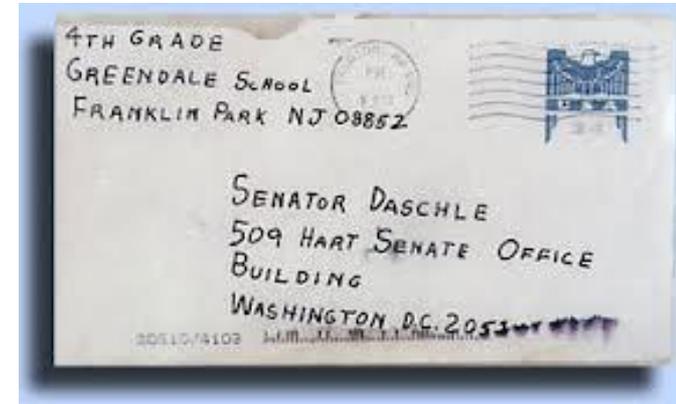
- Terrorist
 - International
 - Home Grown
- Disgruntled Employee or Spouse



BIOLOGICAL / CHEMICAL ATTACK



- **SEVERITY**
 - **TYPE & AMOUNT OF AGENT**
 - **DURATION OF EXPOSURE**
- **ISOLATE SUSPECT PACKAGES**
- **NOTIFY 9-1-1**
 - **OTHERS, AS REQUIRED**
- **FOLLOW EMS INSTRUCTIONS**
 - **STAY WHERE YOU ARE & SEAL PREMISES**
 - **EVACUATE TO SAFE LOCATION**
- **GET VICTIMS TO HOSPITAL**



AP Photo

Fire, Emergency Action & Homeland Security Plan

Questions?

**Your Emergency Coordinator Should Brief
EMERGENCY SITUATIONS
UNIQUE To Your Facility**

Safety & Resident Fire Marshals

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