



Life Safety Procedures



This training manual is designed to instruct you on your responsibilities in the event of an emergency in your building.

Each floor has an Emergency Evacuation Team. The team consists of a Fire Warden, Deputy Wardens, Searchers, and Escorts (Buddies).

The NYC Fire Code requires that each floor be under the direction of a Fire Warden for the evacuation of occupants in the event of a fire or emergency. Each tenancy shall provide a Deputy Fire Warden for every 7,500 square feet of floor space or portion thereof. Searchers will also be assigned for the responsibility of searching restrooms, conference rooms, lounges, and other areas of assembly.

Emergency situations usually do not allow occupants the time to refer to written procedures. Therefore, Trinity strongly recommends occupants familiarize themselves with the following procedures in case of an emergency.

Life Safety Procedures

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Life Safety Procedures

Definitions

Assembly Area: A designated area, located a safe distance away from the building, which can accommodate the occupancy from that building. This area is selected prior to an emergency for the purpose of accounting for all employees.

Classes of Fire:

- Class A: solid combustible materials
(paper, furniture, boxes...)
- Class B: flammable liquids
(gasoline, cleaning fluid, grease...)
- Class C: electrical
(copy machines, microwaves, heaters, fans...)
*Class C fires become Class A fires when electricity is removed.

Each class of fire requires a specific extinguishing agent. Some extinguishers work on multiple types of fires. Look at the extinguisher, prior to a fire, to determine what class(es) it will extinguish.

Emergency Action Plan (EAP): A written, building specific plan, approved by the FDNY, for any emergency situation - except a fire. All fire procedures remain the same.

Emergency Pull Station: A device/handle (red and usually has a white stripe diagonally across) located adjacent to emergency exits or emergency staircases. Pulling this handle activates the fire alarm, notifies all occupants that there is an emergency situation. It sends a signal to the fire floor and the floor above, the fire command station and your central station monitoring company.

Emergency Staircase: An enclosed, fire rated staircase designed for use during a fire emergency. Most emergency staircases will resist a fire for a minimum of 2 hours.

Special Needs Form: A form used by Fire Safety Directors and Property Management to make certain any one that needs assistance in evacuation is assigned an Assistant. If you know someone that needs help during an evacuation, please see that this form gets completed and forwarded to the Fire Safety Director and/or Life Safety Manager.

Floor Warden: The title “Floor Warden” is used interchangeably with “Fire Warden” and “EAP Warden.” All represent the same position.

In-Building Relocation: Controlled movement of occupants to different areas of the building which may be deemed safer during a specific emergency.

Shelter-in-Place: Depending on the circumstances of an EAP emergency, Shelter-in-place would occur when it is deemed to be safer to retain occupants inside the building rather than evacuating them out of the building.

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Emergency Evacuation Team List

If you see FIRE or SMOKE, use the manual pull station located at or adjacent to the emergency stairways and if time permits call 911.

Floor Wardens

- | | |
|----------|----------|
| 1) _____ | 3) _____ |
| 2) _____ | 4) _____ |

Deputy Floor Wardens

- | | |
|----------|----------|
| 1) _____ | 4) _____ |
| 2) _____ | 5) _____ |
| 3) _____ | 6) _____ |

Searchers

Male

Female

- | | |
|----------|----------|
| 1) _____ | 1) _____ |
| 2) _____ | 2) _____ |
| 3) _____ | 3) _____ |
| 4) _____ | 4) _____ |
| 5) _____ | 5) _____ |

Special Needs Escorts

- | | |
|----------|--------------------|
| 1) _____ | Assigned to: _____ |
| 2) _____ | Assigned to: _____ |
| 3) _____ | Assigned to: _____ |
| 4) _____ | Assigned to: _____ |

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Procedures

In the event of a fire alarm activation:

- Remain calm.
 - Quickly & quietly move toward the closest emergency exit.
 - Close all doors behind you (unless others are following).
 - Listen to instructions from the Building Fire Safety Director, Floor Wardens, Security Personnel, and Fire Department
 - Proceed down the staircase single file and stay to the right side of the staircase (so the fire department can use the left side).
- DO NOT USE ELEVATORS**
- Re-enter at least 3 floors below the fire alarm.
 - Visitors and customers should be directed to evacuate the floor with employees.
-
- **If you are evacuating:**
 - Get away from the building quickly to avoid possible falling glass and allow room for responding emergency vehicles.
 - After exiting the building, proceed immediately to your designated Assembly Area.
 - Do not re-enter the building until the fire department has given the “All Clear.”

If you discover fire or smoke:

- If the fire alarm is not sounding:
 - Close the door if possible.
 - Proceed immediately to the nearest emergency exit.
 - Activate the fire alarm by pulling the emergency handle located adjacent to the emergency exit/staircase.
 - If there is time: Call the fire department @ 911.
 - If there is time: Notify the Fire Safety Director of the situation via the Warden Phone.
 - Follow all procedures listed above for alarm activation.
 - **Do not attempt to extinguish the fire.**

If the Emergency Action Plan is activated:

- The alarm may be sounded to get everyone’s attention
- Listen to all announcements. The announcements will explain:
 - What has occurred?
 - Where it has occurred?
 - What provisions of the EAP will be implemented?
 - Why is it necessary to implement the EAP?

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Selecting Team Members

Senior Manager of each Tenant- is responsible for the following:

- Assuring the cooperation of the occupants on the floor.
- Selecting Team Members

Selecting a Floor Warden- A Warden should:

- Want to participate.
- Be dependable.
- Be well known by others.
- Have the ability to follow instructions and instruct others.
- Be calm in emergency situations.

Floor Warden Responsibilities-

- Supervise the evacuation of the floor.
- Answer questions concerning emergency preparedness or direct all unanswered questions to Trinity.
- Notify Trinity of any potential emergency or hazardous conditions.
- Assist managers in selecting the remaining members of the Evacuation Team.
- Inform Trinity of any changes to the Evacuation Team.
- Know where all emergency exits are located.

Selecting Evacuation Team Members- Team members should:

- Want to participate.
- Be spread out over the floor.
- Be able to following instructions as well as direct people in an emergency.
- Work normal hours and be in the office a majority of the time.
- Be able to circulate the floor quickly and assist occupants in an evacuation.
- Know where all emergency exits are located.

*****If you have offices which require 24 hour operations,
you must provide team members for each shift.**

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Evacuation Team Responsibilities

Floor Warden (& alternates)

Each floor shall be under the direction of a designated floor warden. Floor Wardens are responsible for directing the floor emergency according to the instructions in the Emergency Plan for the building. After gathering at the Assembly Area, the Floor Warden should work with managers and searchers to account for all employees and then report the information to the fire department upon their arrival.

The Floor Warden should respond immediately to the Floor Warden Phone during an emergency to inform the Fire Safety Director of the conditions on the floor and if anyone requires assistance. If conditions will not permit time for this step, then evacuate using the stairs and use the Warden Phone on the re-entry floor. If the alarm is not activated, pull the emergency pull handle before exiting the floor/building.

Deputy Floor Wardens

Deputy Wardens should respond to their assigned exit. There should be a minimum of one Deputy Floor Warden for each emergency staircase. Full building evacuations are uncommon, however, in the event that a full building evacuation becomes necessary Deputies will direct personnel to their Assembly Area. All occupants should remain on the right side of the stairs, descending single file. Announcements with information and instructions may be made during a fire alarm. Deputy Wardens are responsible for keeping all employees quiet so all emergency instructions may be heard.

Searchers

Searchers should be responsible people who are thoroughly familiar with the floor layout. Upon a fire alarm activation, searchers should quickly check all remote areas of the floor (bathrooms, cafeterias, conference rooms) for anyone that may not have heard the fire alarm. Searchers are responsible for notifying anyone found during their search that an alarm has been activated and to proceed to the closest emergency exit. Searchers should confirm that all occupants are accounted for to the Floor Warden following their search.

*Any person refusing to cooperate should be reported immediately to the Floor Warden. By law, all occupants must respond to a fire alarm.

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Special Needs Assistants

Escorts are assigned to a person who may have special needs during an emergency. A majority of “special needs” individuals just need a hand getting down the stairs. In most cases, you will be descending only a few flights. Try to stay to the back of the group so you don’t slow down the flow on the stairs. Stay with your assigned person throughout the emergency situation and then assist that person back to their desk if necessary.

In some cases the individual cannot make it down the stairs (usually wheelchair bound). In this situation, get the person into the staircase (on the landing) and close the door. All emergency staircases are fire-rated and therefore are the safest place to be in case of a fire. The Escort will then report down to the Floor Warden so the fire department can be notified that someone needs immediate assistance. It is vital that the following information be given to the fire department: the name of the staircase, the floor number, and the name of the person remaining on the floor. **No one should be carried down the stairs.** It poses a risk to all others around.

If you are a Special Needs Assistant and are not assigned to someone, you should assist anyone that needs it and direct all occupants toward the emergency exits/staircases.

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Emergency Tips to Remember

If a fire alarm is activated:

- ❑ All fire alarms are valid. Respond immediately.
- ❑ Do not return to your desk or floor to retrieve any item.
- ❑ Remain calm. Do not: run, push, delay, smoke, or talk.
- ❑ All access control doors will release upon fire alarm activation, with the exception of data rooms and electrical closets.
- ❑ Feel all doors with the back of your hand before opening. Do not open doors that feel hot; find another exit route.
- ❑ If you are exposed to heat or smoke: crawl on the floor. Assist others if possible.
- ❑ Do not use elevators.
- ❑ Do not use the telephone.
- ❑ Do not talk unless necessary. All personnel should remain quiet so all instructions may be heard.
- ❑ Do not return to your floor/building until the fire department has given the “All Clear.”

Medical Emergencies

- Render assistance when possible. Identify yourself to the individual.
- Do not move the injured or ill person(s). Try to make him/her comfortable.
- Try to obtain as much information as possible from the injured person.
- Call 911 (Some buildings may have to dial “9” prior to dialing “911”).
 - Give your name, exact location, a brief description of the emergency, the victim’s sex and age.
- If available in your building, call security. They may hold an elevator for the emergency personnel and direct them of where to go.
- Emergency personnel will typically arrive through the front door. Clear a path to the person needing attention and have someone waiting to direct responders to the location of the victim.

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Fire Prevention

DO NOT:

- Block aisles, exit ways, fire alarm pull handles, or extinguishers.
- Prop exit doors open.
- Store any items within 18” of the ceiling, as mandated by fire code.
- Cover or hang anything from the sprinkler heads.
- Store anything inside emergency exit stairwells.
- Use extension cords.
- Use candles or open flames of any kind.

DO:

- Always wear your ID.
(If instructed to evacuate, you will need it to re-enter the building.)
- Be familiar with where the staircases exit at the street level. Some exit into the Lobby and others exit onto the street.
- Fire drills will be conducted bi-annually (twice a year) unless otherwise directed by local law. By law, all occupants must participate in a fire drill.
- Take care with all electrical equipment (i.e. fans, heaters, coffee-makers). These items should never be left unsupervised and should be unplugged when not in use.
- Turn off all appliances at night (fans, heaters, coffeemakers, lamps, copiers)
- Listen to and follow all emergency instructions given by the Fire Safety Director and/or Floor Wardens.
- Know where your assembly area is and how to get there.
- Report any unusual smells to the Fire Safety Director, Security, or Property Management.
- Know the phone number for security in your building.
- Limit the number of appliances connected to each outlet.
- Use surge and ground fault protection wherever possible.

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Earthquakes

If you feel the sensations of an earthquake:

- Remain calm.
- Crouch under a desk or table. Stay away from the perimeter of the building. Stay close to the center.
- DO NOT run toward exits because they may be crowded.
- If you are unable to reach a sheltered area, lie flat on the floor and cover your neck and head with your hands.
- You may feel more than one jolt. After the first motion, there may be a temporary period of relative calm followed by another shock. Aftershocks may occur for several minutes, hours or even day afterwards.
- When the shaking stops, remain calm and take time to assess your situation.
- Help anyone who is hurt and administer first aid when necessary. Cover injured persons and keep them warm. Seek medical help.
- Begin evacuation procedures, and notify proper authorities.
- Check for fires and fire hazards. Put out small fires if possible.
- Check for damage to utilities and appliances.
- DO NOT turn on electrical switches or appliances.
- DO NOT touch power lines, electric wiring or objects in contact with them.

Tornados

- Get away from the perimeter area of the building and exterior glass.
- Leave your exterior office – CLOSE THE DOOR.
- Do attempt to evacuate the building unless instructed to do so by security staff or fire wardens.
- If you are caught in an outside office, seek protection under a desk and as far away from glass as possible.
- Sit down in an interior corridor and protect your head.

A Tornado Warning is issued when an actual tornado is in the area. If a Tornado Warning is issued for your area, you should seek shelter immediately.

A Tornado Watch is issued when atmospheric conditions are favorable for the development of tornadoes.

A High Winds Warning is issued when approaching storm front or atmospheric conditions indicate in excess of 50 miles per hour.

- In the event of a Tornado Watch or High Winds Warning, Property Management will monitor the situation for additional information and will advise as necessary.

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Bomb Threats

All bomb threats should be treated seriously.

If you receive a telephone warning of a bomb:

- Do not hang up on the caller.
- Utilize the Bomb Threat Checklist.
- Make note of the exact time the call was received.
- Obtain as much information as possible.
- Write down the exact message, word for word.
- Try to determine as much about the caller as possible (i.e. age, sex, accent).
- Listen carefully for background noise (i.e. machinery, traffic, music, laughter/other voices).
- Note any other information that you consider significant.
- Call 911.
- Notify building security.

Suspicious Package

If you see or receive a suspicious package:

- Do not touch it! If you're holding it, put it down gently.
- Get everyone away from the area.
- Call 911 immediately.
- Notify building security.

Suspicious Package Warning Signs:

- Grease marks or powdery substance on the envelope or wrapping.
- Protruding wires, screws, or other metal parts.
- Package may feel heavy for its size.
- Someone you do not know hand delivered the package.
- The address may be wrong or vague.
- Addressed to a Title instead of a person (i.e. "Manager of Operations").
- Type of mail (If you normally do not receive: foreign, priority, special delivery)
- Restrictive endorsements (i.e. confidential, personal, to be opened by addressee only).
- Visual distractions (i.e. fragile, rush, handle with care).
- Fictitious or no return address.
- Oily stains, discoloration, or strange odors.
- Excessive binding material (i.e. tape, string, twine).
- Postmarked from an area other than the return address.
- Lopsided or uneven packaging.
- Noises coming from the package.

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Bomb Threat Checklist

What to do if you receive a telephone bomb threat:

1. If possible, tell someone else immediately so that they can advise the manager.
2. Do not put down the handset or stop the conversation.
3. Try to keep the caller talking (apologize for a bad phone line, ask him or her to speak up, and so on).
4. Get as much information as you can.
5. Fill in the form as you go along. Ask the questions below if the caller does not give you information that you need.

Time of call: _____
 Number you received the call on: _____
 Where is the bomb? _____
 What time will it go off? _____
 What does it look like? _____
 What kind of explosive is in the _____
 Why are you doing this? _____
 Who are you? _____

Message (exact words)
* Use back of this sheet if necessary

When the call has finished give this form to the manager or other designated person. Immediately contact 911 and they will advise what to do next. The more information you can obtain, the easier it will be to decide whether the warning was serious or not.

Check off the appropriate box (Fill in the below details as soon as possible)

	The Caller
☐	Man
☐	Woman
☐	Child
☐	Young
☐	Old
☐	Don't know

	How they Sounded
☐	Drunk
☐	Rational
☐	Rambling
☐	Laughing
☐	Serious
☐	Accent
☐	Speech Impediment
☐	Reading from Script

	On Line Noises
☐	Pay Phone
☐	Any interruptions to the call
☐	Traffic
☐	Talk
☐	Typing
☐	Machinery
☐	Aircraft
☐	Music
☐	Children
☐	Other:

Last Name:		First Name:		Building:	
Phone #:		Company:		Floor:	

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Special Needs Form

ARRANGEMENTS FOR ASSISTANCE DURING EMERGENCIES

Name of Employee: _____ Phone #: _____

Email Address: _____

Company: _____

Building Address: _____

Floor: _____ Hours Worked: _____ From: _____ To: _____

Reason for Special Assistance: _____

Indicate if the Disability is: _____ Temporary _____ Permanent

Describe Arrangements Made: _____

Name of the Floor Warden who arranged for Special Assistance: _____

Name of Assistant Assigned: _____

Additional Information: _____

Date: _____