

Fire Evacuation & Prevention Policy

Updated October 28, 2019

City of Jamestown
Interdepartmental Correspondence
Jamestown Fire Department

To: All City Hall Departments & Tenants
From: Fire Department
Date: March 27, 2003
Re: City Hall Fire Evacuation Plan & Fire Prevention Plan

As part of our efforts to comply with OSHA requirements, the City Hall Emergency Evacuation Plan and Fire Prevention Plan are being modified. Please thoroughly review the enclosed information.

A number of employees will be needed to serve as "Fire Wardens" and "Floor Wardens". Responsibilities of each warden will be to direct evacuation of employees and visitors from the building in the event of an emergency. The wardens must be familiar with the building, including all exits, locations of fire alarms, fire extinguishers, and emergency procedures. The Jamestown Fire Department will provide training once a year for all wardens. It should be stressed that under no circumstances will a warden be asked to perform any task that would put his/her life in more jeopardy than anyone else in the building. The duties of a warden should be completed only if it does not appear to place them in danger.

Each department should have two wardens. In the event of an emergency, each department warden should report to a "Floor Warden" at a designated location. The Floor Warden would then report to the Fire department representative outside the building.

Department heads will determine who will be named as Fire Warden/Floor Warden and notify the Fire Prevention Bureau of their names. Any questions regarding training of wardens, or any other questions regarding the City Hall Fire Prevention Plan should be directed to the Jamestown Fire Prevention Bureau@ 483-7597 or the Fire Chief's office 483-7598.

City Hall Emergency Evacuation Plan

* Fire Procedures**

1. In the case of fire, immediately dial 9-911, then, begin evacuating the area, verbally alerting all persons in the fire area on the way out.
2. Everyone must leave the building, the only exception being fire department personnel. Make sure all persons leave, including visitors. Give assistance to any handicapped individuals as needed. Reg Lenna Civic Center will receive all employees evacuated from City Hall.
3. Close all doors as you leave, including all interior doors. Do not lock any doors.
4. If the alarm has not yet sounded, activate the nearest fire alarm pull station. Pull stations are located at the entrance to both the red and yellow stairways (Levels 1 thru 5 and at the exit doors on Prendergast Avenue and the garage area). The main exits from the police department and the fire department also have these pull stations. All employees should be familiar with these locations.
5. Head for the nearest stairway. Signs are posted at the exit to all offices. Those offices with a Red sign should use the stairway labeled with the Red sign and those having a Yellow sign should use the stairway labeled with a Yellow sign.
6. Wardens should check restrooms for occupants.
7. Walk to the stairs, do not run, and do not use the elevators.
8. If your primary exit is blocked by smoke, fire, or any other reason, be prepared to detour to an alternate route of escape.
9. Keep to right in single file when using the stairways. Fire department personnel may be coming up the stairs.
10. Upon leaving the building move away from the entrances to allow space for emergency personnel to gain access to the building.
11. A head count should be taken to insure that all employees and visitors have left the building and reported to the fire department.
12. The floor warden will notify the fire department representative, upon their arrival, of any missing persons, information regarding the location of the fire, or any facts, which would help the emergency crews.

* SPECIAL NOTE *

- A. All department heads should set up procedures with employees for the appropriate care of confidential files, money, etc. that would be left in the office.
- B. Fire drills will occur a minimum of 3 times a year.
- C. Training sessions for department heads, fire wardens and floor wardens can be scheduled through the Fire Prevention Bureau, at 483-7597.

CITY HALL FIRE PREVENTION PLAN

City Hall is a 6- story building (ground through fifth) with 2 central elevators and 2 enclosed stair towers, one of which goes to the 1st floor. The other goes to the ground floor. The ground floor contains the employee parking garage, Police and Fire Departments. The upper floors are utilized for city offices.

The Fire Department shall be notified promptly upon discovery of any fire, whether or not extinguished, and advised of the circumstances and location of the fire.

Fire Alarm Activation shall be a signal, easily understood as a fire alarm, which will alert persons in all areas of the building. All people, both employees and visitors, will leave the building upon activation of the fire alarm and will return only when authorized by the fire chief or his representative.

Fire Drills will be held at least three (3) times annually. Additional drills may be scheduled as required.

Fire Extinguishers shall be maintained as needed and serviced on an annual basis. Fire extinguisher locations shall be conspicuously identified and readily accessible.

Standpipes Hose Stations shall be conspicuously identified and readily accessible for use. The hose shall be free from deterioration and ready for operation.

Fire Safety Signs shall be posted conspicuously in all offices in the appropriate locations. To facilitate efficient of occupants in an emergency, each of the stair towers will be labeled as "**red**" or "**yellow**". Offices will be assigned to a specific stairway, (red or yellow) as the primary means of egress. Emergency cards will be placed on the door from each office to the corridor. These cards will be red or yellow to correspond to the stairway color.

Occupant Load Signs shall be conspicuously posted in all areas of public assembly, stating the maximum allowable number of occupants. The capacity of these areas must not exceed posted limits.

Exits shall be maintained clear and unobstructed at all times, materials or articles shall not be placed, stored, or kept in any component of an exit. All obstructed exits shall be reported to the Fire Prevention Bureau at 483-7597.

Exit Signs shall be maintained clean and unobstructed at all times. In any cases where the direction of exit travel is not apparent, signs shall be posted.

Elevator Warning Signs shall be posted near each elevator door on all floors, warning occupants to use the stairs during a fire. Elevator machine rooms shall not be used for storage of articles or materials unnecessary for maintenance of the elevator equipment, or for storage of flammable liquids. Hoist ways and pits should be kept free of rubbish and debris.

Doors And Opening Protective Devices, including hardware, in fire walls, fire separations and smoke barriers shall be maintained in proper working order and shall not be stopped or wedged in the open position. Stair tower doors must be kept closed at all times. Exit doors shall not be locked, chained, or otherwise rendered inoperative from the inside by any barrier or device at any time.

Vehicles Stored In The Garage contain gasoline while some may operate using liquid petroleum gas (propane) as fuel. Any spills, leaks or other associated problems with these should be reported to the fire department immediately

Cleaning Supplies shall be stored in a safe location and in an approved container. Flammable liquids shall not be used for cleaning purposes.

Maintenance Department Rooms shall be kept free from accumulations of combustible waste. Paper and cardboard shall be disposed of at intervals so as not to build up large amounts.

Electrical Systems shall be maintained in a safe condition and extension cord use shall be kept to a minimum and not used in place of permanent wiring. "Octopus" outlets shall not be used. Any recurring electrical problems, such as overheated wire, blown fuses and tripped circuit breakers should be reported to the maintenance or fire departments as soon as possible.

Smoking is not permitted in the public areas of the city hall building. Smoking will be permitted only in designated areas.

Heating And Cooling System shall be maintained in good operating condition. Any operational problems should be reported to the maintenance department as soon as possible.

Electrical Equipment And Open Flame Within City Building:

All departments should have a copy of the policy on portable electrical equipment and open flame within a city building adopted by the City of Jamestown in August 2002. A summary of the official policy is as follows:

For Employees:

- Requests for the use of portable electrical equipment must be made and approved by the Director of Public Works or Facility Maintenance Personnel
- Are not permitted to bring in any portable electrical equipment from outside the workplace
- OR
- Portable electrical equipment brought into the workplace must be inspected and approved by Facility Maintenance Personnel prior to use
- Are not permitted to have any open flame items in the workplace such as candles or incense, no exceptions
- Open flames activities required for maintenance employees, such as welding and cutting, must be approved by a supervisor and should be performed following hot work permit procedures

General Requirements for All Electrical Equipment:

- Should only be used in approved areas
- Must have tag indicating it is UL listed
- Appliances located near a water source should be plugged into GFCI outlets
- Must not have worn, frayed, or damage to outside insulation
- Should be no exposed wiring near plug
- Shut equipment off and disconnect power if unusual odors are detected. This may be the first sign of overheating and can lead to fire.
- Don't overload outlets
- Report instances of circuit breaker trips on surge suppressor outlet strips
- Make sure all appliances are shut off prior to leaving for the night
- Ground plugs must be in place
- Cords should not have heavy objects located on top of them

Portable Heaters:

- Must be equipped with temperature control
- Must have an auto shutoff mechanism if the unit is tipped over

Extension Cords:

- Should only be used for temporary power supply
- A fixed outlet should be installed if power is needed on a regular basis

Portable Lights:

- Should be located away from any flammable liquids
- Must be equipped with a protective guard over the bulb