

Developing
Your ERTeam



EMERGENCY
RESPONSE
TEAM



PARMENTER REALTY PARTNERS

Introduction

- What Do We Know About Fire?
- Purpose of Fire Safety Program
- Building Life Safety System
- Emergency Response Team / Leader
- Evacuation Procedures
- Virtual Evacuation Building Tour
- Questions and Answers

What Do We Know About Fire?

- What are some common fire hazards?
- What do you do if you find a fire?
- How does fire spread in a high rise?
- How and when do you use a fire extinguisher?



Common Fire Hazards

- Careless smoking
- Overloading of electrical outlets/extension cords
- Misuse/Malfunction of appliances/machinery
- Improper/unsafe procedures
- Mishandling of flammable liquids/solvents
- Accumulation of trash/debris



Do You Smell Something Burning?

- If you come across a fire or you can see or smell smoke Report it Immediately!
 - Pull the handle of the nearest fire alarm pull station (in elevator lobby of each floor)
 - Call 911 or Admiral Security at
- To Fight or not to Fight?
- How to Evacuate
 - Use the stairwells
 - Stay with your company
 - DO NOT go to the Parking Garage



Fire in a High Rise

- How fire spreads
 - By direct flame
 - By intense heat
- Fire Resistant Building Materials
- Phased Building Evacuation



How To Use An Extinguisher

- Remember the acronym **P.A.S.S.**

P – Pull The Pin

- The metal pin held in by a plastic ring

A – Aim The Extinguisher

- Always aim at the base of the fire

S – Squeeze The Handle

- Squeeze the top activation handle against the carrying Handle

S – Sweep The Fire

- Sweep the flames back and forth to contain the fire



Purpose of Life Safety Training and the need for an **ERTeam**

To prepare designated office personnel to calmly, quickly and efficiently evacuate the building in an emergency situation and to have a basic understanding of building life safety systems and their function.

What is an **ERTeam**?

- Fire Warden
- Handles more than Fires
 - **Medical**
 - **Bomb**
 - **SIP**
- Coordinates on multiple levels
- Structured team



5 Elements Life Safety System

- Prevention
- Detection – Fire / life Safety Systems & Alarm
- Notification
- Control
- Life Safety Maintenance



Prevention

- *Fire-resistant Construction Materials and Design*
- *Fireproofed structural steel and/or concrete construction*
- *Granite, glass and metal exterior walls*
- *Flame Retardant gypsum board with metal studs for interior partitions*
- *Carpet meets all NFPA and City Code Standards*
- *Concrete floors*
- *Ceilings are fire-resistant mineral fiber suspended on metal supports*
- *Two Hour rated stairwells*



**Starts with
Richmond City
Fire Department**

**Property Management
Office**

Fire Evacuation Team

**Stairwell and Elevator
Monitors**

**Tenant
Contact**

ERT Member

ERT Leader



Fire Department

*Takes charge in the event
of an actual fire emergency
when they arrive on site*



Property Management Office

- *Prepare and coordinate on-going fire safety training for tenants*
- *Keep the building safe & free of fire hazards*
- *Make sure fire safety system and devices are operating properly*
- *In the event of an actual fire emergency, relinquish authority to the fire department and assist as necessary*



Tenants

- Assign *ERT Leader, ERT Members* and/or stairwell and elevator monitors to attend Life Safety Training.
- Keep office space safe and free of fire hazards
- In the event of an actual fire, cooperate fully with Property Management Office



ERT Leader

- **Criteria:** Knowledgeable , resourceful individual who can demonstrate leadership ability in a crisis situation. Must spend a majority of time each business day within the office.
- Responsible for coordinating the entire evacuation process in the designated suite
- Works in coordination with Fire Evacuation Team



ERT Member

- **Criteria:** Knowledgeable , resourceful individual who can demonstrate leadership ability in a crisis situation. Must spend a majority of the work day within the office.
 - Performs in the absence of the Fire Warden or...
 - Directs personnel to stairwells
 - Take headcount to confirm everyone accounted for
 - Assists Fire Warden in the event both are present



Elevator Monitor

- **Criteria:** *Knowledgeable , resourceful individual who can demonstrate leadership ability in a crisis situation. Must spend a majority of the work day within the office.*
 - *Works in coordination with Floor Warden*
 - *Directs people away from elevators to stairwells*
 - *Informs employees of a fire emergency*
 - *Assists Floor Warden as necessary*



Stairwell Monitor

- **Criteria:** *Knowledgeable , resourceful individual who can demonstrate leadership ability in a crisis situation. Must spend a majority of the work day within the office.*
 - *Works in coordination with Floor Warden*
 - *Periodically inspects the stairwell for obstructions*
 - *Directs people to an alternate stairwell if necessary*
 - *Control movement in the stairwell*
 - *Direct people to stay to the RIGHT*
 - *Notify floor warden when stairwell has been cleared*

Fire Evacuation Procedure

- *At the sound of an alarm, **ERTeams** should:*
 - *Direct the evacuation of their suite's occupants via the stairwells.*
 - *Identify and arrange the evacuation of nervous, emotional, ill, and/or disabled personnel.*
 - *Inform all personnel in their area as to where to evacuate.*
 - *Remain behind to make sure that all personnel have left their assigned areas.*
 - *When evacuation is complete, assemble and account for all personnel and report to the Property Management or Fire Department.*



Fire Evacuation Procedures

*Assistants, as assigned by the **ERTeams** should:*

- In two-person teams assist the handicapped or ill.*
- Take flashlights in case of electrical power failure.*
- Take the company First Aid Kit if readily available.*
- Properly secure and safeguard company records per company policy.*
- Unplug appropriate electrical equipment if accessible.*
- Tell employees to take only their essential personal possessions with them.*
- Instruct employees to keep to the right of the stairwell and remain quiet.*
- Suggest to persons wearing high-heeled shoes to remove them so they will have less difficulty walking.*
- Check for remaining employees and visitors, turn off lights, close but do not lock office doors.*



Training for Employees

- New Employees
- Existing Employees

What You Should Know



How Systems Work



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Detection

Fire/Life Safety Systems and Alarms

- **Fire Alarm Systems**
 - **Smoke Detectors:** Detect smoke on floors, mechanical rooms and elevator machine room
 - **Duct Detectors:** Detect smoke in mechanical ducts (A/C system)
 - **Heat Detectors:** Detect heat in elevator shafts, elevator machine room and electrical/mechanical rooms
 - **Manual Pull Stations:** Located on each floor next to stairwell doors and may be pulled in the event an individual recognizes an emergency situation
- **Sprinkler System**
 - **Flow Switch**
 - **Tamper Switches**
 - **Dual Feed System**
- **Dry Pipe Sprinkler System**
- **Fire Pump to boost water pressure to sprinkler system**

Notification

- *Activation of either an automatic or manual device will transmit a visible (strobe lights) and audible general alarm to:*
 - *The floor of the incident*
 - *The floor above the incident*
 - *The floor below the incident*
 - *The Fire Command Center*

Activated Automatic & Manual Devices Will:

- *Notify Base Control of the fire emergency situation*
- *Activate the public announcement system*
- *Activate the positive pressurization system in stairwells and elevators to keep smoke from entering and exhaust smoke at top of stairwell*
- *Activate the elevator recall system*

Elevator Recall System:

- *DO NOT use elevators in case of emergency*
- *Elevator lobby smoke detectors activate the elevator recall system*
- *Elevators recall to the lobby*
- *If fire is in the lobby or on the second (2nd) floor, elevators recall to the third (3rd) floor*
- *Elevator heat detectors recall the elevators*



Control


- *Fire Command Center (Base Control)*
- *Fireman's Telephones –2 way communication between firefighters and Fire Command Center*
- *Sprinklers and Water flow systems*
- *Each floor has fire hose connections for Fire Department use located in stairwell at each landing*
- *Fire Extinguishers –located on each floor at various locations*
- *Standby emergency power system (battery as primary, generator as secondary)*

Life Safety Maintenance

- *Ring-down of entire system (Annually)*
- *Retourque to electrical system and infra-red scan (Every 3 years)*
- *Flow switch testing (Quarterly)*
- *Fire pump testing (Weekly exercising and Annual flow testing)*
- *Dry pipe trip test (Annually)*
- *Generator testing (Weekly run test and Annual full load test)*
- *Fire extinguisher service (Annual inspection and Monthly visual inspection)*



Virtual Walk Through



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Virtual Walk Through

- Please note the following:
 - Location of stairwells
 - Location of Primary and Secondary exits
 - Location of elevator banks



Stairwell Entrance

- This is a common stairwell entrance.
- There are two stairwells in each building.
- If one side is blocked, cross over to the other side.



Notifications

- Always look for the visual alarm sensors if the audio has been silenced.
- Exit signs should clearly direct you to the stairwell entrances.



Summary

- *No building is fire proof; all fire alarms are to be considered real.*
- *Attitude is Everything. Stay Calm. React quickly.*
- *Always ask questions.*



Medical Emergency

- *Dial 911 to report medical emergency*
- *Notify Property Management at 804-344-3600 during business hours (8:00 A.M. to 5:00 P.M.). Notify Admiral at 804-344-8534 after business hours or call 911*
- *Ask victim if there is anyone they would like to have contacted*
- *Facilitate EMT access and victim evacuation by assigning person to stand by elevator on floor where the victim is located and guide EMT to victim*
- *If victim is sent to the hospital, send a friend or fellow employee along to comfort the person*



Bomb Threat

- *Receive bomb threat*
- *Keep caller on the line as long as possible and obtain as much information as possible*
- *Record information using Bomb Threat Checklist if available*
- *Dial 911 to notify local authorities*
- *Notify Property Management at 804-344-3600 during business hours (8:00 A.M. to 5:00 P.M.) and Admiral at 804-344-8534 after hours or call 911*
- *Follow instructions from responding authority or instructions from your company*

