

Building Fire Prevention and Evacuation Plan

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Create a Building Fire Prevention and Evacuation Planning Committee

Membership: The person or persons, having authority to implement the plan and associated required actions, form a committee comprised of representation from the building. It is important to include representation for persons with special needs.

In a building shared by more than one department, or units with unrelated functions, a single Building Fire Prevention and Evacuation Committee (BFPEPC) will be established, representing the building as a whole.

Duties:

- a) Appoint a Chairperson and Alternate to oversee all committee responsibilities. The Chairperson has the authority to implement the committee's plan.
- b) Appoint Building Section Coordinators, Fire Wardens and Alternates as necessary. These individuals may or may not be committee members.
- c) Create a Building Fire Prevention and Evacuation Plan (BFPEP).
- d) Coordinate with Environment, Health and Safety (EH&S) to schedule and conduct practice exercises to test evacuation organization functions.
- e) Coordinate with EH&S to conduct fire evacuation drills.
- f) Monitor infrastructure and occupancy changes within the building and make appropriate modifications/adjustments to the BFPEP.
- g) Review the BFPEP on a regular schedule (at a minimum, once every 12 months).
- h) Ensure that all building occupants are aware of the BFPEP and that they comply with its provisions.
- i) Generally promote occupant fire and life safety awareness and attitudes within the Department.

Positions:

Committee Chairperson

Duties:

- a) Manages the BFPEP on a daily basis and may appoint a Building Evacuation Coordinator (BEC).

Building Evacuation Coordinator (BEC)

Duties:

- a) Acts as the building liaison to the police and/or fire department Incident Commander (on the scene).
- b) Receives accountability information from Building Section Coordinator(s) or Fire Warden(s) and makes the information available to the Incident Commander.
- c) Stand-by to answer any additional inquiries or requests from the police and/or fire department(s) responders. The BEC is identified by a Lime Green vest.

Building Section Coordinator

Duties:

- a) Oversees the BFPEP for a defined section of the building.
- b) Implements the BFPEP during an event and coordinates activities of the Fire Wardens in the section.
- c) After evacuating the building, the Building Section Coordinator supervises an assigned assembly area, and collects accountability information and status reports from their section.
- d) Relays the accountability information and status reports to the BEC.
- e) On an ongoing basis, report any lost or damaged fire protection equipment to Facilities Customer Service.

Fire Warden

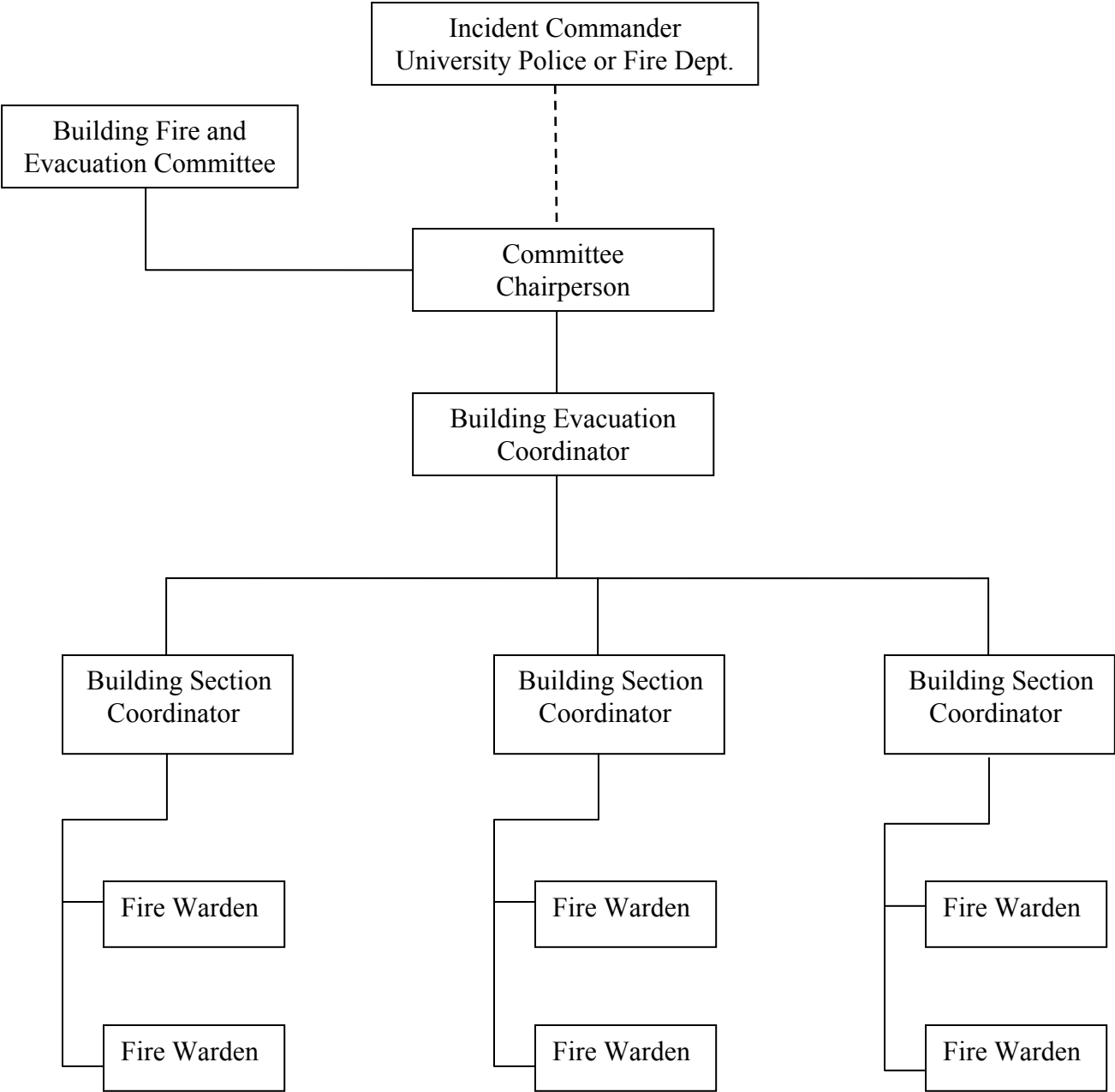
Duties:

- a) In the absence of a Building Section Coordinator, fills the Building Section Coordinator position as the designated Alternate.
- b) Ensures that building occupants in an assigned area evacuate the building or are positioned in a Safe Room. The Fire Wardens are to walk through their

assigned areas on their way out of the building, looking for occupants who have not evacuated. Fire Wardens are not to place themselves in danger during this process. If fire and/or smoke are observed, they are to leave the building immediately. In the event an occupant is unable to evacuate the building, the Fire Warden shall assist that individual to a Safe Room. Whenever possible, the person assisted to a Safe Room should be accompanied by an able-bodied person. The Fire Warden may function in this capacity. (See Appendix A for a definition of Safe Room.)

- c) Reports status of assigned building area to the Building Section Coordinator.
- d) Assists in the management of the assigned assembly area as directed by the Building Section Coordinator.
- e) Maintains a listing of all persons requiring evacuation assistance in their assigned building area and the employees assigned to assist them.
- f) On an ongoing basis, monitors corridors, exit access, exit way and exit egress conditions and reports hazardous conditions to the Building Section Coordinator for corrective action.

Example: BFPEP Organizational Chart



BUILDING FIRE PREVENTION & EVACUATION PLANNING

Section 1: Building Occupant Information

Date Implemented _____

Building Name: _____

Date Revised _____

Review Date _____

Department Information:

Department: _____

Department Head: _____

Room Number: _____

Phone Number: _____

Location (s) in Building: _____
 (repeat this information for each department sharing the building)

Section 2: Building Organization Information

Building Fire Prevention & Evacuation Planning Committee:

Committee Chair: _____

Contact Number: _____ E-Mail Address: _____

Building Evacuation Coordinator: _____

Contact Number: _____ E-Mail Address: _____

Committee Chair Alternate: _____

Contact Number: _____ E-Mail Address: _____

Committee Members	Representing	Contact Number	E-mail

(add as many committee members as needed to represent building occupants)

Section 2 Cont:
Building Section Coordinator:

Section Coordinator: _____

Contact Number: _____ E-Mail Address: _____

Building Section Coordinator Alternate: _____

Contact Number: _____ E-Mail Address: _____

(repeat this information for each position created)

Fire Wardens

<u>Area</u>	<u>Name</u>	<u>Phone</u>	<u>E-mail</u>

(fill as many positions as is determined to be necessary)

Alternates

<u>Area</u>	<u>Name</u>	<u>Phone</u>	<u>E-mail</u>

(fill as many positions as is determined to be necessary)

Section 3: Building Information:

Dimensions: _____ Number of floors: _____ Hours of Operation: _____

Occupancy Characterization:

Building Use		All that Apply
Assembly	A	
Business	B	
Laboratory	L	
Service	S	
Dormitory	D	
Residence	R	
Occupancy		

Primary Occupancy: _____ Total Employees: _____ Typical # of Students: _____

Typical # of Visitors: _____ Others: _____

Obtain building diagrams from Facilities Planning and Design of each floor of the building. Mark up these drawings to indicate the location of exits, main exit routes, fire alarm pull stations, manual activation stations for special agent systems and portable fire suppression equipment. If Safe Rooms are present in the building, indicate the location of each room (see Appendix B for signage).

Where are they located in the building?

Are there operations or procedures that would require employees to remain in the building? If yes, describe their purpose and how they will be protected.

What can be done to minimize the effect of a fire?

Example: Supplies of combustible/flammable materials in work space limited to what is needed for that day. Employees are trained to respond as described in the Department Emergency Plan as required by OSHA 1910.38. (List any substances and or conditions that may pose a threat to the well being of building occupants, emergency responders and/or the environment.

Does the building design or use present concerns about the occupants' ability to escape?

If yes, what can be done to minimize this concern?

Building Fire Detection and Suppression Systems:

Individual buildings may or may not have smoke detectors, heat detectors, fire alarm pull stations, sprinkler systems and/or special agent suppression systems. Therefore, the BFPEPC needs to identify and describe occupant training needs and evacuation practices specific to needs dictated by the presence or absence of such equipment. EH&S may be consulted for assistance in providing guidance in the completion of this section.

Section 4: How to determine the size of the BFPEP organization:

Step 1: Use building layout graphics by floor, showing exit routes, locations of high hazards, locations of critical operations and Safe Rooms as a means of dividing each floor into Fire Warden divisions. It is important to remember that Fire Wardens should be assigned evacuation areas they normally occupy or are within a reasonable distance of their normally occupied areas. At no time should Fire Wardens be required to place themselves in danger or jeopardize their ability to evacuate the building.

Step 2: Where appropriate, divide the building into sections to be managed by Building Section Coordinators.

Step 3: Divide the sections into areas that may be easily overseen by individual Fire Wardens.

Step 4: Assign Fire Wardens as needed with Alternates.

Step 5: Create a buddy system for employees requesting evacuation assistance.

Section 5: General Evacuation Procedures

University Policy: The occupants of all University at Buffalo buildings are required to immediately evacuate the building when the fire alarm system is activated. Persons shall not enter the building until advised that it is safe to do so by the University Police after the building has been declared safe by the fire department on location.

Assembly Areas: Building evacuees will assemble in predetermined areas where they will wait for clearance to re-enter the building.

Employee Accountability: A system to determine if employees have evacuated to the assembly areas will be created and implemented. (The names of all those individuals present in the assembly area will be recorded or checked-off an existing form or list, as a first step in determining if anyone is missing.)

Student Accountability: A system to determine the identity of students who may have been in the evacuated building will be created and implemented. (The names of all those individuals present in the assembly area will be recorded or checked off an existing form or list, such as class rosters, as a first step in determining if anyone is missing.)

Persons Requiring Assistance: See supplement on procedures for emergency evacuation of individuals with disabilities.

Refer to: Emergency Procedures for Employees with Disabilities in Office Occupancies.

Published by: Federal Emergency Management Agency, United States Fire Administration (Maryland).)

Appendix A

BFPEP Emergency Planning Definitions and Roles

DEFINITIONS

1) Building Fire Prevention & Evacuation Plan:

Each Building will have a Fire Prevention and Evacuation Plan. The fire prevention component is based on New York State Office of Fire Prevention and Control (OFPC), Public Employee Safety and Health (PESH), and federal Occupational Safety and Health Administration (OSHA) requirements. Once organized, the Building Representatives assist in the development of the plan. The plan includes the process of organizing the Building Representatives into the Fire Prevention and Evacuation Committee, that will identify main exit routes, fire suppression equipment, fire alarm activation devices, and facilitates evacuation from the building, as well as identifies assembly areas for the occupants, and determines accountability after people have evacuated. Training, organizational meetings, and identification of assembly areas are facilitated by EH&S Fire and Life Safety Division. Plans should be reviewed at least once annually.

2) Fire Evacuation Drills:

The process of exercising the Building Occupants' abilities to evacuate from a building. Resident Life areas and Assembly areas must have 4 annual drills, and all other buildings must have 3 annual drills in accordance with the New York State Fire Code.

3) Incident Command System:

A standardized, on-scene, all-hazard incident management concept that allows its users to adopt an integrated organizational structure to match the demands of single or multiple incidents without being hindered by jurisdictional boundaries.

4) On-Site Emergency Response:

Refers to the activities conducted by the Emergency Responders and/or the Operations Group in the field under the Incident Command System.

5) Safe Room/Area of Refuge:

A room satisfying specific attributes for the protection of persons unable to evacuate a building because of physical and/or mental limitations. The following attributes are required:

- Accessible
- Adjacent to an exit
- Protected from penetration from the products of combustion
- Identified by signage in the corridor proximal to room access
- Contains instructions and use procedures that are readily visible
- Contains communication capability to the University at Buffalo Police

ROLES

1) Alternates:

- a) Alternate Chair -- Appointed by the BFPEP Committee to act as Chair of the Committee when the appointed Chair is unavailable or unable to perform his/her duties.
- b) Alternate Building Section Coordinator -- a designated Fire Warden who acts as the Building Section Coordinator when that individual is unavailable or unable to perform his/her duties.
- c) Alternate Fire Warden -- a designated individual who acts as the Fire Warden when that individual is unavailable or unable to perform his/her duties.

2) Building Evacuation Coordinator:

Individual who has the responsibility for collecting the accountability information from Building Section Coordinators and/or Fire Wardens, and communicates this information to police and/or fire department responders during an evacuation. The Committee Chairperson may serve in this position.

3) Building Fire Prevention and Evacuation Planning Committee:

A committee comprised of building representatives that have the authority to develop a fire prevention and evacuation plan, and implement its required actions.

4) Building Representative:

A member of the BFPEP Committee, chosen from a cross-sectional sampling of building occupants to represent the various interests of their building.

5) Building Section Coordinator:

Position assigned to oversee and implement the BFPEP for a defined section of the building.

6) Committee Chairperson:

The appointed building representative who oversees and conducts the planning meetings involved in creating a BFPEP. This individual manages the BFPEP for the building.

7) Emergency Responders:

Inside or outside resources that respond to an on-site location of an emergency incident. Examples include: Police, Fire, UB HAZMAT, UB Fire & Life Safety, Outside HAZMAT, Emergency Medical Services.

8) Fire & Life Safety Manager:

Individual who manages the general fire and life safety programs for the institution, which includes building fire prevention and evacuation planning, inspections, training programs, and oversight of the annual testing programs for fire protection equipment. This individual reviews plans and schematics of new facilities and all renovations (both major and minor) projects for Fire and Life Safety issues in order to make recommendations to Facilities Planning and Design. This position collaborates with the Emergency Planning Program Manager on issues involving evacuations and coordinations with outside agencies.

9) Fire Warden:

Ensures the evacuation of building area occupants, and reports evacuation status to the Building Section Coordinator or the Building Evacuation Coordinator.

10) Occupant(s):

Students, Employees, Visitors, Temporary Contractors, and other persons present in a building at a given time.

11) On-Site Incident Commander:

Individual responsible for coordinating all activities during an on-site emergency response.

Appendix B

BFPEP Emergency Planning Safe Room Signage

Example 1:

Safe Room Signage [to be used outside the Safe Room]

Example 2:

Safe Room Signage -- Instructions [to be used inside the Safe Room and modified as necessary]

Example 3:

Safe Room Signage – Use [to be used inside the Safe Room and modified as necessary]

Example 1: Safe Room Signage [to be used outside the Safe Room]

SAFE ROOM



**To be used by persons who
are not able to exit the
building during fire alarm
system activations**

Example 2: Safe Room Signage [to be used inside the Safe Room and modified as necessary]

SAFE ROOM

INSTRUCTIONS

- **Use the Safe Room only if you are unable to exit the building during a Fire Alarm condition**
- **Close the door tightly behind you**
- **Call University Police at 2222
or 645-2222**
- **Tell the dispatcher**
 1. **Your Name**
 2. **Where you are (Building, and room number ____)**
 3. **Call back number for the phone you are using (_____)**
 4. **How many people are with you**
 5. **Why you are not able to exit the building**
 6. **Did you see any smoke or fire on your Floor**

Remain calm – in the unlikely event you need to leave the Safe Room, trained rescue personnel will come to assist you

Example 3: Safe Room Signage [to be used inside the Safe Room and modified as necessary]

SAFE ROOM

USE

- **Safe Rooms are to be used as a place of refuge for persons unable to evacuate the building in the event of a building Fire Alarm System activation**
- **Safe Rooms have been selected because of their proximity to building exit points**
- **Safe Rooms are protected from penetration by smoke and heat**
- **Persons using Safe Rooms, whenever possible are to be accompanied by a person (buddy) who is capable of providing assistance to the person who is unable to exit the building**
- **Safe Rooms are required to have hard wired communications capability directly to University at Buffalo Police (2222)**