

Standard Operating Procedure

Procedure # 43

Issued [12-10-2004]

Revised [- -]

Authorized by: Michael Schaefer

Subject: Fire Drills

In an effort to ensure the safety of employees and guests to DPW managed facilities with employee population in excess of 100 employees the DPW has determined that annual fire drills will be conducted in these facilities. We all know that the only way you get better at something is to practice it. As stewards of public resources it behooves us to do whatever is necessary to ensure the safe evacuation of the City critical resources its employees. Conducting drills on a regular basis is the only way to test our ability to safely evacuate these facilities.

Process

On or about April 15th annually the DPW will publish a letter to department heads notifying them of when their work area is scheduled for a fire drill. We would drill only three floors at a time to mimic what actually will occur in a fire situation and have them report to either the City Hall Rotunda or Market St. Lobby depending on the building being tested. Individual departments can make the choice on whether or not they wished to participate in the drill. In our letter to department heads we would suggested that keep a few people in the office during the drill to answer the phone and service walk-in customers, so as to limit the impact to the business (see attached).

- 1) Five minutes before the scheduled drill the Operator will make the following announcement on the house PA to the building scheduled for the drill.
" May I have your attention please this is the City Hall Operator __Name__ at (10:00am or 2:00pm) floors __, __ and __ will be conducting a fire drill. Only those floors are required to evacuate and assemble in _____(City Hall and 809 go to Market St Lobby. Municipal Building goes to City Hall Rotunda). This drill will be initiated by the sound of the fire horns which will sound for two minutes and then be silenced."
- 2) Contact the technician to stand by to activate the fire alarm
- 3) At 10:00am or 2:00pm as scheduled have a technician activate a pull station in the building in question. The City hall Operator will make the following announcement on both the house PA and the emergency PA.
" May I have your attention please this is a drill I repeat this is only a drill We have discovered a fire on the ____ floor of (name of building). Immediately evacuate the __, __ and __ floors and Proceed to:
 - A. If the fire is in City Hall (Market Street Lobby of the Municipal Building)
 - B. If the fire is in the Municipal Building (Rotunda of City Hall)

**C. If the fire is in the 809 Building (Market Street Lobby of the
Municipal Building)**

"If readily accessible, please take your coats and keys. THIS IS ONLY A DRILL"

- 4) After two minutes have the technician reset the point and silence the fire horns.
- 5) After the group has assembled the Security Manager will contact you to reset the fire system and ask you to provide the time the horns were sounded.
- 6) The Security Manager will inform the assembled employees to return to their work areas.

As a quality measure we will trace the cycle it takes for employees to exit the facility and assemble in the appropriate location. As we move forward with this program we can begin to test the staffs ability to deal with items out of the ordinary such as closing off a stairwell and having them use the secondary exit. When the evacuated area complete their assembly they will be dismissed back into the work area

February 4, 2004

To: Department Heads

RE: Fire Drills

In an effort to ensure the safety of employees and guests to the City Hall Complex the DPW will be scheduling an annual fire drill for each floor within the complex. We all know that the only way you get better at something is to practice it and as stewards of public resources it behooves us what ever is necessary to ensure the safe evacuation of the City critical resources, it's employees. Conducting drills on a regular basis is the only way to test our ability to safely evacuate these facilities.

We will be conducting these drills as listed on the attached schedule. We recommend that as departments participate in drill they leave someone in the work area to answer any phone or walk in requests. We anticipate that each drill should take about fifteen from the time of the announcement until employees return to their areas. Please take a few moments to review with your employees the fire escape routes as outlined on the maps provided on the MINT in the Health and safety section.

If you have any questions or concerns regarding this matter please feel free to contact Michael Schaefer, Security Manager at ext. 2145 and thank you for your participation.

Sincerely,

Cc File
Michael Schaefer

Proposed Fire Drill Evacuation Schedule 2004

May 4	2:00pm	Floors 6,7,8 City Hall
May 6	10:00am	Floors 8,9,10 ZMB
May 11	2:00pm	Floors 2,3,4 809 Building
May 12	10:00 am	Anderson Lake Tower
May 13	10:00am	Floors 3,4,5 City Hall
May 18	2:00pm	Floors 5,6,7 ZMB
May 20	10:00am	Floors T, B, 1 809 Building
May 25	2:00pm	Floors B, 1,2 City Hall
June 27	10:00am	Floors 2,3,4 ZMB
June 1	2:00pm	Floors B, LP, UP, ZMB
June 3	10:00 am	Anderson Lake Tower