

# State Agency Emergency Response Plan

May 16, 2011



## Project Summary

The objective is to create an Emergency Response Plan for state agencies to use as a guideline for state employees and non-state employees in the event of the emergencies described below.

The Emergency Response Plan will include sections on:

- General preparedness section and a response area training section
- Tornado Response.
- Fire Response
- Workplace Violence Response
- Bomb Threat Response

## Project Goal

General preparedness section and a response area training section – Assemble a team, define the general equipment, establish evacuation plans, and establish policy and procedures.

Tornado Response – alerts, watch & warning, evacuation, safe areas.

Fire Response – appropriate equipment, evacuation, and safe areas.

Workplace Violence Response – safe shelter and alerts/broadcast.

Bomb Threat Response – alerts, evacuation, safe areas, bomb check list.

## Project Outcome

- The Emergency Response Plan will be in a printed booklet format and will be available as an electronic file.
- The Emergency Response Plan will be formatted so Department of Public Safety can utilize the plan immediately.
- The Emergency Response Plan will be formatted so other Ohio state agencies can adapt the plan to their departmental needs.

## Project Benefits

The Department of Safety's team objective is to create a safe environment for ODPS personnel, vendors, and external customers in the event our facilities encounter a disaster, due to severe weather or violent acts that may cause potential harm or threat. It is important that we have a documented plan and supported documents that reflect the unit's efforts in adhering to the Division's mission as it relates to safety in the workplace and the State and National Fire Protection Administration code and standards for emergency response and building evaluations.

Completion of this product will allow us to review data within our emergency response log, compare evacuation response times, and review training records. Overall it will allow us to share with Management the makeup of our Emergency Response Plan and to readily show to management what measures are taken to maintain Fire and Safety standards.

## Project Team

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# A QUICK REFERENCE GUIDE FOR EMERGENCY RESPONSE/ BUILDING EVACUATIONS



# Emergency Response/ Building Evacuation Guidelines

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## Summary

The objective is to create an Emergency Response/Building Evacuation Plan for State agencies to use as a guideline in the event a facility encounters a disaster due to severe weather or violent acts that may cause potential harm or threat. Although there are many disasters to mention, this Guide will focus only on the most common man-made and natural disasters which include Fire, Tornado, Work Place Violence and Bomb Threat.

This guide will outline roles, responsibilities, and the recommended training for the Safety Control Team members. It offers guidance on how to prepare for and respond to emergency disasters and violence in the workplace.

It is important that each agency have in place an updated Emergency Response/ Building Evacuation plan, and documentation related to training, scheduled evacuations and the response times, details regarding team meetings, and other actions to confirm that the facility is operating within compliance of the Ohio and National codes and standards, as it relates to emergency response and building evacuations.

The Project Managers of “Team 911” researched State and National codes and regulations, and interviewed key State of Ohio employees with EMS, Ohio Fire Marshall Office, ODPS and others to gather detailed information for the purpose of this booklet. To the best of our knowledge, the information provided in this guideline, complies with State and National Standards.

## 1. General Preparedness Guidelines

- A. Policy & Procedures - Updated emergency response building evacuation policies and procedures should be accessible to all employees for review.

The following should be documented and updated on a regular basis:

- a. Evacuation drill Exercises: Date, start time and end time.
  - b. Description of the drill: i.e. routine, non-routine with blocked egress, announced, or unannounced.
  - c. Team meetings: A description of the meeting and the attendees.
  - d. Team trainings: Date and type of training.
  - e. Equipment checks/ Inspections: i.e. radio checks, fire extinguisher, and other equipment that may be used during an emergency evacuation.
- B. Equipment - All radios, mobility equipment, fire extinguishers, sprinkler systems, and other equipment used during a building evacuation should have routine inspections to ensure that it is operational. First Aid Kits should also be checked to ensure that the kit is properly stocked for use.
- C. Determine designated safe areas - Designated safe areas should be in place for all employees and non-employees during an emergency evacuation. Floor Captains and Wardens will be aware of their respective location in which employees and non-employees will report to until it is deemed safe to return to his or her original destination. Updated floor plans to include Escape Routes, Exits and Safe Areas should be posted and accessible to all personnel.
- D. Forming a Safety Control Team - It is important to have a team of first respondents prepared to assist during an emergency building evacuation. The selected team must be approved. (See Section 2. on team roles and responsibilities.)

- It is important that team members attend routine training. Some common training but not limited to: CPR/AED, First Aid, Equipment mobility (Stryker Evacuation Chair), Fire Extinguishers. It is important that each employee know the name and location of the Captain and or Warden of that particular section.
- Captains and Wardens will need to select a backup person during his or her absence to attend meetings, assist with building evacuations, and participate in other assigned activities.

## 2. Safety Control Team Member Roles and Responsibilities

### A. Fire Safety Director :

- i. Develop fire safety and emergency plans for the Facility.
- ii. Maintain liaison with the Columbus Division of Fire.
- iii. Organize the Building Evacuation Team and select members to assist with duties.
- iv. Be responsible for the dissemination of information to building occupants, to keep them informed of audible alarms, telephone communications, and public address announcements that will be used to signal that an emergency condition exists, and procedures to be implemented during an emergency.
- v. Establish an Emergency Control Center within the building and assign an evacuation team member to the control center. This normally is the Fire Safety Director.
- vi. Compile a manual of vital information to be kept at the Emergency Control Center, containing the following information:
  - A floor plan for each floor showing all pertinent features.
  - The location of all controls of the various building systems.
  - A list of the names, telephone numbers and responsibilities of the Safety Control Team and other important personnel.
  - Information on any special hazards in the building, including methods of handling emergencies involving these hazards.
  - The specific building evacuation plan
- vii. Assure that Building Evacuation Team members are trained.
- viii. Assure that the Safety Control Team train building occupants.
- ix. Compile a manual of vital information to be kept at the Emergency Control Center.
- x. Establish procedures for building evacuation.
- xi. The Fire Safety Director, or assistant, should be in command during fire drills, fire emergencies, and emergency situations until the arrival of the Columbus Division of Fire or other Official agencies.
- xii. Turn over authority to the first arriving officer of the Columbus Division of Fire; notify the officer of what actions have been taken.
- xiii. Select and train an alternate for the Fire Safety Director position.

**B. Assistant Team Administrator:**

- i. Assist the Fire Safety Director with the performance of assigned responsibilities.
- ii. Serves as Fire Safety Director in his/her absence.

**C. Team Coordinator / Reporter:**

- i. Establish and maintain Emergency Building Evacuation Log.
- ii. Record evacuation response times.
- iii. Schedule team meetings.
- iv. Record and disseminate meeting notes.
- v. Track and monitor team trainings.
- vi. Coordinate team trainings.

**D. Highway Patrol, Police, Security or Appointed Response Team Member:**

It is important that a person is assigned to monitor the entrance ways to the building so no one can re-enter until notified that it is safe to do so.

**E. Captains:**

- i. Assure that an alarm will be sounded should an emergency exist on their assigned floor.
- ii. Maintain contact with the Emergency Control Center should an emergency exist in other parts of the building.
- iii. Shall have charge of all matters relating to the Fire Safety Plan and evacuation plan on their assigned floor.
  - Ordering evacuation of the floor should conditions warrant.
  - Carrying out the evacuation of the floor as directed by the Emergency Control Center or other responsible persons.
- iv. Assure that each person assigned to the floor knows the evacuation plan, including alternate routes.
- v. Provide a plan to assist handicapped personnel to exit the building.
- vi. Devise a method of accounting for all persons on the floor in the event of an evacuation.
- vii. Shall be responsible for seeing that signs are properly posted and members of the assigned floor are trained concerning:
  - Evacuation routes and procedures.
  - Exits and alternate exits for different floor areas.
  - Use of elevators in an emergency.

- viii. With the approval of the Fire Safety Director, will select Floor Wardens to assist with duties, naming one or more of the wardens as alternates.

**F. Wardens:** It is important that enough Floor Wardens be assigned to each floor to assure that an adequate number will be available to perform assigned duties should an emergency occur. These members should be chosen from interested persons that perform their normal job duties on the floor where they are designated Floor Wardens. The Floor Warden duties involve:

- i. Assuming the role of Floor Captain if the primary Floor Captain is not available and an emergency occurs.
- ii. Sounding an alarm by pre-determined means should an emergency exist.
- iii. Directing occupants, in the event of an evacuation, to predetermined exits or areas.
- iv. Monitoring stairways during evacuation to prevent panic and avoiding blocking of exits.
- v. Checking secluded areas for stragglers.
- vi. Closing doors when leaving.
- vii. Assisting and assigning co-workers to assist disabled persons.
- viii. Maintaining an updated list of special needs personnel.
- ix. Extinguishing small fires with fire protection equipment.
- x. Being familiar with the area of responsibility so an effective bomb search can be made.
- xi. Assisting Floor Captain with fire safety training for floor occupants.
- xii. Note: The number of Floor Wardens will be determined by considering the type, size, and complexity of the floor and

**G. Nurse or Appointed Team Member:**

A qualified individual (Nurse), or the team Leader shall appoint a designated person to assist with the maneuverability of special needs (injured, disabled, etc.) personnel to oversee that all special needs personnel are declared safe.

Some items/ equipment to consider when assisting with the maneuverability and welfare of special needs personnel: Wheel Chair, Oxygen Tank, and First Aid Kit.

**H. Maintenance Staff:**

Monitor the elevators to help with the maneuverability of special needs personnel from upper to lower level exits. The maintenance team will do routine checks of sprinkler systems and fire extinguishers and other equipment.

### 3. Safety Control Team Training

Team members are required to participate in routine trainings. Trainings should be held on an as need basis but at least one time each year.

**A.** General training for the control team should address the following:

- Individual roles and responsibilities
- Threats, hazards and protective actions
- Notification and Communications procedures
- Evacuation, shelter, and accountability procedures
- Location and use of common emergency equipment
- Emergency shutdown procedures

**B.** CPR/ AED (Cardio Pulmonary Resuscitation/Automated External Defibrillator) Training

- CPR Initial: Team members should be certified in the initial CPR class.
- CPR Refresher: Any team member, who has received a certification in the Initial training, must take a refresher CPR course every 2 years to maintain certification. (Actual expiration times can be discussed with the appropriate CPR administrators; i.e. American Heart Association.

**C.** Fire Extinguisher

- Presentation Class Room Training - To give an overview of the various types of extinguishers and to help understand what is best to use on the fire in your area.
- Outside Practical – Team members will given an opportunity to experience hands on training using a fire extinguisher to stop a fire.

**D.** Stryker Mobility Exercises – A Stryker Chair is essential for assisting disabled and injured persons during an evacuation. It can be used to transport a disabled person down stairwells to the designated safe area without lifting. It is important to understand how the equipment operates, and to have hands on experience with the mobility process to eliminate bodily injuries to yourself or disabled personnel.

## Fire Disasters

Workplace fires and explosions kill 200 and injure more than 5,000 workers each year. In 1995 more than 75,000 workplace fires cost business more than 2.3 bill (Seton Emergency Evacuation & fire Safety). In the workplace everyone needs to be educated about fire safety. If our workforce is prepared, it increases the probability of survival.

NFPA (National Fire Protection Association) ([NFPA: Research: Fire statistics: The U.S. fire problem](#)) Reported the following statistics surrounding fire disasters in year **2009**:

There were **1,348,500 fires** reported in the United States in 2009 (down 7% from 2008). These fires caused 3,010 civilian deaths, 17,050 civilian injuries, and \$12.5 billion in property damage.

- 480,500 were structure fires (down 7% from 2008), causing 2,695 civilian deaths, 14,740 civilian injuries, and \$10.8 billion in property damage.
- 219,000 were vehicle fires (down 7% from 2008), causing 280 civilian fire deaths, 1,610 civilian fire injuries, and \$1.4 billion in property damage.
- 649,000 were outside and other fires (down 7% from 2008), causing 35 civilian fire deaths, 700 civilian fire injuries, and \$328 million in property damage.

### The 2009 U.S. fire loss clock

- A fire department responded to a fire every 23 seconds.
- One structure fire was reported every 66 seconds.
- One home structure fire was reported every 87 seconds
- One civilian fire injury was reported every 31 minutes.
- One civilian fire death occurred every 2 hours and 55 minutes.

Fact Sheets supporting the above 2009 statistical information can be reviewed by visiting the following web pages: [Fire in the U.S. in 2009](#), [U.S. fire loss clock in 2009](#), and [An Overview of the U.S. Fire Problem](#)



## 4. Fire Emergency Response Plan

A. General Preparedness - Conduct a team meeting to train members on upcoming Fire drill exercises and procedures. Everyone should know his or her role as a Safety Control team member, as defined in Section 2 of this brochure.

### B. Drill Exercise

1. An evacuation drill exercise should be conducted at least one time annually.
2. Drill exercises must be conducted using the various methods:
  - Announced drills - The Team Administrator will notify the team and other personnel of the upcoming drill.
  - Unannounced drills - The Team Administrator will not notify the team or other personnel of the upcoming drill. Only key individuals will be notified if need be.
  - Simulated drill practice - A planned blockage will be used to deter the traffic away from its normal exit way.

### C. Safe / Muster Areas

1. Employees and non-employees must evacuate the building. Move away from the building to the designated safe areas. Each supervisor will then account for his or her employees.
2. An announcement will be made by Security to declare it is safe to enter the building: The Captain will then inform the supervisor it is safe for employees to return back to the building for entrance.

#### *Drill Follow-up:*

Record evacuation activity: The Team Coordinator will record the drill response time. i.e., the initial start time, time when all were declared safe/ out of the building, and the announcement time when all were informed to return to the building. See "Evacuation Log", Appendix A. Also, report any assistance rendered to special needs personnel.

Conduct a Safety Control team meeting to discuss drill activity. Share what went right and what went wrong. Create a plan to correct any deficiencies.

## Tornado

Tornadoes are nature's most violent storms, and perhaps one of the most feared weather anomalies. Although tornadoes can occur at any time, during any month, Ohio's peak tornado season is April through July.

The best defense when faced with tornadoes or any severe weather event is preparedness. Planning ahead and knowing what to do in the event of severe weather, will lower the chances of injury, death, or loss of property. More information about preparing for severe weather is available through the "Ohio Committee for Severe Weather Awareness" web site at <http://www.weathersafety.ohio.gov>.

<http://www.norman.noaa.gov/2009/03/us-annual-tornado-death-tolls-1875-present>  
Ohio ranks number 21 for frequency of Tornadoes, 11 for number of deaths

[http://www.cleveland.com/datacentral/index.ssf/2009/05/details\\_of\\_ohios\\_868\\_tornadoes.html](http://www.cleveland.com/datacentral/index.ssf/2009/05/details_of_ohios_868_tornadoes.html) Since 1950, 881 tornadoes have struck Ohio, leading to 184 deaths and 4,399 injuries.

- Sixty percent of Ohio's tornadoes have struck in May, June or July.
- Nearly 60 percent have occurred between 2 p.m. and 8 p.m.
- Franklin and Lorain counties have had 27 tornadoes each, most in the state.
- The only year with no tornadoes in Ohio was 1988.
- Thirty nine tornadoes (4.4 percent) resulted in death; 842 did not.



## 5. Tornado Emergency Response Plan

- A. General Preparedness - Conduct a team meeting to train members for upcoming Tornado drill exercises and procedures. Everyone should know his or her role as a Safety Control team member, as defined in Section 2 of this brochure. Understand Tornado Alerts; know the difference between a watch and a warning.

**Tornado Watch:** Conditions are favorable for a tornado

**Tornado Warning:** Issued when a tornado has been sighted. An alarm will sound. Evacuate to your safe areas inside the building

### B. Drill Exercise

1. An evacuation drill exercise should be conducted at least 1 time annually but not limited to.
2. Drill exercises must be conducted using the various methods:
  - Announced drills - The Team Administrator will notify the team and other personnel of the upcoming drill.
  - Unannounced drills - The Team Administrator will not notify the team or other personnel of the upcoming drill. Only key Individuals will be notified if need be.
  - Stimulated drill practice – A planned blockage will be used to deter the traffic away from its normal exit way.

### C. Safe/ Muster Areas

1. Do Not evacuate the building. Move to the designated Safe areas inside your building. Each Supervisor will then account for his or her employees.
2. An announcement to declare that it is safe to return to your work areas will be made by Security or the designated person.

#### *Drill Follow-up:*

Record evacuation activity: The Team Coordinator will record the drill response time. I.e. initial drill time, the time it was report that all were at their safe locations, and the time when it was announced to return to work areas. See “Evacuation Log”, **Appendix A**. Also report any assistance rendered to special needs personnel.

Conduct a Safety Control team meeting to discuss drill activity. Share what went right and what went wrong. Create a plan to correct any deficiencies.

## WORKPLACE VIOLENCE

Workplace violence is an incident where one or more employees are abused, threaten, or assaulted in circumstances relating to their work, involving an explicit or implicit challenge to their safety, well-being or health.

- Non-Physical violence (intimidation, abuse, threats etc.)
- Physical violence (punching, kicking, pushing etc.)
- Aggravated physical violence (use of weapons, e.g. guns, knives, syringes, pieces of furniture, bottles, glasses, etc.)

The Statistics below were taken from an article in [www.you.can.learn-basic-employee-right.com](http://www.you.can.learn-basic-employee-right.com)

- 91.6 % of Shootings on the job are committed by men.
- Close to 79% of all weapons used in shootings were handguns with about 81% of those being semiautomatics.
- About 13% of workplace shootings involved a former or current intimate relationship.
- Over 13% of the shooters in the workplace have a history of mental health issues.
- Almost 38% of the shootings in the workplace happened in “white collar” situations. This makes over 30% of all fatal shootings at work.



## **6. Work Place Violence Response/ Awareness Plan**

### **A. General Preparedness**

1. If the crisis involves an injury, please adhere to the following:
  - Call Security and or 911 (remember to call the designated emergency contact that has been assigned for your location) to report the incident.
  - Notify your supervisor and or reporting authority.
  
2. For all other violent crisis, please adhere to the following:
  - Call Security and or 911 (remember to call the designated emergency contact that has been assigned for your location) to report the incident.
  - Notify your supervisor and or reporting authority.
  - If not directly involved in the crisis, secure the office. Barricade yourself in a secured area or even lay on the floor to seek protection.
  - Move close to the door if possible and remain aware of your surroundings.
  - Adhere to the commands of the assailant.
  - Observe and make mental notes of the description and mannerisms of the assailant.
  - Refer to the internal policy for the correct actions to take when you are not in immediate danger.
  
3. If you are a victim of a Hostage Situation, keep in mind the following:
  - Stay calm
  - Remain Patient
  - Follow the instructions
  - Speak only when the attacker speaks to you.
  - Be observant
  - If forced to talk on the phone, do so.
  - Refrain from being argumentative.
  - Treat the hostage taker as normal as possible

## TIMELINE STATISTICS OF BOMB THREATS

According to the statistics conducted by [www.bombsecurity.com](http://www.bombsecurity.com) between 1970 and current, violent crime of destruction has increased at a large percentage. In the early 1970's terrorists experimented with many methods; bombings remaining at number one. In the 1970s vehicle bombings emerged in popularity. In 1980 terrorists adopted larger vehicle bombs and they employed suicide attacks. By 2000 we first experienced mass casualty due to chemical weapon attack by terrorist. What does this mean for the future?

Explosives have been a popular weapon of terrorist and criminals and will continue to be so in the future. The rapid escalation in the use of bombings in the 1980's and early 1990's shows how quickly change can occur in threat conditions, the tactics, and technologies used by terrorist & criminal bombers are constantly evolving. As a result, it is vital that law enforcement & security professionals remain abreast of these changes in order to ensure that public safety & protective efforts evolve accordingly.



## **7. Bomb Threat Response/ Awareness Plan**

### **A. General Preparedness**

1. If you receive what you think is a call related to a bomb threat:
  - a. Remain calm, try to keep the caller on the phone and attempt to gather information as long as possible.
  - b. Be courteous, but delay the call by pretending you are having difficulty hearing.
  - c. Take notes using the bomb threat check list provided. **Appendix B**
  - d. If possible, use a written note to notify a supervisor or coworker while the caller is on the line.
  - e. After the caller hangs up, without delay, inform your supervisor, who will immediately contact your Building Security and or Police Department.
  - f. Complete the Bomb Threat Checklist and give it to the Building Security and or Police Department representative.
  
2. **If you find a Suspicious Package or Device:**
  - a. Do Not touch the suspicious device or any items near the device.
  - b. Do Not use cellular phones or walkie-talkies in the immediate area of the device.
  - c. Immediately, notify your Building Security and or Police Department.
  
3. **If an evacuation is needed:**
  - a. The building evacuation alarm will be activated to exit employees from the building (s) in accordance with current evacuation procedures.
  - b. All two-way radio communication shall stop.
  - c. Evacuate the building beyond designated assemble areas as directed by the Police Department.

## 9. Vital Web Sites

1. Ohio State emergency evacuation plan  
[www.ehs.ohio-state.edu/docs/labsafe/OSU\\_EOE.ppt](http://www.ehs.ohio-state.edu/docs/labsafe/OSU_EOE.ppt)
2. EMA (Ohio Emergency Management Agency)  
[http://ema.ohio.gov/Documents/pdfs/plan\\_development\\_review\\_guidance.pdf](http://ema.ohio.gov/Documents/pdfs/plan_development_review_guidance.pdf)
3. ODPS (Ohio Department of Public Safety) <http://publicsafety.ohio.gov>
4. ODPS, EMS (Emergency Medical Services) <http://www.ems.ohio.gov>
5. HLS (Homeland Security) <http://www.homelandsecurity.ohio.gov>
6. OSHP (Ohio State Highway Patrol)  
<http://statepatrol.ohio.gov>  
<http://www.bing.com/search?q=State+Highway+Patrol+Ohio&FORM=R5FD>
7. Ohio State Fire Marshall Office  
<http://www.com.ohio.gov/fire/>
8. OCSWA (Ohio Committee for Severe Weather Awareness)  
<http://www.weathersafety.ohio.gov>
9. NFPA (National Fire Protection Association)  
[NFPA: Research: \*\*Fire statistics\*\*: The U.S. fire problem](http://www.nfpa.org/research/fire-statistics)
10. USFA (US Fire Administration) FEMA  
<http://www.usfa.dhs.gov/statistics>

## Building Evacuation Log

| Date     | Nature of Drill | Facility/ location involved | Evacuation Start Time | Evacuation Completion Time | Actual Evacuation Time | Description of Drill Scenario                     | Duty Officer | Remarks  | Necessary Action Taken to Address Problem Areas                                      |
|----------|-----------------|-----------------------------|-----------------------|----------------------------|------------------------|---|--------------|--|--|
| 3/26/08  | Tornado         | Sp                          | 9:10:00               | 9:20:00                    | 0:10:00                | Announced - normal routine                        | dd           |  |  |
| 3/28/08  | Tornado         | Hlt                         | 9:00:00               | 9:08:00                    | 00:08:00               | Announced - routine                               | dd           |  |  |
| 10/7/08  | Fire            | Hlt                         | 9:01:00               | 9:14:00                    | 0:013:00               | False alarm                                       | dd           |  |  |
| 4/20/09  | Tornado         | HLt                         | 9:21:00               | 9:28:10                    | 0:07:10                | Announced - routine                               | dd           |  |  |
| 10/27/09 | Fire            | Csodt                       | 9:20:00               | 9:28:25                    | 0:08:25                | Announced - non-routine                           | dd           |  |  |
| 4/14/10  | Tornado         | Hlt                         | 8:46:00               | 8:51:00                    | 0:05:00                | Announced - routine                               | dd           |  |  |
| 10/06/10 | Fire            | Hlt                         | 8:00:00               | 8:11:00                    | 0:11:00                | Unexpected -blocked center stairwell; flrs. 3,4,5 | dd           |  |  |
| 12/01/10 | Fire            | Hlt                         | 1:15:00               | 1:25:00                    | 0:10:00                | False alarm                                       | dd           | The alarm had been silenced & and accidentally pushed.               | Operations Mgr. invested incident. Proper training was given to Staff.               |
| 1/27/11  | Fire            | Sp                          | 7:46:00               | 7:56:00                    | 0:10:00                | False alarm                                       | dd           | Smoke alarm activated in error by a contractor due to dust from saw. | Mgr. updated contractor's guidelines; put tighter controls on fire alarm monitoring. |
| 4/07/11  | Tornado         | Sp                          | 9:00:00               | 9:07:00                    | 0:07:00                | Unannounced - routine                             | dd           |  |  |

## Appendix A

# BOMB THREAT CHECKLIST

|  |                           |
|--|---------------------------|
| <b>EXACT WORDS OF INITIAL THREAT OR MESSAGE</b>  |                           |
|  |                           |
|  |                           |
| <b>TIME OF CALL</b>  | <b>NUMBER CALLED FROM</b> |
| <b>QUESTIONS TO ASK</b> 1. Who are you? 2. Where are you? 3. Where is the bomb? 4. When will it explode? 5. What is it made of? 6. What does it look like? 7. Why did you place the bomb? 8. Is there more than one bomb? <input type="radio"/> YES <input type="radio"/> NO   |                           |
|  |                           |
| <b>DESCRIPTION OF VOICE AND ESTIMATED AGE</b> <input type="radio"/> Male <input type="radio"/> Female Estimated Age _____  |                           |
| <b>TONE OF VOICE</b><br><input type="radio"/> High <input type="radio"/> Low <input type="radio"/> Deep <input type="radio"/> Raspy <input type="radio"/> Fast <input type="radio"/> Slow <input type="radio"/> Pleasant <input type="radio"/> Stutter<br><input type="radio"/> Nasal <input type="radio"/> Intoxicated <input type="radio"/> Distant <input type="radio"/> Distorted <input type="radio"/> Accent <input type="radio"/> Other |                           |
| <b>MOOD</b> <input type="radio"/> Calm <input type="radio"/> Angry <input type="radio"/> Irrational <input type="radio"/> Rational <input type="radio"/> Deliberate <input type="radio"/> Emotional<br><input type="radio"/> Righteous <input type="radio"/> Laughing <input type="radio"/> Incoherent <input type="radio"/> Other   |                           |
| <b>BACKGROUND NOISE</b> <input type="radio"/> Office Machines <input type="radio"/> Trains <input type="radio"/> Animals <input type="radio"/> Music<br><input type="radio"/> Party <input type="radio"/> Traffic <input type="radio"/> Other Voices <input type="radio"/> TV <input type="radio"/> Quiet <input type="radio"/> Other  |                           |
| <b>DATE</b>  | <b>YOUR NAME</b>          |
| <b>WORK PHONE NUMBER</b>   |                           |

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# NFPA<sup>®</sup> 1

2009

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**NFPA® 1**  
**Fire Code**  
**2009 Edition**

This edition of NFPA 1, *Fire Code*, was prepared by the Technical Committee on Uniform Fire Code and acted on by NFPA at its June Association Technical Meeting held June 2-5, 2008, in Las Vegas, NV. It was issued by the Standards Council on July 24, 2008, with an effective date of October 10, 2008, and supersedes all previous editions.

This edition of NFPA 1 was approved as an American National Standard on October 10, 2008.

**Origin and Development of NFPA 1**

This *Code* was originally developed as a result of the requests of many members of the National Fire Protection Association for a document covering all aspects of fire protection and prevention that used the other developed NFPA codes and standards. NFPA staff initiated this work in 1971 upon a directive from the NFPA Board of Directors.

The original code was written around a format that served as a guide for the development of a local fire prevention code. Prerogatives of local officials were excluded from the main text of the document but included within appendices as guidance for exercising desired prerogatives.

In the late 1980s, the Fire Marshals Association of North America undertook the task of developing a code that was more self-contained, adding administrative sections and extracting heavily from other NFPA codes and standards. The draft was submitted to the Fire Prevention Code Committee. The Committee examined changes in the built environment as it is affected by fire and incorporated significant portions of the *Life Safety Code*®. A special task group on hazardous materials examined technological changes in the handling, storage, and use of flammable and combustible materials. Chapters extracting hazardous material requirements placed a greater emphasis on protection of life and property from chemical products made and used in the environment. A major rewrite resulted in the 1992 edition of the *Fire Prevention Code*.

The 1997 edition updated the text extracted from other NFPA codes and standards and added compliance with additional NFPA codes and standards as part of the requirements of NFPA 1.

The 2000 edition of NFPA 1 was a complete revision that updated the text extracted from other NFPA codes and standards. Additional direct references from NFPA codes and standards that are essential to a code official's use of the document were added. The Committee also added a new section on performance-based design as a valuable tool for code officials and design professionals. NFPA 1 was restructured to be more functional with respect to administration, code enforcement, and regulatory adoption processes.

The 2003 edition of NFPA 1, *Uniform Fire Code*™, was a complete revision. It incorporated provisions from the Western Fire Chiefs, *Uniform Fire Code*™, under a partnership between NFPA and Western Fire Chiefs, while it updated and expanded the provisions extracted from other key NFPA codes and standards. To emphasize the partnership, the document was renamed NFPA 1, *Uniform Fire Code*™. The *Uniform Fire Code* is a trademark of the Western Fire Chiefs Association.

NFPA 1, *Uniform Fire Code*™, was restructured into parts to be more compatible with the regulatory adoption procedures, including administration and code enforcement, occupancies, processes, equipment, and hazardous materials provisions. The Committee included a newly expanded chapter on performance-based design as an enhanced tool for code officials and design professionals. Additional extracts and references from NFPA codes and standards that are essential to a code official's use of the document were added, bringing the number of referenced NFPA codes and standards to over 125. Additional chapters on hazardous materials were included that incorporate the provisions covered in the *Uniform Fire Code*™.

Table 6.1.14.4.1(a) Required Separation of Occupancies (hours)\*, Part 1

| Occupancy                         | Assembly<br>≤300 | Assembly<br>>300 to<br>≤1000 | Assembly<br>>1000 | Educational | Day-Care<br>>12<br>Clients | Day-Care<br>Homes | Health<br>Care | Ambulatory<br>Health<br>Care | Detention &<br>Correctional | One- &<br>Two-Family<br>Dwellings | Lodging<br>or<br>Rooming<br>Houses | Hotels<br>&<br>Dormitories |
|-----------------------------------|------------------|------------------------------|-------------------|-------------|----------------------------|-------------------|----------------|------------------------------|-----------------------------|-----------------------------------|------------------------------------|----------------------------|
| Assembly<br>≤300                  | —                | 0                            | 0                 | 2           | 2                          | 1                 | 2†             | 2                            | 2†                          | 2                                 | 2                                  | 2                          |
| Assembly<br>>300 to<br>≤1000      |                  | —                            | 0                 | 2           | 2                          | 2                 | 2†             | 2                            | 2†                          | 2                                 | 2                                  | 2                          |
| Assembly<br>>1000                 |                  |                              | —                 | 2           | 2                          | 2                 | 2†             | 2                            | 2†                          | 2                                 | 2                                  | 2                          |
| Educational                       |                  |                              |                   | —           | 2                          | 2                 | 2†             | 2                            | 2†                          | 2                                 | 2                                  | 2                          |
| Day-Care >12<br>Clients           |                  |                              |                   |             | —                          | 1                 | 2†             | 2                            | 2†                          | 2                                 | 2                                  | 2                          |
| Day-Care<br>Homes                 |                  |                              |                   |             |                            | —                 | 2†             | 2                            | 2†                          | 2                                 | 2                                  | 2                          |
| Health Care                       |                  |                              |                   |             |                            |                   | —              | 2†                           | 2†                          | 2†                                | 2†                                 | 2†                         |
| Ambulatory<br>Health<br>Care      |                  |                              |                   |             |                            |                   |                | —                            | 2†                          | 2                                 | 2                                  | 2                          |
| Detention &<br>Correctional       |                  |                              |                   |             |                            |                   |                |                              | —                           | 2†                                | 2†                                 | 2†                         |
| One-<br>& Two-Family<br>Dwellings |                  |                              |                   |             |                            |                   |                |                              |                             | —                                 | 1                                  | 1                          |
| Lodging or<br>Rooming<br>Houses   |                  |                              |                   |             |                            |                   |                |                              |                             |                                   | —                                  | 1                          |
| Hotels and<br>Dormitories         |                  |                              |                   |             |                            |                   |                |                              |                             |                                   |                                    | —                          |

\* *Minimum Fire Resistance Rating.* The fire resistance rating is permitted to be reduced by 1 hour, but in no case to less than 1 hour, where the building is protected throughout by an approved automatic sprinkler system in accordance with NFPA 13 and supervised in accordance with 13.3.1.7.

† The 1-hour reduction due to the presence of sprinklers in accordance with the asterisk footnote is not permitted.  
[101: Table 6.1.14.4.1(a)]

## Chapter 7 Reserved

## Chapter 8 Reserved

## Chapter 9 Reserved

## Chapter 10 General Safety Requirements

### 10.1 Fundamental Requirements.

10.1.1 Every new and existing building or structure shall be constructed, arranged, equipped, maintained, and operated in accordance with this *Code* so as to provide a reasonable level of life safety, property protection, and public welfare from the actual and potential hazards created by fire, explosion, and other hazardous conditions.

10.1.2\* *Life Safety Code.* Every new and existing building shall comply with this *Code* and NFPA 101, *Life Safety Code*.

10.1.3 *Building Code.* Where a building code has been adopted, all new construction shall comply with this *Code* and the building code.

### 10.1.4 Structural Hazards.

10.1.4.1 Where structural elements have visible damage, the AHJ shall be permitted to require a technical analysis prepared in accordance with Section 1.15 to determine if repairs are necessary to restore structural integrity.

10.1.4.2 Where the technical analysis recommends repairs to the structure, such repairs shall be made.

10.1.5 Any person who deliberately, or through negligence, sets fire to or causes the burning of any combustible material in such a manner as to endanger the safety of any person or property shall be deemed to be in violation of this *Code*.

10.1.6 The AHJ shall have the authority to prohibit any or all open flames or other sources of ignition where circumstances make such conditions hazardous.

10.1.7 *Listed and Labeled.* Listed and labeled equipment, devices, and materials shall be installed and used in accordance with the listing limitations and the manufacturers' instructions.

Table 6.I.14.4.1(b) Required Separation of Occupancies (hours)\*, Part 2

| Occupancy                      | Apartment Buildings | Board & Care, Small | Board & Care, Large | Mercantile | Mercantile, Mall | Mercantile, Bulk Retail | Business | Industrial, General Purpose | Industrial, Special Purpose | Industrial, High Hazard | Storage, Low & Ordinary Hazard | Storage, High Hazard |
|--------------------------------|---------------------|---------------------|---------------------|------------|------------------|-------------------------|----------|-----------------------------|-----------------------------|-------------------------|--------------------------------|----------------------|
| Assembly ≤300                  | 2                   | 2                   | 2                   | 2          | 2                | 3                       | 1        | 2                           | 2                           | 3                       | 2                              | 3                    |
| Assembly >300 to ≤1000         | 2                   | 2                   | 2                   | 2          | 2                | 3                       | 2        | 2                           | 2                           | 3                       | 2                              | 3                    |
| Assembly >1000                 | 2                   | 2                   | 2                   | 2          | 2                | 3                       | 2        | 3                           | 2                           | 3                       | 3                              | 3                    |
| Educational                    | 2                   | 2                   | 2                   | 2          | 2                | 3                       | 2        | 3                           | 3                           | 3                       | 3                              | 3                    |
| Day-Care >12 Clients           | 2                   | 2                   | 2                   | 2          | 2                | 3                       | 2        | 3                           | 3                           | 3                       | 3                              | 3                    |
| Day-Care Homes                 | 2                   | 2                   | 2                   | 2          | 2                | 3                       | 2        | 3                           | 3                           | 3                       | 2                              | 3                    |
| Health Care                    | 2†                  | 2†                  | 2†                  | 2†         | 2†               | 2†                      | 2†       | 2†                          | 2†                          | 2†                      | 2†                             | 2†                   |
| Ambulatory Health Care         | 2                   | 2                   | 2                   | 2          | 2                | 2†                      | 1        | 2                           | 2                           | 2†                      | 2                              | 2†                   |
| Detention & Correctional       | 2†                  | 2†                  | 2†                  | 2†         | 2†               | 2†                      | 2†       | 2†                          | 2†                          | NP                      | 2†                             | NP                   |
| One- & Two- Family Dwellings   | 1                   | 1                   | 2                   | 2          | 2                | 3                       | 2        | 2                           | 2                           | 3                       | 2                              | 3                    |
| Lodging or Rooming Houses      | 1                   | 2                   | 2                   | 2          | 2                | 3                       | 2        | 2                           | 2                           | 3                       | 2                              | 3                    |
| Hotels & Dormitories           | 1                   | 2                   | 2                   | 2          | 2                | 3                       | 2        | 2                           | 2                           | 3                       | 2                              | 3                    |
| Apartment Buildings            | —                   | 2                   | 2                   | 2          | 2                | 3                       | 2        | 2                           | 2                           | 3                       | 2                              | 3                    |
| Board & Care, Small            | —                   | —                   | 1                   | 2          | 2                | 3                       | 2        | 3                           | 3                           | 3                       | 3                              | 3                    |
| Board & Care, Large            | —                   | —                   | —                   | 2          | 2                | 3                       | 2        | 3                           | 3                           | 3                       | 3                              | 3                    |
| Mercantile                     | —                   | —                   | —                   | —          | 0                | 3                       | 2        | 2                           | 2                           | 3                       | 2                              | 3                    |
| Mercantile, Mall               | —                   | —                   | —                   | —          | —                | 3                       | 2        | 3                           | 3                           | 3                       | 2                              | 3                    |
| Mercantile, Bulk Retail        | —                   | —                   | —                   | —          | —                | —                       | 2        | 2                           | 2                           | 3                       | 2                              | 2                    |
| Business                       | —                   | —                   | —                   | —          | —                | —                       | —        | 2                           | 2                           | 2                       | 2                              | 2                    |
| Industrial, General Purpose    | —                   | —                   | —                   | —          | —                | —                       | —        | —                           | 1                           | 1                       | 1                              | 1                    |
| Industrial, Special Purpose    | —                   | —                   | —                   | —          | —                | —                       | —        | —                           | —                           | 1                       | 1                              | 1                    |
| Industrial, High Hazard        | —                   | —                   | —                   | —          | —                | —                       | —        | —                           | —                           | —                       | 1                              | 1                    |
| Storage, Low & Ordinary Hazard | —                   | —                   | —                   | —          | —                | —                       | —        | —                           | —                           | —                       | —                              | 1                    |
| Storage, High Hazard           | —                   | —                   | —                   | —          | —                | —                       | —        | —                           | —                           | —                       | —                              | —                    |

\*The fire resistance rating is permitted to be reduced by 1 hour, but in no case to less than 1 hour, where the building is protected throughout by an approved automatic sprinkler system in accordance with NFPA 13 in accordance with 13.3.1.7.  
 †The fire resistance rating due to the presence of sprinklers in accordance with the asterisk footnote is not permitted.

## 10.2 Owner/Occupant Responsibilities.

**10.2.1** The owner, operator, or occupant shall be responsible for compliance with this *Code*.

**10.2.2** The AHJ shall be permitted to require the owner, operator, or occupant to provide tests or test reports, without expense to the AHJ, as proof of compliance with the intent of this *Code*.

**10.2.3** The owner, operator, or occupant of a building that is deemed unsafe by the AHJ shall abate, through corrective action approved by the AHJ, the condition causing the building to be unsafe either by repair, rehabilitation, demolition, or other corrective action approved by the AHJ.

**10.2.4** The owner, operator, or occupant, or any person in control of a building or premises shall keep records of all maintenance, inspections, and testing of fire protection systems, fire alarm systems, smoke control systems, emergency evacuation and relocation drills, emergency plans, emergency power, elevators, and other equipment as required by the AHJ.

**10.2.5** All records required to be kept shall be maintained until their useful life has been served, as required by law, or as required by the AHJ.

## 10.3 Occupancy.

**10.3.1** No new construction or existing building shall be occupied in whole or in part in violation of the provisions of this *Code*.

**10.3.2** Existing buildings that are occupied at the time of adoption of this *Code* shall remain in use provided that the following conditions are met:

- (1) The occupancy classification remains the same.
- (2) No condition deemed hazardous to life or property exists that would constitute an imminent danger.

**10.3.3\*** Buildings or portions of buildings, except for routine maintenance or repair, shall not be occupied during construction, repair, or alteration without the approval of the AHJ if required means of egress are impaired or required fire protection systems are out of service.

## 10.3.4 Change of Use or Occupancy Classification.

**10.3.4.1** In any building or structure, whether or not a physical alteration is needed, a change from one use or occupancy classification to another shall comply with 4.6.8 of NFPA 101. [101:4.6.12]

**10.3.4.2** Occupancy classifications and subclassifications, as defined, shall be in accordance with Chapter 6.

## 10.4 Maintenance, Inspection, and Testing. Also see 4.5.8.

**10.4.1** Whenever or wherever any device, equipment, system, condition, arrangement, level of protection, fire-resistive construction, or any other feature is required for compliance with the provisions of this *Code*, such device, equipment, system, condition, arrangement, level of protection, fire-resistive construction, or other feature shall thereafter be continuously maintained. Maintenance shall be provided in accordance with applicable NFPA requirements or requirements developed as part of a performance-based design, or as directed by the AHJ. [101:4.6.13.1]

**10.4.2** No existing life safety feature shall be removed or reduced where such feature is a requirement for new construction. [101:4.6.13.2]

**10.4.3\*** Existing life safety features obvious to the public, if not required by the *Code*, shall be either maintained or removed. [101:4.6.13.3]

**10.4.4** Any device, equipment, system, condition, arrangement, level of protection, fire-resistive construction, or any other feature requiring periodic testing, inspection, or operation to ensure its maintenance shall be tested, inspected, or operated as specified elsewhere in this *Code* or as directed by the AHJ. [101:4.6.13.4]

**10.4.5** Maintenance, inspection, and testing shall be performed under the supervision of a responsible person who shall ensure that testing, inspection, and maintenance are made at specified intervals in accordance with applicable NFPA standards or as directed by the AHJ. [101:4.6.13.5]

## 10.5 Building Evacuation.

**10.5.1** Persons shall not fail to leave a building when notified to do so or when directed by the AHJ as a result of a known or perceived emergency.

**10.5.2\*** Persons shall not fail to leave any overcrowded premises when ordered to do so by the AHJ.

**10.5.3\*** Persons shall not fail to leave a building when a fire alarm system is activated, unless otherwise provided for in an approved building fire evacuation plan or during routine testing or maintenance.

## 10.6\* Fire Drills.

**10.6.1 Where Required.** Emergency egress and relocation drills conforming to the provisions of this *Code* shall be conducted as specified by the provisions of Chapter 20 of this *Code* or Chapters 11 through 42 of NFPA 101, or by appropriate action of the AHJ. Drills shall be designed in cooperation with the local authorities. [101:4.7.1]

**10.6.2\* Drill Frequency.** Emergency egress and relocation drills, where required by Chapter 20 of this *Code* or Chapters 11 through 42 of NFPA 101, or the AHJ, shall be held with sufficient frequency to familiarize occupants with the drill procedure and to establish conduct of the drill as a matter of routine. Drills shall include suitable procedures to ensure that all persons subject to the drill participate. [101:4.7.2]

**10.6.3 Competency.** Responsibility for the planning and conducting of drills shall be assigned only to competent persons qualified to exercise leadership.

**10.6.4 Orderly Evacuation.** When conducting drills, emphasis shall be placed on orderly evacuation rather than on speed. [101:4.7.3]

**10.6.5\* Simulated Conditions.** Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency. [101:4.7.4]

**10.6.6 Relocation Area.** Drill participants shall relocate to a predetermined location and remain at such location until a recall or dismissal signal is given. [101:4.7.5]

**10.6.7\*** A written record of each drill shall be completed by the person responsible for conducting the drill and maintained in an approved manner. [101:4.7.6]

## 10.7 Reporting of Fires and Other Emergencies.

### 10.7.1 Fire Reporting.

**10.7.1.1** The person discovering any unwanted fire, regardless of magnitude, shall immediately notify the fire department.

**10.7.1.2** Facilities that have established on-premises fire-fighting organizations and have coordinated and arranged procedures approved by the AHJ shall not need to notify the fire department.

**10.7.1.3\*** The owner, manager, occupant, or any person in control of such building or premises, upon discovery of an unwanted fire or evidence of a previous unwanted fire that had apparently been extinguished, shall immediately notify the fire department.

**10.7.1.4** Persons shall not make, issue, post, or maintain any regulation or order, written or verbal, that would require any person to take any unnecessary delaying action prior to reporting a fire to the fire department.

**10.7.2** Persons shall not deliberately or maliciously turn in an alarm of fire when in fact that person knows that no fire exists.

**10.7.3** Notification of unauthorized discharge of hazardous materials shall be in accordance with Chapter 60.

**10.7.4** Any person who willfully makes any false, fraudulent, misleading, or unfounded report or statement or willfully misrepresents any fact with the intention of misleading any fire department personnel or who interferes with the operation of the fire department shall be in violation of this code.

## **10.8 Tampering with Fire Safety Equipment.**

**10.8.1** Persons shall not render any portable or fixed fire-extinguishing system or device or any fire-warning system or device inoperative or inaccessible.

**10.8.1.1** As necessary during emergencies, maintenance, drills, prescribed testing, alterations, or renovations, portable or fixed fire-extinguishing systems or devices or any fire-warning system or device shall be permitted to be made inoperative or inaccessible.

**10.8.2** Persons shall not render a fire protection system or device inoperative during an emergency unless by direction of the incident commander.

**10.8.3** Persons, except a person authorized by the AHJ, shall not remove, unlock, destroy, or tamper with in any manner any locked gate, door, or barricade; chain; enclosure; sign; tag; or seal that has been required by the AHJ pursuant to this *Code*.

## **10.9 Emergency Plans.**

**10.9.1 Where Required.** Emergency plans shall be provided for high-rise, health care, ambulatory health care, residential board and care, assembly, day-care centers, special amusement buildings, detention and correctional occupancies, educational, underground and windowless structures, facilities storing or handling materials covered by Chapter 60, or where required by the AHJ.

### **10.9.2\* Plan Requirements.**

**10.9.2.1** Emergency plans shall include the procedures for reporting of emergencies, occupant and staff response to emergencies, the type and coverage of building fire protection systems, and other items required by the AHJ.

**10.9.2.2** Emergency plans for health care occupancies shall address egress control during periods of quarantine and similar type events.

**10.9.2.3 Review.** When required, emergency plans shall be submitted to the AHJ for review.

### **10.9.2.4 Maintenance.**

**10.9.2.4.1** Emergency plans shall be reviewed and updated annually.

**10.9.2.4.2** Where required by the AHJ, revised plans shall be submitted for review and updates shall be provided whenever changes are made in the occupancy or physical arrangement of the building or fire protection systems or features.

**10.9.2.5** Where required by the AHJ, the owner shall provide floor plans to the fire department in a manner approved by the AHJ and the fire department.

### **10.9.3 Training.**

**10.9.3.1** The entity shall develop and implement a training/educational curriculum to support the program. [1600:5.13.1]

**10.9.3.2** The objective of the training shall be to create awareness and enhance the skills required to develop, implement, maintain, and execute the program. [1600:5.13.2]

**10.9.3.3** Frequency and scope of training shall be identified. [1600:5.13.3]

**10.9.3.4** Personnel shall be trained in the entity's incident management system. [1600:5.13.4]

**10.9.3.5** Training records shall be maintained. [1600:5.13.5]

**10.9.3.6** The training and education curriculum shall comply with all applicable regulatory requirements. [1600:5.13.6]

### **10.10 Smoking.**

**10.10.1** Where smoking is considered a fire hazard, the AHJ shall be authorized to order the owner in writing to post "No Smoking" signs in conspicuous, designated locations where smoking is prohibited.

**10.10.2** In areas where smoking is permitted, noncombustible ashtrays shall be provided.

**10.10.3** Removal or destruction of any required "No Smoking" sign shall be prohibited.

**10.10.4** Smoking or depositing any lighted or smoldering substance in a place where required "No Smoking" signs are posted shall be prohibited.

### **10.11 Open Flame, Candles, Open Fires, and Incinerators.**

**10.11.1 Permits.** Permits, where required, shall comply with Section 1.12.

**10.11.1.1** Permits shall not be required for cooking and recreational fires.

**10.11.1.2** Where burning is conducted on public property or the property of someone other than the permit applicant, the permit applicant shall demonstrate that permission has been obtained by the appropriate government agency, the owner, or the owner's authorized agent.

**10.11.1.3** When limits for atmospheric conditions or hours restrict burning, such limits shall be designated in the permit restrictions.

**10.11.1.4** Instructions or stipulations of permit shall be followed.

**10.11.2** The AHJ shall have the authority to prohibit any or all open flames, and open, recreational, and cooking fires or other sources of ignition, or establish special regulations on

## Use of this tool

A Preliminary Scope Statement should be developed during the Initiation phase of a project and then finalized during the planning phase. The purpose is to document key objectives of the project or product, the project boundaries in terms of what will be done and not done in the project, high level deliverables and milestones. In addition, assumptions and constraints, alternate options and the acceptance criteria for verifying the project objectives have been met, should all be identified. The project manager and the project team will use this document as a point of reference for potential changes, added work, and any project decisions.

| <b>PROJECT IDENTIFICATION</b>                   |                        |                             |
|---|------------------------|-----------------------------|
| <b>Project Name</b>                             | <b>Project Sponsor</b> | <b>Agency Name</b>          |
| Emergency Response Plan                         | Nelson Gonzalez        | Department of Public Safety |
| <b>Project Number (Finance Code – Optional)</b> | <b>Project Manager</b> | <b>Date Created</b>         |
|   | Dorcas Williams-Long   | 04/03/2011                  |

## PROJECT / PRODUCT OBJECTIVES

The project and product objectives are statements describing the tangible deliverables of the project and what they are expected to achieve. The objectives should be concisely written so they can be evaluated after the completion of the project to see whether they were achieved and to the extent they were achieved. The objectives should be SMART: Specific, Measurable, Attainable, Realistic and Time specific.

It is critical to include two additional elements to your objectives: *by how much* and *when*. "By how much" is the specific numeric goal that you are aiming for, and "When" is the time frame that this goal will be reached. Both of these elements constitute how success will be measured, and become an agreement between the project team and the stakeholders as the conditions of satisfaction for each objective.

### SCOPE

The objective is to create an Emergency Response Plan for state agencies to use as a guideline for state employees and non-state employees in the event of the emergencies described below.

The Emergency Response Plan will include sections on: **General preparedness section and a response area training section** - team, general equipment, evacuation plans, policy and procedures; **Tornado Response** – alerts, watch & warning, evacuation, safe areas; **Fire Response** – appropriate equipment, evacuation, safe areas; **Workplace Violence Response** – safe shelter, alerts/broadcast; **Bomb Threat Response** – alerts, evacuation, safe areas, bomb check list.

Conditions of satisfaction include:

- *Project completed by May 17, 2011.*
- *Emergency Response Plan booklet contents are approved.*
- *Emergency Response Plan booklet is ready to print and distribute.*
- *Project sponsor accepts Emergency Response Plan booklet.*

## PROJECT DESCRIPTION / DELIVERABLES – IN SCOPE

What work needs to be completed during the project. What will be delivered at the end of the project? List the specific outputs that will be delivered by the project team at the end of the project. A deliverable is any outcome that must be produced to complete the project or part of a project. List as many as needed with the most important starting first on the top left. The deliverables listed are the top level of the work breakdown structure and may be expanded and further refined during the Planning Process and documented in the Project Plan.

### **Deliverables:**

**Emergency Response Plan document 25-50 pages with the following contents:**

- **General preparedness section and a response area training section;** team, general equipment, evacuation plans, policy and procedures;
- **Tornado Response** – alerts, watch & warning, evacuation, safe areas;
- **Fire Response** – appropriate equipment, evacuation, safe areas;
- **Workplace Violence Response** – safe shelter, alerts/broadcast;
- **Bomb Threat Response** – alerts, evacuation, safe areas, bomb check list.

### **Team Presentation:**

30-60 minute team presentation

## PROJECT FEATURES AND FUNCTIONS

Describe the parameters of the product or service. Describe how the product or service is to be delivered, once the project has completed. This section permits you to be more specific with the expectations of the product or service.

- *The Emergency Response Plan will be in a printed booklet format and will be available as an electronic file.*
- *The Emergency Response Plan will be formatted so Department of Public Safety can utilize the plan immediately.*
- *The Emergency Response Plan will be formatted so other Ohio state agencies can adapt the plan to their departmental needs.*

## OUT OF SCOPE - OBJECTIVES

Excluded objectives (the benefits which someone might expect, but will not be realized as a result of the project). Be sure to only list excluded objectives that one can reasonably expect to be included by project sponsors or other interested parties. Since the Scope Statement focuses on what efforts are within the boundaries of the project, clearly identify work that may be necessary but not within the bounds of the effort by this project team.

- The Emergency Response Plan will only focus on the most common types of emergencies: *General preparedness section and a response area training section, Tornado Response, Fire Response, Workplace Violence Response, Bomb Threat Response.*
- *Agency Training for the types of emergencies included in the plan is out of scope.*

## INITIAL PROJECT ORGANIZATION

List the resources that will initially work to define the project.

Sponsor: ? Ohio Department of Public Safety ?

Project Team Lead: Dorcas Williams-Long

Team Player: Ana Carter, Ann Ladd, Nichol Ross, Marcy Mays, Dorcas Williams-Long

Subject Matter Expert: Dorcas Williams-Long

Emergency Plan Researchers: Ana Carter, Ann Ladd

Team Communication: Nichole Ross

Project Planning Documentation: Marcy Mays, Ann Ladd, Ana Carter

Presentation Organizer: Nichole Ross

## WORK BREAKDOWN STRUCTURE

At a minimum, provide the initial, high-level project milestones. Insert initial schedule or link to the WBS if one has been created.

(Insert a Link to the Work Breakdown Structure.... )

### Major Milestones:

Emergency Response Plan – Final

Class Presentation of Project - Final

### Weekly Milestones:

Week 1: Finalize Project Scope, Charter, Risks, Schedule (WBS)

Week 2: Emergency Response Plan – Outline

Week 3: Emergency Response Plan – Rough Draft

Presentation Outline

Week 4: Emergency Response Plan – Final Draft

Presentation Rough Draft

Week 5: Emergency Response Plan – Finalize / Print / Assemble

Presentation Final Draft

Week 6: Class Presentation

## INITIAL DEFINED RISKS

In bullet form, list the initial defined risks.

- *Aggressive deadline for project (6 weeks)*
- *Very small budget to complete the project*
- *Unavailability of Team Members due to full time jobs at respective agencies*
- *Unavailability of Team Members due to emergency, illness, external factors*
- *Unresponsiveness of external sources being contacted for content*
- *Difficulties accessing SharePoint and Microsoft Project*

## BUDGET

Provide an estimate of the project cost, including the estimate range (e.g., +/- 50%).

<Enter your project budget information here, if applicable.>

## ASSUMPTIONS / CONSTRAINTS

List in bullet format the known assumptions and constraints that have the potential to impact the project. List any assumptions/constraints that have been made in recommendations for the purpose of project planning. Assumptions are items the project team believes to be true as a basis for their project execution. Assumptions may have to do with resource availability, consistency of support from another area and other factors.

Constraints are typically given to a team. The team has limited ability to change the constraint.

- *Assumption: Each team member will be able to work at least 3 hours per week in addition to the Tuesday class.*
- *Assumption: Team members will be available by phone and email during regular work hours.*
- *Assumption: Research on various Emergency Response Plan sections in the book can be completed within 3-4 weeks.*
- *Constraint: SME has limited availability.*
- *Constraint: ????*

## ACCEPTANCE CRITERIA

Describe how the project/product will be reviewed to verify the project objectives have been achieved. Include interim reviews, quality assurance activities, and which organization(s) have final approval authority.

To ensure the quality of the products developed under the Emergency Response Plan the following product acceptance criteria have been established:

- *Project completed by May 17, 2011.*
- *Project sponsor accepts the Emergency Response Plan.*
- *Department of Public Safety adopts the plan for intra-agency use.*
- *At least 4 agencies request copies of the plan either electronically or in print.*
- *Team Presentation is completed on May 17, 2011.*

| <b>APPROVAL</b> |              |                         |   |
|-----------------|--------------|-------------------------|---|
| <b>Name</b>     | <b>Title</b> | <b>Approved<br/>Y/N</b> | <b>Date<br/>Approved<br/>mm/dd/yyyy</b> |
|                 |              |                         |   |

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**Signature**  
*(If Using Hard Copy)*