

Date: [REDACTED] Time:

Address: [REDACTED]

SUITE #: MINUTES TO EXIT FLOOR:

NAME: MINUTES TO EXIT BLDG:

ARE STROBES, HORNS AND VERBAL DEVICES WORKING?

YES NO

FIRE DOORS OPERATIONAL? (If applicable) YES NO

ALL DOORS CLOSED? YES NO

Closed doors limit the spread of smoke and fire damage. Doors may be locked for security reasons, unless a locked door prevents a person from getting into the stairwell.

NO FOOD, DRINKS, LARGE ITEMS STAIRS? YES NO

Spilled drinks and food can cause slips & falls. Large items are trip hazards, which may cause injury or panic. Even a dropped bottle is a trip hazard.

EVERYONE INTO THE STAIRWELL IN 3:00 MINUTES OR LESS? (Recommended)

The stairwell is an area of refuge; you may slow down or stop at any time once inside.

YES NO

WHO IS STILL IN THE BUILDING?
WHERE?

REASON?

WARDENS CHECK OFFICES, BATHROOMS, PUBLIC AREAS? YES _____ NO _____

MOBILITY-IMPAIRED INDIVIDUALS ON THE FLOOR? YES NO

WHO?
WHERE?

MOBILITY IMPAIRED'S BUDDY KNOW THEIR JOB? YES NO

A buddy should call 911 in the event of a medical emergency & give aid to the level of your training, OR, Walk downstairs to get help if the phones are not working. Each mobility impaired person should have his/her own buddy. The floor warden reports your location to building staff or the fire dept.

DID YOU CHECK IN WITH THE BUILDING STAFF & REPORT WHO IS LEFT IN YOUR SUITE/FLOOR OR IN THE AREA OF REFUGE? YES NO

The Fire Department needs this information as soon as they arrive.

MEETING PLACE 300 FEET AWAY FROM BUILDING? YES NO

FREQUENTLY ASKED QUESTIONS:

What happens if someone refuses to leave during a drill?

Fire and evacuation drills shall include the complete evacuation from the building of all persons required to participate. It shall be a violation of this code to refuse to participate or to interfere with the Fire Department personnel conducting a fire and evacuation drill. **2016 Denver Fire Code, Section 405.10, Extent of Evacuation.**

“When fire drills are conducted, all persons who are subject to the fire drill requirements shall participate in the drill. Non-participants are subject to receive a summons that will require them to appear in court, where a fine of \$999.00 and/or imprisonment of up to one year may be imposed. **Section 1-13 (a) of the Denver Revised Municipal Code**

Studies of several fatal fire tragedies have shown a common disregard for safety and evacuation training. Those who do not participate in regularly scheduled drills do not know where to go and what to do. Unfortunately, in a real fire situation, there may not be time to find out. Smoke can easily disorient person and confusion and panic may result.

What do I do if I have a disability and can't walk down the stairs?

For this discussion, *occupants with a disability* is anyone who cannot evacuate using the stairs, or may injure themselves doing so. If this describes you, the Fire Department would like to know where you live/work in the building if there is a fire and you will need assistance. We ask that you contact building management and add your name to the Mobility-Impaired list.

We would like the following information:

1. Your name
2. Unit/Suite number
3. Impairment. This
May be something as general as “crutches”, “wheelchair”, “pregnant”, “difficulty breathing” or whatever you are comfortable sharing with us. We do not need your personal medical information on this form.
4. Name of a Buddy to stay with you and an alternate Buddy. The
buddy would stay with you during the alarm. If you are in danger for any reason, like a medical emergency, they will call 911 and give you aid to the level of their training. If the phones are not working, your buddy should walk downstairs and tell building management or any firefighter that you need help.
5. Cell phone number, if you would like for us to be able to contact you.

The only copies of this confidential list are in the management office and in the Fire Alarm Control Room for the use of the firefighters who respond to a building emergency.

When the alarm activates, anyone who has a disability, along with their buddy, may use the enclosed stairwell landing area of refuge. Some buildings also have fire doors that close automatically around the elevator lobby during an alarm, which becomes another area of refuge. You may choose either the stairwell or elevator lobby during an alarm. If the stairwell is too

crowded with people evacuating, you may wait in the hallway, if it is safe to do so, until there is room in the stairwell. If this stairwell is too crowded because of other folks with disabilities, use the other stairwell.

The floor wardens are responsible to report that there are ____ people with disabilities in _____ location with their buddy as the floor warden leaves the building, or as soon as possible.

Anyone waiting for assistance will be glad to know the walls of modern high rise stairwells are usually engineered to withstand flame for up to four hours! That is why is it so important to never store anything in there or block open the fire doors.

Some buildings also have pressurization systems. Pressurization fans turn on during alarms and “pressurize” areas to keep out smoke. In other buildings, only the stairs are pressurized. In others you might have pressurization in the stairs, elevator shaft and the floors above and below the alarm floor to keep smoke out of those areas and help you evacuate or wait for assistance safely. That means the first arriving fire crews may respond directly to the fire area for search and rescue operations for anyone who may be trapped and in immediate danger, begin fire attack and quickly stop the fire.

If dispatch receives a 911 call that the mobility impaired person is in danger for any reason, they will notify responding fire units by radio. The fire crew will call for another fire rig to take over their fire attack or searching duties, and we will come directly to your location to help!

I started down the stairs, and I don't think I can make it all the way down. What do I do?

The enclosed stairwells are generally the safest place to be in a high rise as they are built to be an area of refuge. If you cannot make it all the way down for any reason, or just need to stop and take a breather, don't worry. Stop on a stair landing out of the flow of traffic and ask for assistance from any floor warden. They should be easily visible as they are wearing a brightly colored vest or cap. The floor warden can:

- (1) Stay with you long enough to “catch your breath” and then escort you the rest of the way down.
- (2) If you can't go on without injuring yourself but you are otherwise okay, the floor warden would ask someone with you or from the evacuees to stay with you as your buddy until the alarm is over. Most folks are willing to help others in an emergency. The floor warden would continue down and notify the building management or the firefighters where you are and what your condition is. The buddy would be able to call 911 for you if you have a medical emergency and then stay with you and give aid to the level of their training. Some buildings have emergency phones in the stairwells that may be used. If neither the emergency phone or your cell phone works in the stairwell, your buddy should walk down the stairs and get help by notifying any firefighter or the building staff.
- (3) You can't continue down the stairs and there is no one with you except the floor warden. He/she would stay with you, following the procedure for a buddy explained above. They may try to notify the building or someone else by phone where you are, but at least someone will remain with you to get help if you need it.

(4) What if you can't continue down the stairs and you are alone? Stop where you are and call 911 if you have a cell phone. Some buildings have emergency phones in the stairwells. Wait where you are. Modern high rises stairwells may have 4 hours of fire resistance in the walls.

The alarm we have is a prerecorded message. What do I do if someone gets on the P.A. system and gives us different directions?

Any directions given over the public address (P.A.) system by the Fire Department or Police take priority over a prerecorded message. This can be confusing because some systems go back to the prerecorded message after a person has made an announcement. Again, the live directions are always to be followed.

Fires and other emergencies are dynamic situations. Your normal evacuation plan that you have practiced may tell you to do one thing. Then the Fire Department changes that and tells you to do something different. Trust that there is a reason behind the new directions being given to you. We might tell you to stay on your floor instead of evacuating. We might tell you to evacuate when the alarm is not going off on your floor. Please know that the most current instructions given over the P.A. system will be those that will keep you safest. Listen to all directions. Stay quiet in the stairwell so you can hear clearly. Do not text while walking down the stairs. If you fall you may not only hurt yourself, but knock someone else down causing injuries and possible panic.

Any directions given to you in person by Fire Department personnel take priority over a message given over the P.A. system.

What do I do if I can't make it to an area of refuge because of smoke or fire?

If anyone cannot make it to the stairwell area of refuge due to smoke or fire, the best option is to take refuge behind a closed door, block any cracks to keep smoke out, keep windows and doors closed, and call 911. Try to keep out of smoke by staying low.

Since the vast majority of fire fatalities are actually caused by toxic smoke, saving your life might be as easy as putting as many closed doors between you and the smoke, blocking any cracks where smoke might get in, and let the fire department do our thing! If you are not in immediate danger inside the room where you have taken refuge, the first-arriving fire crews may do search and rescue closer to the the fire in case someone needs to be rescued immediately. Did you know that the walls in most exit hallways are constructed with a 1 hour fire resistance rating? It is also a good idea to put something light colored in a window to help firefighters locate you. You may use a light to signal us at night.

There is smoke in the stairwell I am using...What do I do?

Smoke is toxic. Get low and try to go under the smoke, or leave the stairwell and try to find another way out. There are always at least two stairwells for evacuation. Try never to go up, and never onto the roof. Smoke and heat go up, so it is safer to be on a floor below the fire.

How do sprinklers work? Can they save my life if I can't get out?

Most people do not understand how fast fires spread and how they can go from a tiny flame to total destruction in as little as three minutes. Fire sprinklers can suppress and often extinguish a fire before the fire department arrives, giving people time to escape.

The high temperature of an early-stage fire (135°-165°F) will cause the sprinkler to activate. Only this high heat initiates the sprinkler to flow water (neither smoke nor a smoke alarm can activate a fire sprinkler). Only the sprinkler closest to the fire will operate, flowing water directly on the flames in the area of the fire's origin. This quick action controls or extinguishes the flames (often before the fire department arrives). Fire sprinklers slow the spread of deadly heat and toxic smoke, preventing flashover. This also provides residents with more time to safely escape.

Each Sprinkler Works Individually

Unlike interconnected smoke alarms (if one signals, they all signal), fire sprinklers activate independently. In a survey of home fires*, 90% of the time a single sprinkler was sufficient to control the fire. Despite the fictional special effects commonly seen in action movies, fire sprinklers do not spray water all at once. They do not operate in response to smoke, burned toast, cooking vapors, steam, an activating smoke alarm, or anything other than high heat.

Fire Sprinklers Are Good for the Environment

According to a groundbreaking joint research project from FM Global and the Home Fire Sprinkler Coalition on the environmental impact of fires, automatic fire sprinklers can reduce greenhouse gas emissions by 98%, reduce fire damage by up to 97%, reduce water usage to fight a home fire by as much as 91% and reduce water pollution.**

* Scottsdale, AZ 15-year Report

** Environmental Impact of Automatic Fire Sprinklers," FM Global, March 2010

Performing Your Drill

First and foremost, the purpose of the emergency evacuation drill is to simulate the unpredictable nature of an emergency. As such, per Section 405.4 of the Denver Fire Code (DFC), all drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions associated with fire. Therefore, residents should not receive any warning of a date/time of a drill. Another reason that tenants shouldn't receive advanced warning is that a true emergency could happen before or after the "appointed" time and someone may decide not to evacuate because they erroneously believe it is a drill.

Per Section 405.7 of the DFC, these drills must be initiated by the building's fire alarm system. This can be accomplished by activating pull stations, smoke/heat detectors or utilizing a "drill" function on the alarm panel.

Prior to beginning your drill, please contact your monitoring agency and ask that you be taken "Offline" while you perform an emergency evacuation drill. This will ensure that the fire department doesn't respond using lights and siren to your building. Once all of the occupants have evacuated the building, you can reset your fire alarm panel and allow everyone to return to the building. Once you've ensured that your panel is reset, call your monitoring agency and put yourself "Back Online." This will let your monitoring agency know that any alarms coming from your property will require a fire department response.

Documentation

All evacuation drill training must be documented. In the event that an alternative is used, documentation should be kept on file of how the training was administered along with proof that all residents received the training. These records should be kept on site for 3 years.

For actual fire drills, the following documentation must be kept:

- Identity of person conducting the drill.
- Date and time of the drill.
- Notification method used.
- Staff members on duty and participating.
- Number of occupants evacuated.
- Special conditions simulated.
- Problems encountered.
- Weather conditions when occupants were evacuated.
- Time required to accomplish complete evacuation.

Who Participates

Pursuant to Denver Fire Code Sections 405.1 and 405.10, any time the building performs an actual evacuation, **ALL OCCUPANTS MUST PARTICIPATE IN EVACUATION DRILLS. FAILURE TO PARTICIPATE IN AN EVACUATION DRILL CONSTITUTES VIOLATION OF THE DENVER FIRE CODE AND MAY RESULT IN LEGAL CONSEQUENCES INCLUDING FINES AND/OR INCARCERATION.**

If an alternative means of performing evacuation training is performed, documentation shall be kept on file showing that **ALL** residents have undergone the training.

Occupants with a Disability or other Functional Need

A list of all occupants with a disability shall be located near the fire alarm panel in a conspicuous location. It is extremely important that occupants know to contact building management if they become mobility impaired. This will allow the management company to keep its list of occupants requiring assistance current.

During an emergency evacuation drill, occupants with a disability should follow the building's Emergency Action Plan and report to their designated Area of Refuge to await assistance.

Building Exemptions from Fire Evacuation Drills

The only buildings exempt from performing the annual fire evacuation drills are those that have received approval to be “protect-in-place” occupancies. These occupancies would practice a “Protect-in-Place” drill instead. Where the protect-in-place strategy is adopted, the occupants of the floor of fire origin are immediately instructed to evacuate while the occupants of other floor levels remain in their rooms and initiate a strategy of self-protection against the fire hazard until it is safe to evacuate or be rescued. **Please keep in mind that only the Denver Fire Prevention Division can grant approval for a building to employ “protect-in-place.”** Documented proof of approval must be presented by building management and notification must be posted in the fire command center. This approval can be from a previous written agreement or granted after a review of a building’s Emergency Action Plan and the building’s fire safety systems.

Approvals for protect-in-place are rare and follow a comprehensive analysis of the building and the resident profile. Generally it is safer for occupants to be outside a building during an emergency rather than inside. Modern high-rise buildings are constructed with non-combustible materials and provide a relatively high level of fire safety. However, severe and prolonged fire conditions and other unusual factors may disable some of the fire safety features in the building. In addition, some older high-rise buildings may contain combustible construction and others may not be equipped with modern fire safety systems. Therefore, residents who remain in their living unit for a long period during an emergency may be at a high risk. In addition, Denver Fire Department firefighters may have difficulty carrying out both fire suppression activities and rescue to a large number of occupants if resources are limited.