

METROPOLITAN AREA REGIONAL OFFICE

**EMERGENCY FIRE AND EVACUATION
PLAN**

April 2002

METROPOLITAN AREA REGIONAL OFFICE – 5 PENN PLAZA EMERGENCY FIRE AND EVACUATION PLAN

The safety of State employees at 5 Penn Plaza and its field locations is of paramount importance to management and toward that end, we have developed the following procedure to deal with emergencies and evacuation of the building – whether due to fire or any other public safety emergency. This procedure consists of three specific actions that all staff must be familiar with, and while concerned only with 5 Penn Plaza, similar procedures are in place for our other sites as well.

1. In the event of an evacuation due to fire or other public safety emergency, you are to follow the protocol in Section A of this plan as well as the directions of the Fire Safety Teams on each floor. They will provide emergency directions.
2. Once safely out of the building, staff must proceed to a predetermined external location a safe distance away from 5 Penn Plaza.
3. Fire Safety Team members will be at each external location to take attendance and to provide directions regarding return to the building or alternate instructions. They will also have two-way radios to communicate with management and obtain the most up to date information regarding the status of the building and instructions for staff.

A. EMERGENCY INSTRUCTIONS

1. In the event of fire or emergency, staff will be notified in one of three ways or a combination thereof:
 - a) The building fire alarm will sound rapidly and repeatedly. Various placed flashing lights will also go off. Please disregard the warning tones, which are slow beeps similar to chimes heard in department stores.
 - b) Verbal instructions over the building PA system.
 - c) Direct verbal instructions from members of the Fire Safety Team on your floor.

In addition to the three conditions above, if you personally see a fire or smell smoke, try to immediately contact a member of the Fire Safety Team. If there is a fire, remove anyone from the immediate area but **do not try to fight the fire** and do not order any kind of evacuation. If the Fire Safety Team cannot be reached, pull the fire alarm on the floor. There are two pull alarms on each floor, next to each stairwell door.

2. After pulling the alarm or receiving instructions to evacuate, try to quickly do as many of the following things as possible:
 - ? Terminate all phone conversations, end all meetings, and vacate restrooms ASAP.
 - ? Close any cabinet drawers; secure any monies, checks or state funds.
 - ? In colder months, take outercoat. Women, take your purse or handbag. Take any needed medications or valuables from work area. If you keep comfortable shoes for emergencies, take them with you.
 - ? Close office doors behind you; remain calm and head for the emergency stairwell.
 - ? **Walk down stairwell A** in the elevator reception lobby. **Emergency service personnel coming up the stairs will generally use stairwell B.**
3. Leave building quickly and proceed to your predesignated assembly point and attempt to check in with Fire Safety Team personnel at that location. Remain there until further instructions.
4. It is important for you to check in with Fire Safety Team staff outside of the building as they will have two way radios and be in touch with emergency service personnel so that they can advise when and if, it is safe to return to the building. Checking in will also enable Fire Safety Teams to determine any staff who might still be in the building.
5. Do not go home or attempt to return to the building unless you get instructions from the Fire Safety Team staff or via the special phone numbers.

In the event of a non-fire emergency such as an evacuation caused by a bomb threat, follow the same instructions as above. If you see other building staff evacuating the building or see emergency service personnel on site, do not panic and do not start rumors. Only the Fire Safety Team members or Emergency Service personnel have the authority to order an evacuation. If, however, at any time, you feel that your personal safety is in danger, you may leave the building on your own. If necessary to allay your fears or you have any questions, contact any member of the Fire Safety Teams.

During an emergency, elevators will be placed on "Fireman's Service", which brings all cars to the lobby regardless of which buttons are pressed by individuals inside the elevator. If you are in an

elevator that has been placed into emergency service, you will descend to the lobby and should leave the building immediately, at the direction of emergency service personnel.

EMEGENCY MARO PHONE NUMBER

A special phone number has been established for MARO to provide a specific recorded announcement from the Regional Director during an emergency. This number can be used by staff in the field on the day of an emergency or for individuals who have left the building and have some confusion about what to do next if they are unable to find their fire team. This phone number will also be used for inclement weather, early departures and other situations in which an employee needs to know the status of the office.

This number is 212-268-7191

B. HEALTH DEPARTMENT EMERGENCY STAFF AT 5 PENN

The following groups and individuals are onsite at 5 Penn to oversee and implement policies to protect and promote the health, welfare and safety of all staff at 5 Penn.

1. Health and Safety Committee

The Health and Safety Committee is a group of concerned employees representing PEF, CSEA, Management and M/C, who meet regularly to discuss issues affecting the health and safety of 5 Penn staff. This committee has regular input into the emergency evacuation plan. Currently, the Acting Coordinator of this committee is **Paul Stein** (x 6738).

2. Emergency Control Director (ECD)

The ECD is the individual responsible for the overall safety of staff at 5 Penn and works in conjunction with building management, the Health and Safety Committee and MARO management, to develop, update and implement the emergency evacuation plan. The ECD has the authority to compel fellow employees to follow explicit instructions or decisions during an emergency. The ECD also recruits and trains the fire safety teams and schedules fire and evacuation drills. In the event of an emergency, the ECD will oversee the evacuation of the building and then proceed to a predesignated location (NE corner of 9th and 34th) to await reports from fire safety teams, building management and emergency service workers. At that point, the ECD – in conjunction with MARO management – will make a determination as to when and if it is safe to return to 5 Penn or take some other action. Currently, the Emergency Control Director is **Michael Berman** (x 7210) and the alternate ECD is **Ellen Poliski** (x 7214).

3. Fire Safety Team Personnel (April 2002)

<u>Floor</u>	<u>Warden</u>	<u>Deputy Warden</u>	<u>Searchers</u>
1 st Floor	Robert Morris x6112	Lavinia Morrison X6112	Rosa Franqui x6116 Evan McCray x6964
2 nd Floor	Vince Cannavo x7406	Ana Diaz x6436	Mark Adler x6296 Maggie Ramos x6645
3 rd Floor	Dennis Everette x6959	Leibush Nash x6779	Leroy Smith x6790 Dolores Stokes x6742
4 th Floor	Gerard Ginnane x7591	Maria Baez x7074	Neil Polay x7092 Mike Macaluso x7598 Yvonne Taylor x7412 Michelle Donaldson x7091
5 th Floor	Joe Rini x7883	Lynn Berman x7915	Thomas Gonzalez X6689 Pearlia Davis x6367
6 th Floor	Milton Weiner x6834	John Meyer x7260	Dave Smith x6719 Ken Kresowaty x7243 Renee Ralph x6884

All MARO staff are advised to familiarize themselves with the names and phone numbers of the Fire Safety Team members on their floor.

C. TECHNICAL INFORMATION

5 Penn Plaza is a 24-story fire resistant building whose construction is unlike many other high rise buildings. Because it was originally built to hold heavy printing presses, the reinforced concrete slabs that comprise our floors, are heavier than most other buildings and provide a measure of safety in confining a fire to one floor without spreading to another.

In addition we have a standpipe-pressurized water system to allow fire department personnel to connect hoses at every floor. 5 Penn also has an automated fire and smoke detection system with alarms and signal lights on every floor. In the event of a fire or smoke situation, the air conditioning and ventilation system shuts down so as to prevent further air or drafts from feeding any fire and all elevators will automatically return to the lobby floor regardless of what buttons are pressed. There is a sprinkler system throughout all the emergency stairways with battery backup and emergency lighting. Fire safety teams have portable flashlights. Each floor has between 4 and 6 class A fire extinguishers. Since these are pressurized water and are not to be used on electrical or other kinds of fires, their use is restricted to trained fire safety staff. There is also a PA system throughout the building, connected to a main console in the lobby, through which the fire alarms are sounded and directions may be given.

All doors in 5 Penn are metal and rated by Underwriters Labs to be fire retarding.

There are two emergency fire alarm pullboxes on every floor, one in the elevator reception lobby and one next to the reception station. Each floor also has a telephone call box connected to the fire command station in the ground floor lobby and through this, the fire safety teams receive their instructions from the fire department and emergency service workers.

All 6 floors of the Health Department space at 5 Penn Plaza utilize mechanical keypad entry systems for security on internal and external doors. Although the doors use different combinations known to people on specific floors, in an emergency the keypads can be opened with a master key. This key is maintained by the building security staff in the lobby and will be provided to fire and police workers who might have to enter various floors in the event of an emergency.

D. FIRE SAFETY TEAMS AND THEIR DUTIES

At the direction of The Emergency Control Director, each of the Health Department floors at 5 Penn Plaza has a Fire Safety Team composed of responsible volunteers from that floor who undergo training in fire safety and evacuation. The names of the Fire Safety Team members on each floor are posted in each elevator lobby near the fire alarm phone box. The members of the Fire Safety Team are periodically trained by building fire safety personnel as well as New York City Fire Department personnel and are familiar with the fire safety plan, location of exits and the operation of the fire alarm system.

The Fire Safety Teams will direct evacuations of the building in any emergency situation – including fires, high winds, gas leaks, blackouts, bomb threats or any other situation that requires evacuating the building.

In the event of fire or fire alarm, the floor warden (or deputy warden in his or her absence) shall ascertain the location of the fire or source of smoke if possible and immediately assume a post near the elevator lobby alarm phone, where he or she will give and receive information from the building Fire Safety Director in the lobby. When necessary, the floor will be evacuated in accordance with directions from the lobby via phone or the following guidelines:

- a) The most critical area for immediate evacuation is the fire floor and the floor immediately above the fire floor. Evacuation from the other floors shall be instituted when instructions from the Fire Command Station or conditions indicate such action. Evacuation should be via uncontaminated stairs. Wardens will direct staff which stairway to use and avoid stairs being used by the Fire Department. If this is not possible, they shall try to consult Fire Department personnel before opening the door to the fire floor.
- b) Evacuation to two or more levels below the fire floor is generally adequate. Wardens shall keep the Lobby Fire Command Station informed regarding their location.
- c) Fire Wardens and their Deputies shall see that all occupants are notified of the fire or other emergency and that they proceed immediately to execute the Fire Safety or Evacuation Plan.
- d) The Fire Warden on the fire floor shall, as soon as practicable, notify the Fire Command Station of the particulars.
- e) Fire Wardens on the floor above the fire, shall, execute the Fire Safety Plan and notify the Fire Command Station of the means being used for evacuation and any other particulars.
- f) In the event that stairways serving fire floor and/or floors above are unusable due to a contamination or cut off by fire and/or smoke, or that several floor above the fire involving large numbers of occupants must be evacuated, consideration may be given to using elevators in accordance with directions from Fire Department and Fire Safety Teams.
- g) Although the building uses a sophisticated fire and smoke detection system with emergency back up power, a state security guard makes rounds several times a day to manually check for fires and smoke conditions.
- h) Fire safety teams will wear fluorescent green hats and armbands during an emergency. They will also have flashlights and portable radios to communicate with the emergency control director.

E. DISABLED EMPLOYEES

1. It is each Program Directors responsibility to periodically meet with the Fire Safety Team to discuss any employee who needs assistance during an evacuation because of physical disability. Fire Teams are responsible for maintaining an updated list of such employees and to assign "buddies" to assist during an evacuation. Advance plans must be worked outbetween the Program Director, Fire Safety Team and the individual.
2. With the assistance of the designated Deputy Floor Warden or cøworker, a disabled employee should proceed to the elevator bay and await assistance by authorized personnel.
3. If elevators are determined to be unusable, you will be so informed over the Public Address System or by Wardens, and you will either be met by Emergency Personnel or your assigned helper, and they will assist you to the nearest stairwell and the nearest safe floor or asembly area.
4. Every other floor has special evacuation chairs to move non-ambulatory employees down the stairs during an emergency. Fire teams will be trained in the use of this equipment and will have authority to use them. These chairs will not be used for disabled people who simply need assistance and can walk.

F. PREDESIGNATED ASSEMBLY POINTS

When ordered to evacuate, leave the building as quickly as possible– without panic – down your assigned stairwells. Once in the street, immediately go to your assigned location and look for members of your fire team so you can check in and wait for further instructions. Do not congregate in front of 5 Penn Plaza.

Evacuation sites:

1st floor: Southwest corner 9th and 34th in front of the Voicestream Communications store

2nd floor: Northwest corner 9th Ave. and 34th on the side of GHI building

3rd floor: Southeast corner 9th and 35th in front of the Sun Gourmet Deli

4th floor: Northeast corner 9th and 35th in front of Celas restaurant

5th floor: Southwest corner 9th and 35th on the side of GHI building

6th floor: Northwest corner 9th and 35th in front of the parking lot opposite GHI building

At the assembly point, look for your fire team and be sure they record your name so they can account for staff during an emergency. The fire safety team will have two-way radios and be in communication with administration and able to give directions as to whether it is safe to return to the building or whether to be dismissed. It is vital that staff seek directions from the fire safety teams and not from colleagues.

In view of the above, employees are encouraged to keep an extra pair of comfortable shoes in the office, as well as, a flashlight.