

# **Building Fire Prevention and Evacuation Plan Guide**

**Environment Health and Safety Services  
220 Winspear Ave. South Campus  
Contact: Lynda Burey 829-5814  
Steve Herberger – 829-5821**

## **Create a Building Fire Prevention and Evacuation Planning Committee**

**Membership:** The person or persons, having authority to implement the plan and associated required actions, form a committee comprised of representation from the building. In a building shared by more than one department, or units with unrelated functions, a single Building Fire Prevention and Evacuation Committee (BFPEPC) will be established, representing the building as a whole. For suggestions on how the building can be best represented, contact EH&S.

### **Steps:**

- a) Appoint a Chairperson and Alternate to oversee all committee responsibilities. The Chairperson is authorized to implement the committee's plan.
- b) Appoint Building Section Coordinators, Area Coordinators and Alternates as necessary. These individuals should be committee members.
- c) Each building shall create a Building Evacuation Plan (BEP).
- d) Coordinate with Environment, Health and Safety (EH&S) to schedule and conduct practice exercises to test evacuation organization functions.
- e) Monitor infrastructure and occupancy changes within the building and make modifications/adjustments to the BEP as necessary.
- f) EH&S recommends that the BEP be reviewed on a regular basis (at a minimum, once every 6 months) or when Building modifications are made.
- g) Ensure that all building occupants are aware of the BEP and that they agree with its provisions. The committee should work to ensure that all concerns or questions raised by the building occupants are addressed. EH&S can assist if needed.
- h) Promote occupant fire and life safety awareness and attitudes in the Building/Department through any of EH&S's Fire Prevention Programs. Options include but not limited to:

Annual NYS Fire Code Pre-Inspection Walk Through's  
Fire Extinguisher Training  
Fire Safety Presentations  
Scheduling of monthly Building / Committee meetings

## **Positions:**

### **Committee Chairperson/ Building Evacuation Coordinator (BEC)**

#### **Duties:**

- a) During alarms or building evacuations, acts as the building liaison to the police.
- b) Receives accountability information from Building Section Coordinator(s) or Assistant Coordinator(s) and makes the information available to UB Police.
- c) Remains at post to answer any additional inquiries or requests from the police. The BEC is identified by a Lime Green vest.

### **Building Section Coordinator**

#### **Duties:**

- a) Oversees the BEP for a defined section of the building.
- b) Implements the BEP during an event and coordinates activities of the Fire Assistant Coordinator(s) in the section.
- c) After evacuating the building, the Building Section Coordinator remains at the assigned assembly area, and collects accountability information and status reports from their section.
- d) Relays the accountability information and status reports to the BEC.
- e) Relays information on any person or persons who may be in a Safe Room to the BEC. (Information needed: room number, number of persons requiring assistance, why they are not able to exit the building. See Appendix A for a definition of Safe Room).
- f) On an ongoing basis, monitors corridors, exit access, exit way and exit egress conditions and reports hazardous conditions to the Building Section Coordinator for corrective action.

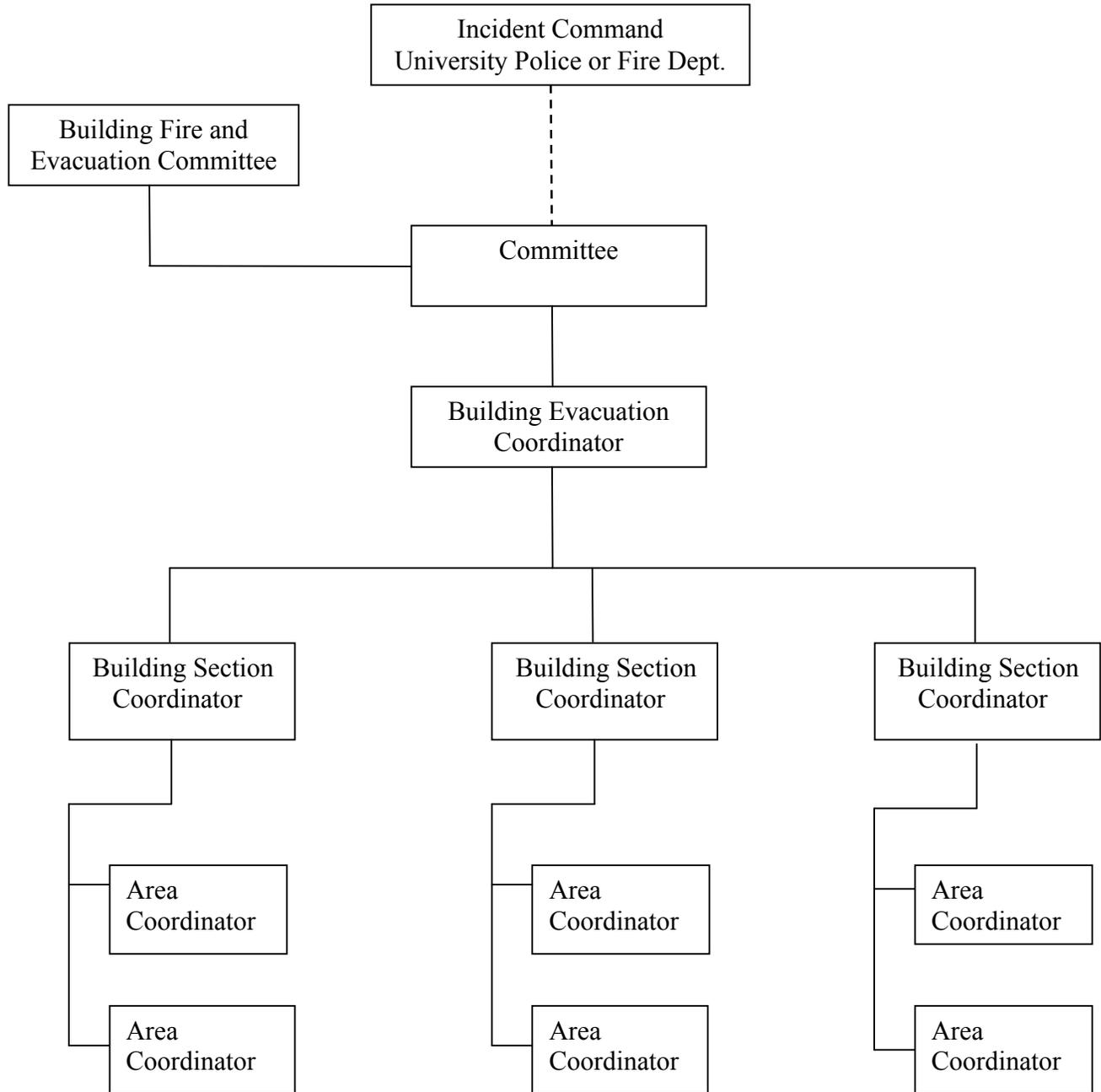
### **Area Coordinator**

#### **Duties:**

- a) In the absence of a Building Section Coordinator, fills the Building Section Coordinator position as the designated Alternate.

- b) Walk through their assigned areas on their way out of the building, looking for occupants who have not evacuated. Area Coordinators are not to place themselves in danger during this process. If fire and/or smoke are observed, they are to leave the building immediately
- c) Reports status of assigned area to the Building Section Coordinator.
- d) Assists in the assigned assembly area as directed by the Building Section Coordinator.
- e) During evacuation, reports Safe Room Occupancy to Section Coordinator.

**Example: BFPEP Organizational Chart  
As Determined by Building Layout**



**BUILDING FIRE PREVENTION & EVACUATION PLANNING WORKSHEET**

**Section 1: Building Occupant Information**

**Date Implemented** \_\_\_\_\_

Building Name: \_\_\_\_\_

**Date Revised** \_\_\_\_\_

**Review Date** \_\_\_\_\_

**Department Information: List All for Each Building**

Department: \_\_\_\_\_

Department Head: \_\_\_\_\_

Room Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**Section 2: Building Organization Information**

**Building Fire Prevention & Evacuation Planning Committee:**

Committee Chair: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Building Evacuation Coordinator: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Committee Chair Alternate: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Committee Members	Representing	Contact Number	E-mail

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

**Section 2 Cont:**  
**Building Section Coordinator:**

Section Coordinator: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Building Section Coordinator Alternate: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

(repeat this information for each position created)

**Area Coordinators**

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

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

**Alternates**

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

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

### Section 3: Building Information:

Dimensions: \_\_\_\_\_ Number of floors: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Occupancy Characterization:

Building Use		Please List All that Apply
Assembly	A	
Business	B	
Laboratory	L	
Service	S	
Education	E	

Approximate Number of Occupants	
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Primary Occupancy: \_\_\_\_\_ Total Employees: \_\_\_\_\_ Typical # of Students: \_\_\_\_\_

Typical # of Visitors: \_\_\_\_\_ Others: \_\_\_\_\_

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

#### 3.1 Specific Hazard Information

**Where are hazards located in the building?**

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

**What can be done to minimize them?**

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

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

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

### **3.2 Building Fire Detection and Suppression Systems:**

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

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

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

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

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

Step 4: Assign Area Coordinators as needed with Alternates.

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

#### **Section 5: General Evacuation Practices**

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

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

##### Clearance to Re-Enter:

North Campus: UB Police

South Campus: Buffalo Fire

Downtown Campus: Buffalo Fire

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

**Occupant Accountability:** When it is safe to do so, Area Coordinator's should make every effort to determine that all Building Occupants have evacuated in their area.

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

Refer to: Emergency Procedures for Employees with Disabilities in Office Occupancies. Published by: Federal Emergency Management Agency, United States Fire Administration (Maryland).)

## Appendix A

### BFPEP Emergency Planning Definitions and Roles

#### DEFINITIONS

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##### 1) Building Fire Prevention & Evacuation Plan:

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

##### 2) Fire Evacuation Drills:

The process of exercising and evaluating the ability for Building Occupants to evacuate the building. Resident Life areas and Assembly areas must have 4 annual drills, and all other buildings must have 3 annual drills in accordance with the New York State Fire Code. These drills are unannounced and are held at the discretion of the Environment, Health & Safety Office. (Reference Building Code 405.4)

##### 3) Incident Command System:

A person or group in responsible charge of commanding emergency operations (Example: University Police, Buffalo Fire, Getzville Fire)

##### 4) On-Site Emergency Response:

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

## **5) Safe Room/Area of Refuge:**

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

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

Environment Health & Safety (EH&S) Fire Life Safety can assist with the development of these rooms.

## **ROLES**

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### **1) Alternates:**

a) Alternate Building Evacuation Coordinator: a designated Area Coordinator who acts as the Building Evacuation Coordinator when that individual is unavailable or unable to perform his/her duties.

b) Alternate Area Coordinator -- a designated individual who acts as the Area Coordinator when that individual is unavailable or unable to perform his/her duties.

### **2) Building Evacuation Coordinator:**

Individual who has the responsibility for collecting the accountability information from Building Section Coordinators and/or Area Coordinators, and communicates this information to police and/or fire department responders during an evacuation.

### **3) Building Fire Prevention and Evacuation Planning Committee:**

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

### **4) Building Representative:**

A member of the BFPEP Committee, chosen from Building Occupants with an interest in evacuation procedures.

### **5) Building Section Coordinator:**

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

**6) Emergency Responders:**

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

**7) Fire & Life Safety Coordinator:**

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

The Fire Life Safety Coordinator can assist with setting up your Building Evacuation Plan.

**8) Area Coordinator:**

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

**9) Occupant(s):**

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

## **Appendix B**

### **BFPEP Emergency Planning Safe Room Signage**

#### **Example 1:**

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

#### **Example 2:**

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

#### **Example 3:**

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

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

# SAFE ROOM



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

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

# **SAFE ROOM**

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## **INSTRUCTIONS**

- **Use the Safe Room only if you are unable to exit the building during a Fire Alarm System Activation**
- **Close the door tightly behind you**
- **Call University Police at (716) 645-2222**
- **Tell the dispatcher**
  1. **Your Name**
  2. **Where you are (Building, and room number \_\_\_\_)**
  3. **Call back number for the phone you are using ( \_\_\_\_\_ )**
  4. **How many people are with you**
  5. **Why you are not able to exit the building**
  6. **Did you see any smoke or fire on your Floor**

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

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

# **SAFE ROOM**

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## **USE**

- **Safe Rooms are to be used as a place of refuge for persons unable to evacuate the building in the event of a building Fire Alarm System activation**
- **Safe Rooms have been selected because of their proximity to building exit points**
- **Safe Rooms are protected from penetration by smoke and heat**
- **Persons using Safe Rooms, whenever possible are to be accompanied by a person (buddy) who is capable of providing assistance to the person who is unable to exit the building**
- **Safe Rooms are required to have hard wired communications capability directly to University at Buffalo Police (716) 645-2222**