

## **SECTION 6**

### **FIRE PREVENTION**

One of the most costly and destructive causes for loss of life and property that the City could experience would be from a major fire.

#### **A. Reporting Fires:**

All employees should:

Report fires immediately to 9-1-1 and follow the procedures outlined in your Emergency Fire Plan.

**NOTE: FROM A ROLM TELEPHONE SYSTEM DIAL  
“911”**

**ALL OTHER TELEPHONE SYSTEMT YOU MAY HAVE TO DIAL  
“9-9-1-1”**

- Know your department’s emergency fire plan.
- Know the location of the exits.
- Know the location, correct operation and usage of the nearest fire extinguisher.

#### **B. Portable Fire Extinguishers**

- Know the location of the closest and correct fire extinguisher.
- A fire extinguisher should be used only on a small fire.
- Use a fire extinguisher only if trained to use it.

Most portable fire extinguishers are classified:

- A-** for fire involving combustibles like wood or paper
- B-** for flammable liquids
- C-** for electrical wiring and equipment
- ABC-** for combination fires
- D-** for combustible metals like magnesium, sodium

Additionally, portable Halon fire extinguishers should be used to extinguish fires involving computers or other sensitive electrical equipment.

**Have used fire extinguishers replace or recharged as soon as possible after use.**

**C. Fixed Fire Suppression Equipment**

**1. Automatic Sprinklers**

Materials must not be piled within eighteen (18) inches of sprinkler heads. (No high storage.)

There must not be any storage above the sprinkler protection. **Do not store materials above the suspended ceiling.**

Sprinkler heads must be in good condition, with no accumulation of dirt, dust or grease and free from paint.

**2. Dry Chemical Systems**

In the event of a fire, the fire protection system should automatically activate. If it fails to activate, there is an emergency manual pull. Employees who work in the areas protected by a dry chemical system should know where the manual pull station is located. The manual pull must be located in an exit pathway and is to be activated as you leave the area in the event of a fire.

**3. Halon**

Halon 1301/1211 is a gas and is usually used to protect sensitive electrical equipment, such as computer and telephone rooms. A typical Halon system is triggered by either smoke or flame detectors, or manual control. Since the detectors are sensitive to the by products of combustion, the devices register an alarm condition well before ceiling temperatures reach 130 degrees. There is a timing device delay 20 seconds, to allow personnel to evacuate and seal the room before the Halon is discharged. Combustible materials shall not be stored in a Halon protected area.

If work is done in an area that is protected by a Halon system, the employee should know:

- a. What the fire alarm sounds like.
- b. Emergency procedures for evacuating and sealing the room.
- c. The location and how to use the **ABORT BUTTON** to stop the activation of the system, if required.

**4. Fire/Smoke Alarm Systems**

In the event an alarm rings, employees should:

- Know what the smoke detector alarm sounds like.
- Follow your emergency fire plan.
- Prepare to evacuate, according to your emergency fire plan.

## **5. Fire Doors**

A fire door and its assemblies is a special door designed to contain the spread of fire and smoke within a building. Some models of fire doors will operate automatically in case of a fire.

Do not “**prop**” open self-closing doors. Keep self-closing fire doors closed, but not locked at all times.

Check that nothing blocks or will prevent full closure of a fire door.

### **D. General Fire Safety Practices**

- Exit doors must be unlocked during normal working hours and free passage to and through these exits must be maintained at all times.
- Exit signs and directional exit signs, where required, must be visible and properly indicate the direction and location of the exits. Doors other than exit doors and passageways that could be confused as exits must be properly marked as “**NO EXIT**”.
- Do not overload electrical outlets. Check that electric wires and plugs are in good condition, no frayed or worn areas. Turn off unused electrical equipment at end of work day.
- With the exception of coffee makers and microwave ovens, the use of cooking and heating equipment should be discouraged.
- Observe “**NO SMOKING**” requirements.
- Flammable liquids must be stored in U.L. approved safety cans or U.L. approved flammable liquids cabinets.
- When transferring flammable liquids from one container to another – the containers must be bonded and/or grounded.
- **NO SMOKING AROUND FLAMMBLE LIQUIDS.**

## E. FIRE PROTECTION OF CITY FACILITIES

The proper protection of City facilities against losses due to fire is a priority concern. Many facilities contain fire suppression systems to protect the public, employees and buildings against such losses.

Fire codes the City and insurance company loss prevention procedures require a high level of inspection, maintenance, testing and monitoring of all fire suppression and alarm systems within our buildings.

Please review your respective systems to ensure the following:

1. Any fire alarm system should be equipped with a signaling device to automatically notify the **Fire Department** or **911** in the event of a fire.
2. All fire suppression systems should be **inspected** and **tested at least monthly**.
3. **Accurate** records should be maintained at each site to document testing and maintenance and those records should be available for inspection upon request.
4. The impairment of any system should be **reported immediately** to Property Management, Risk Management and the Fire Department.
5. Repairs to any impaired system must be handled as a **PRIORITY**, as a non-functioning system poses a threat to life and property.
6. The activity of any maintenance or repair contractor must be monitored closely to ensure the immediate restoration of the system.
7. Immediately notify Risk Management by fax when the repairs have been completed by submitting certification from the contractor.
8. Designate a management person to be responsible for security of the facility. This person will be responsible for reviewing the watchman tapes or having monthly testing of alarm systems done.
9. **NEW CONSTRUCTION:** New construction projects should be assigned to a responsible person, who can coordinate the project and be responsible for maintaining good fire protection procedures throughout the projects. This person should also be responsible for providing Risk Management with drawings and information for review of the new construction.

- 10. OUTSIDE CONTRATOR:** All contractors entering the premises to perform work should be given a copy of the City procedures and policies concerning Loss Prevention and Safety. All employees of the contractor should be required to read and sign these policies, prior to the start of work. A responsible employee of the City should be assigned the task of monitoring the contractors while on the premises.

**CITY OF MIAMI BEACH  
OFFICE OF RISK MANAGEMENT**

**DATE:** August 2004

**TO:** All Department Directors

**FROM:** Ron Caplan  
Safety Officer

**SUBJECT:** Fire Drill Requirements for City Hall

The following guidelines will help ensure a safe and orderly Fire Drill:

1. Department Directors should appoint a Fire Drill Chief and an Assistant Chief. They will have the responsibility to ensure all visitors and employees in their section of the building evacuate safely.
2. Fire Drill Chiefs and Assistant Chiefs will discuss with all employees the need of all employees to use the **Fire Exits** and **Stairs**. An employee that requires assistance to evacuate should be identified and assigned co-workers to assist that employee. A Fire Drill Chief will take a head count before and after the Drill to ensure all employees got out safely.
3. Upon exiting the building, all employees are asked to meet along the sidewalk on the east side of Convention Center Drive (rear of the Performing Arts Center).
4. The Fire Department will give the **All Clear** to reenter the building.

Should you have any questions, please contact Risk Management at **EXT. 7014**.

f:\risk\\$\all\ron\form\fidri98

**CITY OF MIAMI BEACH  
OFFICE OF RISK MANAGEMENT**

**BUILDING EVACUATION POLICY**

In the event it becomes necessary to evacuate a City Building as a result of a fire or other emergency, all employees shall:

1. Treat every alarm as an emergency.
2. All assigned Fire Drill Chiefs and assistant Chiefs are to start your evacuation procedures **IMMEDIATELY** at the sound of the alarm.
3. Close all windows and doors and turn off electronic equipment.
4. Proceed to the nearest fire exit.
5. **DO NOT** use elevators as means of egress. Smoke will seek the easiest pathway from a structure and the elevator shaft will provide this pathway.
6. Exit via the nearest stairway.
7. Proceed swiftly but cautiously (NO running).
8. Leave the facility and wait at least 200 feet away in the preassigned locations until the all clear is given by the police or fire department.
9. DO NOT congregate in areas where emergency teams will be working.

**SHOULD ANY EMPLOYEE HAVE ANY QUESTIONS CONCERNING ANY OF THE EVACUATION PROCEDURES FOR A CITY BUILDING, PLEASE CONTACT RISK MANAGEMENT OR CITY SAFETY OFFICER, AT EXT: 7014.**

F:\RISK\SALL\RON\FORM\BUILEVAC.WPD