

FIRST RESPONDER PLAN

(Suggested Recommendations for items to be included in a first responder plan)

This plan should be placed in a red (3) ring binder at the front desk and marked first responder plan. All pages should be laminated.

Page One:

Building Personnel Contact Information: Names and Phone Numbers (office and cell)

A) Building Manager B) Building Engineer C) Fire Safety Director D) Assistant Fire Safety Director

Building Information: A) Height B) Occupancy Types C) Construction Type D)

Building Population Numbers E) Location of Fire Alarm Panels

Page Two

Building Systems Information: A) sprinkler/standpipe and location of isolation valves B) fire alarm C) fire pumps D) stairwell type (switch back or scissor) E) smoke proof tower if any G) generator H) smoke exhaust

Page Three

Site Plan

A) Showing Adjacent Streets B) Adjacent Buildings C) Fire Department Siamese Connections D) Fire Hydrants

Page Four

Building Plans

A) First Floor Plan (basic and not too detailed include stairs and firemen's elevator).

Also provide three removable copies.

Page Five

Building Plans

A) Typical Floor Plan

Also provide three removable copies.

Page Six

Building Plans

A) Sectional Plan of the Building showing the floors that are served by the elevators and stairwells.

Page Seven

Construction Status

Location and status of any areas in the building that are under construction. This page must be updated on a regular basis.

Page Eight

List and location of people in the building that would need assistance in evacuating.