

SEATTLE FIRE DEPARTMENT

Information Bulletin #2001-1



Emergency Operations Plan

An Emergency Operations Plan (EOP) is a printed document that describes the emergency response procedures for a specific high-rise building during a fire emergency. It serves as an important information resource for both building staff and Seattle Fire Fighters. **All high-rise buildings certified for occupancy are required to have an EOP reviewed and approved by the Seattle Fire Department.**

Objectives

The purpose of a building Emergency Operations Plan is to:

1. Set forth the functions and activities of high-rise building staff both before and during an emergency.
2. Ensure that these activities coordinate with those of responding Fire Fighters and are not counterproductive during the fire control phase.
3. Serve as an information resource to both the building staff and the Seattle Fire Department during an emergency.

An EOP must present required information in a consistent and recognizable format to be useful to building staff and to Seattle Fire Fighters, particularly during a fire emergency.

Building staff can refer to the procedures and information contained in the EOP to prepare staff training exercises and as a guideline to follow during a fire emergency.

The Fire Department may use the EOP as a reference guide to the building during a fire emergency.

Seattle Fire Code Requirement

Section 404.2 of the 2003 Seattle Fire Code states "A high-rise emergency operations plan

approved by the fire code official shall be required for all high-rise buildings."

All high-rise buildings in Seattle should have in place an EOP approved by the Fire Marshal. As new high-rise buildings are built, their EOPs are reviewed and approved as part of the occupancy approval process. Any changes to a high-rise plan which occur through building renovations require the EOP to be resubmitted to the Seattle Fire Marshal's Office for renewed approval.

Seattle Fire Department approval of a high-rise EOP (in the form of a signed letter from the Fire Marshal) is necessary to insure compliance with the Seattle Fire Code.

Note: One copy of the approved Emergency Operations Plan should be located at or near the Emergency Control Center of the building. One copy of the plan should be submitted to the Fire Department, for use by Fire Fighters. All copies of the plan should be kept current and reviewed regularly as specified in the plan.

Outline for an EOP

Format

Emergency Operations Plans must be stored in a divided notebook with the section headings labeled and following the format listed below.

SECTION 1

Responsibilities

- A. Provide the contact information for building staff assigned responsibilities during a fire emergency.
 - (1) Fire Safety Director
 - (2) Alternate Fire Safety Director
 - (3) Additional Staff
- B. Outline the frequency and methods for keeping the EOP current.
- C. Detail the scope of an emergency training program for building fire safety personnel, including:
 - (1) the topics to be covered,
 - (2) the frequency of the training, and
 - (3) how training records will be maintained.

SECTION 2

Fire Reporting

- A. Detail automatic fire reporting systems.
 - (1) List the types of devices that will activate the fire alarm system.
 - (2) Indicate all emergency control panel locations. Include the location of the primary control panel.
 - (3) Outline the actions of the Emergency Control Center attendant to the activation of each automatic system.
- B. List procedure for notifying 911.
 - (1) List staff member(s) responsible for contacting 911 upon alarm activation.
 - (2) List the information to be relayed, including:
 - i. the nature of the emergency
 - ii. the building address, include the nearest cross streets
 - iii. any specific information known, i.e. floor number of problem, type of device activating).
- C. List procedure for notifying of false alarm.
 - (1) Include the procedure to be followed when reporting a false alarm to the 911 operator.

SECTION 3

Evacuation

- A. Maintain a roster of those persons assigned the duties of floor wardens, include their floor or zone assignments.
- B. Provide an outline of floor warden responsibilities during an emergency.
- C. Describe the methods to be utilized when evacuating people that are not able to leave the affected area without assistance. Include those people who are unable to use exit stairs.
- D. Include a copy of a Tenant Orientation Handout, which instructs tenants on their actions in the event of a fire emergency. Describe how and when this information will be given to all building tenants.

SECTION 4

Fire Control Procedures

- A. Outline all procedures to be followed during a fire emergency:
 - (1) Describe the assigned tasks to be carried out by the Fire Safety Director.
 - (2) Describe the duties of other staff (Alternate Fire Safety Director, Engineering and Management personnel, etc.) during a fire emergency.

SECTION 5

Post Fire Operations

- A. Describe procedures for returning the building to operating condition once the fire emergency is over.
 - B. List the contact information for all contracted individuals or companies responsible for returning the building to normal operations following a fire emergency.
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SECTION 6

Confidence Testing

- A. List the systems and equipment subject to confidence testing requirements. Include the required frequency of testing and any pertinent information, such as testing company.

SECTION 7

High Value/Hazardous Areas List

- A. Provide a list of areas that contain high value or water damage susceptible materials.
- B. Provide a list of areas containing combustible or hazardous materials.

SECTION 8

Shut-Off Valve List

- A. List the locations of all utility shut off valves including water, power, gas, and sprinkler system main and sectional valves.
 - (1) Describe any unusual operating techniques.
 - (2) List all locked out floors and the location (accessible to the Seattle Fire Department) of the master keys for them.

SECTION 9

Floor Plans

- A. Provide a copy of each unique floor plan showing the type of occupancy in each tenant area.
 - (1) Floor plans should indicate areas of open office space, retail space, labs, closed office configurations, etc.
 - (2) For similar floors, you need only supply one floor plan marked to indicate applicable floors.
 - (3) Plans must include a directional indicator, north compass point or street names.

Review and Approval

Upon submission to the Seattle Fire Marshal's Office, EOPs are reviewed in accordance to standards set forth by the Fire Marshal. These standards ensure that the necessary information is included in the EOP and that the document follows prescribed format requirements. The review process will identify items for revision and information to be added prior to final approval. At least two weeks should be allowed for review. A letter with the Fire Marshal's signature will document final approval of an Emergency Operations Plan.

EOP Questions

For questions regarding development or review of Emergency Operations Plans, please call the Seattle Fire Marshal's Office at 386-1450.