

**South Carolina
Budget & Control Board
Office of the State Auditor**



**Employee
Emergency Action
and
Fire Prevention Plan**

December 1, 2001

EMPLOYEE EMERGENCY ACTION AND FIRE PREVENTION PLAN

A. GENERAL

1. **SITUATION:** If an emergency happened in your workplace right now, what would you do? Natural disasters, bomb threats/explosions, and fires are always unexpected events demanding fast decisions and quick actions. The possibility of such an emergency is remote, but requires advanced planning and training to ensure the orderly and safe evacuation of all endangered persons when necessary.

2. **POLICY:** The Office of the State Auditor (OSA) requires all persons to immediately leave the facility by the nearest available exit when notified, a fire alarm is activated or whenever it becomes clear that an emergency exists. No one is expected to endanger him/herself in order to assist with the evacuation of others, but everyone has the responsibility to ensure other building occupants are aware of the emergency. Similarly, we encourage trained individuals to aid anyone requiring medical assistance or to safely evacuate. If you are a disabled employee, even only temporarily disabled, please contact your supervisor to arrange for assistance now.

3. **PLAN:** This guidance plan applies to all emergency action and fire prevention plans required by OSHA standards and covers required actions that designated OSA employees must take to ensure the safety of our employees and guests from fire and other emergencies. The OSA plan:

a. Addresses emergencies that may reasonably be expected in your specific workplace. Examples are fire, chemical spills, gas leaks, hurricanes, tornadoes, floods, earthquakes, and others.

b. Describes the fire and life safety systems our facility has: voice alarms, smoke detectors, sprinklers, manual pull alarms, monitoring, portable fire extinguishers, fixed fire suppression system, fire doors, emergency lighting, etc.

c. Addresses any special needs such as physical disabilities.

d. Is kept at the workplace and made available for employee review on the office intranet. The best-laid plans are worthless unless people are made aware of and practice them.

e. Additionally, OSA shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

B. EMERGENCY ACTIONS

1. **Critical Action Procedures:** At the time of an emergency, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. Employees must be sure that they know what is expected of them in all such emergency possibilities.

a. In some cases, where the emergency is very grave, total and immediate evacuation of all employees is necessary.

2. **Alarm System:** OSHA requires alarm systems to provide warning for necessary emergency action and ample reaction time for safe escape of employees from the endangered area. Some alarm systems are activated automatically through detection devices and/or manually.

a. The alarm has to be a distinctive and recognizable signal that employees can hear above the noise or see above the light in the work area. Alarm horns, flashing strobe lights, and public address systems are common.

NOTE: Employees who are unable to recognize the audible or visual alarms may require the use of tactile devices. Please notify your employer as to this need.

b. Treat *every* alarm as a real emergency.

3. **Emergency Communications:**

a. Reporting: OSA shall explain to each of their employees the preferred means of reporting emergencies, such as manual pull box alarms, public address systems, radio, telephones and/or a combination. Fires, explosions, serious accidents and other emergencies should be reported immediately to:

Administration	Ken Harrill (832-8244) or Norma Jean Dawkins (832-8238)
Emergency Management Services (EMS) (Fire, Ambulance, Police)	9-1-1
Property Management (E M & L)	771-9884
Your Supervisor	

OSA shall post emergency telephone numbers near telephones, on the office intranet, or employee notice boards and other conspicuous locations when telephones serve as a means of reporting emergencies. It is also recommended to have a bomb threat checklist next to each employee telephone (see attachment).

4. **Means of Egress:**

a. Emergency Evacuation Diagram: The use of floor plans or workplace maps which clearly show the egress (emergency evacuation) routes. These diagrams shall be posted at several locations on each floor throughout the building.

b. Elevators: During an emergency evacuation, use the stairs. *DO NOT USE THE ELEVATORS.* Many elevators are programmed to stop at designated floors and not answer calls when a fire alarm is activated. Also, if the electrical power is interrupted or there is structural failure, the elevator becomes a trap. The National Fire Protection Agency standard 810 requires a permanent sign be posted in elevator lobbies directing persons to not use elevators during fires. These signs shall state, "IN FIRE EMERGENCY, DO NOT USE ELEVATOR. USE EXIT STAIRS."

5. **Emergency Team:** The key to successful evacuation is to create an effective emergency team. The responsibilities of this team are to be implemented whenever there is an alarm. There must be primary and alternate persons assigned these positions so that the evacuation procedures are carried out in case of absences from the building. The duties of the Emergency Team are outlined in the following job descriptions:

a. Emergency Coordinator: This person is responsible for implementing the emergency evacuation plan. This person conducts regular inspections of the building's fire and life safety equipment, and initiates any actions/repairs needed to ensure a safe evacuation. The Emergency Coordinator reports missing persons and relays any problems or situations such as the last known location and description of disabled, trapped or missing persons, blocked exits, etc. to the Director of Administration.

b. Disabled Persons Monitors (Buddy): Prior to any emergency, disabled employees, even if only temporarily disabled, need to contact the Emergency Coordinator to arrange for assistance. Each disabled employee is assigned a Buddy to assist them in reaching his/her designated assembly area. Assembly areas for disabled employees in multi-story buildings, if not otherwise designated, will be inside the fire stairwell on the floor where they work. In order to prevent undue congestion in the stairwells, disabled persons and their buddy are to wait out of the way in the hall until most employees have evacuated. The fire stairwells will provide adequate protection from a fire for disabled employees until rescued by the fire department.

c. Accountability Monitors: These persons are responsible for making sure all of the floor occupants are accounted for at the assembly areas. After the evacuation is completed, these persons should be able to account for or otherwise verify that all employees and company guests are in the assembly areas. If anyone is missing, ensure they are not in the other assigned assembly area. Persons who are not accounted for will be reported the Emergency Coordinator.

6. **Assembly Areas**: In an emergency evacuation, everyone inside should go to a predetermined point outside the building. This is the designated assembly area where roll will be taken. All building occupants must know where the primary and alternate assembly areas are located and meet there immediately upon emergency evacuation.

a. Assembly areas may include parking lots, open fields or streets which are located a minimum of 250 feet away from the emergency site and which provide sufficient space to accommodate the employees. This will allow unobstructed discharge from the building, and will avoid congregating close to the building. Otherwise, occupants may hamper access to the building by emergency vehicles and they could be in danger from falling debris.

b. Also, an alternate assembly area needs to be pre-designated if the primary area is not available or in case of inclement weather.

7. **Medical Duties**: Though OSA does not have a medical staff, OSA employees trained in First Aid and CPR are encouraged to provide assistance in emergency and rescue situations that may occur in the workplace. All First Aid/CPR-trained employees should know where their office Bloodborne First Aid Kit is located.

8. **Return to Work**: When Property Management gives the all clear, the Building Manager/Emergency Director will make the decision for employees to return to the building.

D. FIRE PREVENTION

1. **General**: Fires, like all other types of accidents, are largely preventable. OSA shall apprise their employees of the potential fire hazards in their workplace specific to their

tasks. This includes their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, the type of fire protection equipment or systems possessed and the various types of fire they can control. (Material Safety Data Sheets (MSDS) are a good source that describe the hazards, required personal protective equipment, first aid, materials handling, control measures and spill cleanup procedures for hazardous chemicals. Following MSDS instructions will help prevent accidents.)

2. **Fire:** When you discover a fire:

- a. Activate the nearest manual pull alarm (next to fire exits).
- b. Notify Administration immediately.
- c. Call 9-1-1.

3. **Evacuation:** Immediately get out of the building. Turn off electrical equipment, as time permits. Close doors behind you but don't lock them to allow emergency personnel access.

4. **Housekeeping:**

a. Property Management is only responsible for disposal of ordinary trash. It is each employee's responsibility to keep their offices and work stations orderly and clean. This means eliminating or controlling accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire or block access to emergency fire fighting equipment or emergency exits.

b. A two foot buffer (clear area) is required between the ceiling and any stacked storage materials. This allows fire department access with their hoses and proper clearance for sprinkler spray patterns.

5. **Maintenance:** OSA shall regularly and properly maintain, according to established procedures, equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials.

a. Only the building owner's maintenance staff employees will shut off gas, electricity and/or other utilities, as required.

6. **False Alarm:** If the alarm is discovered to be false, the building owner's maintenance staff will silence the alarm only after approval from the fire department.

8. **Drills:** OSA, in conjunction with Property Management and the City of Columbia Fire Department, will conduct fire evacuation drills at least annually.

E. NATURAL DISASTERS

1. **General:**

a. **Flood:** One large downpour or several continuous days of rain can flood low-lying areas and cause mudslides.

b. **Hurricanes:** SC usually experiences several hurricanes each year normally between June and October. Hurricanes bring large amounts of rain and strong winds. The danger lies in flying projectiles and creating enough damage to cause structures to collapse, cause gas leaks, etc. Downed power lines can happen in any natural disaster; assume they are alive, stay away from them, and report it to 9-1-1.

c. **Tornadoes:** Tremendous winds of up to 350 mph in a relatively small area can leave a path of total destruction. Tornadoes can be generated in hurricanes and lines of thunderstorms.

d. Lightning: Thunderstorms often generate lightning that can damage our buildings and strike people.

e. Earthquakes: A fault line runs from Charleston to Columbia that increases the probability for us to receive an earthquake. Fortunately, catastrophic earthquakes have been rare in SC.

2. **Warnings**: Listen to weather reports (battery powered portable AM/FM radio). The National Weather Service will broadcast several types of messages to notify specific locations or general areas of impending or actual severe weather.

a. Severe Weather / TORNADO WATCH: means meteorological conditions are favorable for severe weather/the formation of tornadoes.

b. Severe Weather/TORNADO WARNING: means severe weather/a tornado has actually been sighted.

c. Hurricane:

<u>CATEGORY</u>	<u>WIND SPEED</u> (mph)	<u>STORM SURGE</u> (feet above normal)
Tropical Storm	39-73	< 4
ONE	74-95	4-5
TWO	96-110	6-8
THREE	111-130	9-12
FOUR	131-155	13-18
FIVE	> 155	> 18

NOTE: Hurricane Hugo passed through Charleston, Columbia and Rock Hill in September 1989. It was a Category 4 hurricane with 138 mph winds and a 20' storm surge.

3. **Procedures**: Hurricanes can be predicted days ahead of time allowing adequate preparations so the focus of this paragraph will be on Tornadoes and other severe weather such as thunderstorms.

a. SEVERE WEATHER/TORNADO WATCH: Employees are to be notified so they can prepare for quick action.

b. TORNADO WARNING:

1) Employees are to be notified to go to their assigned shelters.

2) Doors and windows should be opened.

c. No Advanced Warning (Tornadoes):

1) Get away from open doorways and windows. Move against an interior wall. If caught outside, lie flat in a ditch and cover your head with your hands.

2) Get under anything that affords some form of protection and/or wrap your arms around your head.

d. After a Tornado/Severe Weather:

1) The Emergency Coordinator should check for injured occupants.

2) The Emergency Coordinator should decide if a building evacuation is required and direct appropriate recovery actions.

F. TERRORIST ATTACKS

Terrorists usually make specific threats by selecting visible targets according to the potential publicity or psychological gain that might be achieved, and where they can avoid detection before and after the attack. Terrorist weapons include explosives, kidnapping, hijackings, arson and shootings. There may be little or no warning.

1. SECURITY

a. Should there be an employee concern about security in the building, call Property Management, 771-9884, and they will respond to control the situation. If they do not have jurisdiction they will request the appropriate police department.

b. Challenge strangers that come into your area. OSA employees are issued picture identification cards and building access cards. Property Management requires all visitors and deliveries sign in and out at a centralized security desk, which also helps in accountability during an evacuation.

c. Secure personal belongings in a locked desk or cabinet.

d. Be alert and aware of your surroundings, and report unusual packages or behavior.

e. Do not open any suspicious e-mails or attachments, especially those not directly related to official business, and report such incidents to the Director of Administration.

2. BOMB THREATS

a. **RECEIVING A BOMB THREAT/DISCOVERING A BOMB:** The most common bomb threat is by telephone. If you receive a phone call or a letter with a bomb threat or you discover any strange or out of place objects, briefcases, or suspicious packages (see attachment) and treat it as a bomb:

1) Remain calm.

2) **DO NOT TOUCH, TAMPER WITH OR MOVE THE SUSPECT PACKAGE.**

NOTE: If a letter is opened and is determined to be a bomb threat, do not let anyone else touch the letter or envelope. Place the letter in a bag, larger envelope or between clean pieces of paper and turn it over to law enforcement for finger print and other tests.

3) Signal your coworkers.

NOTE: **DO NOT USE RADIOS OR CELLULAR PHONES IN CLOSE PROXIMITY TO SUSPECTED BOMBS.** Communicate either by word of mouth or landline telephone.

4) Obtain as much information as possible (reference SC Law Enforcement Division (SLED) Bomb Threat checklist). If told a building is occupied and can't be evacuated in the time provided, the bomber may wish to avoid injury or death and tell you details about the bomb. Other information can help law enforcement determine whether an evacuation of the entire facility is warranted or not.

NOTE: A Bomb Threat checklist should be at every employee's telephone.

a) The more specific the bomb threat the more likely an actual explosive device is involved. The specific bomb threat usually includes information about the type of bomb, its placement, rationale for the attack and the time the device is to detonate.

- b) Non-specific bomb threats generally state that a bomb has been placed.
- c) Common reasons for making a bomb threat are:
 - 1. the caller wants to disrupt normal activities or
 - 2. the caller wants to minimize risk of injury to others.
- 5) Do NOT hang up your phone (a trace may be possible).
- 6) Immediately notify Administration, and they will notify the SC Highway Patrol, 896-9630.

NOTE: The SC Highway Patrol will notify SLED, 896-7000, and the Bureau of Protective Services, 734-2422. The Bureau of Protective Services will respond in the event of a bomb threat. OSA will grant SLED/BPS access to all areas in the building to allow a thorough search.

7) Designated employees may be asked to assist SLED/BPS in crowd control, establish a control center, and/or in an advisory capacity in the search for other suspicious packages.

8) EVACUATION: Clear and secure the immediate area (minimum of 350 feet). The Emergency Coordinator should instruct people to evacuate to a specified safe area or to their designated assembly area, as appropriate.

b. **EXPLOSION** – Should an explosion occur in your facility, the immediate concern is to get those that are able away from the danger of fire and further injury from the damaged building. Activate the fire alarm and notify 9-1-1, your Emergency Coordinator and others, as required.

c. **TRAPPED in a Building Collapse:**

1) If you are trapped in debris, it may be extremely dusty so you can cover your mouth with a handkerchief or clothing.

2) Tap on a pipe or wall, or blow a whistle to let rescuers know where you are. Shouting should be a last resort as it forces you to inhale dangerous amounts of dust.

3) Untrained persons should not attempt to rescue someone from a collapsed building. Wait for emergency personnel to arrive.

3. **CHEMICAL – BIOLOGICAL ATTACK**

Terrorists may use toxic chemicals or biological agents to cause serious illness, injury or death to people, livestock or crops. Severity depends on the type and amount of the agent used, and the duration of the exposure. Emergency Management authorities would instruct citizens to either seek shelter where they are and seal the premises, or to evacuate immediately. There is no assistance that the untrained person can offer a victim of a chemical or biological attack other than to get them immediate and professional medical attention.

G. **EMERGENCY KITS**

It is advised to keep the following items in a designated place (on each floor of a multi-storied building):

- Flashlights and extra batteries
- Portable, battery-operated radio and extra batteries
- First Aid kit

H. TRAINING

All OSA employees are to review the fire prevention and emergency action plans annually. Training on the basic plan is available by computer based training whereas the building or team specific information is to be provided by a designated representative.

- Initially when the plan is developed.
- Upon employee assignment.
- Whenever the employee's responsibilities or designated actions under the plan change.
- Whenever the plan is changed.

SC OFFICE OF THE STATE AUDITOR
EMERGENCY ACTIONS CHECKLIST

FIRE / EMERGENCY EVACUATION

- Alarm
 - An evacuation alarm is sounded when a fire/smoke detection system is activated.
 - When an employee detects a fire/smoke, activate the alarm system with a manual pull.
- Notify:
 - Administration
 - 9-1-1
 - Property Management - 771-9884
- Evacuate – Treat all evacuation alarms as real.
- Assemble in assigned area and report to your Emergency Coordinator
- Return to Work when directed

BOMB THREATS

- By Telephone:
 - Get as much information from the caller as possible (refer to attached bomb threat checklist).
 - Do not hang up your phone (a trace may be possible).
- Other Bomb Threats: **DO NOT DISTURB/TOUCH, SMOKE OR USE A RADIO** near the suspect package.
- Notify:
 - Administration
 - 9-1-1
 - Property Management - 771-9884
- Evacuate the immediate area (minimum of 350 feet)
- Follow instructions from Emergency Management Services

EXPLOSION

- Activate the alarm
- Notify:
 - Administration
 - 9-1-1
 - Property Management - 771-9884
- Evacuate (see above procedures)

SEVERE WEATHER –TORNADO WARNING (actual sighting)

- Take shelter immediately.
- After a Tornado/Severe Weather:
 - Emergency Coordinator should check for injured occupants
 - Emergency Coordinator decides to evacuate or return to work

BOMB THREAT CHECKLIST

Exact time of call _____

Exact words of caller _____

QUESTIONS TO ASK (ask questions to keep caller on the line)

1. When is bomb going to explode? _____
2. Where is the bomb right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. From where are you calling? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Angry	Excited	Disguised	Slow	Rapid
Soft	Loud	Laughter	Crying	Normal	Distinct
Slurred	Intoxicated	Nasal	Stutter	Lisp	Raspy
Deep	Ragged	Broken	Squeaky	Accent	Disguised
Clearing Throat		Deep Breathing		Cracking Voice	Familiar

If voice is familiar, whom did it sound like? _____

BOMB THREAT CHECKLIST

(Cont.)

BACKGROUND NOISES (circle)

Street Noises Crockery Voices PA System Music
House Noises Motor Office Machinery Factory Machines
Animal Noises Clear Static Local Long Distance
Booth Other _____

THREAT LANGUAGE (circle)

Well Spoken Educated Foul Irrational Incoherent
Taped Message Read by Threat Maker

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Date: _____

BOMBS - WHAT MAKES LETTERS & PACKAGES SUSPICIOUS?

No return address or questionable address

Sender's address and postmark do not match

Excessive amount of postage was used

Distorted or foreign hand writing

Cut and paste lettering

Letter feels rigid, uneven, lopsided, and/or bulky

Protruding wires, tin foil, strings

There is an oil stain, a strange odor, or suspicious sound such as a buzzing, ticking or sloshing noise

Unprofessionally wrapped - irregular shape, bulges, several types of tape used

Addressee's name and/or address are inaccurate

Specific instructions such as "Personal," "Private," or "To Be Opened Only by...," "Fragile - Handle With Care," or "Rush"

Feel pressure or resistance when attempting to remove the contents

IN CASE OF FIRE...

DO:

Treat every alarm as real
Keep calm
Report the fire by calling (9) 9-1-1
Advise other employees
Use the nearest stairwell
Close doors and windows
Keep low, under the smoke
but above the toxic layers
Use a fire extinguisher on a *small* fire
Go to your assigned assembly area
Direct fire fighters to the emergency
Stop, drop and roll if you catch on fire

DON'T:

Ignore the alarm and continue working
Panic
Assume the fire has been reported
Try to quickly gather belongings
Use an elevator
Break windows
Run through smoke-filled areas

Use a fire extinguisher on a *large* fire
Become a spectator once outside
Go back into the building
Stand or run if you catch on fire

FIRE IN A HIGH-RISE BUILDING...

Prepare:

Have a flashlight and whistle at your desk.

Know your primary and alternate escape routes.

Know where the nearest fire extinguishers are located, what type of fires they can fight, and how to use them.

Know where the nearest manual fire pull station is located (usually next to an emergency exit).

WHAT TO DO WHEN YOU ARE TRAPPED BY A FIRE...

Get as far away from the fire as possible.

Before opening doors, test each one with the back of your hand. If the door is warm to the touch, don't open it.

Close all doors as you go and seal all cracks or vents with paper, cloth, tape or anything available.

Call the fire department and tell them exactly where you are located.

SHOULD YOU FIGHT THE FIRE?

Before you begin fighting a fire:

Call 9-1-1.

Make sure the building is being evacuated.

Determine the fire is limited to a small area and is not spreading.

Make sure you have a clear path to an exit that is not threatened by the fire.

Know the proper type and how to use the extinguisher.

TYPES OF PORTABLE FIRE EXTINGUISHERS

<u>TYPE</u>	<u>USED FOR FIRES INVOLVING:</u>
△ A	ORDINARY COMBUSTIBLES (Wood, Paper, Cloth, etc.)
□ B	FLAMMABLE LIQUIDS (Grease, Gas, Paints, Oils, etc.)
○ C	ELECTRICAL (Energized Motors, Switches, etc.)

HOW TO USE A PORTABLE FIRE EXTINGUISHER

- PULL THE PIN
- AIM AT BASE OF FIRE
- SQUEEZE THE TRIGGER
- SWEEP



COMMON (PREVENTABLE) CAUSES OF FIRE...

Overloading electrical circuits, unsafe wiring, defective extension cords - #1 Cause.

Appliances, especially heating devices such as coffee pots and space heaters, left on when not in use or come in contact with combustibles - Improper Use.

Overheated motors/equipment from improper maintenance.

Improper disposal of smoking material and not using an ash tray/butt can.

Improper use, handling and storage of flammable materials such as paints, solvents and gasoline.

Poor housekeeping, which leads to an accumulation of combustible materials such as paper, boxes, and oil-soaked rags, can catch fire when they react with a spilled substance or in an area with a slow heat buildup.

FIRE PREVENTION SAFETY CHECKLIST

Electrical Equipment

Ground connectors and insulation on wires and cords in good condition?

Circuits motors, fuses and outlets not at or above capacity?

Circuit breakers clear (not blocked in a closed capacity)?

Materials that could burn are kept away from lights and machinery?

Correct fuses being used?

Extension cords only temporarily being used? (Surge protectors should be used if need is for more than 30 days.)

Transmission shafts, bearings, machines, motors lubricated, free from dust and not over heated?

Heat generating sources, especially heating equipment, turned off when unattended?

Portable space heaters only used where approved by Property Management?

Only industrial-strength appliances allowed, i.e., coffee pots?

Flammable / Combustible Materials

Nonflammable substitutes considered for use first?

MSDS checked for fire hazard?

Flash Point - if the environment's temperature is close to the liquid's flash point there will be vapors that can ignite/explode

Flammability Limits - if the liquid's gas/vapor concentration is above the upper limit or below the lower limit there will not likely be a fire/explosion

Reactivity - a fire/explosion can occur if incompatible substances mix together

Stability - if a chemical changes or disintegrates it can cause a fire/explosion (dispose of old chemicals past their shelf-life dates)

Good ventilation provided where stored?

Sources of ignition (heat, fire, cigarettes, and sparks) kept away?

Stored in approved, airtight metal container(s)?

Containers kept covered when not in use?

Leaks and spills immediately cleaned up and source of leak repaired?

Containers grounded when transferring flammables?

Flammable wastes disposed in closed airtight metal containers and emptied daily?

Non-containerized flammable wastes kept in a cool, dry and well-ventilated place and disposed of frequently and properly?

Smoking

Proper containers provided for disposal?

Prohibited near flammable storage/operations?

General

Work areas cleaned daily and waste properly disposed?

EMPLOYEE EMERGENCY ACTION & FIRE PREVENTION PLAN

EMERGENCY NOTIFICATION:

832-8244 or 832-8238, 9-1-1	Administration Ambulance, Fire, Police
771-9884	Property Management
_____	Your Supervisor
_____	Your Team Leader

EMERGENCY TEAM

Emergency Coordinators

Primary	<u>Ken Harrill</u>	<u>832-8244</u>
Alternate	<u>Norma Jean Dawkins</u>	<u>832-8238</u>

Accountability Monitors

Primary	<u>Tracy Brice</u>	<u>832-8232</u>
Alternate	<u>Cindy Count</u>	<u>832-8234</u>
Alternate	<u>Sally Gaines</u>	<u>832-8240</u>
Alternate	<u>Angie Morgan</u>	<u>832-8077</u>

Disabled Person Monitors (for each disabled person)

Primary	<u>Name</u>	<u>Work Phone</u>
Alternate	<u>Name</u>	<u>Work Phone</u>

Other, as required

Primary	<u>Name</u>	<u>Work Phone</u>
Alternate	<u>Name</u>	<u>Work Phone</u>

REFERENCES

1. Title 29, Code of Federal Regulations, Part 1910:

- A. Subpart E - Means of Egress, Sections 35 to 38 (**29 CFR 1910.35-38**)
- B. **1910.106** Flammable and combustible liquids.
- C. Subpart L - Fire Protection, **1910.155-165**.
- D. **1910.1200** Hazard communication.

2. **Standard Fire Prevention Code**, 1994 Edition, Southern Building Code Congress International, Inc.

<u>Chapter</u>	<u>Title</u>
5	General Precautions Against Fire
6	Fire Protection
8	Maintenance of Exit Ways

3. Murphy's Law - Whatever can go wrong will go wrong.

4. Boy Scout slogan - Be prepared.

<i>QUESTIONS</i>

If you have any questions or comments concerning emergency procedures please contact your supervisor and/or the Director of Administration.

Questions on compliance with the Americans with Disabilities Act (ADA) and/or accommodations for physically disabled persons should be referred to the ADA Assistance Office, SC Department of Employment and Workforce, 737-0391.

Questions on Bomb Threats should be referred to the SLED Arson/Bomb Squad, 896-7003, or the Dept. of Public Safety, Highway Patrol Division, 896-8770.