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SAFETY PLAN AND EMERGENCY PROCEDURES FOR ASSEMBLY OCCUPANCIES



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Section 1

Public Assembly Safety Plan

Introduction

Effective January 1, 2012 the Uniform Fire Code, (NFPA -1) and the Life Safety Code (NFPA-101) of the National Fire Protection Association 2012 Edition with annexes, rules and regulations, were adopted as the Rhode Island Fire Safety Code. The State Fire Marshal's Office has put together these guidelines to assist in plan development.

Assembly Safety Plan

Goals and Objectives

The goal of the Assembly Safety Plan is to provide a safe environment for people in any place of assembly. The assembly safety plan shall be prepared in accordance with the requirements of the local fire department and applicable codes. Management shall distribute to their employees applicable parts of the Safety Plan, which affect their actions in the event of a fire or other emergency, and said plan shall be conspicuously posted in office area, break rooms, and other locations as required by the Fire Department. The following are the two primary components that shall be incorporated into the plan.

1. Fire Evacuation Procedures

II. Fire Safety Procedures

The program will coordinate the efforts of the Fire Department and the building owner or his/her authorized agent toward the attainment of its objectives by:

- A. Defining and clarifying the responsibilities of the building owner and his or her authorized agent responsible for the fire protection inspections, fire safety planning, evacuation planning, and safety control team development.
- B. Gaining knowledge of the occupancy to enable the Fire Department to conduct effective fire fighting and rescue operations should an emergency occur.
- C. Correcting fire code hazards found in the occupancy by Fire Department personnel, Fire Prevention Bureau, and the building owner or his or her authorized agent, through education, advertisement and enforcement.
- D. Implementing an in-house safety team with which to resolve the issues of fire safety planning and evacuation procedure.
- E. Providing information and assistance, through the local fire department or the State Fire Marshal's Office on fire prevention inspections, manual fire fighting equipment, rescue and evacuation procedures.

Duties of the Building Owner or Authorized Agent

General

The owner or responsible person of a “Place of Assembly” shall submit a safety plan to the local fire department. The State Fire Marshal’s Office recommends that a design professional or member of the local fire prevention bureau or the State Fire Marshal’s Office assist your facility in completing your safety plan.

Fire Evacuation Procedures

Due to extreme difficulties in moving large numbers of people from a building during an emergency, it is essential to develop a fire evacuation plan to deal with various emergency situations. These situations will be discussed in greater detail.

All Fire Plans shall include the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. A procedure for accounting for employees and occupants after evacuation has been completed.
4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
5. The preferred and any alternative means of notifying occupants of a fire or emergency.
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
8. A description of the emergency voice/alarm communication systems alerting tone and preprogrammed voice messages, where provided.

Emergency Plan Procedures (as recommended by NFPA 101 section 4.8 subsection 4.8.2.1)

Emergency plans shall include the following:

1. The procedures for reporting a fire or other emergency.
2. Occupant and staff notification.
3. *Evacuation procedures appropriate to the building, its occupants, emergencies, and hazards.

The following shall be included:

- 1) Purpose of the plan
 - 2) Building description including certificate of occupancy
 - 3) Appointment, organization, and contact details of designated building staff to carry out the emergency plan
 - 4) Identification of events (man-made and natural) considered life safety hazards impacting the building
 - 5) Responsibilities matrix (role-driven assignments)
 - 6) Policies & procedures for those left behind to operate critical equipment
 - 7) Specific procedures to be used for each type of emergencies
 - 8) Requirements and responsibilities for assisting people with disabilities
 - 9) Procedures for accounting for employees
 - 10) Training of building staff, ERT, and other occupants in their responsibilities
 - 11) Documents, including diagrams, showing the type, location, and operation of the building emergency features, components and systems
 - 12) Practices for controlling life safety hazards in the building
 - 13) Inspection & maintenance of building facilities that provide for the safety of occupants
 - 14) Conducting fire and evacuation drills
 - 15) Interface between key building management and emergency responders
 - 16) Name or job titles of persons who can be contacted for further information or explanation of duties
 - 17) Post event (including drill) critique/evaluation, as addressed in 5.14 of NFPA 1600, Standard on Disaster/Emergency Management & Business Continuity Programs
 - 18) Means to update the plan as necessary
4. Appropriateness of the use of elevators
 5. Design and conduct of fire drills.
 6. Type and coverage of building fire protection systems
 7. Other items required by the authority having jurisdiction (AHJ)

Responsibility to Maintain and Upgrade Assembly Safety Plan

1. The owner or his or her agent shall promptly update the Assembly Safety Plan upon changes in occupancy, use, or physical arrangement.

(a) A plan shall be established that describes the procedures to be followed in the event of fire or other emergencies. This plan shall be developed in accordance with regulations required by the State Fire Marshal's Office and the local authority, and shall include the following:

- a. The procedure for communicating an alarm.
- b. The procedure for evacuating or relocating occupants and, specifically, handicapped individuals; and
- c. The procedure for conducting fire drills.

2. The assembly safety plan and related activities for each building shall be maintained and kept in an easily accessible location on the premises.

Fire Safety Director

The owner or authorized representative shall assign a responsible person as Fire Safety Director to work with the State Fire Marshal's Office or the local authority in the establishment, implementation, and maintenance of the Assembly Safety Plan.

Fire and Emergency Evacuation Drills

If emergency evacuation drills are practiced they shall involve all employees and be conducted in a place of assembly as deemed necessary by the local authority to acquaint all employees with proper emergency procedures. Management shall assign competent leadership to conduct these drills. The drills shall be held at varying times to simulate the unusual conditions that occur in case of fire or other emergency.

Records shall be kept of each emergency evacuation drill and include the following information:

1. Identify of person conducting the drills
2. Date and time of the drill.
3. Notification method used.
4. Participants.
5. Problem encountered.
6. Weather conditions, when occupants were evacuated.
7. Time required accomplishing a complete evacuation.

Evacuation drills shall consist of, at a minimum, testing the fire alarm communication procedure described in the Fire Safety Plan and making all employees familiar with the emergency procedures.

A written record of drills shall be kept in your Assembly Safety Plan and should be readily available for inspection by the local authority.

Employee Training and Response Procedures

All employees shall be trained in the fire and other life safety emergency procedures described in their fire evacuation and fire safety plans. This training should be done at time of hire, regular bases or at least annually thereafter.

Records shall be kept and made available to the local authority upon request.

The employee training program shall include:

- d. Life & Fire Prevention Training – Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.
- e. Evacuation Training – Employees shall be familiar with the fire alarms and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas and evacuation procedures.
- f. Fire Safety Training – Employees shall know the location and proper use of fire extinguishers or manual fire-fighting equipment. Use and occupancy related requirements in nightclubs, theatres, motion picture theatres, auditoriums and similar assembly occupancies used for non-continuous programs, an occupant load of 300 plus, an audible announcement is to notify the occupants of the location of the exits to be used in the event of a fire or other emergency.

NOTE:

Motion picture theatres and other venues, that utilizes a projected screen, are allowed to project this announcement upon the screen in a manner approved by the local authority.

Employee Responsibilities

Periodic Inspections

1. Inspect assigned area to eliminate injury and fire hazards.
2. Keep aisles and exits cleared.

Information

1. Familiarize employees with proper evacuation routes and procedures.
2. Maintain a current list of floor monitor, alternates and person requiring special assistance.

Evacuation

1. Notify occupants in assigned area to form a line the aisle leading to a safe exit or stairwell and direct an orderly evacuation to designed safe area in:
2. Check restrooms, conference rooms and remote areas for employees who may not have heard evacuation alarms.
3. Keep occupants assembled in designated safe area in _____ until all clear is received.
4. If there are persons unaccounted for, the authorized person(s) will immediately notify the incident commander.

Disabled Occupant Evacuations

1. Evacuate person who may require special assistance, to an area of refuge or another approved safe area.
2. Preplan the appropriate number of personnel to assist.
3. First co-worker(s) to stay with person(s) requiring special assistance, and additional co-worker(s) to meet emergency units at _____ providing the location of the person(s) that require special assistance.

Section 2

Emergency Procedures for Places of Assembly

Introduction

This section will cover general information of proper procedures to follow in the event of an emergency in your building. The primary focus will be on fire safety but will include procedures for medical, bomb, severe weather, civil disturbances, cyber-attacks, social media, hostile intruder, hostage situations, mechanical and security emergencies. The fire evacuation plan procedures discussed in the previous section can be used for the following circumstances:

Fire Safety Procedures

Rescue

Rescue anyone in immediate danger from the fire. This applies to those cases where persons are in immediate danger and need assistance being removed from the immediate danger. In some incidents, additional help may need to be summoned to accomplish this task. If this operation should require more than a few seconds to accomplish, then the alarm should be sounded immediately to ensure that assistance is on the way.

Confine the Fire

In many cases, a fire can sometimes be restricted to a certain area by closing doors and preventing it from reaching further fuel or receiving additional oxygen. This should be performed as a person leaves the area to sound the alarm.

Sound the Alarm

The Fire Safety Plan must make certain the alarm has been sounded. This will ensure that additional help has been summoned. If rescue and confining the fire require more than 30 seconds, then the alarm should be sounded before those tasks are performed.

1. The Emergency Action Plan must ensure that the Fire Department will be notified. This may be accomplished by calling 911, notifying the Building Control Center, or notifying the building switchboard operator or activating the fire alarm. Being familiar with your building and available equipment is very important.

- a. The Emergency number for the Fire, Police, and Medical is 911. This should be placed at all telephone locations.
- b. Give the exact location of the fire or other emergency:
 - * Building name and address
 - * Floor number
 - * Area
 - * Details of the emergency
- c. An employee should be assigned to meet the Fire Department and direct them to the Control Center, where they may be directed to the location of the fire.

2. Notify others within the building of the emergency, if this has not been previously accomplished. This may be accomplished by calling the Building Control Center switchboard operator or sounding the building fire alarm.

- a. The Fire Safety Plan should have a procedure to notify members of the emergency response team and other responsible persons of the emergency, its nature, location, and any assigned task.
- b. A designated employee should be assigned the task of calling 911 even if the person reporting the fire has indicated that it has been reported. Additional calls to 911 do not present any special problems, but will ensure that the call is made.

Do's

1. Leave immediately fire area and close doors behind you.
2. Use stairwells to evacuate.
3. If caught in heavy smoke, take short breaths through your nose, stay near the floor and move to the exit by crawling.

Don'ts

1. **DO NOT** attempt to fight the fire.
2. **DO NOT** use the elevators.

What's Next

1. Assemble at your designated assembly point: _____
2. Fire Department dispatched by 911 center.
3. Firefighters arrive to handle emergency.

Medical Emergency

In case of a medical emergency:

1. Call 911
2. If available, have a person trained in first aid check the patient.
3. Give all necessary information:
 - a. Address
 - b. Floor
 - c. Room
 - d. Condition of patient
 - e. Number of patients
4. Have somebody meet the Fire Department and/or ambulance crew at ground level, and also on the floor of the emergency.
5. Follow your SOP for reporting this incident and inform him or her of the medical emergency. Provide all the necessary information.

Bomb Threats

Each building should have a procedure to follow in the event of a bomb threat or when an actual bomb is found. The following material should only be distributed to key members of the Safety Control team and the telephone switchboard operators. This information should be kept a preface to the recommended actions that follow, it is important to consider the most serious of all decisions to be made by the person in charge of a building in the event of a bomb threat-evacuation or non-evacuation of the building involved. This can result in loss of time and interruption of normal routine, and can be a costly decision, if the threat is a hoax. The alternative is for management to make the decision. In the past, the vast majority of bomb threats were hoaxes. However, the current trend is that more of the threats are materializing than in the past. Thus, management's first consideration must be toward the safety of the people. It is practically impossible upon receipt of a bomb threat to determine immediately whether it is a hoax or a reality.

The terrorists have developed their plan of attack and the following procedures are recommended for planning in the event of a bomb threat call.

On receiving a bomb threat, the decision is yours – evacuate or non-evacuation.

1. Call the Local Police Department or 911 – they will then contact the State Bomb Squad on their 24-hour emergency line – **444-1171**.
2. Control and inspect incoming persons and packages.
3. When deemed necessary members of your staff maybe asked to assist the State Bomb Squad.
4. Alert all security and maintenance personnel.
5. Person receiving call should:
 - a. Keep caller on the line. Do not hang up; the call may be traced.
 - b. Record the message.
 - c. Ask **Who, What, When, Where, Why, and How**.
 - d. Listen for accents, speech impediments, background noise, sex, and age of the caller.
 - e. Call the Police Department or 911
6. If a suspicious object is found, clear the area and evacuate the building and wait for the State Bomb Squad.

These are recommendations. In the final analysis, the decision is yours.

Contact the State Fire Marshal's Office for guidelines for your facility.

Operator's Bomb Threat Call Checklist

Obtain as much detail as possible about the bomb and its location. Legitimate callers usually wish to avoid injury or death. Therefore, request data by expressing a desire to save lives.

1. Ask:
 - a. What is the exact location of the bomb?
 - b. What time is it set to detonate?
 - c. What does it look like?
 - d. What is the explosive?
 - e. Why was it placed?

2. Record:
 - a. Date and time of call
 - b. Exact language used
 - c. Male, or Female, adult or child, approximate age, race
 - d. Speech;
 - 1) Slow
 - 2) Rapid
 - 3) Normal
 - 4) Excited
 - 5) Loud
 - 6) Distinguished
 - 7) Broken
 - 8) Sincere
 - 9) Accent
 - e. Background noise
 - f. Name of operator receiving call

3. Notify:
 - a. Report the call to the police.
 - b. Notify your supervisor.
 - c. Follow instructions.
 - d. Do not discuss the call with other personnel.

Severe Weather

Please contact either the state emergency management agency RIEMA (www.riema.ri.gov) or contact your local emergency management agency for further development of your severe weather plan.

Civil Disturbances

These methods should be planned and approved by your local law enforcement agency. Please consult with them on developing protocols.

Cyber-Attacks

As the internet has become a major form of communication within our day to day world, and while it has many positive contributions, it also can be a deviant as well. Again most law enforcement agencies have personnel specifically trained in identifying these attacks. Please refer to your local law enforcement agency for assistance with developing your protocols.

Social Media

Social media plays a tremendous way in which we our daily life evolve. While it can be a great resource to promote our venues, it can also become an underlying figure in the failure of them as well. Social media can attract a countless variety and number of people for all different reasons. Some good and some bad. But never the less, social media is how our world communicates. If you are not monitoring or have a method to monitor social media in today evolving world, then you may be asking for serious and complex situations, some of which can become injury and life safety matters. If needed to, there are specialized companies to help you monitor your venues for possible cyber-attacks.

Hostile Intruder

In today ever changing world, there can be some unfriendly people who may want to patronize your venues. Most law enforcement agencies can assist you in devising a plan to help counter act any hostile intruder conditions. Please refer to your local law enforcement agency to help you for these situations. Also, a video surveillance system, simple or complex, can assist your venues efforts in maintaining its' integrity, against most forms compromising security conditions.

Mechanical Emergency

For day, night and weekend emergency mechanical problem, such as lights out, water leaking, toilet over flowing, heating, etc., notify your supervisor or call the building owner. For non-emergency mechanical problems, please contact your supervisor.

Security

In the event of threatening or suspicious acting persons in the area either in an open area or closed to the public.

1. If the individual threatens violence or you suspect that he or she may become violent:
2. If the individual represents only a nuisance and poses no threat to person or property:
3. If the individual is clearly harmless and has inadvertently wandered into a non-public space:

Section 3

Fireworks Displays in Assembly Occupancies

Fireworks Displays Safety Requirements

Effective February 20, 2004 National Fire Protection Association standards 1123 and 1126 are enforced as Rhode Island State Law. State law requires that fireworks displays be permitted and conducted by a Licensed Operator certified by the State Fire Marshal's Office. Permits shall be obtained from the Local Fire Chief or his designee. The State Fire Marshal's Office should review all permits applications before they are issued.

State of Rhode Island Operator certification requirements include:

1. Pass the State Fire Marshal's Office Operator Examination.
2. Provide references from at least 2 persons who can verify the experience and/or training received by the applicant.
3. Must provide a certificate of competency to the Fire Chief or his designee that he has a valid license from the State Fire Marshal's Office.

Permit Procedure

Applications must be received at least 30 days prior to the date of the display. Only public or private organizations may apply for a permit. (Individuals are prohibited from obtaining a permit.) Information on the application must include:

1. Name of the organization sponsoring the display; including the name, address, and phone number of contact person for the organization. Permits are non-transferable.
2. Name and certification number with expiration date for the pyrotechnic operator that will be supervising the display.
3. Date, time of day, and exact location of the proposed display.
4. A diagram of the facilities where the display will be held. The diagram must show the point where fireworks will be discharged; the lines behind which the audience will be restrained and the fallout radius for each pyrotechnic device used during the display.
5. The approximate number and type of fireworks and/or pyrotechnic special effects materials to be discharged. (Any changes must be submitted and approved 24 hours prior to the display.)
6. The number names and ages of all assistants that will be present for the display. All assistant must be 18 years of age and recorded on the display report.
7. Proof of a bond or certificate of insurance sufficient to cover the cost of damages that could be caused either to persons or property resulting from the display.

Operator Responsibilities

The operator is responsible for all aspects of the display related to fireworks and other pyrotechnics. The operator must ensure:

1. No fire or life safety hazard is allowed to exist or occur during the storage, transportation, handling, preparation or use of fireworks.
2. All displays are conducted in accordance with applicable laws, codes, regulations and guidelines relating to fireworks. (NFPA 1123 and 1126)
3. A sufficient number of assistants are on hand for the safe conduct of the display and that all assistants are fully trained in the proper performance of their assigned tasks and knowledge of safety hazards and the use of portable fire extinguishers.
4. All personnel involved in the display wear proper protective gear (i.e., safety glasses and protective clothing). Suitable protective clothing should include long-sleeved shirt and long pants made of 100 percent cotton, leather or other equivalent fabric.
5. A sufficient number of fire extinguishers of a suitable type are present while fireworks and other pyrotechnic materials are being loaded, prepared for firing or fired.
6. Contact the local fire department to determine the level of fire protection required for the display, which includes but is not limited to the presence of the minimum of one firefighter on duty as soon as the site goes live.
7. Security to be provided around the discharge site to prevent spectators or other unauthorized person from entering the site.

Report to State Fire Marshal

The immediate notification to the State Fire Marshal's Office and a written report must be provided if any of the following occur:

- a. An injury to any person resulting from the display of fireworks.
- b. A fire or damage to property resulting from the display of fireworks.
- c. An unsafe or defective pyrotechnic product was used or observed.

Sponsor Responsibilities

The sponsor of the fireworks display is responsible for the following:

1. Obtaining the required city permit for the display.
2. Ensuring that the local fire marshal or fire chief has been contacted regarding requirements for standby fire apparatus and/or personnel.
3. Providing security around the discharge site to prevent spectators or any other unauthorized persons from entering the site.

Section 4

Sample Forms

We have included some examples of forms that you can use in your own plan.

**ASSEMBLY OCCUPANCIES
SELF-INSPECTION CHECKLIST GUIDELINE**

Business Name _____ Owner/Manager _____
 Address _____ City _____
 Name of person inspecting _____ Title _____
 Date _____ Time of Inspection _____

Is there a certified Crowd Manager(s) on duty?	YES	NO	How many?	_____
Is the occupant load sign posted?			YES	NO
Did you play your safety announcement?			YES	NO
Is your emergency contact info available?			YES	NO
Do you have adequate staffing?			YES	NO
Does your staff know their jobs incase an emergency arises?			YES	NO

Regarding EXITS:

- Exit signs are visible and available	YES	NO
- Are free of any type of OBSTRUCTIONS	YES	NO
- Exterior exit passageway are clear to a public way	YES	NO
- All EXIT DOORS can be easily opened from inside	YES	NO
- Are there designated aisles passageways?	YES	NO
- Are your aisle passageways wide enough? (min. of 36" or 44" wide)	YES	NO
- Are aisles clear and not blocked?	YES	NO

Do your emergency lights work?	YES	NO
Are all portable fire extinguishers visible and ready for use?	YES	NO
Is your fire alarm system panel displaying a green power-on light?	YES	NO

Because most sprinkler systems are located either in the basement or some where they cannot be tampered with, proper authorization may not be available to check on the operating status. However, most fire alarm panels will have a separate sprinkler zone identifying the different alarm zones and its' working status maybe shown on this panel.

AREA(S) OF CONCERN OR ADDITIONAL COMMENTS:

SAMPLE SELF-INSPECTION FORM

Housekeeping/Maintenance

- | OK | NOT | |
|-------|-------|--|
| _____ | _____ | 1. All no smoking regulations being observed. (if applicable) |
| _____ | _____ | 2. Proper ashtrays, receptacles being used. (if applicable) |
| _____ | _____ | 3. Combustible waste placed in proper/approved containers. |
| _____ | _____ | 4. Trash/rubbish removal made on a regular basis. |
| _____ | _____ | 5. Flammable liquids safely stored in approved containers. |
| _____ | _____ | 6. "No Smoking" signs posted in above areas. |
| _____ | _____ | 7. Proper/approved ventilation provided in areas above. |
| _____ | _____ | 8. All electrical plugs, switches and cords legal and in good repair.
No extension use of cords from outlets (octopus). |
| _____ | _____ | 9. Adequate clearance maintained at all electrical sub-panels (3-feet). |
| _____ | _____ | 10. Electrical and devices turned off when not in use. |

Fire/Life Protection Systems (may be in addition to the self-inspection check list)

- | OK | NOT | |
|-------|-------|---|
| _____ | _____ | 11. Adequate lighting in corridors, exits and stairwells. |
| _____ | _____ | 12. Exit signs illuminated and proper working order as required. |
| _____ | _____ | 13. Evacuation routes adequately available and not obstructed. |
| _____ | _____ | 14. Occupancy signs & Evacuation maps properly posted. |
| _____ | _____ | 15. Fire doors in operable condition – none wedged or blocked open. |
| _____ | _____ | 16. Stairwells free of obstacles, storage, refuse, etc. |
| _____ | _____ | 17. Corridors and exits maintained unobstructed. |
| _____ | _____ | 18. Fire alarm systems tested regularly. |
| _____ | _____ | 19. Fire sprinkler inlet and shutoff valves visible/accessible. |
| _____ | _____ | 20. Fire sprinkler heads clean and unobstructed. (min 18" from object.) |
| _____ | _____ | 21. Adequate availability for all fire extinguishers/hoses. |
| _____ | _____ | 22. Fire equipment in proper/legal locations, undamaged and
properly/regularly tested (see tag.) |
| _____ | _____ | 24. New employees instructed on emergency plans. |
| _____ | _____ | 25. Other observations (use another sheet). |

Report submitted by: _____ Date: _____

Sample Fire Drill Report

This report is to be completed immediately after each fire drill and kept on file with the Assembly Safety Plan. Explain all "NO" answers along with any comments, problems encountered, and recommendations on an additional sheet.

Building: _____ Date: _____

Business: _____ Address: _____

Drill Start Time: _____ Drill End Time: _____

Check Yes or No in the spaces provided for those items that are applicable to your occupancy.

YES NO

Communications

- _____ 1. Was the fire alarm clearly heard in all areas?
_____ 2. Was the public address system clearly heard in all areas?
_____ 3. Was the Fire Department notified? Time: _____
_____ 4. Was security notified?

Evacuation Team Personnel

- _____ 5. Did team members report to respective stations?
_____ 6. Did team members carry out all assigned duties (floor search, head count)?
_____ 7. Were elevators brought to the main floor and held?

Containment of Fire

- _____ 8. Were all doors closed but not locked?
_____ 9. Was a fire extinguisher taken to the location of the fire (if relevant)?

Evacuation

- _____ 10. Were corridors and exits kept clear?
_____ 11. Did the evacuation proceed in a smooth and orderly manner?
_____ 12. Did visitors to the building take part in the drill?
_____ 13. Did the evacuees proceed to designated meeting places?

Utilities

- _____ 14. Were electric and gas appliances turned off?
_____ 15. Were lights left on?
_____ 16. Was the ventilating system shut down?

Records

- _____ 17. Were important documents and cash secured or prepared for removal?

Signature of Fire Safety Director

Date

Sample Company Profile Form

Date: _____

Company name: _____

Address: _____

Phone Number(s): _____

Type of Business: _____

Number of employees on-site: _____

Occupant Load: _____ Issue date: _____

Emergency contacts:

Primary contact _____ Title _____

Phone: Home _____ Other _____

Secondary contact _____ Title _____

Phone: Home _____ Other _____

Number of on-site employees requiring special assistance _____

Name _____ Wheelchair _____ Ambulatory _____

Name _____ Wheelchair _____ Ambulatory _____

Credits

National Fire Protection Association

Rhode Island Association of Fire Chief's

Rhode Island Fire Academy

Rhode Island Firefighters Instructors Association

Rhode Island Association of State Fire Marshal's

Providence Fire Department

Minneapolis Fire Department

Boston Fire Department

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