APPENDIX C

ORGANIZATION CHART FOR FIRE/EAP DRILL AND EVACUATION ASSIGNMENT

BUILDING ADDRESS: 25 ELM PLACE

FIRE SAFETY/EAP DIRECTOR: *RODNEY DORN 718-855-9658

DEPUTY FIRE SAFETY/EAP DIRECTOR: *ARTHUR SEYMOUR 718-855-9658

TENANT: *CHAMBER OF COMMERCE & ACCESS

FLOOR

VERONICA HARRIS 718-875-1000

FIRE SAFETY/EAP WARDEN

TONY PATEL 718-643-9060

CHAMBER

THERESA REYES 718-875-1000

ACCESS

SAYED MUSA 718-643-9060

LINDSAY BAER 718-875-1000

DEPUTY FIRE SAFETY/EAP WARDEN

SEARCHERS

CHRIS MOTILALL

MELISSA CHAPMAN

SURESH JAIKARAN SAROJANI KHARGA

ALARM TRANSMISSION:

Any person discovering fire or smoke should, without delay, cause the transmission of an alarm of fire by any of the following methods available:

1. Telephone (call 911 to report the fire)
2. Street alarm box located at the S/E corner of LIVINGSTON STREET & BOND STREET
3. Building fire alarms. Also notify the Fire department.

NOTE: Also notify the Fire Warden and/or Deputy Fire Warden that the alarm has been transmitted.

CROKER FIRE DRILL CORPORATION
PO BOX 368 ISIP TERRANCE, N.Y 11752
PHONE: 631-277-7602 FAX: 631-277-5802

PLEASE POST CONSPICUOUSLY Date Prepared: 2-21-13
Fire Wardens Deputy Fire Wardens

1. The tenant or tenants of each floor shall, upon request of the owner or person in charge of the building, make responsible and dependable employees available for designation by the Fire Safety Director as Fire Warden and Deputy Fire Warden.

2. Each floor of a building shall be under the direction of a designated Fire Warden for the evacuation of occupants in the event of fire. He shall be assisted in his duties by a Deputy Fire Warden. A Deputy Fire Warden shall be provided for each tenancy. When the floor area of a tenancy exceeds 7,500 square feet, a Deputy Fire Warden shall be assigned for each 7,500 square feet or part thereof.

3. Each Fire Warden and Deputy Fire Warden shall be familiar with the Fire Safety Plan, the location of the exits and the location and operation of any available fire alarm system.

4. In the event of a fire, or fire alarm, the Fire Warden shall be certain location of the fire, and direct the evacuation of the floor in accordance with directions received and the following guidelines:

   (A) The most critical areas for immediate evacuation are the fire floor and floors immediately above. Evacuation from the other floors shall be instituted when instructions from the Fire Command Station or conditions indicate such action. Evacuation should be via uncontaminated staircases. He shall try to avoid stairs being used by the Fire Department. If this is not possible, he shall try to attract the attention of the Fire Department personnel before such personnel open the door to the floor.

   (B) Evacuation to two or more levels below the fire floor is generally adequate. He shall keep the Fire Command Station informed regarding his location.

   (C) Fire Wardens and their Deputies shall see that all occupants are notified of the fire, and that they proceed immediately to execute the Fire Safety Plan.

   (D) The Fire Warden on the fire shall, as soon as practicable, notify the Fire Command Station of the particulars.

   (E) Fire Wardens on the floor above the shall, after executing the Fire Safety Plan, notify the Fire Command Station of the means being used for evacuation and any other particulars.

   (F) In the event that stairways serving fire floor and/or smoke, or that several floors above fire involving large numbers of occupants must be evacuated, consideration may be giving to using elevators in accordance with the following:
1. If the elevators servicing his/her floor also services the fire floors, they shall not be used. However, elevators may be used if there is more than one bank of elevators, and he is informed form the Fire Command Station that one bank is unaffected by the fire.

2. If elevators do not service the fire floor and their shafts have no opening on the floor; they may be used, unless otherwise directed.

3. Elevators manned by trained building personnel or fireman also may be used.

4. In the absence of a serviceable elevator the Fire Warden shall select the Safest stairway to use for evacuation on the basis of the location of the Fire and any information received from the Fire Command Station. The Fire Warden shall check the environment in the stair prior to entry for evacuation. If it is affected by smoke, an alternate stair shall be selected, and the Fire Command Station notified.

5. The Fire Warden shall keep the Fire Command Station informed of the means being employed for evacuation by the occupants of his floor.

(G) Determine that an alarm has been transmitted.

6. Organizational Chart for Fire Drill and Evacuation Assignment

A chart designating employees and their assignments has been prepared and posted in a conspicuous place in each tenancy and on each floor of a tenancy that occupies more than one floor and a copy shall be in the Possession of the Fire Safety Director.

7. Provide for fire warden identification during the fire drills and fires, such as using armbands, etc.

8. Assure that all persons on the floor are notified of fire and all are evacuated to safe areas. A search must be conducted in the lavatories to assure all are out. Personnel assigned as searches can promptly and efficiently perform this duty.

9. Check availability of applicable personnel on Organizational Chart and provide for substitute when position on chart is not covered.

10. After evacuation, perform a head count to assure that all regular occupants know to have occupied the floor have been evacuated.

11. When alarm is received, the Fire Warden shall remain at a selected Position in the vicinity of the communication station on the floor, in order to maintain communications with the Fire Command Station and to receive and give instruction.
1. In the event of natural disasters, the following procedures should be followed:

A. Hurricanes:
   Stay away from windows, and stay inside if you are not told to evacuate

B. Floods and Flash Floods:
   Move to the upper level of the building. Do not evacuate unless you are told to do so.

C. Severe Thunderstorms and Lighting:
   1: Stay inside, away from windows, water, faucets, sinks and metal objects.
   2: Do not use telephones.
   3: Turn off and unplug computers, typewriters and other electrical equipment you may be using.

Evaluations: The plan for assuring the routing and emergency health and safety of employee, students, and guests is evaluated by the students, faculty and staff annually.