

Town of Kernersville Safety and Health Policy and Procedure Manual	Fire Emergency Section 0080	Date 10/99	Revised 8/22
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I. Introduction

These Fire Emergency Procedures were developed as an operational document to insure that all Town personnel follow the same guidelines in the event of a fire.

The primary consideration in the event of a fire will be the life safety of the building occupants. Secondary considerations for the protection of property should be made prior to an emergency consideration. In the event of a fire emergency, all Town personnel are to completely evacuate the building(s) involved and take instructions from the Public Safety Personnel on the scene. When the Fire Department arrives they will have primary responsibility, and the Police Department will assist them with crowd control and limiting access as required. Failure to obey public safety officials at the scene of an emergency is a violation of North Carolina Law and this policy.

II. Standard

North Carolina State Building Code, Volume V, "The State Fire Code", North Carolina Department of Insurance.

III. Procedures

- A. In the event of a fire, or if you smell smoke, close the doors to isolate the fire and begin to exit the building.
- B. Activate the buildings fire alarm system on your way out of the building. If you occupy a smaller building that does not have a central fire alarm system, yell "fire" to alert other occupants of the danger. Upon activation of the alarm occupants are to leave the building immediately. The only exception is during a scheduled fire drill, when the alarm is activated for one minute or less, see Section IX of this policy.
- C. Once safely outside the building call 911 to report the emergency.
- D. Remain outside the building, a safe distance away, to provide information to the authorities as they arrive. Departments should gather outside the building at their designated location to insure that all personnel have left the building.
- E. In the event of a fire emergency at a remote location, employees should inform Police Communication by radio. Under no circumstances should an employee attempt to control a fire emergency unless they have been specifically trained to do so or the fire is located between the employee and the exit.

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IV. Training

Each employee shall be informed of these Fire Emergency Procedures during new employee orientation.

V. Fire Extinguisher Use

Fire extinguishers are to be used only by personnel specifically trained to do so or in a life emergency. This training must be approved and documented through the Safety Administrator. If a fire extinguisher has been discharged, employees should notify their supervisor and/or the Safety Administrator to have it replaced.

VI. Means of Egress

- A. Each building will have evacuation routes posted to allow occupants to become familiar with possible escape routes prior to an emergency. In the event of an emergency, occupants should exit by the closest routes possible. Elevators shall not be used for evacuation. They can quickly become uninhabitable from smoke and are not designed for use during a fire.
- B. **No person shall place, store or keep any materials in a manner that obstructs a means of egress or which would render it hazardous.** All means of egress shall be maintained so as to provide free and unobstructed egress from all parts of the building at all times. All means of egress shall be available for full instant use in case of fire or other emergency.

VII. Fire Emergency Equipment

A. Fire Alarms

Tampering with fire alarms is a violation of state law and this policy. Maintenance of systems will be performed by the departmental designate or contractors hired by them.

B. Fire Extinguishers

Tampering with or removing fire extinguishers is a violation of state law and this policy. Fire extinguishers are serviced annually. If a discharged extinguisher is discovered, it should be reported to a supervisor and/or the Safety Administrator to facilitate replacement.

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VIII. Notification of Loss

In accordance with Town Policy losses from fire must be reported promptly to the Safety Administrator to begin attempts at replacement.

IX. Fire Drill Procedures

- A. Fire drills are required by the North Carolina State Building Code, Volume V, "State Fire Code" Section 809.3. The Code further requires that records of these drills be maintained and made available for the fire inspector. Town buildings are classified as business occupancies under the fire code.

Business occupancies that have fire alarms shall have a fire drill at least annually. In business occupancies evacuation is not required, if it is not practicable. The primary purpose of these drills is to familiarize the occupants of the building with the sound of the alarm and remind them of the appropriate action to take in the event of an emergency. Employees, except those identified by Department Heads as exempt, must exit the building and move to their designated safe location. Occupants who are exempt from evacuation, will be notified by the Department Head or designee about the drill and evacuation procedures for emergencies. The Fire Department will contribute staff time to activate the fire alarms at the appropriate times. A brief report including the time and date of the drill will be completed by the officer and kept on file by the Safety Administrator.

X. Smoking in Areas with Flammable Liquids

Smoking is prohibited in areas where flammable liquids are dispensed, used or stored. In outdoor locations smoking shall be prohibited within twenty feet of the flammable liquid. The Safety Administrator and/or the Fire Department will assist as requested with determining special precautions. In addition, "Danger, No Smoking" signs will be posted in these areas. This will be the responsibility of the department using or storing the flammable liquids.

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Assembly Locations

Town Hall (Upstairs)	Upper parking lot adjacent to Allegacy lot (East side of Town Hall)
Town Hall (Police Dept.)	Lower parking lot (East side of Town Hall)
P.S. Admin	Public Services yard across the street
P.S. Garage	Administration building across the street
P.S. Street and Solid Waste	Public Services yard across the street
Recreation Admin	Parking lot across gravel cut through road
Recreation Maintenance	Parking lot at soccer field