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EMERGENCY ACTION PLAN WHITE PAPER BOMA/NY **TASK FORCE** SUBMISSION

Premise

We envision the Emergency Action Plan (EAP) as being an addendum to the Fire Safety Plan (FSP) with the EAP relating specifically to emergency/non-fire events that are not described in the FSP.

Among its other purposes, this plan intends to inform and prepare building owners and managers in their need to identify areas of vulnerability within their properties, and from that insight, become capable of structuring a plan. Further, the scope of the plan's purpose has been broadened to include an examination of a number of scenarios, and the effect that the new dynamics of this program has on those individuals who may require assistance during an emergency.

This **Task Force** has determined that the concept of a structured organization with a network of personnel as described in the FSP to cope with fire conditions has an affinity with the strategy of coping with non-fire related emergency conditions. However, the tactics employed in the EAP will not require the installation of any special equipment as was mandated in Local Law 5.

A thorough study of the non-fire emergency incident as it relates to high-rise buildings has concluded that the strategy to be applied to these incidents essentially becomes a choice among one of three basic options:

1. The application of a **"Shelter in Place"** mode of reaction which entails that employees remain on their floor but move to the interior lobby, stairway or other core location of their floor in a defensive posture away from windows (*See Addendum A.*)
2. Participate in an **"invacuation"** (a new term that describes any movement out of a given floor to another location within the same building) wherein employees move to another location within the building.
3. Participate in a **partial or total evacuation** – employees leaving the building to egress to an appointed location outside of the building. (*See Addendum B–Evacuation Guidelines.*)

All announcements relating to any of these three options can be issued from the Fire Command Station using the Class E System's announcing function.

Basically, the EAP will be a paper that describes a more comprehensive level of cooperation and informed judgment that should exist between the intra-building agencies and personnel who relate directly with employee safety and business continuity. This new coordinated structure of control becomes an effective procedure that owners and managers will find to be an effective tool in responding to a given condition.

In this effort, there are two conditions that will have overriding significance in defining a response to a non-fire condition: one, the factor of the emergency being determined as being either an immediately threatening event or a potential event, and two, the issue of the building being either an owner occupied or tenant occupied facility.

Emergency

Any non-fire related event that would result in a decision to implement either a “Shelter in Place” / Invacuation mode of reaction, or that may cause a total or partial evacuation of the building, is, for the purposes of this document, an emergency. Emergencies will be described as being either ‘immediately threatening’, or, ‘having a potential’ to cause an impact that would affect any of the three options to later occur.

Structure

There are nine main components to the **plan’s structure**. They are as follows:

1. Incident Command Team (ICT)

Establish an Incident Command Team comprised of the Fire Safety Director, a Property Manager, the Chief Engineer, a Security representative, **a Communications Coordinator**, and a Life Safety Manager (if applicable). Dedicated alternatives should also be trained to serve in this role should the primary person not be available.

- In a single tenanted building, a trained owner representative should be added to this team.
- In a multi-tenanted building, a trained member(s) of the ownership group (if available) should be delegated to become a member of the ICT– (see Section 5 **Multi-Tenanted** Occupied Buildings).
- The ICT should respond to the Fire Command Station as described in Section 5.

A member of the ICT shall be selected as the Emergency Action Coordinator (EAC). The EAC shall be designated with the responsibility of making a final determination that either a Shelter in Place or partial or full evacuation is required in response to an emergency condition. The EAC shall have the following training:

- Have attended and successfully passed the Fire Safety Directors course.
- Have attended and successfully passed a course such as that offered by Homeland Security through Local 94.
- Undertakes any other obligation as determined by the New York City Fire Department.

Due to his (her) relationship to the **building** owners, and the level of his (her) authority, the Property Manager would be the logical choice for this assignment. However, in those buildings in which a Life Safety Manager (LSM) is provided, the LSM shall also be considered as having the qualifications as Emergency Action Coordinator—(*see Addendum H*).

It should be noted that at this time, only the Fire Safety Director has the legal authority to make the announcement on the Class E system. Clear and rapid lines of communication must be **maintained by the Communications Coordinator** to assure those members of the ICT or their counterparts (e.g. the Assistant Chief Engineer if the Chief Engineer is **unavailable**) can **be informed as they** arrive at the Command Station.

One of the ICT members should be designated as a Communications Coordinator. The Communications Coordinator would collect and disseminate information as it is received.

The person designated as the Emergency Action Coordinator (EAC) shall have the responsibility for the training of floor teams and building evacuation personnel. Addendum C may be used as a guide for Floor Warden training information.

The ICT should schedule meetings and training sessions at regular intervals, which shall be at minimum in compliance with the recommendations of the New York City Fire Department's guidelines.

2. Crisis Management Team (CMT)

The CMT will be a senior level building ownership/leadership group of no more than five persons, who have the authority and capacity to assess the financial impact of any decision that may result in an Emergency Action Plan enactment. The purpose of creating this new team is to add a level of authority in assessing those conditions where the situation may be critical, but not necessarily immediate, in its impact.

The Incident Command Team shall be the decision-making authority in incidents when the CMT is not present within a building. The CMT would be notified in any circumstance wherein the ICT has determined that an immediate threat exists. However, the Emergency Action Coordinator has complete authority to enact a response in an immediate (non-fire) threatening circumstance.

The CMT would be conferred with in any potential or non-immediately threatening event prior to an ultimate decision. The CMT would have the authority to activate any such initiative when the event ‘has a potential’ to cause an evacuation or a shelter in place reaction. The CMT will be trained to have an appreciation of the implications of their role in a “non-immediate” threatening situation (shelter in place/evacuation/invacuation).

A communications link must be established between the ICT and the CMT.

3. Color Codes

There will be two color codes to describe the level of danger presented by a given event:

Condition Red – A Condition Red describes an emergency event that will require the immediate deployment of an evacuation, a shelter in place reaction, or an invacuation.

Condition Orange – A Condition Orange describes an emergency event that has ‘a potential’ to result in either an evacuation/invacuation, or a Shelter in Place mode of response

A Condition Orange will necessitate the notification of the CMT who will participate in the decision making process. Any number of strategies can develop once the two groups (ICT and CMT) confer.

Training programs featuring tabletop discussions should result in scenario recreations that, once scripted, can act as a guide for future assessments. Ultimately, all scripts should include specific announcements that may serve as a guide for future events (*see Addendum D*).

4. Owner Occupied Buildings

Owner occupied buildings will operate under an Incident Command/Emergency Evacuation Supervisor structure in terms of coping with immediate or potential threats to life and/or property.

Owner operated buildings will utilize the Crisis Management Team as described in Section (2).

5. Multi-Tenant Occupied Buildings

Multi-tenant occupied buildings will operate under an Incident Command/Emergency Evacuation Supervisor structure in terms of coping with immediate or potential threats to life and/or property.

In multi-tenanted occupied buildings the Crisis Management Team should consist of a selected delegation of members within the building who are either tenant representatives or who have been designated by the ownership to have the authority to relate in a capacity as described in Section (2). This delegated group can be chosen on a floor grouping – e.g. floors 10 to 20, one delegate etc., or, on the basis of interest: trading floors, companies with a number of floors, etc.

Ultimately, even in multi-tenanted occupied buildings, the optimum number of personnel so nominated and trained should be limited to (perhaps) five persons.

6. Announcements

Suggested Shelter in Place and total evacuation announcements are included with this submission – (*see Addendum D*). These announcements are not to be considered as being all-inclusive in their content and should include blank spaces for specific information including cause for the action being taken (e.g. bomb threat), action to be taken (e.g. remain at your workspace), evacuation or relocation routes and/or method of travel (stairs/elevators).

7. Disability Issue

A separate policy statement entitled, “Individuals Who may Require Assistance in an Emergency” is included with this submission – (*see Addendum E*.)

8. Elevator Procedures

A separate policy statement entitled; “Elevator Emergency Evacuation Procedures” is included with this submission – (*see Addendum F*).

9. Property Risk Assessment Analysis

It is essential that building risk be evaluated. The criteria listed below are some of the factors that could put a building at risk. Similarly to the risk of fire, any structure could be a potential risk from natural disaster or accident.

The factor of terrorism increases the implications of risk management concern. Homeland Security states that the probability of an act of terrorism may be increased by the factor of location or occupancy. Evacuation procedures for disasters other than fire are dependent on internal and external factors that may or may not be apparent to tenants. The proper course of action will be contingent on many factors including, but not limited to:

- *Type of construction* – Although the steel and concrete construction classify the building as a well built structure, items such as glass exposure, minimal emergency power, or loss of utilities may necessitate evacuation or relocation of either the partial or entire areas of the building.
- *Building system capabilities* – The capacity to isolate a building into four separate HVAC zones (2 high-rise, 2 low-rise), along with the ability to operate dampers (mechanically, or automatically, is essential in isolating areas within the structure. These factors are also determinants in assessing if occupants should Shelter in Place. In the absence of mechanical means to compartmentalize, relocation to other areas within the structure may be an alternative.
- *Building location* – Close proximity to a famous landmark, or controversial (government, embassy, etc.) building are the types of criteria that may put a building at risk.
- *Tenants* – Tenants, including Government, controversial or political organizations or major financial institutions, could increase the risk factor.
- *Neighboring Tenants* – Tenants, including Government, controversial or political organizations or major financial institutions, occupying space in neighboring buildings could increase risk.
- *Tabletop Scenarios* may lead to additional building risk assessment needs.

Additional assessment information is listed in *Addendum G*.

ADDENDUM A

“SHELTER IN PLACE” OPTIONS

Sheltering in Place:

- is a *defensive option* undertaken by personnel in high-rise buildings when information indicates an explosive device may directly affect one’s building. In this circumstance, the assumption is made that employees are safer within the building than they are in evacuating (see *Explosive Device* below).
- is the *best* option to apply in all circumstances when a CBRN (Chemical, Biological, Radiological, Nuclear) situation occurs (see *CBRN* below).
- will apply in those conditions where a “*Dirty Bomb*” is involved and the reactions to that circumstance are described here (see *Dirty Bomb Condition* below).

Explosive Device

- The expected force from an outside device (e.g. car bomb) would be greatest at the point of impact and for that reason, when time is available, those on the lower floors should be moved to the below ground, more fortified and less exposed areas.
- An evaluation should be made to determine the number of people who could be sheltered in below ground areas and the number of floors who would undertake this option would be determined by that result.
- A Risk Assessment should be made for lower level utilization of this space as a place of refuge. This assessment would include a consideration of the following risk factors: gas lines, steam rooms, fuel tanks and water lines. The purpose of this assessment should focus on the mitigating factors that can be taken to reduce the risk factor.
- Gas lines should be shut down and a pipe wrench shall be in place to accommodate this need – Building Engineering should undertake this or any other step that will make the accommodation a simple operation.
- Steam lines shall be immediately shut down.

- Other steps can be taken consistent with the variables of a given building.
- All employees on the floor above those floors being evacuated will be asked to move to the core of the buildings away from the windows and using any area offering protection from the possibility of imploding windows.
- The impact of the blast is reversely proportional to the distance away from the initial source. This factor becomes the premise for taking the initiative of moving people on the most exposed floors to a safer area and moving those less affected away from the outside exposure.

CBRN Condition

The application of a Shelter in Place response is always the best option to undertake when a CBRN situation occurs. Isolation from outside contamination becomes the basis for all options.

- HVAC is shut down
- Elevators are recalled to the lobby and remain there
- No one is allowed to enter or leave the building
- Employees remain at their workstations

Dirty Bomb Condition

A dirty bomb is essentially an explosive device that has been encased with chemical or biological contaminants that are released into the atmosphere upon igniting. The main damage from this type of device is from the explosion itself rather than from the release of the contaminants. Therefore, in a “Dirty Bomb” condition, buildings should react by treating the situation as an explosion with the added response of a CBRN condition (*See description above*).

When advised that a “Dirty Bomb” has been released in the area with the added implication of a second device, employees should be guided as above with the added consideration of shutting down HVACs, recalling elevators, and taking any other step to reduce contamination to the building as described in the CBRN Condition section above.

ADDENDUM B

Evacuation Guidelines – (Non-fire scenarios)

- A. Evidence that an explosive has been placed in the building.
- B. Activation of a bomb within the building.
- C. Activation of another type of explosive device within the building.
- D. Power failure with generators not in service or disabled.
- E. When ordered by accredited agencies (OEM, Police Department, Fire Department etc).
- F. As determined by table-top scenarios.

Note: The Evacuation Guideline is intended as a form that can be used to simplify the considerations that apply to any spontaneous event requiring judgment and discretion. The more events that can be so categorized, the simpler becomes decision- making.

Shelter in Place Guidelines

- A. A chemical release has been released in the lobby of your building.
- B. A chemical release has been released outside of your building.
- C. A chemical release has been released in an adjacent building and is moving towards your building.
- D. As determined by tabletop scenarios.

Bomb Threat Checklist

- A. The threat has been verified
- B. The location has been verified
- C. The authorities have been notified.
- D. The designated floor, the three floors above and the three floors below have been immediately evacuated.
- E. As determined by table top scenarios.

Guideline for Security Procedures Within the Building Once Emergency Has Been Identified

- A.

- B.
- C.

Use of Smoke-Purging Systems During an Outdoor Chemical Release

Note: Please observe that this process can continue giving specific guidelines to apply to given conditions. The concept attempts to itemize control measures generated through pre-planning.

ADDENDUM C

Warden Training – “Shelter in Place”

1. Quick voyage through the basics
 - Normal fire emergency events
 - The three phases.
 - Justification – sprinklered / fire proofed – a local event.
 - The basic response to a given condition.
 - Fire Safety, Property Management, Engineering, Security
2. Conclusion
 - This process works fine for these conditions.
 - Terrorism and certain natural disasters call for a new initiative – a change of strategy.
 - Prior to 9/11 – Lebanon. Now, New York

Shelter in Place – Definition

Emergency conditions call for two types of response: total evacuation or basically ‘stay in place’. FEMA describes “Shelter in Place” as simply staying indoors and indicates that it is the best option for many given emergency conditions.

When considering the three options (total evacuation, Shelter in Place or invacuation), under the great majority of circumstances, Shelter in Place becomes the safer option and the better choice.

There are two types of reactions in the Shelter in Place response:

- Stay exactly where you are
- Relocate to another area

The Strategy of Shelter in Place

Explosion outside of the building – Partial relocation and a movement to the core of the building.

CBRN (Chemical, Biological, Radiological, Nuclear) – Stationary posture.

Homeland Security

- Established a link with Local 94 – building engineers
- The issues of fan shutdown and HVAC operations will be thoroughly addressed within this paragraph.
 - Three session course
 - Advocated ‘Shelter in Place’ as a defense option.
- The BOMA/NY Task Force, established to communicate with the Fire Department, has advocated Shelter in Place as a defensive option.
- The Fire Department is receptive to the Shelter in Place concept of response to an emergency condition.

Tabletop Scenarios

- We examined a number of scenarios with the same due diligence of the Homeland Security group.
- Combination of workplace vulnerability, recognized threat, and anticipated consequences of an event.

Scenarios

1. We have been notified by the Police Department that a truck bomb has exploded in the vicinity of (choose a nearby location). The explosion is reported to have been extensive and information has been received leading to the possibility of a nearby second device.

Premise – It is reasonable to assume that the greatest risk at (your location) is the looming possibility of a subsequent and more direct explosion in our area.

Options - Total evacuation or Shelter in Place. The latter offers the safest means of withstanding a second explosion and the former places personnel in harm’s way.

Consider:

- Immediately upon notification of the blast, steps are taken to relocate floors one through six to the Level A and Level B areas.
- All other floors are instructed to move to the core area of the building utilizing the stairway area and any enclosed space giving protection from window implosion.

2. At 11 a.m. on a bright weekday, an explosion is heard and the impact is felt in the lobby area, but no discernable damage is sustained by the building. However, shards of material fill the air accompanied by the presence of dust.

Premise – The presence of shards of material and dust are distinctive by-products of a ‘dirty bomb’. Err on the side of prudence and assume that the debris is radioactive.

2a. Any radioactive situation calls for a Shelter in Place mode of response. HVAC’s are shut down – this is now a one-step action (in a specific building).

- Employees will be told to stay at their workstation.
- Communications will be provided on a constant basis.

ADDENDUM D

ANNOUNCEMENTS

Class E Fire Alarm System Announcement – *Shelter in Place:*

“Your attention please, your attention please.

“Property Management has been informed of a situation that has occurred within proximity of our building. Until further information is received, we advise that everyone remain calm and stay in your office area until the problem that caused this development has been resolved.

“We will keep you informed on the situation and will notify you as to when we may leave the building as soon as that information becomes available.”

Note: This announcement is deliberately terse and emphatic. It will be more than likely accompanied by orders to our Security personnel to prevent anyone from leaving the lobby floor to exit, but this message may be announced prior to any effort to enforce its mandate.

There are any number of events that may cause such an announcement to be read, and the need to explain that circumstance is at the discretion of the Command Team to evaluate. Following are some suggestions:

- If the announcement is prompted by our physically becoming aware of a danger in the outside environment (people getting ill, falling to the ground etc.), the next paragraph may read:

“We have evidence that the outside street environment is contaminated and we wish to emphasize that you are safer at your workplace than in the outside environment. We are taking every precaution to assure your safety and ask that you stay calm and listen for further instructions.”

- If the announcement is prompted by an official report indicating that the area may be affected, the second paragraph may read:

“Authorities have issued a warning indicating that you may be safer at your workplace than attempting to leave. We are taking every precaution to assure your safety and ask that you stay calm and listen for further instructions.”

Repeat or update these messages on a frequent basis.

Class E Fire Alarm System Announcement —Total Evacuation Due to an Unusual Condition

This announcement relates to an evacuation of the entire building due to any unusual condition (Note: this could be a hazardous material, biological threat or bomb threat which would require that we remove our associates from possible harm's way.) Any total evacuation should be utilized with the guidance of the site-specific evacuation program that is the building policy.

“Your attention please, your attention please.

“This is not a drill. This is not a drill.

“Property Management has been informed of a situation that requires an evacuation of our entire building” *(Note: if appropriate, we can add here that this is a precautionary step).*

“We ask that the Warden Teams lead everyone to the stairway exits (and/or elevator assembly points) where they will direct the group to proceed down to the ground floor (or secondary egress point).

“Please remain calm and stay to the right as **you** move down the stairs.”

Repeat this announcement on a constant basis.

ADDENDUM E

INDIVIDUALS WHO MAY REQUIRE ASSISTANCE IN AN EMERGENCY

Individuals who may require assistance in an emergency is a term for describing anyone who may have a visible disability, an invisible disability, or other condition that may cause a person some difficulty in egressing from their floor in a fire alarm or emergency situation.

Local Law 5, which provides the guidelines for evacuation in a fire situation, states that any person who may experience difficulty in evacuating should let the Floor Warden know of this condition so that two volunteer employees can be designated to assist in an alarmed condition. With that assistance it is reasonable to assume that we can evacuate everyone who so identifies themselves to a reentry floor in an alarmed condition.

The Floor Warden should notify the Fire Safety Director of this circumstance.

There may be individuals with disabilities or conditions that are not so readily accommodated. In those circumstances, when an evacuation to a reentry floor by the stairway is not an option, the Fire Safety Director must be notified so that a freight elevator can be immediately dispatched to the alarmed floor to evacuate or relocate the disabled person and the attendants.

If a total evacuation of the building is required, there may be other individuals who would not be considered as needing assistance to evacuate if they were evacuating to a reentry floor, but may under a total evacuation effort, have difficulty evacuating to the lobby.

These would be individuals with “invisible” disabilities or other conditions that they themselves may not be aware of.

We would like to accommodate these needs and transport anyone in this group by freight elevator but this provision is obviously harder to facilitate. However, we want to make everyone aware that the notification to the Fire Warden of any potential evacuation difficulty is the ideal means of dealing with this situation.

In brief, we suggest two separate lists for the two conditions which can affect those who may require assistance in an emergency:

- a list for individuals who may have difficulty in evacuating to a reentry floor
- a list for individuals who may have difficulty in accessing the lobby floor in a total evacuation of the building

ADDENDUM F

ELEVATOR EMERGENCY EVACUATION PROCEDURES

Upon implementation of the Emergency Action Plan, all elevators will be recalled to their point of origin – generally the lobby floor. If the Incident Command Team determines that the elevators may be safely utilized in an evacuation process, each building should determine how the elevators could best serve their employees in this process.

In the effort, the following directives should be followed:

- Passenger or freight elevators shall not be utilized during any chemical/biological/radiological/nuclear release emergency event.
- Elevator cars used in an emergency evacuation circumstance shall be operated in the manual mode with a designated operator.
- In general, the freight elevators shall remain at the lobby for first responders or to assist disabled persons. Directions should come from the Fire Command Station.
- It is suggested that in emergency evacuation conditions, elevators be used in conjunction with defined prearranged assembly points.
- One passenger elevator can then be assigned per single assembly point and it will be utilized exclusively to transport passengers from the assembly point to the lobby or evacuation floor without stopping on any other floor.

Note: Building specific guideline pertaining to elevator use for evacuation shall be outlined on a site-specific basis.

ADDENDUM G

EMERGENCY PROCEDURES BASED ON BUILDING ASSESSMENT QUESTIONS

The nature of the emergency?

- Structural
- Natural
- Act of terrorism

Determine location of the situation:

- Inside the building
- Outside the building

Who will be affected by the emergency?

- Tenants
- Neighbors

How can the situation be isolated or minimized?

- Shut down HVAC
- Terminate outside air
- Vent to the outside
- Re-circulate air
- Terminate power to the structure
- Shut down computer systems

How can the occupants be best protected:

- Total Evacuation to a muster point outside the building.
- Internal Relocation to a safe place within the structure.
- Sheltering in Place remaining at the present location until situation is rectified.

When and who must be notified?

- Is a building management notification system in place?
- Does building management have a tenant notification roster
- What has to be done for plant recovery?
- Have provisions been made for Business continuance?

ADDENDUM H

LIFE SAFETY MANAGER (LSM)

POSITION DESCRIPTION

Purpose of Position

To:

- provide professional knowledge and expertise in organizing, managing, implementing and maintaining fire/life safety programs in high-rise buildings
- interact with risk management and insurance programs and related procedures
- develop clear objectives and the communication of priorities to the management team.
- create an atmosphere where staff is motivated to learn and grow in their life safety duties
- ensure uniformity of code application and policy direction throughout an entire portfolio.
- be responsible for all fire/life safety issues, including training of building staff and occupants, overseeing local law code compliance, augmenting procedures currently in effect and developing new procedures where appropriate.
- coordinate with the Security Division in the development of policies relative to evacuation and Shelter in Place reactions to threats.

Essential Functions

1. Responsible for the administration, promotion, and development of training programs including semi-annual drills throughout a portfolio. This should include an effort towards recruitment of warden and brigade members.
2. Maintains current knowledge of all laws and requirements imposed by agencies of jurisdiction towards all fire safety matters.
 - Maintains membership and active participation with all associations that provide relevant information:

- This would include Homeland Security and all other agencies giving direction for terrorist related direction.
 - Instituting forms from which policy can emerge and develop these programs to become useful commodities.
3. Assists in the planning for fire and non-fire related evacuation procedures.
 4. The scripting of announcements relating to events that can be anticipated to occur at the Fire Command Station.
 - This function includes the training of those who will operate the Fire Command Station to assure that announcements and activities relating to that function are professional and efficient.
 - Interaction with the vendors who service the Class E system is an important function especially as it relates to future needs.
 5. Communications with the New York City Fire Department and other related agencies.
 - This interaction implies the knowledge of where permit applications should be resolved and which particular section of the department has application to a given problem.
 6. Serve as a consultant on all matters relating to fire and life safety to include the installation of new equipment or systems as required.
 7. To direct the activities of in-house/contract fire and life safety personnel.
 8. To respond to any fire/emergency event and direct all efforts to the resolution of the condition.
 - Most importantly, the development of an atmosphere wherein the fire safety teams (both the Warden and Fire Brigade) are sufficiently trained and motivated to react effectively to a given condition.
 - The position calls for the creation of a strategy that is clearly understood by all who must respond to a crisis condition and communicates a clear link between team goals and the dynamics of a situation.
 - When available, the LSM should respond to any alarmed floor to properly assess the condition, recognize the need for an increased level of response, and help control the reactions of floor personnel.

Training

The position calls for the development of effective working relationships with property managers and fire safety personnel, instilling in them a deeper appreciation of how life safety matters relate to their everyday interactions.

1. The supervision and training of all certified Fire Safety Directors – to extend to leasehold properties where appropriate.
2. Distribution of ‘Hot Work’ programs to contractor representatives and the development of receptiveness to such programs on the part of contractors and team members – as well as the enforcement of such programs where necessary.
3. Active participation in all education initiatives for the general office population such as National Fire Prevention Week.
4. Recruitment and training of all floor evacuation teams in assigned facilities to include the posting of legally required charts as well as the distribution of equipment and training materials.

Note: The knowledge base that is instilled into the Warden Teams, Brigade members, and others who respond to an alarm condition should be consistent and remain as a valuable commodity. This entity must become a committed body that has clear direction and defined roles.

This is the central task in any description of the LSM’s responsibility relating to training.

Inspections

1. Inspection and certification of all properties on a quarterly basis. Developing and evaluating the forms relative to that activity.
2. A Risk management inspection of all properties.
3. Investigation of all complaints received regarding potential hazards in assigned facilities.
4. Accurate identification of any deficiencies that may be reported and clarification of code issues.
5. Fire Prevention inspections of work areas and critical sites in assigned facilities.
6. Provide pre-OSHA inspection tours.

General Management

1. Minimize financial risk by assuring code compliance and directing property management personnel to potential problems.
2. Become a resource to staff on risk assessment and insurance issues.
3. Chair any Life Safety coordinating teams into a Life Safety Task Force (Risk Management, Business Continuity, Security, and Medical).
4. Meets with department heads and committee members to ensure correction of violations.
5. During emergency situations, makes assignments consistent with policy and procedure.
6. Assists Fire Department inspectors.
7. Assures that all records relating to code compliance are kept in a proper filing system.
8. Remedies all code related issues prior to fire Department intervention.

Knowledge, Skills and Experience

1. Unlike the Fire Safety Director, the position of LSM is not required by code yet supervises others who are so required. Therefore, the LSM should have a background that consists of a proven record of association with code requirements and of coping with fire/emergency situations in a recognizable manner – a former officer in the FDNY would be the ideal candidate.

This background also makes the candidate an ideal testifier in any significant lawsuit and a vital commodity should that occasion be required. In any financially critical situation, the fact that a company goes beyond the code gives credence and serves as visible testimony to their commitment to life safety both in the very real sense and in a court room scenario.

2. The LSM must have excellent interpersonal skills and have the ability to work with a wide range of people. The LSM must be perceived as a team player with a detailed knowledge of fire safety issues.
3. The LSM should have a practical knowledge of large building operations and have strong management and administrative abilities.
4. Finally, the LSM must be a committed person of impeccable integrity.