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FLS Director Response Checklist – FIRE INCIDENTS

- 1) Upon an activation of the fire alarm panel or report of a fire, the FLS Director must immediately report to the Fire Command Center and **STAY THERE!**
- 2) Ensure 911 is notified. (This can be done by another FLS staff member.) When calling 911, provide the following information:
 - Nature of the emergency (fire, smoke condition, etc.)
 - Address and type of occupancy (office building, hotel, etc.) If the building is named, provide the name.
 - Nearest cross streets
 - Location of the fire (floor) and description of the condition (fire, smoke, etc.)
 - If the FDNY plan has been implemented
 - Phone number at which the 911 operator can reach the caller
- 3) When responding to fire incidents on premises, the FLS Director should have the following resources readily available at the Fire Command Station, Fire Alarm Control Panel or other secure, designated location near the main entrance for use by the FDNY.
 - Building Floor Plans
 - Building Information Card(s) (BIC)
 - FDNY approved, Comprehensive Fire Safety & Emergency Action Plan
 - Elevator & Stair Diagrams (in addition to BIC, if available)
 - 6 copies of a Citywide Standard Elevator Key (2642)
 - Any premise master keys/access cards to facilitate first responder access
 - Spare, fully charged, premise security radios/walkie talkies
- 4) Communicate with FLS Staff. Contact FLS wardens on floor(s) with the fire alarm activities and/or direct the FLS Brigade members to obtain the following information:
 - Location of the fire (floors and areas on floors)
 - Severity of the fire/smoke condition
 - Floors and stairways with smoke condition
 - Identify stairways to be used for occupant relocation/evacuation and those for use by the FDNY
 - Number of building occupants on the fire floor(s) at the time of the fire
 - Instruct designated FLS staff to assist building occupants with special needs.

- 5) Make announcement(s) via the fire alarm panel public address system.
 - Inform occupants of the fire condition and its location.
 - Instruct occupants not to use elevators.
 - Instruct occupants on the fire floor, floor above and floor below the fire floor to immediately leave these floors.
 - They should relocate via a stairway to a floor 3 floors below their current floor.
 - If the movement of these occupants involves lower floors (1, 2, 3, and/or 4), occupants on these floors should evacuate to the predetermined outside, assembly area to keep the lobby clear.
 - Instruct occupants on floors with no fire alarm activities (i.e. unaffected floors) to shelter in place and not move around the building. They should stand by for further directions from the FLS Director or FDNY.
- 6) Coordinate with Building Engineering staff to ensure that the HVAC system to the fire area(s) is shut down.
- 7) When authorized by on-scene, FDNY personnel, the FLS Director should silence the fire alarm system to facilitate communications.
- 8) The FLS Director must gather or be in the process of obtaining the following information to quickly and concisely convey to FDNY personnel:
 - Location of the fire alarm (floor, area, room, etc.)
 - Acknowledge the alarm and determine its nature (i.e. smoke, beam, duct detector, water flow device, manual pull station, etc.)
 - Conditions on fire floor and floor above (i.e. fire, smoke, heat – light, medium, heavy)
 - Status of stairways: Stairway(s) being used for occupant relocation/evacuation, location of standpipe risers, ensure stairway door fail safe lock release
 - Advise FDNY personnel of stairway access locations
 - Status of elevators: If Phase 1 was not automatically initiated, ensure manual recall. Direct FDNY to cars equipped with Firefighter Service.
 - Status of HVAC system: Ensure response of Building Engineering staff to the Fire Command Center.
 - Location of the relocated/evacuated occupants (i.e. 3 floors below, outside assembly area)
 - Any problems/challenges encountered during relocation/evacuation (Include special needs occupants requiring relocation/evacuation.)
 - Number of potential victims in the fire area(s) (regular occupancy load of the affected floors)
 - Any occupants unaccounted for
 - Any impairments of fire protection systems
 - Any problems reported to the FLS Director
- 9) Follow the directions of FDNY personnel and be prepared to assist with building systems.
- 10) Monitor the progress of the fire and smoke conditions by monitoring the fire alarm control panel and maintaining regular communications with FLS staff & FDNY Incident Commander.