



NY Fire Consultants, Inc.

481 Eighth Avenue, Suite 618
New York, NY 10001

(212) 239 9051 (212) 239 9052 fax

www.nyfiresafe.com

www.nyfsi.com



FLS Director Response Checklist – NON-FIRE INCIDENTS

- 1) In most cases, upon notification of a non-fire emergency or an activation of the fire alarm panel, the FLS Director should immediately report to the Fire Command Center, **IF SAFE TO DO SO.**
NOTE: This may not be possible during active shooter incidents.
- 2) Ensure 911 is notified. (This can be done by another FLS staff member.) When calling 911, provide the following information:
 - Nature of the non-fire emergency (odor of gas, suspicious package, active shooter, etc.)
 - Address and type of occupancy (office building, hotel, etc.) If the building is named, provide the name.
 - Nearest cross streets
 - Location of the incident and description of the condition (floor(s)/area(s) affected)
 - If the FDNY plan has been implemented
 - Phone number at which the 911 operator can reach the caller
- 3) When responding to non-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 first responders.
 - 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) Assess the magnitude of the non-fire emergency in order to determine the safest course of action.
 - a. For regional incidents, consult local authorities and news outlets for a broader picture of the situation and guidance.
 - b. For facility specific incidents, communicate with FLS wardens on affected floor(s) and/or dispatched FLS Brigade members to obtain the following information:
 - Determine the scope of incident (affected floors and areas)
 - Conditions on the affected floors as well as stairways

- Identify stairways to be used for occupant relocation/evacuation and those for use by the authorities
 - Number of building occupants on the affected floor(s)
- 5) Upon consultation with FLS Staff, implement relevant response protocols based upon the Comprehensive Fire Safety & Emergency Action Plan. The appropriate emergency actions may vary depending on the type of emergency, the building design and the location of the incident.
 - 6) Make notification(s) via the fire alarm panel public address system and any other methods available (i.e. mass text, email, etc.) Communicate the “4 Ws.”
 - WHAT - Inform occupants of the emergency situation.
 - WHERE - Inform occupants of the floor(s)/area(s) affected.
 - WHAT - Instruct occupants what provisions in the plan are being implemented. (i.e. in-building relocation, partial evacuation, full evacuation, shelter in place)
 - WHY – Briefly explain why the non-fire emergency actions being are implemented. (i.e. “For the safety of occupants in affected areas and/or to facilitate the first responders’ investigation.”)
 - 7) Instruct designated FLS staff to assist building occupants with special needs.
 - 8) Coordinate with Building Engineering staff to determine the status of the HVAC systems, building systems and utilities.
 - 9) The FLS Director must gather or be in the process of obtaining the following information to quickly and concisely convey to first responders:
 - Location of the incident (floor(s), area(s), room(s), etc.)
 - The nature of the emergency/type of incident
 - Conditions in the affected area(s)
 - Status of egress routes, exits and stairways: Stairways being used for occupant relocation/evacuation and those for use by emergency personnel. Are any unavailable/damaged?
 - Status of elevators & fail safe door locks: Is elevator recall or door lock release required?)
 - Status or HVAC system and utilities: Ensure response of Building Engineering staff to the Fire Command Center.
 - Location of the relocated/evacuated occupants (i.e. report from in-building relocation area(s), outside assembly area, etc.)
 - Any problems/challenges with the implementation of the non-emergency actions (This may include the status of special needs occupants.)
 - Number of potential victims in affected area(s) (regular occupancy load of the affected floors)
 - Any occupants unaccounted for
 - Any impairments of fire protection or major building systems
 - Any problems reported to the FLS Director
 - 10) Follow the directions of first responders and be prepared to assist with building systems.
 - 11) Monitor the progress of the incident by maintaining regular communications with FLS staff & first responders.