

Township of Upper Providence
Office of the Fire Marshal



Convention Center Fire Safety
and
Evacuation Plan for Exhibitors



Department of Fire and Emergency Services
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Y 2010 REVISION

The Township of Upper Providence Department of Fire and Emergency Services, Office of the Fire Marshal has created this document to assist in your safety by developing a fire and life safety plan. This plan **SHALL** be evaluated annually and updated as needed to maintain its effectiveness. It **SHALL** be the responsibility of the Owner/Owners representative, Occupant/Tenant and or the Show Promoter(s) to review and acknowledge the information herein.

GENERAL FIRE & LIFE SAFETY CONSIDERATIONS

An alert and educated individual is the most valuable resource for fire protection. Fire hazards arise from unsafe conditions and practices that may occur throughout the facility. Every individual has a responsibility and vested interest in making a concerted effort to correct unsafe conditions and practices. Unsafe conditions/hazards include, but are not limited to:

EXITS: Never block exits, even temporarily. No obstructions shall be placed in front of exits.

CORRIDORS: Corridors, hallways, and aisles shall be kept clear of all obstructions which may present a fire hazard and/or impede escape routes.

STORAGE AREAS: Areas used for storage shall be kept clean and orderly. Accumulation of trash, rags, or debris of any type is a hazard and an unsafe condition.

EQUIPMENT:

- a. Electrical cords should be placed away from aisles or other pedestrian walkways.
- b. Never use electrical cords that are frayed or have exposed wiring.
- c. Do not overload electrical outlets by using multiple extension cords, etc.
- d. Perform regular maintenance on all equipment. Promptly remove/repair defective equipment
- e. Understand and use all pertinent safety precautions when using electrical appliances and equipment.

FIRE LANES: Never block or allowed to be blocked, as these are vital to life safety and firefighting operations.

The above information does not constitute a comprehensive fire safety checklist, any unsafe condition/hazard shall be brought to the attention of the appropriate supervisor for abatement. If the unsafe condition is not abated, the Township Fire Marshal's Office shall be notified

FIRE PROTECTION SYSTEMS

The facility is protected by both an automatic fire sprinkler system and an automated fire alarm system. At no time shall any fire protection system be disabled or taken out of service. Failure to maintain the fire protection systems may result in the IMMEDIATE evacuation of the building and termination of any events taking place. While extremely efficient, these systems do not ensure all fire situations will be suppressed. To ensure the safety of employees and occupants, the Department of Fire and Emergency Services requires the complete evacuation of a facility during alarm activation.

Failure to see fire or smell smoke does not mean a threat to your safety is not present. Alarm situations could be the result of:

Fire	Gas leaks
Natural Disasters	Hazardous Materials Incidents
Threats of Violence	Etc.

SPECIAL NOTES FOR ALARMS and SPRINKLERS:

(1) **NO FIRE ALARM ACTIVATION SHALL BE RESET PRIOR TO THE ARRIVAL OF THE FIRE DEPARTMENT**

FACILITY MANAGEMENT PERSONNEL (MAINTENANCE FROM SUBURBAN MANAGEMENT) MAY SILENCE THE ALARM ACTIVATION ONLY AFTER THE PREMISES HAS BEEN EVACUATED, THOROUGHLY EXAMINED AND NO EMERGENCY EXISTS.

(2) **NO FIRE PROTECTION SYSTEMS SHALL BE REMOVED FROM SERVICE WITHOUT FIRST NOTIFYING THE FIRE MARSHAL'S OFFICE**

VIOLATIONS ARE SUBJECT PROSECUTION BY THE TOWNSHIP AND MAY INCLUDE POSSIBLE FINES AND COURT COSTS AS WELL AS FACILITY CLOSURE UNTIL RESTORED.

RESPONSE TO EMERGENCIES

In the event of an alarm activation or fire, occupants should practice the procedures associated with the acronym "**RACE**".

- R** Remain calm, do not panic. Rescue persons in immediate danger.
- A** Alarm - Activate the nearest MANUAL PULL STATION *and* notify the fire department by dialing 911 ("I want to report a fire at."); Inform other occupants.
- C** Contain fire at point of origin by closing all doors and windows.
- E** Evacuate the facility using established procedures. Extinguish fire by using a portable fire extinguisher. (Unless you have been properly trained, never attempt to use a fire extinguisher) Never attempt to extinguish a fire unless you can do so safely.

DISCOVERING A FIRE OR OTHER EMERGENCY

At all times, when following any emergency procedures, ensure that you are out of danger before trying to complete any emergency tasks. Employees and occupants are requested to put their life safety before any other goal during fire emergencies.

If a fire or other emergency is identified

1. Pull the nearest fire alarm immediately
2. Use a phone away from any fire, smoke or emergency.
3. Call 911, advise the operator that there is a fire/emergency (of approximate) size and location building name, address, etc.
4. Exercise the appropriate evacuation plan

If you have been properly trained in the use of a fire extinguisher:

(Fire extinguishers are located throughout the facility in tamper resistant cabinets, SEE FIRE PROTECTION DEVICE LOCATIONS ATTACHEMENT for exact locations)

1. Retrieve the closest fire extinguisher
2. Upon retrieving the fire extinguisher, use the procedures associated with acronym **"PASS"**.

PULL pin from extinguisher and hold extinguisher 6 to 8 feet from the fire

AIM the nozzle at the base of the fire

SQUEEZE the trigger

SWEEP the extinguisher hose back and forth until the spray puts the fire out completely, or until the extinguisher is emptied.

3. Once the fire is extinguished or if the fire fails to extinguish, **EVACUATE** the facility to a safe area.

**** All fires SHALL be reported to the Fire Department**
NO EXCEPTIONS**

EVACUATION GUIDELINES

1. Prepare and evacuate the building by way of the nearest emergency exit. Walk do not run.
-SEE ATTACHED AND POSTED EVACUATION ROUTES
2. Close but do not lock all doors as you leave.
3. Before exiting through any closed door, check for heat and the presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.
4. In the event you are unable to exit the building:
 - a. Remain calm do not panic
 - b. Remain low crawl if necessary.
 - c. Place a cloth, wet if possible, over you mouth to serve as a filter
 - d. Signal for help from a window if possible by using a towel, clothing, sign etc.
5. Upon exiting the building and proceeding to a safe area, remain at least 20 feet away from the building walls and overhangs. Do not block any driveways, as Fire Department personnel will need access to these areas. Employees are requested to report to their assigned assembly areas as defined by your Supervisor.
6. Assist visitors during alarm/emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during alarm situations. Employees should calmly inform visitors of the proper actions to be taken and assist them with the evacuation.
7. The cessation of an alarm/departure of the fire department is not an "all clear" to re-enter the building, as corrective measures may still be in progress. Stay clear of the building until signaled by a facility appointed messenger.
8. A facility representative shall meet the Fire Department personnel to inform them of any known facts pertaining to the alarm situation. If requested, assists fire department personnel with a walk-through of the facility.

CONTACT INFORMATION

Fire Department, Police Department, Emergency Medical Services - 911

Fire Marshal's Office - 610-933-9179

Facility Management - 610-666-6900

Poison Control at Philadelphia Children's Hospital - 1-800-222-1222

PECO Electric - 1-800-841-4141

PECO Gas - 1-800-841-4141

RESPONSIBILITY

It is the responsibility of the Owner/Owners Representative and tenant to ensure the fire safety and evacuation plan is easily accessible to all employees, reviewed annually with all employees and amended as needed. Additionally, all employees shall be trained as crowd managers and for proper utilization of fire extinguishers; all training shall be documented annually. New employees shall be trained on the next occurring annual session. Records shall be maintained on the premises for review by the Fire Marshals Office.

**REVIEW DUE:
01/2011**

**REVISED:
6/2010**