

DATE: \_\_\_\_\_

NAME OF PERSON NEEDING ASSISTANCE: \_\_\_\_\_

BUILDING: \_\_\_\_\_ ROOM NUMBER: \_\_\_\_\_

SAFE AREA FLOOR NUMBER: \_\_\_\_\_

FLOOR – STAIRWELL: Stairwell Number or Compass Point (N / E / S / W) or Front / Middle / Rear \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

REASON FOR NEEDING ASSISTANCE: \_\_\_\_\_

Example: Restricted Mobility, Impaired Sight/Hearing, etc.: Permanent or Temporary

- Each employee needing assistance should have a primary buddy and an alternate buddy to assist you in reaching your designated assembly/safe area.
- Since the \_\_\_\_\_ building is multi-story, **your assembly/safe area will be inside the nearest fire stairwell**, normally the one nearest your workstation.
  - You may be in another part of the building when an emergency occurs. If that is the case, go to the nearest exit rather than your designated assembly/safe area.
  - In order to prevent undue congestion in the stairwells, you and your buddy are to wait in the hall until most employees have evacuated or until the floor warden directs you to enter the stairwell and wait inside on the landing.
    - The fire stairwells are constructed to provide additional protection from a fire so they are designated as safe areas to wait for the fire department to evacuate you.
  - It would be a good idea to purchase hearing protection (earmuffs are recommended) for your comfort because you will be exposed to the fire alarm horn inside the stairwell for a longer duration than those evacuating to the outside.
- If the elevators are not affected by the fire, the fire department has override capability and will normally evacuate persons needing assistance using the elevator.
- If for some reason you are on the ground floor when the fire alarm sounds and can exit the building but are unable to walk the entire way to the building's assembly area, you and your buddy should proceed at least 750 feet toward the assembly location. If the fire department needs you to move further away, they will so direct and possibly provide transportation.
  - The assembly area for the \_\_\_\_\_ building is \_\_\_\_\_.
  - An immediate clearance zone of 750 feet is roughly (describe location): \_\_\_\_\_.

BUDDY  
(Primary):

NAME: \_\_\_\_\_  
ROOM NUMBER: \_\_\_\_\_  
WORK PHONE: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

BUDDY  
(Alternate):

NAME: \_\_\_\_\_  
ROOM NUMBER: \_\_\_\_\_  
WORK PHONE: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

Upon being made aware of an emergency, the **buddy** should find their assigned person needing assistance and help him/her to the nearest fire stairwell/exit.

- It would be a good idea if both the person needing assistance and the buddy always have cell phones so they can communicate their current location.
- The buddy has the option of:
  - (1) Staying with the person needing assistance at a safety zone inside the stairwell; or
  - (2) Evacuating. If the buddy evacuates:
    - The buddy is responsible to report the location of the person needing assistance to the accountability monitor (at the assembly Area).
    - The buddy should reassure the person needing assistance that they will report their location so they can be immediately evacuated by the fire department.

**Floor wardens** should be made aware in advance of potential persons needing assistance so they can search for that person in their office and at their designated assembly/safe area. Then, they should report their last known location to the building's accountability monitor along with any other problems.

The building's **accountability monitor**:

- Should be made aware in advance of potential persons needing assistance, where their offices are located, and their office and cell phone numbers.
- Require an immediate confirmation (from their buddy and/or floor warden) of the last known location of the person needing assistance and report the location to EMS through the emergency coordinator.

Along with other known problems, the **emergency coordinator** will relay to Emergency Management Services known problems, especially the last known location and names of persons needing assistance so the fire department can go immediately to their last known location to evacuate them instead of having to conduct more time consuming building-wide search, discovery and rescue.

Please provide these completed forms to your emergency coordinator and the South Carolina Department of Administration (Admin) Safety manager. Should you have questions and need further information concerning fire and life safety, please contact:

**Sherman Benjamin**

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