

TO: All Fire Captains **AT:** Riverside Complex **DATE** Nov. 30, 1973
FROM: E. Derald Smart **AT:** Building Manager
SUBJECT: Fire Captain's Meeting on November 6, 1973

On Tuesday, November 6, 1973 a meeting was announced for all Fire Captains in the Riverside complex. Due to the fact that some of the P.A. system in the South Building was not working, some of the Fire Captains did not hear the announcement of the meeting and consequently did not attend. This has been cleared up.

Roll was called and those present were ask to give a brief report on how each area evacuated during the fire alarm that occurred on Monday, Nov. 5.

The main problem discussed was the fact that the North Building (3-story) and the South Building (20-story) did not hear the alarm. The reason for this being the system in these buildings has not been connected. As a result of this, some floors did not evacuate at all.

Some congestion was reported in the stairwell on the west side of the building around the 7th floor.

The door to the high ramp on the 3rd floor was locked and this caused a little confusion. This door is now open at all times during regular working hours.

It was reported that at the north-east stairwell fire door there was a good size hole that employees had to jump over to exit. This was brought to the contractors attention and has been corrected.

The use of the elevators when re-entering the building was discussed briefly and it was recommended that employees working on the first three floors use the stairs to re-enter the work areas.

The question of disabled employees was discussed briefly but no firm answer was given. This will be resolved at our next meeting. However, all able-bodied employees are urged not to use the elevators.

The green evacuation lines were discussed briefly, some floors reported that all personnel are now located on one side or the other of the line. No matter how many personnel are located on one side of the line, use the evacuation route for that side of the line and do not all evacuate by the same exit. It may appear to save time on your individual floor but over all this system will be balanced only if you follow your given route.

The employees in the South Building, once they were aware of the alarm, were able to evacuate in good time and with very few problems.

Some of the employees for the South Building were confused by the lack of a door to the basement and evacuated into the basement of the building. This was also brought to the contractors attention and the door has now been installed.

There are no alarms in the ladies lounges, this is being investigated but it is felt that when the complete system is installed that the buzzers for the system will be loud enough that it will be heard in these areas.

There will be a meeting of all Fire Captains held on the first Tuesday of each month. Each Fire Captain will receive a reminder memo shortly before the meeting.

If you have any questions please contact Louise Mills at ext. 6228.



Notes



Date

12/3

To:

Floor

Department

Name

Mail
Buddy Szalok

From:

Floor

Department

Name

E. DERALD SMART

- | | | |
|---|--------------------------|--|
| <input type="checkbox"/> PLEASE TAKE UP WITH ME | <input type="checkbox"/> | <input type="checkbox"/> FOR YOUR INFO. |
| <input type="checkbox"/> FOR YOUR APPROVAL | PLEASE NOTE | <input type="checkbox"/> FOR YOUR COMMENTS |
| <input type="checkbox"/> PLEASE NOTE AND FILE | AND RETURN | <input type="checkbox"/> PLEASE HANDLE |

TURN YOUR IDEAS INTO \$ \$
PARTICIPATE IN YOUR SUGGESTION
PROGRAM

FORM 842 REV. 1/68

INTER OFFICE MEMO

TO: All Fire Captains **AT:** Riverside Complex **DATE** 11/30/73
FROM: Derald Smart **AT:** Building Management
SUBJECT: NEXT FIRE CAPTAINS MEETING

This is to notify you of the next Fire Captains meeting to be held

TUESDAY, DECEMBER 4, 1973

Please make arrangements to attend or to have your alternate attend for you.

Coffee and doughnuts will be served at 9:30 so that no one will miss their break.

If you have any questions please contact Louise Mills at ext. 6228.

There will be a movie shown at this meeting.

P.S. Sorry to be so late with the notes on the last meeting we'll do better in the future.