



Long Beach Fire Department

Fire Sprinkler Retrofit Alternatives

David W. Ellis
Fire Chief

Michael C. Garcia
Fire Marshal

March 24, 2009

1



Fire Sprinkler Retrofit Alternatives



Presentation Summary: **Two Separate Plans**

- Sprinkler Retrofit Alternatives for Existing High-Rise (Commercial and Residential)
- Sprinkler Retrofit Alternatives for Existing Multi-Family, Hotels, Motels, with fifty (50) or more units under one roof

2



Fire Sprinkler Retrofit Alternatives For Existing High-Rise (Commercial and Residential)



All existing un-sprinklered high-rise buildings, who elect not to retrofit their buildings with a fire sprinkler system, shall comply with the following **14** requirements:

1. **A letter** shall be provided from the building owner or homeowners association indicating that they are **electing to comply** with the fire sprinkler retrofit alternatives, in lieu of installing a fire sprinkler system.

3



Fire Sprinkler Retrofit Alternatives For Existing High-Rise (Commercial and Residential) Cont.



2. Within six (6) months of submitting the letter "electing to comply", the building owner or homeowner's association must provide a letter, showing the plan of action and a reasonable time frame for conducting the needed items for compliance, and Fire Department approval. This letter, upon approval, will constitute a "contract" and will be used to begin the inspection process to ensure compliance.
3. **A Floor/Suite Warden Program** must be implemented in all high-rise buildings. (A Floor Warden may be responsible for a maximum of three floors)

4



Fire Sprinkler Retrofit Alternatives For Existing High-Rise (Commercial and Residential) Cont.



4. A **Fire Evacuation Plan (FEP)** shall be designed, and approved by the Fire Department. This plan shall be in a professional format providing the following information:
 - a. Emergency egress and escape routes. (Primary and secondary)
 - b. Procedures for employees who must remain to operate critical equipment before evacuating. (Excluding Class II Standpipes (hose stations) and fire extinguishers)
 - c. Procedures for accounting for employees and occupants after evacuations have been completed.
 - d. Identification and assignment of personnel responsible for rescue or emergency medical aid. (Floor Wardens)
 - e. The preferred and alternate means of notifying occupants of a fire or emergency.
 - f. The preferred and alternate means for reporting fires and other emergencies to the Fire Department.
 - g. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
 - h. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided
 - i. 24 hour contact information of a responsible party

5



Fire Sprinkler Retrofit Alternatives For Existing High-Rise (Commercial and Residential) Cont.



5. A **Fire Safety Plan (FSP)** shall be designed, and approved by the Fire Department. This plan shall be in a professional format providing the following information:
 - a. The procedure for reporting a fire or other emergency.
 - b. The life safety strategy and procedures for notifying and evacuating the occupants.
 - c. A site plan indicating the following:
 - i. The occupancy/building assembly point
 - ii. The location of fire hydrants
 - iii. The normal routes of fire department vehicle access
 - d. Floor plans identifying the locations of the following:
 - i. Exits
 - ii. Primary evacuation routes
 - iii. Secondary evacuation routes
 - iv. Accessible egress routes
 - v. Areas of refuge
 - vi. Manual fire alarm boxes
 - vii. Fire extinguishers
 - viii. Occupant use hose stations
 - ix. Fire Alarm annunciators and controls

6



Fire Sprinkler Retrofit Alternatives For Existing High-Rise (Commercial and Residential) Cont.



5. A Fire Safety Plan (FSP) Cont.
 - e. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
 - f. Identification and assignment of personnel responsible for the maintenance of systems and equipment installed to prevent or control fires, or to warn of fires.
 - g. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

7



Fire Sprinkler Retrofit Alternatives For Existing High-Rise (Commercial and Residential) Cont.



6. Fire Safety and Evacuation Plans shall be **reviewed annually by the responsible party**, and updated as necessitated by changes in staff assignments, occupancy of the building, or the physical arrangement of the building, and shall be available within the building for review by employees and building occupants. A copy shall be provided to the Fire Department for approval.
7. **Fire Safety and Evacuation Plans shall be provided and issued to all tenants/units in the building.**

8



Fire Sprinkler Retrofit Alternatives For Existing High-Rise (Commercial and Residential) Cont.



8. **Fire evacuation training/drills** for the building shall be conducted **annually** and be witnessed and documented by building Floor Wardens and/or the Fire Safety Company that provided the Fire Evacuation Plan. A Fire Department **witnessed evacuation drill** shall be conducted **tri-annually**. The witnessed evacuation drill will be coordinated with the annual inspection of the building.

9



Fire Sprinkler Retrofit Alternatives For Existing High-Rise (Commercial and Residential) Cont.



9. A Fire Department Inspector shall attend a Board Meeting of the HOA on a tri-annual basis (minimum). This meeting will be deemed the **Fire Safety Board Meeting (FSBM)** and will be utilized to discuss Fire Life Safety, specific building issue's and/or concerns, and to provide an overview of safety processes addressed in the specific Fire Evacuation Plan (FEP) and Fire Safety Plan (FSP).

10



Fire Sprinkler Retrofit Alternatives For Existing High-Rise (Commercial and Residential) Cont.



10. A **self-inspection checklist**: shall be completed for each floor common areas, by designated Floor Wardens, Building Engineer, or the responsible party annually. The completed checklists shall be maintained within the building for a period of one year. Each tenant/unit shall also be provided with this checklist and encouraged to inspect their individual units, with special emphasis on properly placed functional smoke detectors and fire extinguishers.

11



Fire Sprinkler Retrofit Alternatives For Existing High-Rise (Commercial and Residential) Cont.



11. **Exit signs** and **Emergency lighting** shall be provided in all common areas, including emergency lighting in stairs, as required by the California Fire Code (CFC).
12. **Low-level exit signs** shall be provided in all rated interior corridors, as required by the California Fire Code (CFC).

12



Fire Sprinkler Retrofit Alternatives For Existing High-Rise (Commercial and Residential) Cont.



13. All High-Rise buildings shall provide a **small cache of lifesaving evacuation rescue equipment to be used by Fire Department personnel**, such as Stair Chair's, Carry All and/or Rescue Boards. This supply cache is to be kept every three to five floors, as feasible, to assist with needed evacuation and movement of occupants. All needed equipment will be determined by responsible party and the Fire Department and stored in reasonable area's to facilitate ease of access.
14. **Evacuation signage** shall be designed by a competent professional, approved by the Fire Department, and shall be posted at all stairways, elevators and within the main entrance.

13



Fire Sprinkler Retrofit Alternatives For Existing High-Rise (Commercial and Residential) Cont.



*The Long Beach Fire Department **recommends** the following be implemented for the building, if possible.*

1. Residential type **ABC fire extinguishers** shall be provided within all residential units
2. **Fire extinguisher training** shall be provided, **bi-annually**, by a **competent professional**, approved by the Fire Department.
3. **Automatic External Defibrillator (AED)** provided on each floor level, in the elevator corridor area. The AED supplier shall provide the training for the operation of this lifesaving equipment, with a brief overview provided by Fire Department personnel during the Fire Safety Board Meeting (FSBM).

14



Fire Sprinkler Retrofit Alternatives For Existing High-Rise (Commercial and Residential) Cont.



There are professional companies who provide this service [preparation of Fire Evacuation Plans (FEP) & Fire Safety Plan (FSP)]. A few who have done business in Long Beach are as follows:

<i>F-11 Productions (Fire Safety Training)</i>	<i>(562) 429-4455</i>
<i>Edmonson & Associates</i>	<i>(818) 985-5075</i>
<i>Universal Safety Consultants</i>	<i>(800) 768-5291</i>



Fire Sprinkler Retrofit Alternatives For Existing High-Rise (Commercial and Residential) Cont.



It is the intent of the Long Beach Fire Department to provide a reasonable time frame for all buildings to come into compliance relative to this agreement (and any other violations determined by inspection). A course of action with a reasonable timeline will be requested of all buildings involved by this agreement. This document will constitute a "contract" on which the time frames will be used to determine the first (1st) inspection for compliance.



Three Levels of Offense

1st Offense

1st corrective notice given to the responsible party that the building is in violation of this agreement. The notice will show the specific violation (s) and a date for the violations to be corrected. First notice will allow for a correction time of *30 – 60 days to comply. *[Depending on extent of violation (s)].

2nd Offense

2nd corrective notice given to the responsible party that the building is in violation of this agreement. The notice will show the specific violation (s) and a date for the violations to be corrected. The second notice will allow for a correction time of *7 - 30 days to comply. Failure to comply will result in the assessment of a re-inspection fee's for further inspections for this inspection year, or until violations are corrected. *[Depending on extent of violation (s)].

17



Three Levels of Offenses Cont.

3rd Offense

A re-inspection fee will be assessed for this and all future inspections related to these acts of non-compliance. Failure to comply with previous violation notices, and the terms of this agreement, will result in all corrective notices will be turned over to the City Prosecutors office for action. A determination will be made as to the proper corrective action necessary to achieve compliance. Failure to follow through with this agreement **may** result in the revocation of the "fire sprinkler retrofit alternatives agreement" requiring the installation of a Fire Sprinkler System.

18



Cost of Program



The Fire Department is Mandated by the State Fire Marshal, through the Health and Safety Code, to inspect all high-rise buildings.

We are proposing that a fee of \$2,157.95 per un-sprinklered building*, per year, be collected for the inspection and administration for the "fire sprinkler retrofit alternatives" program. This fee will be imposed on all existing un-sprinklered, high-rise residential and commercial buildings.

*Currently high-rise inspection fee's are \$1,438.63.

(New fee, not in addition to old fee)

19



Fire Sprinkler Retrofit Alternatives for Existing Multi-Family, Hotels, Motels, with Fifty (50) or More Units Under One Roof



All existing un-sprinklered residential buildings with 50 or more units under one roof, who elect not to retrofit their buildings with a fire sprinkler system, shall comply with the following **11** requirements.

20



Fire Sprinkler Retrofit Alternatives for Existing Multi-Family, Hotels, Motels, with Fifty (50) or More Units Under One Roof Cont.



1. **A letter electing to comply** with the fire sprinkler retrofit alternatives, in lieu of installing a fire sprinkler system
2. Within six (6) months of submitting the letter "electing to comply", the building owner or homeowner's association must provide a letter, showing the plan of action and a reasonable time frame for conducting the needed items
3. **Fire Evacuation Plan (FEP)**
4. **Fire Safety Plan (FSP)**

21



Fire Sprinkler Retrofit Alternatives for Existing Multi-Family, Hotels, Motels, with Fifty (50) or More Units Under One Roof Cont.



5. Fire Safety and Evacuation Plans shall be **reviewed annually by the responsible party**, and updated as necessitated by changes in staff assignments, occupancy of the building, or the physical arrangement of the building, and shall be available within the building for review by employees and building occupants. A copy shall be provided to the Fire Department for approval.
6. **Fire Safety and Evacuation Plans shall be provided and issued to all tenants/units in the building.**

22



Fire Sprinkler Retrofit Alternatives for Existing Multi-Family, Hotels, Motels, with Fifty (50) or More Units Under One Roof Cont.



7. A Fire Department Inspector shall attend a Board Meeting of the HOA on a tri-annual basis (minimum)
8. **A self-inspection checklist:** shall be completed for each floor common areas, annually
9. Emergency lighting and Exit signs
10. Low-level exit signs
11. Evacuation signage

23



Fire Sprinkler Retrofit Alternatives for Existing Multi-Family, Hotels, Motels, with Fifty (50) or More Units Under One Roof Cont.



*The Long Beach Fire Department **recommends** the following be implemented for the building, if possible.*

1. Residential type **ABC fire extinguishers** shall be provided within all residential units
2. **Fire extinguisher training shall be provided, bi-annually, by a competent professional, approved by the Fire Department.**
3. **Automatic External Defibrillator (AED) provided** on each floor level, in the elevator corridor area. The AED supplier shall provide the training for the operation of this lifesaving equipment, with a brief overview provided by Fire Department personnel during the Fire Safety Board Meeting (FSBM).

24



Fire Sprinkler Retrofit Alternatives for Existing Multi-Family, Hotels, Motels, with Fifty (50) or More Units Under One Roof Cont.



There are professional companies who provide this service (preparation of Fire Evacuation Plans (FEP) & Fire Safety Plan (FSP). A few who have done business in Long Beach are as follows:

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<i>Universal Safety Consultants</i>	<i>(800) 768-5291</i>

25



Fire Sprinkler Retrofit Alternatives for Existing Multi-Family, Hotels, Motels, with Fifty (50) or More Units Under One Roof Cont.



It is the intent of the Long Beach Fire Department to provide a reasonable time frame for all buildings to come into compliance relative to this agreement (and any other violations determined by inspection). A course of action with a reasonable timeline will be requested of all buildings involved by this agreement. This document will constitute a "contract" on which the time frames will be used to determine the first (1st) inspection for compliance.

26



Three Levels of Offense

1st Offense

1st corrective notice given to the responsible party that the building is in violation of this agreement. The notice will show the specific violation (s) and a date for the violations to be corrected. First notice will allow for a correction time of *30 – 60 days to comply. *[Depending on extent of violation (s)].

2nd Offense

2nd corrective notice given to the responsible party that the building is in violation of this agreement. The notice will show the specific violation(s) and a date for the violations to be corrected. The second notice will allow for a correction time of *7 - 30 days to comply. Failure to comply will result in the assessment of a re-inspection fee's for further inspections for this inspection year, or until violations are corrected. *[Depending on extent of violation (s)].

27



Three Levels of Offense

3rd Offense

A re-inspection fee will be assessed for this and all future inspections related to these acts of non-compliance. Failure to comply with previous violation notices, and the terms of this agreement, will result in all corrective notices will be turned over to the City Prosecutors office for action. A determination will be made as to the proper corrective action necessary to achieve compliance. Failure to follow through with this agreement **may** result in the revocation of the "fire sprinkler retrofit alternatives agreement" requiring the installation of a Fire Sprinkler System.

28



Cost of Program



The Fire Department is Mandated by the State Fire Marshal, through the Health and Safety Code, to inspect all hotels, motels, lodging houses, apartments houses, and dwellings, buildings and structures accessory thereto: Except 1 and 2 family residences.

We are proposing that a fee of twenty-five dollars (\$25) per unit, per year, be collected for the inspection and administration for the "fire sprinkler retrofit alternatives" program. This fee will be imposed on all existing un-sprinklered, residential buildings with 50 or more units under one roof.

This fee structure will be consistent with the currently adopted fees for the residential inspection program, which is twenty dollars (\$20) per unit.

29



Long Beach Fire Department

Fire Sprinkler Retrofit Alternatives

David W. Ellis
Fire Chief

Michael C. Garcia
Fire Marshal

March 24, 2009

30



City of Long Beach Fire Department

Fire Prevention Bureau

FIRE PREVENTION REQUIREMENT
NO. 2008-1 3/09

FIRE SPRINKLER RETROFIT ALTERNATIVES FOR EXISTING HIGH-RISE (COMMERCIAL AND RESIDENTIAL)

All existing un-sprinklered high-rise buildings, who elect not to retrofit their buildings with a fire sprinkler system, shall comply with the following requirements:

1. A letter shall be provided from the responsible party (building owner, property management company, or homeowners association) indicating that they are **electing to comply** with the fire sprinkler retrofit alternatives, in lieu of installing a fire sprinkler system.
2. Within six (6) months of submitting the letter "electing to comply", the responsible party must provide a letter, showing the plan of action and a reasonable time frame for conducting the needed items for compliance, and Fire Department approval. This letter, upon approval, will constitute a "contract" and will be used to begin the inspection process to ensure compliance. **
3. A **Floor/Suite Warden Program** must be implemented in all high-rise buildings. (A floor warden may be responsible for a maximum of three floors)
 - a. See attached example (list of duties).
4. A ***Fire Evacuation Plan (FEP)** shall be designed, and provided to the Fire Department for approval. This plan shall be in a professional format providing the following information:
 - a. Emergency egress and escape routes. (Primary and secondary)
 - b. Procedures for employees who must remain to operate critical equipment before evacuating. (Excluding Class II Standpipes (hose stations) and fire extinguishers)
 - c. Procedures for accounting for employees and occupants after evacuations have been completed.
 - d. Identification and assignment of personnel responsible for rescue or emergency medical aid. (Floor Wardens)
 - e. The preferred and alternate means of notifying occupants of a fire or emergency.
 - f. The preferred and alternate means for reporting fires and other emergencies to the Fire Department.
 - g. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.

- h. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.
 - i. 24 hour contact information of a responsible party.

- 5. A ***Fire Safety Plan (FSP)** shall be designed, and provided to the Fire Department for approval. This plan shall be in a professional format providing the following information:
 - a. The procedure for reporting a fire or other emergency.
 - b. The life safety strategy and procedures for notifying and evacuating the occupants.
 - c. A site plan indicating the following:
 - i. The occupancy/building assembly point.
 - ii. The location of fire hydrants.
 - iii. The normal routes of fire department vehicle access
 - d. Floor plans identifying the locations of the following:
 - i. Exits
 - ii. Primary evacuation routes
 - iii. Secondary evacuation routes
 - iv. Accessible egress routes
 - v. Areas of refuge
 - vi. Manual fire alarm boxes
 - vii. Fire extinguishers
 - viii. Occupant use hose stations
 - ix. Fire alarm annunciators and controls
 - e. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
 - f. Identification and assignment of personnel responsible for the maintenance of systems and equipment installed to prevent or control fires, or to warn of fires.
 - g. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

- 6. Fire Safety and Evacuation Plans shall be **reviewed annually by the responsible party**, and updated as necessitated by changes in staff assignments, occupancy of the building, or the physical arrangement of the building, and shall be available within the building for review by employees and building occupants. A copy shall be provided to the Fire Department for approval.

- 7. **Fire Safety and Evacuation Plans shall be provided and issued to all tenants/units in the building.**

- 8. **Fire evacuation training/drills** for the building shall be conducted **annually** and be witnessed and documented by building Floor Wardens and/or the Fire Safety Company that provided the Fire Evacuation Plan. A Fire Department **witnessed evacuation drill** shall be conducted **tri-annually**. The witnessed evacuation drill will be coordinated with the annual inspection of the building.

9. **A Fire Department Inspector** shall attend a Board Meeting of the HOA on a tri-annual basis (minimum). This meeting will be deemed the **Fire Safety Board Meeting (FSBM)** and will be utilized to discuss Fire Life Safety, including fire extinguisher and smoke alarm requirements, specific building issue's and/or concerns, and to provide an overview of safety processes addressed in the specific Fire Evacuation Plan (FEP) and Fire Safety Plan (FSP).

10. **A self-inspection checklist** (see attached): shall be completed for each floor common areas, by designated Floor Wardens, Building Engineer, or the responsible party. The completed checklists shall be maintained within the building for a period of one year. In addition, each tenant/unit shall be provided with a self-inspection checklist annually. The tenant shall be encouraged to inspect their individual units for listed hazards, with a special emphasis made to confirm that there are properly placed, functional smoke detectors and fire extinguishers.

11. **Exit Signs and Emergency lighting** shall be provided in all common areas, including emergency lighting in stairs, as required by the California Fire Code (CFC).

12. **Low-level exit signs** shall be provided in all rated interior corridors, as required by the California Fire Code (CFC).

13. All High-Rise buildings shall provide a **small cache of lifesaving evacuation rescue equipment to be used by Fire Department personnel**, such as Stair Chair's, Carry All and/or Rescue Boards, where feasible. This supply cache is to be kept every three to five floors, as feasible, to assist with needed evacuation and movement of occupants. All needed equipment will be determined by the responsible party and the Fire Department and stored in reasonable area's to facilitate ease of access.

14. **Evacuation signage** shall be designed by a competent professional, approved by the Fire Department, and shall be posted at all stairways, elevators and within the main entrance.

*Long Beach Fire Department highly **recommends** the following be implemented for the building, if possible.*

1. *Residential type **ABC extinguishers** shall be provided within all residential units.*

2. ***Fire extinguisher training** shall be provided by a competent professional, approved by the Fire Department, bi-annually.*

3. ***Automatic External Defibrillator (AED)** provided on each floor level, in the elevator corridor area. The AED supplier shall provide the training for the operation of this lifesaving equipment, with a brief overview provided by Fire Department personnel during the Fire Safety Board Meeting (FSBM).*

**There are professional companies who provide this service (preparation of Fire Evacuation Plans (FEP) & Fire Safety Plan (FSP). A few who have done business in Long Beach are as follows:*

<i>F-11 Productions (Fire Safety Training)</i>	<i>(562) 429-4455</i>
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****It is the intent of the Long Beach Fire Department to provide a reasonable time frame for all buildings to come into compliance relative to this agreement (and any other violations determined by inspection). A course of action with a reasonable timeline will be requested of all buildings involved by this agreement. This document will constitute a "contract" on which the time frames will be used to determine the first (1st) Inspection for compliance.**

Failure to comply with the above alternatives will result in the following:

1st offense = 1st corrective notice given to the responsible party that the building is in violation of this agreement. The notice will show the specific violation (s) and a date for the violations to be corrected. First notice will allow for a correction time of *30 – 60 days to comply. *(Depending on extent of violation (s)).

2nd offense = 2nd corrective notice given to the responsible party that the building is in violation of this agreement. The notice will show the specific violation (s) and a date for the violations to be corrected. The second notice will allow for a correction time of *7 - 30 days to comply. Failure to comply will result in the assessment of a re-inspection fee's for further inspections for this inspection year, or until violations are corrected. *(Depending on extent of violation (s)).

3rd offense = A re-inspection fee will be assessed for this and all future inspections related to these acts of non-compliance. Failure to comply with previous violation notices, and the terms of this agreement, will result in all corrective notices will be turned over to the City Prosecutors office for action. A determination will be made as to the proper corrective action necessary to achieve compliance. Failure to follow through with this agreement **may** result in the revocation of the "fire sprinkler retrofit alternatives agreement" requiring the installation of a Fire Sprinkler System.

Cost of Program:

The Fire Department is mandated by the State Fire Marshal, through the Health and Safety Code, to inspect all high-rise buildings.

We are proposing that a fee of \$2157.95 per un-sprinklered building, per year, be collected for the inspection and administration for the "fire sprinkler retrofit alternatives" program. This fee will be imposed on all existing un-sprinklered, high-rise residential and commercial buildings.

*Currently high-rise inspection fees are \$1438.63.



City of Long Beach Fire Department

Fire Prevention Bureau

FIRE PREVENTION REQUIREMENT NO. 2008-2	3/09
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FIRE SPRINKLER RETROFIT ALTERNATIVES FOR EXISTING MULTI-FAMILY, HOTELS, MOTELS, WITH FIFTY- (50) OR MORE UNITS UNDER ONE ROOF.

All existing un-sprinklered residential buildings with 50 or more units under one roof, who elects not to retrofit their buildings with a fire sprinkler system, shall comply with the following requirements.

1. **A letter** shall be provided from the responsible party (building owner, property management company, or homeowners association) indicating that they are **electing to comply** with the fire sprinkler retrofit alternatives, in lieu of installing a fire sprinkler system.
2. Within six (6) months of submitting the letter "electing to comply", the responsible party must provide a letter, showing the plan of action and a reasonable time frame for conducting the needed items for compliance and Fire Department approval. This letter, upon approval, will constitute a "contract" and will be used to begin the inspection process to ensure compliance. **
3. A ***Fire Evacuation Plan (FEP)** shall be designed, and provided to the Fire Department for approval. This plan shall be in a professional format providing the following information:
 - a. Emergency egress and escape routes. (Primary and secondary)
 - b. Procedures for accounting for employees and occupants after evacuations have been completed.
 - c. The preferred and alternate means of notifying occupants of a fire or emergency.
 - d. The preferred and alternate means for reporting fires and other emergencies to the Fire Department.
 - e. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
 - f. 24 hour contact information of a responsible party.
4. A ***Fire Safety Plan (FSP)** shall be designed, and provided to the Fire Department for approval. This plan shall be in a professional format providing the following information:
 - a. The procedure for reporting a fire or other emergency.
 - b. The life safety strategy and procedures for notifying and evacuating the occupants.

- c. A site plan indicating the following:
 - i. The occupancy/building assembly point.
 - ii. The location of fire hydrants.
 - iii. The normal routes of fire department vehicle access
 - d. Floor plans identifying the locations of the following:
 - i. Exits
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 - v. Areas of refuge
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 - vii. Fire extinguishers
 - viii. Occupant use hose stations
 - ix. Fire alarm annunciators and controls
 - e. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
 - f. Identification and assignment of personnel responsible for the maintenance of systems and equipment installed to prevent or control fires, or to warn of fires.
 - g. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.
5. Fire Safety and Evacuation Plans shall be **reviewed annually by the responsible party**, and updated as necessitated by changes in staff assignments, occupancy of the building, or the physical arrangement of the building, and shall be available within the building for review by employees and building occupants. A copy shall be provided to the Fire Department for approval
6. **Fire Safety and Evacuation Plans shall be provided and issued to all tenants/units in the building.**
7. **A Fire Department Inspector shall attend a Board Meeting of the HOA on a tri-annual basis (minimum). This meeting will be deemed the Fire Safety Board Meeting (FSBM) and will be utilized to discuss Fire Life Safety, including fire extinguisher and smoke alarm requirements, specific building issue's and/or concerns, and to provide an overview of safety processes addressed in the specific Fire Evacuation Plan (FEP) and Fire Safety Plan (FSP).**
8. **A self-inspection checklist** (see attached): shall be completed for each floor common areas, by property management, Building Engineer, or the responsible party. The completed checklists shall be maintained within the building for a period of one year. In addition, each tenant/unit shall be provided with a self-inspection checklist annually. The tenant shall be encouraged to inspect their individual units for listed hazards, with a special emphasis made to confirm that there are properly placed, functional smoke detectors and fire extinguishers.

9. **Exit Signs and Emergency lighting** shall be provided in all common areas, including emergency lighting in stairs, as required by the California Fire Code (CFC).
10. **Low-level exit signs** shall be provided in all rated interior corridors, as required by the California Fire Code (CFC).
11. **Evacuation signage** shall be designed by a competent professional, approved by the Fire Department, and shall be posted at all stairways, elevators and within the main entrance.

*Long Beach Fire Department highly **recommends** the following be implemented for the building, if possible.*

1. *Residential type **ABC extinguishers** shall be provided within all residential units.*
2. ***Fire extinguisher training** shall be provided by a competent professional, approved by the Fire Department, bi-annually.*
3. ***Automatic External Defibrillator (AED)** provided on each floor level, in the elevator corridor area. The AED supplier shall provide the training for the operation of this lifesaving equipment, with a brief overview provided by Fire Department personnel during the Fire Safety Board Meeting (FSBM).*

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1st offense = 1st corrective notice given to the responsible party that the building is in violation of this agreement. The notice will show the specific violation (s) and a date for the violations to be corrected. First notice will allow for a correction time of *30 – 60 days to comply. *(Depending on extent of violation (s)).

2nd offense = 2nd corrective notice given to the responsible party that the building is in violation of this agreement. The notice will show the specific violation (s) and a date for the violations to be corrected. The second notice will allow for a correction time of *7 - 30 days to comply. Failure to comply will result in the assessment of a re-inspection fee's for further inspections for this inspection year, or until violations are corrected. *(Depending on extent of violation (s)).

3rd offense = A re-inspection fee will be assessed for this and all future inspections related to these acts of non-compliance. Failure to comply with previous violation notices, and the terms of this agreement, will result in all corrective notices will be turned over to the City Prosecutors office for action. A determination will be made as to the proper corrective action necessary to achieve compliance. Failure to follow through with this agreement **may** result in the revocation of the "fire sprinkler retrofit alternatives agreement" requiring the installation of a Fire Sprinkler System.

Cost of Program:

The Fire Department is Mandated by the State Fire Marshal, through the Health and Safety Code, to inspect all hotels, motels, lodging houses, apartments houses, and dwellings, buildings and structures accessory thereto: Except 1 and 2 family residences.

We are proposing that a fee of twenty-five dollars (\$25) per unit, per year, be collected for the inspection and administration of the "fire sprinkler retrofit alternatives" program. This fee will be imposed on all existing un-sprinklered, residential buildings with 50 or more units under one roof.

This fee structure will be consistent with the currently adopted fees for the residential inspection program, which is twenty dollars (\$20) per unit.

Self Inspection Violations

Residential Unit Violations

- Are smoke alarms installed and maintained in all bedrooms and hallways leading to bedrooms? Have batteries been replaced?
- Is there a minimum of one residential type ABC fire extinguisher provided within the residence, at an accessible location?
- Are dryer vent exhaust duct attached and in good condition?
- Has lint and debris been removed from behind dryers and dryer screens?
- Has excess combustible materials and flammable liquids, for maintenance (over 5 gallons) been removed from residence and garage?
- Are extension cords used for permanent wiring, if so remove? A single power strip is acceptable.
- Is power strip in good working condition with no visible signs of damage?
- Entry doors are not provided with double-keyed dead bolts?
- Do the fire alarm, fire hydrants and standpipe systems have current certifications?
- Are electrical and gas meters labeled?
- Is there a clear space in front of electrical panels of 30in wide, by 36in deep and 76in in height?
- Is electrical wiring maintained in good condition?
- Are extension cords used for permanent wiring, if so remove?
- Are there open junction boxes or wiring, if so repair?
- Are all switches, outlet boxes and electrical panel breakers, provided with approved covers?
- Are fire doors unobstructed and close from the full open position and latch automatically?
- Have all holes in fire rated construction been repaired?

Common Area Violations

- Are fire apparatus access roads unobstructed?
- Are fire lanes identified with signs or red painted curbs?
- Are building address numbers legible and visible from the street?
- Is a Knox box provided, and all included keys current?
- Have obstructions been removed from exit paths?
- Are exit doors operable from the inside without a key or special knowledge or effort?
- Are exit doors in operational condition?
- Are there locking devices of any kind installed on exit doors, other than locks integrated with panic hardware?
- Has storage been removed from under unsprinklered stairways?
- Are exit signs installed in rooms or areas, which require two or more exits, and at locations leading to a public way? Do all exit signs function?
- Are low level exit signs installed in interior rated corridors? Do all low level exit signs function?
- Has emergency lighting been installed in all common areas, including stairs? Does all emergency lighting function?
- Are fire extinguishers located in accessible locations and identified?
- Is there a minimum of one 2A-10BC fire extinguisher located within a 75ft travel distance?
- Is the fire alarm system in an operable condition?
- Are fire departments connections, standpipes, and fire hydrants unobstructed?
- Are flammable and combustible liquids exceeding 10 gallons stored in liquid storage cabinets?
- Has combustible storage been removed from and around exit paths?
- Has all combustible material and flammable liquids been removed from boiler, mechanical and electrical rooms and garages, and common areas?
- Are dryer vent exhaust duct attached and in good condition?
- Has lint and debris been removed from behind dryers and dryer screens?
- Has all waste and rubbish materials been removed from the premises?
- Dumpsters and containers shall not be stored in buildings or placed within 5ft of combustible walls, openings, or under roof eave lines, unless provided with automatic sprinklers.
- Is there 30 feet of clearance of all flammable vegetation or other combustible growth around and adjacent to the occupied dwelling or occupied structure?
- Has the fire safety and evacuation plan been updated and approved by the fire department?
- Has the annual fire evacuation drill been completed?
- Has the bi-annual fire extinguisher training been completed?
- Are automatic external defibrillators (AED) provided on each floor? Has training been provided to responsible parties?
- Has fire department approved evacuation signage been mounted at all stairways, elevators and within the main entrance?
- Is life saving rescue equipment provided on floors as approved by the fire department?
- Has the building owner, homeowners association or the property management company sent the 'Self Certification' letter to the fire department annually?

Area Inspected: _____

Inspected by: _____

Date: _____

FIRE DUTIES FOR SUITE WARDENS AND FLOOR WARDENS

SUITE WARDENS AND FLOOR WARDENS:

Are responsible for overseeing occupant instruction and supervising and ensuring the safe, swift and complete evacuation of occupants during a fire, other emergency or fire drill/building emergency evacuation protocol. Floor Wardens are assigned to single employer/tenant floors or single department floors. Suite Wardens are assigned to each employer/tenant on multi-employer/tenant floors or to each department on a multi-department floor. **NO WARDENS, GROUP LEADERS, MONITORS OR OCCUPANTS SHOULD REMAIN ON THE FLOOR FOR MORE THAN TWO MINUTES. ALL OCCUPANTS SHOULD BE IN THE SAFETY OF THE STAIRWELL AND ON THE WAY TO THE OUTSIDE AREAS OF SAFE REFUGE WITHIN THE TWO-MINUTE STANDARD OF GOOD PRACTICE.**

BEFORE THE FIRE Under the supervision of the Fire Safety Director:

SINGLE EMPLOYER/TENANT FLOORS OR SINGLE DEPARTMENT FLOORS: Each employer/tenant or department must select a floor Warden, Stairwell Monitors (one for each stairwell), Search Monitors and Traffic Monitors.

MULTI-EMPLOYER/TENANT FLOORS: Each employer/tenant must select at least one Suite Warden, Group Leader and alternates. One Group Leader should be assigned for every 10 – 15 employees.

Assign two Monitors to assist any occupant who is physically challenged. An occupant who is physically challenged is **anyone** who will need assistance down the stairs. Instruct these monitors in stairwell safety for physically challenged occupants. See the "Charts" section of this manual for safe stairwell procedures.

Prepare and maintain a current employee roster and keep the roster readily available at all times. Maintain a current list of all occupants who are physically challenged, their location of their work area and the nature of their condition.

Instruct all occupants within your tenant area about:

- √ EMERGENCY EVACUATION PROCEDURES.
- √ THE LOCATION OF OUTSIDE AREAS OF SAFE REFUGE.
- √ THE LOCATION OF THE EMERGENCY EXITS.
- √ SAFE STAIRWELL PROCEDURES.

- √ THE LOCATION AND USE OF manual pull stations and fire extinguishers.
- √ THE LOCATION OF FIRST AID KITS.
- √ MAKE SURE ALL OCCUPANTS are familiar with the responsibilities and duties of Suite/Floor Wardens and Monitors. Review this information at least once per quarter with all the occupants in your charge.

Instruct all new employees:

- √ ALL NEW EMPLOYEES shall be instructed within 14 days of employment.
- √ APPRISE ALL EMPLOYEES of the fire hazard of the materials and processed to which they are exposed.
- √ AFTER ALL FIRE DRILLS/BUILDING EMERGENCY EVACUATION PROTOCOLS, complete Fire Drill/Building Emergency Evacuation Protocol Report Form (see Forms section of this manual).
- √ KNOW THE FLOOR PLAN in your area and all areas within your office space that will need to be searched.
- √ BE PREPARED TO COMMUNICATE STATUS REPORTS to Fire Safety Director/Security regarding the emergency.
- √ AT LEAST ONCE PER QUARTER review these emergency procedures with all Monitors and alternate Suite/Floor Wardens. Assign new Monitors and alternates as necessary.
- √ DEVELOP AWARENESS FOR SAFETY CONDITIONS, fire violations and potential hazards. For example: **stairwell or corridor doors blocked open**, improper lighting, frayed cords, overloaded outlets, obstructed halls and corridors, trash build-ups, etc. Use the Fire Prevention Checklist located in the Forms section of this manual.

DURING A FIRE Upon notification of an emergency (by occupant or if you discover a fire).

- √ CALL THE FIRE DEPARTMENT (9-1-1) or verify that the Fire Department has been called from a safe location outside the building. Give exact location and all known facts about the smoke or fire. Contact the Fire Safety Director and make a report. Make these calls from a safe location.
- √ MAKE SURE ALL MONITORS are conducting their emergency assignments. If the Monitor cannot be found, assign a responsible occupant to perform any necessary duties.

- √ QUICKLY ASSESS conditions in your immediate area:
 - Make sure the area is clear.
 - Close all doors to confine the fire.
 - **EVACUATE!**

- √ DIRECT ALL OCCUPANTS TO A SAFE STAIRWELL to begin evacuation procedures. Check doors for heat and smoke before opening. Verify all occupants have evacuated. On Multi-employer/tenant floors, the Suite Warden is responsible for searching their tenant area and restrooms. On single employer/tenant floors, Search Monitors are responsible for checking their floor; Floor Wardens should verify Search Monitors have cleared the floor. DO NOT take more than two minutes to complete these tasks!
 UNLESS INSTRUCTED OTHERWISE: UPON HEARING THE ALARM ALL OCCUPANTS WILL EVACUATE THE BUILDING AND PROCEED TO AN OUTSIDE AREA OF SAFE REFUGE. ALL OCCUPANTS WILL WAIT AT THE OUTSIDE AREA OF SAFE REFUGE FOR FURTHER INSTRUCTIONS.

- √ AT THE OUTSIDE AREA OF SAFE REFUGE, use your current employee roster to determine if any of the occupants in your charge are missing. Ask if anyone knows if anyone is missing. If anyone is missing, report the last KNOWN location of the occupant within the building to Building Management Staff or Fire Department Personnel. Also report the location of any occupants who are physically challenged. Give the nature of the physical challenge and the exact location within the stairwell. EXAMPLE: a man in a wheelchair is in the stairwell landing on the 4th floor in Stairwell #2.

- √ KEEP OCCUPANTS TOGETHER, quiet, and calm. Remain with occupants and await further instructions.

REMEMBER: The building's fire alarm sound is a loud "*WHOOP*" that sounds on *FLOOR OF DEVICE ACTIVATION AND AT GROUND LEVEL LOBBY*. The occupants' procedures are: upon hearing the alarm, all occupants will walk down the stairwells, evacuate the building and proceed to an Outside Area of Safe Refuge.

REMEMBER: IF YOU HEAR THE FIRE ALARM, BEGIN YOUR EMERGENCY PROCEDURES. ASSUME ALL ALARMS ARE REAL.