

GENERAL PRECAUTIONS CONCERNING FIRE PROTECTION AND PREVENTION

1. GENERAL

1.01 This Section describes in a general way the precautions which shall be taken to avoid conditions that might cause fires in buildings occupied by the Telephone Company, and outlines the general procedures which shall be followed if a fire occurs in those buildings.

1.02 This section is reissued to revise information contained in Part 5, Smoking in Telephone Buildings, and to delete obsolete instructions. Revisions are indicated by marginal arrows.

1.03 General information on this subject, similar to that contained in this section, has been issued to the general offices of all departments in the form of a general engineering instruction.

1.04 The words "telephone building" are used in this section to denote any premises occupied by the Telephone Company whether leased, rented, or owned. Those partially or wholly used to house toll or local central office equipment are considered "central office buildings."

1.05 In leased or rented quarters, the requirements outlined in this section shall apply only to those portions of the building over which the Telephone Company has control. However, close attention shall be given to the use and occupancy of the other portions of such buildings, and if conditions arise therein that constitute a hazard to the Company's property, a report shall be made to the chief engineer, through the lines of organization, so that the matter can be investigated. (When leasing or renting space, arrangements are ordinarily made to minimize the risk of fire in the other portions of a building.)

1.06 Similar attention shall be given to the property adjoining telephone buildings, and reports made of dangerous accumulation of combustible refuse, lots overgrown with dry weeds, shops or establishments using explosive or highly inflammable materials, or other circumstances deemed hazardous.

1.07 The nature of the work in the buildings department is such that the employees in that department are the most likely to observe unsafe conditions in telephone buildings and on adjacent property. One of the prime responsibilities of the buildings department is

to observe for unsafe conditions in telephone buildings and adjacent property, and to make the necessary reports of such conditions. However, this assignment does not relieve employees of other departments from the duty of reporting, through the lines of organization, any hazardous condition that they may observe.

1.08 Employees of other firms who have occasion to work in telephone buildings shall be governed by the same fire protection regulations as telephone employees. Provisions for meeting these requirements shall be included at the time the contract or specification covering the work is originated. If the work arrangement is on an informal basis, it shall be the responsibility of each telephone employee concerned in arranging for or assisting in the work to make certain that the work is performed in accordance with approved methods.

2. BUILDING AND BUILDING EQUIPMENT

2.01 The chief engineer is responsible for providing adequate building space, appropriately equipped and safely designed. Varied and sometimes technical considerations are involved in determining the types and arrangements of these buildings, changes or additions shall not be made without approval of the chief engineer.

Electric Wiring and Fixtures

2.02 Except for the insertion of caps associated with lamps or electrical equipment, no extensions or attachments shall be made to any part of the permanent light or power systems without authorization from the chief engineer.

2.03 In no case shall equipment be connected by the use of adapters or other unapproved arrangements, nor shall wire or coins be used in place of fuses, nor shall higher capacity fuses be substituted for those of lower capacity. Two appliances shall not be connected to the same outlet.

2.04 In general, only lamps, cords, caps, and other electric equipment secured through regular Company supply channels shall be used in telephone buildings. If special circumstances make the use of other electric equipment seem desirable or necessary, the matter shall be referred to the chief engineer, who will assure himself that the equipment meets

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Telephone Company's safety standards and is approved by the underwriters, before giving his permission for its use.

2.05 Under ordinary circumstances, de-energizing of portable electric equipment shall be done by exerting tension on the cap rather than on the cord. Exceptions to this procedure may be in order in the event that arcing, fire, or other emergencies arise which require the de-energizing operation to be made by pulling the cord. Cords shall be kept free so they can be removed without difficulty.

2.06 Approved lamp shades or guards shall be supplied when needed. Paper, cardboard, or other combustible material shall not be used for shades or guards since these materials may become heated sufficiently to ignite.

2.07 Nails or other metal fasteners shall not be used in direct contact with lamp cords. When slack is necessary, it shall be taken up in such a way that the cord is not kinked or otherwise damaged. Worn cords shall be replaced or repaired without delay by someone familiar with this work.

2.08 Portable equipment not currently in use shall be de-energized, and the cord wrapped around the equipment or stored separately in an orderly manner.

Building Heating Equipment

2.09 In buildings where a building serviceman is in attendance, the operation of building heating equipment shall not be undertaken by employees of other departments. All employees who operate heating equipment shall be well informed as to the proper method of operating the particular type of equipment in use, and shall be familiar with the hazards involved.

2.10 Use of portable gasoline, gas, or oil stoves is not permitted in telephone buildings. Portable electric room heaters may be used only in locations specified by the superintendent of buildings.

2.11 Combustible material shall not be kept in the vicinity of stoves, radiators, steam pipes, or other heating equipment.

2.12 When heating equipment is in use, its operation shall be observed at intervals by the responsible employee to insure that it functions properly.

2.13 Waste material such as loose papers, straw, and excelsior shall not be burned in stoves or furnaces.

2.14 Wax tapers in standard holders shall be used for lighting gas appliance burners when these burners cannot be reached readily with lighted matches.

2.15 Fires in stoves must not be started with kerosene, gasoline, or other highly inflammable liquids.

Shut-Off Valves

2.16 The locations of the main shut-off valves for the gas, heating, refrigeration, and water facilities shall be suitably and conspicuously designated. The superintendent of buildings shall arrange for the placing and maintenance of the signs or indicators that are used for that purpose.

Miscellaneous Building Equipment

2.17 Wooden shelving shall not be installed in central office buildings. If storage facilities are not adequate, the supervising buildings maintenance foreman shall be consulted.

2.18 Only fire resistant waste paper baskets, cuspidors, nil-o-dors, smoke-a-dors, and other miscellaneous fixtures secured through regular Company supply channels shall be used in telephone buildings.

2.19 Gas piping and miscellaneous gas fixtures are always a potential fire hazard. If the odor of gas is noted, report this condition to the supervising buildings maintenance foreman at once. Ventilate the room thoroughly and refrain from lighting matches or operating electric switches while the leak condition prevails. If the source of the leak cannot be determined and fixed without delay, after a rapid inspection of the gas facilities, the buildings maintenance foreman shall turn off the gas at the associated shut-off valve and shall immediately notify his immediate supervisor of the action taken.

3. FIRE PROTECTIVE EQUIPMENT

Fire Doors and Shutters

3.01 The term "fire door" includes all doors leading to stair or elevator enclosures or other fire exits, as well as other doors that are designed to prevent the spread of fire from one part of a building to another.

3.02 Fire doors and shutters must be in good working order and ready for instant use at all times. Their surroundings shall be kept clear of everything that would be likely to interfere with their free operation.

3.03 Fire doors not equipped with fusible links shall not be blocked or held open. If it seems necessary to keep a fire door open, that is not equipped with a fusible link, the chief engineer shall be consulted.

3.04 Doors leading to stair or elevator enclosures or other fire exits will be arranged in such a way that locking will not prevent evacuation. Fire and security approved exit locks may be used if permission is secured from the chief engineer. Unapproved bolts, locks, hooks, or similar devices shall not be added.

3.05 All exits, exit signs, exit doors, and windows, and aisles leading thereto, shall be kept unobstructed at all times.

Fire Hose and Sprinkler Systems

3.06 Thoroughly dry the unlined linen type of fire hose after it has been used as moisture tends to promote deterioration of hose of this type. Rotted or mildewed hose, or hose that is otherwise defective shall be replaced without delay.

3.07 Sprinkler heads that are attached to automatic sprinklers shall be kept unobstructed at all times. A minimum clearance of 12 inches below the sprinkler head deflectors is necessary to obtain the proper operation of automatic sprinkler systems.

Fire Extinguishers

3.08 To meet the varied requirements for fire extinguishing agencies that exist in telephone buildings, several types of fire extinguishers are provided. In selecting the extinguisher to serve a specific area, consideration is given to the type of fire that is likely to occur there and to the unit that will extinguish it with a minimum amount of damage.

3.09 Each employee shall be familiar with the location and the method of operation of the fire extinguishers that are located in the quarters where he works. Buildings maintenance foreman shall assist in imparting this information to other departments.

Fire Alarm Signaling Circuits

3.10 In buildings equipped with fire alarm signaling circuits, each employee shall be familiar with the location and the operation of the signaling stations which he may have occasion to use, including any prearranged signal code system which may have been adopted. It shall be the responsibility of the wire chief to ascertain that all employees concerned in this matter in the central office buildings become familiar with

this information. In other types of telephone buildings, this responsibility shall be assigned to other supervisors.

3.11 If it is found that signals cannot be heard in all sections of a building, the responsible supervisor shall conduct the tests necessary to insure that the system is operating properly. If these tests indicate the need for additional equipment, a report of this condition shall be made to the chief engineer.

4. PROCEDURE IN CASE OF FIRE

4.01 Instructions concerning procedure in the event fires occur, which are outlined in this section are of a general nature. Detailed information covering specific phases of this subject, such as the employment of fire drills and other safeguards and the utilization of the most effective extinguishing agents available when a fire occurs, is included in other Bell System Practices and other related information.

4.02 At no time shall an employee risk his or her life in the protection of Telephone Company property.

4.03 Where local arrangements permit alarms to be given by several methods, the order and circumstances under which each method is to be employed shall be posted.

4.04 The fire department shall be summoned in every case where any doubt exists that the fire cannot be extinguished without outside assistance. While awaiting the arrival of the fire department such fire suppression measures as appear feasible and safe, shall be applied. The firemen shall be met and directed to the fire, when they arrive. Such further assistance as may be needed thereafter, shall also be given to them.

4.05 The wire chief or his representative shall disconnect the power and light circuits associated with the central office equipment where the fire conditions prevail. Particular care shall be taken not to extinguish the wall or ceiling lights that provide general illumination for the room and exits. Where building facilities are involved such as ventilator fans or refrigeration units, power disconnections shall be made by the buildings maintenance foreman or in his absence by other employees who may be present when the fire is discovered.

4.06 In the event of fire, pipe breakage or other emergencies of a similar nature, the employee in charge shall immediately take such action, consistent with the personal

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safety of himself and others present, to operate the shut-off valves of the facilities involved, or which may become involved. He shall then notify the buildings maintenance foreman of the circumstances and of the action taken.

4.07 Elevators must never be used in case of fire.

5. SMOKING IN TELEPHONE BUILDINGS

5.01 Smoking in garages, central offices, and other telephone buildings is prohibited except in designated areas.

→ 5.02 On floors partially occupied by central office equipment, smoking shall be permitted only in non-equipment spaces with partitions separating them from equipment areas. If there are doors between such spaces → and equipment areas, they shall be kept closed.

5.03 Smoking in central office buildings, on floors having no central office equipment, shall be restricted to private offices, rest rooms, or other rooms provided for that purpose.

5.04 Ashes, matches, or other smoking residue shall always be deposited in non-combustible ash receptacles; never on the floor or in the wastebasket.

5.05 Smoking may be permitted in Plant Service Centers where such locations are separated from other central office equipment by partitions.

5.06 Sand in nonflammable containers, nil-o-dors, or other approved receptacles may be provided and located outside the entrance to quarters where smoking is not permitted, for the disposal of stubs.

6. SIGNS

6.01 "NO SMOKING" and "STOP YOUR MOTOR" signs shall be posted in conspicuous locations in every garage, on every pump and portable tank used for dispensing gasoline and at all locations required by local ordinances. They shall also be placed in other locations when deemed advisable by the superintendent of buildings.

6.02 "NO SMOKING" and "STOP YOUR MOTOR" signs shall be secured through the regular Company supply channels.

7. VIOLATIONS

7.01 If a person, through ignorance or otherwise, is found smoking at a location where smoking is not permitted, he shall be informed courteously of his error and requested to stop smoking immediately.