

**STUDY MATERIAL FOR THE
CONSOLIDATED EXAMINATION F-91 FOR:**

F-52 FIRE GUARD FOR HOTELS/MOTELS

F-54 FIRE GUARD FOR OFFICE BUILDINGS

This study material will help you prepare for the examination for the Certificate of Fitness F- 91 for Fire Guard for Hotels/Motels (F-52) and Fire Guard for Office Buildings (F-54). The study material includes information taken from the Fire Prevention Code and the Fire Prevention Directives of the Bureau of Fire Prevention, NYFD. The study material does not contain all the information you need to know in order to perform the job of a Fire Guard at your work location. It is your responsibility to learn whatever else you need to know to do your job. You must also become familiar with all applicable rules and regulations of the City of New York, even if they are not covered in this material.

All questions on the Certificate of Fitness examination are multiple choice, with four alternate answers to each question. There is only one correct answer for each question. If you do not answer a question or mark more than one alternative, your answer will be scored as incorrect. A score of 70% correct is required on the examination in order to qualify for the Certificate of Fitness. Read each question carefully before marking your answer. There is no penalty for guessing.

Sample questions

- _____ 1. Fire guards are required at which of the following locations?
- (A) Construction sites.
 - (B) Marinas.
 - (C) Places of assembly.
 - (D) All of the alternatives are correct.

The correct answer is "D". You would mark "D" on your answer sheet.

- _____ 2. The purpose of conducting fire drills is to:
- (A) give employees a break from work.
 - (B) practice emergency evacuation procedures.
 - (C) make sure the sprinkler system works.
 - (D) be sure the Fire Department knows where the building is.

The correct answer is "B". You would mark "B" on your answer sheet.

FIRE GUARDS

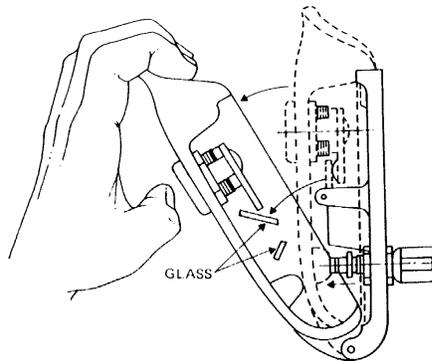
Fire guards are required to reduce the threat of fires in a variety of locations. For example, they are required in places of public assembly, hotels, film studios, construction sites, office buildings and marinas. Fire guards are used when a sprinkler system is not installed, e.g., at construction sites. Fire guards are also used when an automatic fire protection system is shut down while being repaired. The fire guards are responsible for making sure that fire safety regulations are obeyed.

Fire guards must have a good working knowledge of basic fire fighting and fire protection techniques. They must know the location of all fire protection devices in their areas of responsibility. They must make sure that these devices are in good working conditions at all times.

Requirements and Duties

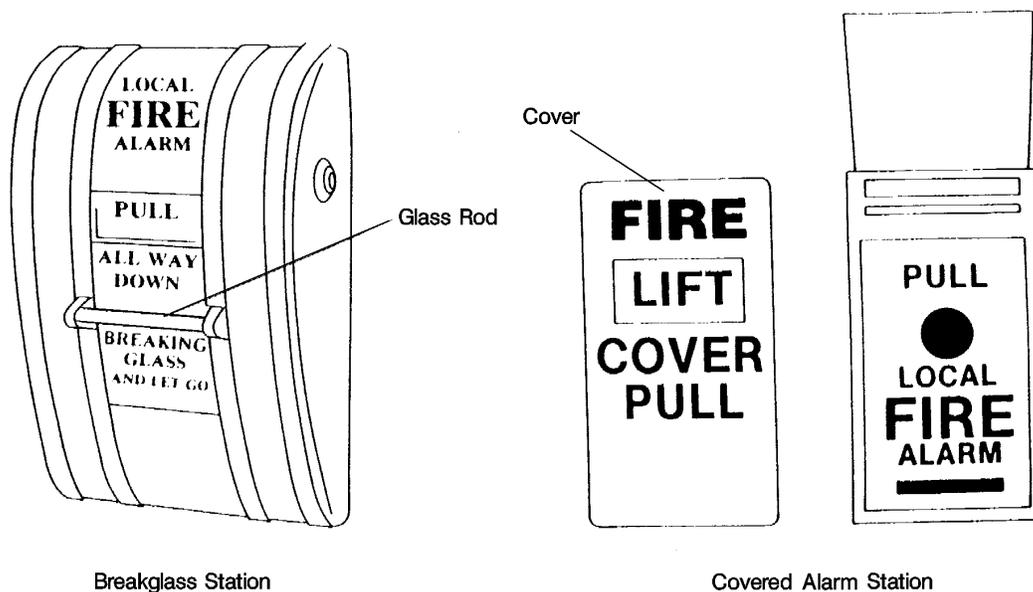
Fire guards must know the location of all fire protection devices, as well as, interior and exterior fire alarm pull stations. At least one interior fire alarm pull station is required on each floor of the premises. The interior fire alarm pull stations are positioned at the natural exits on each floor of the building. In larger buildings the fire alarm pull stations must be spaced so that the distance between stations does not exceed 200 feet. They must be securely mounted to the wall between 3.5 and 5 feet above the floor level. All fire alarm pull stations must be painted red.

There are two kinds of fire alarm pull stations. They are called single action and double action stations. Single action stations require only one step to activate the alarm. For example, a single action station could be activated by simply pulling down on a lever or breaking some glass. An example of a single action station is shown below. This kind of alarm station is often found indoors, e.g., in office buildings. The cover on these alarm stations serves as a lever. When the cover is pulled down, it allows a switch inside to close. This sends the alarm signal. Another kind of a single action breakglass station requires someone to break a small pane of glass with a small metal mallet.



Single Alarm Station

The double action stations require the fire guard to take two steps in order to activate the alarm. The fire guard might have to remove a cover or break some glass before he/she can pull down the lever. Two kinds of the double action alarm stations are shown on the following page. The fire alarm station on the left is activated by lifting the cover and then pulling the lever. This kind of double action station is often found indoors. The double action station shown on the right is often found out doors. The station is specially enclosed to protect the alarm from bad weather. A guard must lifted before the handle is pulled to sound the alarm.



DOUBLE ACTION STATIONS

The Certificate of Fitness holder must know how to manually operate each alarm station on the premises. Once activated, the fire alarm system cannot be shut off at the pull station. The alarm must be shut off at the main control panel using a special key. The key must be kept near the control panel at all times. The alarm may be turned off only by a Certificate of Fitness holder or by a Fire Department representative.

In some locations the fire guard is equipped with a walkie-talkie and/or bull horn. They are good to have but are not required by directives or regulations. The walkie-talkie is used to communicate with a fire safety director, a supervisor or Fire Department during a fire emergency. The bull horn is used to notify the occupants when evacuating the building. The bull horn allows the fire guard's instruction to be heard clearly. The bull horn and walkie-talkie should be inspected before making each patrol. Defective units should be repaired or replaced.

In case of a fire emergency, building occupants must be evacuated. Occupants on the fire floor and the floor above are most seriously threatened by the spread of the fire and must be evacuated first. The fire guard must remain composed and in control of the situation during a fire emergency. He/she must speak in a clear and concise manner when assisting with the evacuation. The fire guard's instructions and his/her actions play an important role in reducing panic during an emergency. The fire guard should speak in a clear and firm voice with no evidence of alarm. Occupants should be instructed to be calm and move quickly to the nearest exit in an orderly manner.

In case of a fire emergency, the fire guard must activate the fire alarm and notify the Fire Safety Director. This will send an alarm throughout the building. It will also send a signal to an approved central station company. The Fire department may be contacted directly by phone or radio. The Fire Department may also be contacted using an exterior fire alarm pull station. When an exterior fire alarm pull station is used, the fire guard must wait at the alarm station until the fire fighting units arrive. Then the fire guard must direct the fire fighters to the scene of the fire. The fire guard must know the telephone numbers of the local Fire Company and the Fire Department Borough Communication Office. The borough phone numbers are listed on the following page.

Manhattan	(212) 999-2222
Bronx	(718) 999-3333
Brooklyn	(718) 999-4444
Queens	(718) 999-5555
Staten Island	(718) 999-6666

These phone numbers must be posted near the phones most likely to be used in case of an emergency.

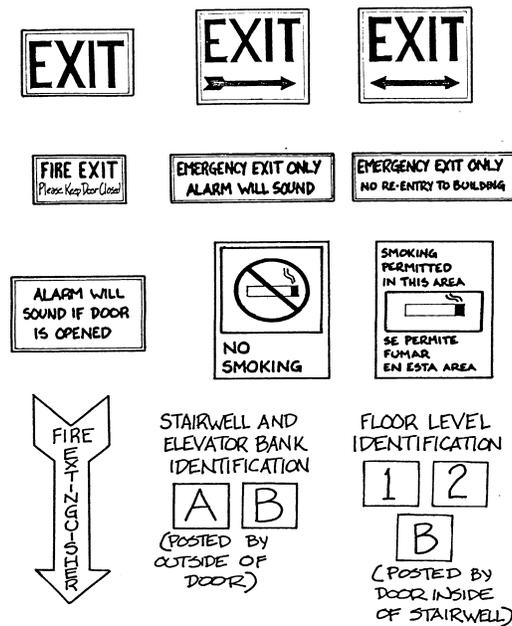
The fire guard must make sure that all exits, hallways, and staircases are kept free of obstruction at all times. An exit aisle at least three feet wide is required at all locations. This aisle space is necessary to permit occupants to exit the premises quickly in case of an emergency.

Safety Requirements

Several types of safety signs may be posted at various locations inside the building. The signs are designed to ensure the safety of occupants. For example these signs may indicate:

- (a) The general fire safety procedures to be followed during a fire emergency.
- (b) The location of fire extinguishers and emergency exits.
- (c) How to use the fire extinguishers and related fire fighting equipment.
- (d) How to sound the fire alarm in case of an emergency.
- (e) That the elevators must not be used in case of a fire unless otherwise instructed by the Fire Department.
- (f) The floor numbers.

The fire guard must make sure that all posted fire safety signs are clearly visible. He/she must also make sure that exit signs posted above doors are always illuminated. Examples of some of these signs are shown below.



Typical Safety Signs

General Inspection Checklist

The fire guards are required to make regular inspections and patrols of the assigned area of responsibility. These inspections may vary depending of the location. However, the following general inspection guidelines apply for all locations.

- (a) All exits, stairways, hallways must be kept free of obstructions. Obstructions may prevent occupants from exiting the building in case of an emergency. An exit aisle of at least 3 feet wide must be maintained. This aisle is also used by fire fighters during fire emergencies.
- (b) Self closing doors must not be propped open. These doors are designed to close automatically when an alarm sounds. When the doors close it helps prevent the spread of fire and smoke.
- (c) Locks, bolts, chains must not be installed on exit doors while there are people in the building. If locks are discovered they must be removed immediately. The fire guard must then report the fire safety violation to his supervisor. The supervisor must make sure that the chains or locks are removed. If the supervisor does not have the locks and chains removed the fire guard must notify the Fire Department.
- (d) The entire premises must be checked daily for potential ignition sources. Any potential ignition sources that are discovered must be corrected or removed immediately. For example, frayed electrical wires and defective electronic components must be either repaired or removed.
- (e) Trash and garbage must not to be allowed to accumulate anywhere inside the building. Accumulated trash is a fire hazard. It may be easily ignited by a stray spark. All trash and garbage must be removed from the premises
- (f) The fire alarm pull stations must be tested daily by the fire guard. It is not necessary to test all alarm pull stations. Instead, one fire alarm pull station of each type should be tested daily.
- (g) All required Fire Department permits, certificates, and inspection logs must be kept current. The results of all tests and inspections must be recorded in the inspection log. The log, permits, and certificates must be made available to Fire Department representatives upon request.
- (h) If a sprinkler system is installed it must be visually inspected by the fire guard. The fire guard must report all defects to the supervisor. All leaks or breaks in the piping, tanks, valves, etc.- no matter how small- must be reported to the local fire company immediately.
- (i) All fire extinguishers must be clearly visible. Signs must be posted indicating the location of the extinguishers. Signs indicating how to use the fire extinguishing devices must be posted also. The fire guard must make sure that the extinguishers are inspected every six months. The fire extinguishers must be recharged after each time they are used or when required according to the type of extinguisher.

FIRE EXTINGUISHING DEVICES AND SYSTEMS

Fire Extinguishers

The fire guard must be familiar with the different types of fire extinguishers that are present on the premises. He/she must know how to operate the extinguishers in a safe and efficient manner. He/she must know the difference between the various types of extinguishers and when they should be used. A description of the four classes of fires and the appropriate extinguishers are described on the following page.

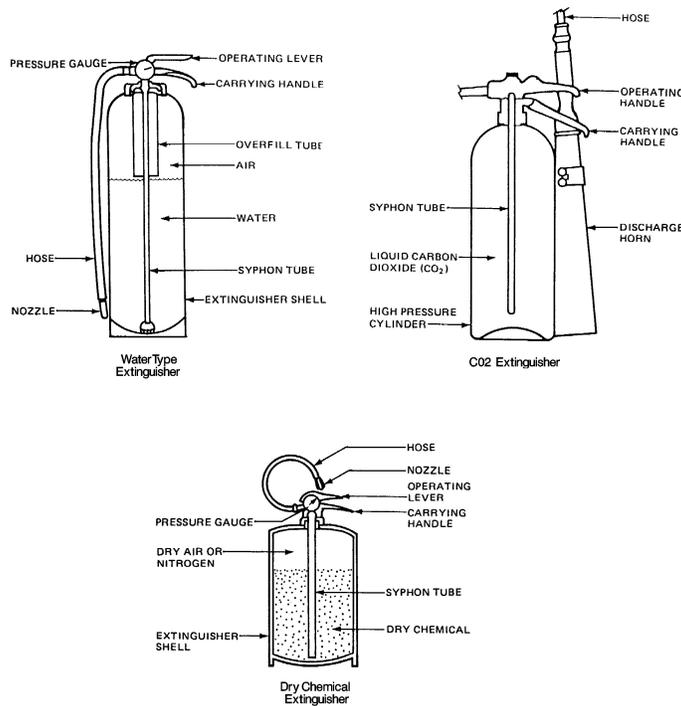
Class A fires are caused by ordinary combustible materials (such as wood, paper, and cloth), for which the quenching-cooling effect of quantities of water or solutions containing large percentages of water is most effective in reducing the temperature of the burning material below its ignition temperature..

Class B fires are caused by flammable petroleum products or other flammable liquids, greases, etc., for which the blanketing-smothering effect of oxygen-excluding media such as CO₂, dry chemical or foam is most effective.

Class C fires involve electrical equipment. The electrical non-conductivity of the extinguishing media is of first importance. These fires must be extinguished with non-conductive media such as CO₂ or dry chemical.

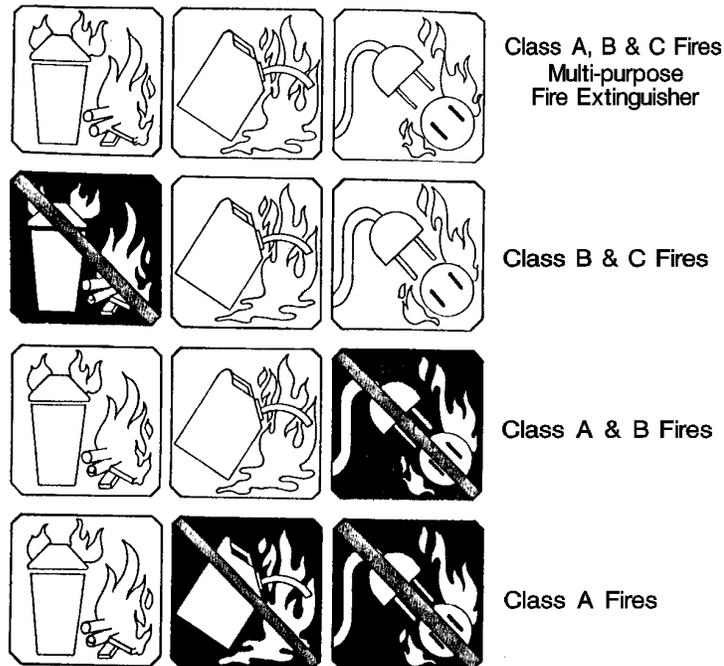
Class D fires are caused by ignitable metals, such as magnesium, titanium, and metallic sodium, or metals that are combustible under certain conditions, such as calcium, zinc, and aluminum. Generally, water should not be used to extinguish these fires.

A multi-purpose dry chemical fire extinguisher may be used to extinguish Class A, B, or C fires. Examples of Water type, CO₂ and Dry Chemical extinguishers are shown below.



Typical Fire Extinguishers

Symbols may also be painted on the extinguisher. They indicate what kind of fires the extinguishers may be used on. Examples of these symbols are shown on the following page.



Typical Symbols Painted on Fire Extinguishers

The symbol with the shaded background and the slash indicate when the extinguisher must not be used. The fire guard must understand these symbols. The fire guard must make sure that the fire extinguishers are kept in good working order at all times.

Generally, operation instructions are clearly painted on the side of the fire extinguisher. They clearly describe how to use the extinguisher in case of an emergency. An example of these instructions is shown below.



Operation Instructions for a Fire Extinguisher

Sprinkler Systems

Sprinkler systems are commonly installed in office buildings and hotels. They are designed to permit the discharge of water in case of a fire emergency. Even though some sprinkler systems may be manually activated, most sprinkler systems are activated automatically. Sprinkler systems consist of a series of sprinkler heads and pipes connected to a water supply source. When a fire occurs the water travels through the pipes out of the sprinkler heads.

The automatic sprinkler system is most commonly used. The sprinkler heads in the automatic system are temperature sensitive. They are designed to open when the temperature in the room reaches dangerous levels. This system allows the water to be discharged in the areas close to the fire.

A replacement supply of at 6 extra sprinkler heads and the appropriate wrench must be kept on the premises at all times. They must be used to replace defective or damaged sprinkler heads.

Standpipe Systems

Standpipe systems are commonly installed in many buildings. They consist of a series of pipes and hoses connected to a water supply source. The hoses may be used to spray water on the fire. The water is controlled by using a special nozzle connected to the end of the hose. Water is discharged from the hose when the nozzle is rotated into the open position.

INSPECTIONS

The fire guard must make sure that all fire protection devices are kept in good working order. When a problem is suspected with any of the fire extinguishing devices or systems, the fire guard must report it immediately to the fire safety director. Then arrangements must be made to have the problem corrected.

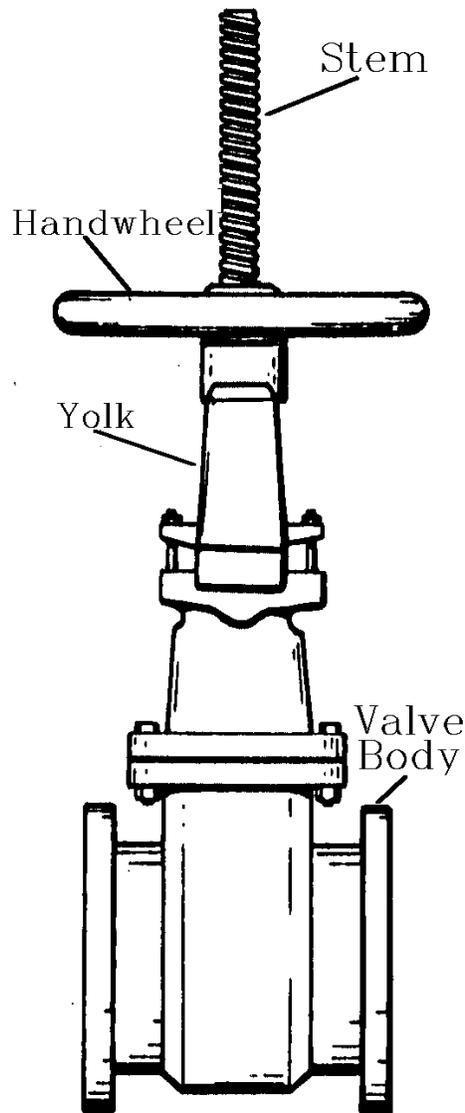
Fire Extinguisher Inspections

The extinguishers must be inspected and maintained at least once every 6 months. The inspection should evaluate possible damage to the extinguisher, hoses, nozzle and gauge. Inspections may be conducted by a representative of the company that holds the maintenance contract for the fire extinguishers or by the fire guards themselves. The fire guard must record the testing date and the name of the person who did the inspection in the inspection log. All inspections must also be recorded on a tag attached to the extinguisher.

In addition, a fire guard must visually inspect the fire extinguishers daily. The fire guard must make sure that they are positioned in the correct locations and clearly visible. When a damaged extinguisher is discovered it must be repaired or replaced immediately. The fire guard must make sure that the fire extinguishers are fully charged. This is checked by looking at the gauge connected to the top of the extinguisher. A needle indicating the condition of the extinguisher is positioned inside the gauge. When the needle points to the green area the extinguisher is fully charged. When the needle points to the red area the extinguisher must be recharged. The fire guard must make arrangements to recharge the extinguishers when necessary. All extinguishers must be recharged every six months or after each use. The testing date and the technician's name must be recorded on a tag attached to the extinguisher. All inspections must be recorded in the fire guard's log book.

Sprinkler/Standpipe System Inspections

When a sprinkler and/or standpipe system is installed the fire guard must make sure that the **OS & Y valve** is sealed in the **open** position. The OS & Y valve controls the main supply of water into the sprinkler and/or standpipe system. The position of the valve is easily determined. When the stem of the OS & Y valve is raised the valve is open. When the stem is not raised the valve is closed. These valves are commonly sealed in the open position using a padlock and chain. A typical OS&Y valve is shown below:



A Typical OS&Y Valve

The fire guard must visually inspect the condition of the sprinkler and standpipe systems. If the fire guard discovers any defects they must be reported immediately to fire safety director and to the Fire Department. Both the sprinkler and standpipe systems must be inspected annually by a qualified technician. Some locations (e.g., cabarets) must be inspected more often. The technician who makes the inspection must hold a Certificate of Fitness for inspecting and maintaining Sprinkler/Standpipe systems.

GENERAL SAFEGUARDS

Flammable and combustible materials must be stored in a safe location. This location must be free of sources of heat and ignition. It is recommended that these materials be stored in an outdoor enclosure.

Trash and garbage must not be allowed to accumulate on the premises. Trash is a fire hazard as it is easily ignited. The fire guard must make sure that trash and garbage are promptly removed from the premises.

The fire guard must make sure that no smoking is permitted in designated NO SMOKING areas. This is especially important in areas where flammable or combustible materials are stored.

The fire guard must make sure that only approved electrical devices are used. Frayed wires, defective appliances and other potential sources of electrical fires must be repaired or replaced. Fire guards must report any life threatening fire hazards to the Fire Department immediately.

FIRE GUARDS FOR HOTELS/MOTELS AND OFFICE BUILDINGS

A fire guard must be on duty 24 hours a day when the fire alarm or sprinkler system is not installed or is out of service. A fire guard with a walkie-talkie and a bull horn is required for each 75 feet or fraction thereof in height of the building. The fire guard works closely with the fire safety director to ensure the safety of the building's occupants. In office buildings, additional persons may be required depending on the size of the building. For example, fire wardens and deputy fire wardens may be assigned on each floor of the building. The fire wardens assist the fire safety director and the Fire Department during fire emergencies. Generally, the fire wardens and deputy fire wardens are trained volunteers provided by the tenants in the building. All persons must be familiar with the fire safety requirements of the hotel/motel or office building.

Fire Safety regulations for hotels and motels apply when a building: (a) has more than 15 sleeping rooms or can accommodate more than 15 lodgers above the first floor; (b) has a total of more than 30 sleeping rooms or can accommodate more than 30 lodgers in the building.

Fire Safety Plan

A fire safety plan for the building must be prepared. This plan gives a detailed description of what must be done in case of a fire emergency. The fire safety plan must be approved by the Fire Department. A copy of the fire safety plan must be distributed to all employees and tenants. Emergency instructions from the plan should be posted at several locations. An example of typical fire emergency instructions is shown on the following page.

KEEP POSTED AT FRONT DESK

IN THE EVENT OF FIRE OR OTHER INCIDENT REQUIRING THE SERVICES OF THE FIRE DEPARTMENT

1. **WITHOUT DELAY call the Fire Department at _____**
2. **Ascertain, if possible, information about the fire:**

LOCATION – FLOOR – ROOM NUMBER – IS ROOM OCCUPIED – NUMBER OF OCCUPANTS
3. **Return elevators to the lobby and hold them for Fire Department use.**
NOTE: Elevators are not to be used by shelter occupants when there is a fire in the building unless their use is deemed to be safe by Fire Department officials.
4. **Post a simple diagram at the front desk detailing the general layout of the Building. Indicate elevators and stairways. Indicate which stairways go to the roof and which stairways have standpipe risers.**
5. **Keep the telephone switchboard manned. Give priority to calls from the fire floor and the floor above. Prepare a list for the Fire Department of rooms in which persons report they are trapped by fire or smoke. If possible, provide an interpreter for non-English speaking occupants.**
6. **If smoke conditions are causing people to leave their rooms, direct them to two Floors below the fire, VIA STAIRWAYS.**
7. **Request police assistance to clear the lobby so Fire Department operations Will not be delayed.**
8. **Keep a supply of each typical floor plan at the fire command station for Fire Department use.**
9. **Keep a supply of master keys (minimum one set per floor) at the fire command Station for Fire Department use.**
10. **Have the Fire Safety Coordinator or other knowledgeable person meet the Fire Department when they arrive. Give them all available information, including Master keys and building floor plans.**

**TO REPORT A FIRE, DIAL 911 OR THE APPROPRIATE BOROUGH
COMMUNICATION OFFICE (Insert appropriate telephone number in item No.1 above)**

Manhattan	(212) 999-2222
Queens	(718) 999-3333
Bronx	(718) 999-4444
Staten Island	(718) 999-5555
Brooklyn	(718) 999-6666

Fire Guard Duty

The fire guard must patrol the entire building at least once every hour. During this inspection the fire guard must visually inspect all fire protection devices. He/she must make sure that they are all in good working order. The fire guard must also make sure that all fire safety regulations are obeyed. If any violations are discovered the fire guard must report them to the fire safety director immediately. The fire safety director will then make arrangements to have the violation corrected. If a serious violation is discovered the fire safety director must notify the Fire Department. Any leaks or breaks in the piping for a standpipe or sprinkler system, no matter how small, must be reported immediately.

The fire guard must make sure that trash and garbage is not permitted to accumulate in the building. All trash and garbage must be removed daily. Special attention must be paid to the removal of garbage from the kitchen areas. The fire guard must also make sure that all combustible cleaning agents, paints, etc. are stored in a safe area. This storage area must protect these materials from potential sources of ignition.

The fire guard must check all hallways, stairways and fire escapes to make sure that they are not obstructed. If any obstructions are discovered they must be removed immediately. The fire guard must make sure that these areas are well lighted at all times. A pathway of at least 3 feet wide must be kept clear in these locations. Exits must be clearly marked by illuminated exit signs.

Some exits are fitted with panic bars. The panic bars allow the door to be opened easily by pressing on the bar. The panic bars permit the occupants to exit quickly from the premises in case of an emergency. Locking devices must not be fitted on these doors. The fire guard must make sure that all self-closing doors are not propped open for any reason. The self-closing doors are designed to slow down the spread of fire during an emergency. These doors must be marked with a sign indicating that they are self-closing doors. All self-closing doors throughout the building must be kept in good working order. They must be inspected to make sure that they may not be opened and closed freely. If any defects are discovered the fire safety director must be notified. The doors must be repaired or replaced by a qualified carpenter or technician.

In addition, the fire guard must make sure that smoke detectors are installed throughout the building. These smoke detectors must be tested at least once every six months.

The fire guard must take part in all fire drill exercises held in the building. The fire guard must assist the fire drill conductor during the fire drill. He/she must make sure that the correct evacuation procedures are followed during the fire drill. In hotels/motels a fire drill must be conducted at least once every three months for each shift. In newly occupied office buildings fire drills must be conducted at least once every three months for the first two years. Thereafter fire drills must be conducted at least once every six months. These fire drills must be recorded in the fire guard's log. The log must be made available to any representative from the Fire Department.

Special attention must be paid to the stairways in the building. Exit into the stairway must be permitted from each floor in all buildings. Generally, a panic bar is installed on the door. This allows the door to be used in case of a fire emergency. In buildings taller than 100 feet in height re-entry from the stairways must be permitted on every fourth floor. The remaining doors may be locked so that they may not be opened from the stairway. In buildings less than 100 feet in height re-entry from the stairway is not required. Signs must be posted indicating when re-entry into the building is permitted from the stairways. The fire guard must make sure that the doors are in good working order. He/she must also make sure that the appropriate signs are posted.

A daily inspection log must be maintained by the fire guard. The following items must be recorded in this log:

- (a) the number of inspections conducted;
- (b) defects discovered;
- (c) violations that have been noticed, and
- (d) the date, name and signature of the fire guard who conducted the inspections.

Each fire guard must be equipped with a walkie-talkie and a bull horn. The walkie-talkie must be used to communicate with the fire safety director in case of a fire emergency. The bull horn must be used to notify the occupants that there is a fire in the building. It should also be used to direct the occupants when evacuating the building. The bull horn allows the fire guard's instructions to be heard clearly. The fire guard must remain composed and in control of the situation during fire emergencies. He/she must speak in a clear and concise manner when supervising the evacuation. The fire guard's behavior plays an important role in reducing panic during an emergency. The walkie-talkie may be used to communicate with the fire command station and fire fighters during an emergency. Both the walkie-talkie and the bull horn must be inspected by the fire guard before making each patrol. If a defect is discovered the units must be repaired or replaced immediately.

Safety Signs

Safety signs must be posted at several locations throughout the building. A sign must be posted on every floor inside the stairways and next to each elevator. The sign must indicate the number of the floor. It must also indicate the location of the elevators and the stairway. For example, typical signs might read:

“FLOOR 12, ELEVATOR A”
or
“FLOOR 10, STAIRWAY B”

These signs make it easier for Fire Department personnel to identify the quickest route to a fire. It also allows the occupants to identify the exit stairs on the floor.

A sign must be posted on every floor at the elevator landing. This sign must indicate that the elevator must not be used in case of an emergency. For example, the sign might read:

“IN CASE OF FIRE, USE STAIRS UNLESS OTHERWISE INSTRUCTED”

This sign must also indicate the location of the stairways on the floor.

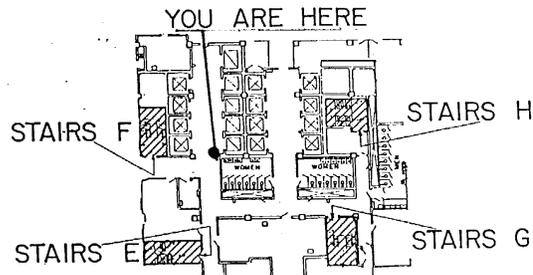
A sign must be posted in the stairway at every floor. The sign must indicate whether entry to the building is permitted from the floor. When entry is not permitted the sign must indicate the number of the floor where entry is permitted. For example, a typical sign might read:

**“RE-ENTRY
ON THIS FLOOR”**
or
**“NO RE-ENTRY.
NEAREST RE-ENTRY ON
7TH AND 10TH FLOORS”**

A sign must also be posted on the building side of the exit door. The sign must also indicate whether re-entry is permitted from the floor.

In hotels/motels a sign must be posted on the inside of the door in each sleeping room. The sign must indicate the location of the rooms and the exits on the floor. This sign is used by the occupants of the room during an emergency. An example of a typical floor plan is shown below.

IN CASE OF FIRE USE STAIRS UNLESS OTHERWISE INSTRUCTED



A typical Floor Plan

Fire emergency instructions must be posted in each room. This sign must instruct the occupants how to behave in case of an emergency. The sign must also indicate the location of the room and the exits on the floor. The fire guard must make sure that all signs are posted and clearly visible.

Smoking Regulations

Smoking may be permitted in designated locations inside office buildings. Smoking is permitted in most locations inside hotels. The fire guard must make sure that an adequate number of ashtrays are made available in these locations.

The fire guard must make sure that no smoking is permitted in designated no smoking locations. For example, smoking may be prohibited in areas used to store flammable cleaning supplies. The fire guard must make sure that several NO SMOKING signs are posted. The fire guard must make sure that these signs are clearly visible at all times. The fire guard must strictly enforce the no smoking rules.

Emergency Procedures

When a fire is discovered the fire guard must sound the interior fire alarm pull station. Then he/she must contact the fire safety director using his walkie-talkie. The fire safety director will notify the Fire Department by phone. The fire safety director will also issue instructions to the fire guard. The fire guard must follow the instructions closely. For example, the fire safety director may instruct the fire guard how to take the safest evacuation route from the building. If the fire guard cannot contact the fire safety director he/she must notify the Fire Department himself/herself.

The following check list serves as a convenient summary:

INSPECTION GUIDE CHECK LIST

1. Know the locations of the interior fire alarm pull stations on all floors to which you are assigned by the owner or manager. Also know how to operate the pull station.

2. Inspect all exits, stairways, and hallways to determine condition and availability for use.
3. Examine all doors to determine operation conditions and availability for use.
4. Ensure that self-closing doors are unobstructed and require them to be closed.
5. Continuously inspect premises for accumulation of rubbish
6. Determine the locations of fire extinguishers and their availability for use. Also know how to use them.
7. Report any noticeable fire or life safety hazards.
8. Ensure that exits are properly identified and that hallways, stairways, etc. are properly lighted.
9. Ascertain that re-entry from required stairways is maintained.
10. Familiarize yourself with any existing specialized conditions at the premises, such as linen closets, laundry rooms, rubbish chutes, etc.
11. Test walkie-talkies and bull horns prior to start of tour of duty.
12. Inspect hallways and stairways for merchandise and other obstructions restricting the means of egress.
13. Know the locations of all exits and where they lead to.

DUTIES OF THE FIRE GUARD

1. When a fire occurs there must be no delay in sounding the interior fire alarm pull station and making notification over walkie-talkie to the fire safety director.
2. Upon discovering a fire, take the following actions:
 - a. Sound the interior fire alarm pull station.
 - b. Report the fire over the walkie-talkie to the fire safety director; receive acknowledgement of your message.
 - c. Proceed to alert all occupants on the fire floor and the floor above the fire.
 - d. Direct occupants to evacuate by the safest route (stairways).
3. Evacuate the fire floor and the floor immediately above the fire floor.
4. Use the bull horn to alert the occupants about the fire situation.
5. During evacuation, instruct occupants not to use the elevators.
6. Participate in the fire drill exercises.
7. During patrol, remain in designated areas.
8. Report all items of violation to the fire safety director.
9. Request instructions, if necessary, in how to use fire extinguishers, alarm systems, walkie-talkies, etc.