

19 October 1983

MEMORANDUM FOR: Executive Director

FROM: James H. McDonald 12-1  
Acting Deputy Director for Administration

SUBJECT: Fire Safety at the Chamber of Commerce Building

Chuck:

1. [ ] talked with [ ] on 18 October about fire safety at the Chamber of Commerce Building (C of C). This was in response to your query to [ ] at lunch on 17 October.

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a. We share your concerns and both [ ] are actively working to improve fire safety at C of C.

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b. Two fire drills have been held at C of C during the past 30 days. The building was cleared of all employees in nine minutes.

c. OTE has an emergency evacuation plan and is preparing a video tape (Emergency Evacuation Procedures) to be shown to all students attending class in C of C.

d. The stairways are narrow and are still a problem. C of C was not designed to accommodate the numbers of people we are assigning there. The OTE Security Officer, [ ] and Safety Staff representative, [ ] are aggressively working to correct deficiencies in fire and safety at C of C.

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e. Safety Staff, OTE Security, the C of C Building Manager, and the Arlington Fire Department are sorting out the blocking of roads in emergency for fire vehicle access and other joint emergency actions.

f. The emergency lights are working. There was a foul-up when C of C was evacuated several months ago, but this has been corrected.

g. [ ] policy is for the first employee discovering smoke or a possibility of fire to pull the alarm, triggering evacuation of the building and summoning the fire department. OTE policy is to protect the employee even if we have to cancel the premature or erroneous alarm. Arlington Fire Department agrees.

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h. OTE is hosting a meeting--Fire/Safety Forum--on Friday, 21 October, at 10:00 a.m. All Stairwell, Floor, and Division Fire Wardens will attend and it is open to all employees. A large attendance is expected.

83-4605

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i. To supplement emergency lights, Black & Decker rechargeable spot lights are being purchased and installed in vaults and other key locations in C of C.

2. We will continue to improve fire safety at C of C (as well as in all Agency buildings) and ensure safe working conditions for our employees.

/s/ James H. McDonald

James H. McDonald

cc: D/OTE  
C/Safety Staff  
SSA/DDA

SSA/DDA [redacted] mpp 19 Oct 83  
Retyped:O/ADDA:cn 20 Oct 83

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**ROUTING AND TRANSMITTAL SLIP** 20 October 1983

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2. ADDA ( <del>signature</del> ) approval of draft	<i>[Signature]</i>	20 OCT 1983
3.		
4. ADDA For Signature	<i>[Signature]</i>	20 OCT 1983

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