

Appendix E (Mount Snow Fire Prevention Program)

PURPOSE

Provide prompt response and assessment of fire alarms and system trouble indications by trained Fire Safety Responders. The West Dover Fire Department has given permission for Mount Snow to select and train up to ten (10) employees who may respond to and assess fire alarm incidents on resort property and are authorized to determine if Fire Department response is needed.

DEFINITIONS

Fire Department	In this document refers to the West Dover Fire Department.
Fire alarm systems	Consists of interconnected devices/controls that alert building occupants of a fire or other dangerous conditions.
Fire Safety Responder	Is selected by the Facilities manager promptly respond to and assess potential threat/hazard in the event a fire alarm or system trouble is reported on Mount Snow property.
Responsible Manager	Any manager who can relay information from the annunciator panel and assist with building evacuation.
Annunciator Panel	Monitors alarm initiating devices (Also referred to as "Panel" in this document).
Initiating Devices	Devices that trigger a "trouble" or "alarm" including: manual pull stations, automatic smoke/heat detectors, water flow indicators, or tamper switches.
Zone	Annunciator panels monitor different areas of the building and correlate them to a zone on the panel. This allows responders to quickly identify the area of a "trouble" or "alarm" indication to improve response time.
Trouble	A notification of a system malfunction in the respective zone that will display on the fire panel as a "yellow" LED light.
Alarm	An indication of a potential emergency (fire) in the respective zone and will display on the panel as a red LED light.
System Tamper	This is an indication that a specific part of the system (i.e. valve) has been adjusted which may render a part or all of the system ineffective.
Auto Dialer	A device which automatically contacts a monitoring service to notify the activation of an alarm or trouble.

FIRE ALARM SYSTEM & NOTIFICATIONS

Systems Overview

Mount Snow has multiple buildings that are equipped with fire alarm systems. The *annunciator panel* is the brain of the fire system. When the panel receives a signal from an *initiating device* an illuminated LED light on the face of the *panel* displays the *zone* location of the problem. Some annunciator panels have an additional satellite panel located near a main entryway which is positioned to provide faster access to critical fire system information when first entering the building in response to an alarm.

The position of the LED light on the front of the panel indicates which zone has an issue. Each zone will be labeled with the respective area of the building which it covers. For example: a building with 4 rooms may have each room on a different zone. Zone 1 could be bedroom 1, zone 2 could be kitchen, and so on. Likewise, larger buildings may be divided in to bigger areas such as zone 1 being first floor north and zone 2 being first floor south. If there is an alarm or trouble, the entire corresponding area of that zone must be assessed to identify the problem.

Alarm Monitoring Service

Mount Snow contracts a professional alarm monitoring service to monitor all fire alarm systems on property 24 hours per day, 7 days per week. In the event of a system trouble or alarm activation, the monitoring service makes notifications as follows:

System Trouble	Fire Department <u>is not</u> dispatched. The monitoring service contacts the Grand Summit and/or Mount Snow security via phone to report the issue and also sends an e-mail notification to select staff.
Alarm	Fire Department IS dispatched to the location of the alarm. For all alarms, the monitoring service will contact Keene Mutual Aid and report the location of the alarm to initiate the emergency response of the Fire Department. The monitoring service also contacts the Grand Summit and/or Mount Snow security via phone to report the issue and sends an e-mail notification to select staff.

System Trouble

A system malfunction or *trouble* is indicated on the panel as a "yellow" light and is intended to notify personnel that a part of the systems components have failed or been damaged for one reason or another.

*System Tamper*s are a type of trouble and are indicated with a "red" light on the panel and is intended to notify personnel that a specific part of the system has been adjusted or tampered with and as a result the fire suppression system may be compromised.

Trouble Notifications

All trouble indications will be accompanied by a high pitched buzzing sound coming from the panel. Again, the intent is to draw attention to the fact that some part of the system has malfunctioned or been potentially compromised. During a trouble, no other alarms or warning devices will be activated as there is no indication of fire and therefore the building occupants (and general public) do not need to be notified or evacuated.

The Fire Department will not be contacted or dispatched for a trouble indication. The alarm monitoring service will contact the Grand Summit and/or Mount Snow security via phone to report the issue in addition to sending an e-mail alert to select resort staff.

Alarm (likely emergency)

Alarms are indicated with a "red" light on the panel.

In the event the panel receives a signal from an initiating device, a building wide alarm will sound which includes loud sirens, strobe lights, and in some cases the system will deliver a prerecorded broadcast announcement saying, "Fire, Fire, Fire" with the intent of alerting all occupants to immediately evacuate to a safe place outside the building.

Alarm Notifications

The Fire Department will be automatically dispatched for alarm activations. The alarm monitoring service will contact the Grand Summit and/or Mount Snow security via phone to report the alarm and send an e-mail alert to select resort staff.

FIRE SAFETY RESPONDER (FSR)

FSR Selection and Training

Fire Safety Responders will be selected by the Facilities manager and will receive training and be able to perform the following functions proficiently:

Emergency action plan	Familiar with Structure Fire section of the EAP.
Alarm response	Understand how the call will be made and when to respond.
Facility familiarization	Walk through of facilities to be familiar with fire suppression and alarm systems in the specific building.

Fire extinguisher	Demonstrate proficiency in proper selection and use of fire extinguishers.
Annunciator panels	Familiarization with panel locations, panel reading and how to communicate findings.
Cause investigation	Basic understanding of identifying the cause of the trouble or alarm.
Hazard identification	Understand what conditions may be hazardous to building occupants and appropriate procedures based on findings.
Fire system operation	Understand basic operation of fire systems including system shut down and locations of key system components.

FSR Response

In most cases, a radio call will be made to security (800 on channel 1) indicating the activation of a fire alarm or system trouble at a specific location. Upon hearing the radio call or upon being in the facility in alarm, the FSR should proceed to the buildings annunciator panel.

Alarm Response

Any time a fire alarm is activated, the FSR shall:

- Direct guests to evacuate the building immediately and request other staff members to assist with the evacuation.
- Proceed to the annunciator panel and personally identify the zone responsible for activating the alarm.
 - For alarms in buildings with sleeping quarters (lodging) the FSR must obtain a copy of the in-house guest list and the bell keys from the front desk and carry this with them during the investigation.
- Contact emergency dispatch at extension 5555 or via radio on channel 1 and report the zone/area of the potential issue.
- Proceed to the zone to assess the potential hazard. Each room, floor, or area must be inspected for the respective zone before any determination can be made.
 - Always check the outside temperature of each door before entering. Opening a hot door into a room that is on fire will introduce oxygen providing fuel to the flames and could likely cause an explosion.
 - Examine every room on the entire floor or wing in the Alarming Zone, searching for smoke, fire or other life safety hazard.
 - If a room is occupied in the Alarming Zone, bang on the door. If no response and the door is not hot, open door to investigate.

- Upon determining the threat level, contact dispatch at extension 5555 or via radio channel 1.

Emergency

Upon finding smoke, fire, a sprinkler release or other immediate threat to life or property... CALL 911 from a cell phone or extension 5555 internally to request dispatch to call the Fire Department. If using the radio, the code for fire is 10-70.

Keene Mutual Aide may also be called directly at: 802-352-1100

Be sure to provide your name, location, nature of the emergency and tell them to call the fire department.

Exercise redundancy – In the event of a fire, always call 9-1-1 (from a cell phone) and never assume the Fire Department has been alerted. Under certain circumstances the auto dialer may be disabled and will not automatically alert the dialer monitoring station.

The FSR shall meet the Fire Department or Incident Commander and provide pertinent information regarding the incident.

No Emergency (false alarm)

If the entire zone has been checked and no apparent fire or other emergency exists and the cause of the alarm activation has been determined to be nuisance related (i.e. pull station vandalism, food preparation smoke, uncontained construction dust or other non-life threatening condition) the FSR may cancel the response of the Fire Department. The FSR must contact Keene Mutual Aid and request the fire department response be cancelled and provide the operator the following information:

- Name and title with the company
- Location of alarm
- Details of the incident to support the request to cancel the fire department.

If ever there is any doubt as to the cause, the Fire Department may not be cancelled and the situation should be treated as an emergency.

Following cancellation of the Fire Department, notify dispatch of the false alarm and that Fire Department response has been cancelled. The FSR may then proceed to silence the alarm, cancel the evacuation order, and allow the building to be occupied again. The FSR shall then contact the Facilities manager or assistant manager and provide all pertinent information regarding response and findings. Additionally, a qualified person will need to come reset the panel.

Responsible Manager Duties

- Immediately begin evacuating the building of all persons (guests and staff).
- Call emergency dispatch or security via radio ("800" on channel 1) and report you have an alarm at (Building Location).
- Read the annunciator panel to determine the zone or area which initiated the alarm activation and share with dispatch or 800 promptly.

Following an FSR Response

After any incident requiring response, the FSR must contact the facilities manager or security manager and share the incident details, findings, and any further actions that need to be taken. The facilities manager or security manager will notify qualified staff to reset or repair system devices and provide additional instruction as appropriate.

Fire Enunciator Panel Locations:

Alpine Training Center
Cape House
Carinthia Base Lodge
Clock Tower
Discovery Center
Distribution Center
Golf Course Maintenance
Golf Course Pro Shop
Fairways Restaurant
Grand Summit Hotel
Lifts / Rescue Building
Lower Pump House
Main Base Lodge
Medical Building
Mountain Operations
Roads Building
Snow Barn
Snow Lake Lodge
Sundance Base Lodge
1900 Burger Restaurant

Mount Snow Fire Alarm Monitoring Reference

Account Numbers and zones are for buildings monitored by automatic dialers.

Monitoring Center (800-639-2066)

Vendor: Alarms Unlimited – Account Rep Dave Woodward
Office: 802-688-4897
Cell: 802-688-4897

Monitored Buildings with Annunciator Panels and Auto Dialer

Monitoring Account # 44-0833

<u>Buildings</u>	<u>911 Address</u>	<u>E911 Code</u>
Zone 1: Main Base Lodge	21 Mount Snow Road	PG 021
Zone 2: 1900 Burger	19 Mount Snow Road	PG 019
Zone 3: Clock Tower	31 Mount Snow Road	PG 031
Zone 4: Discovery	33 Mount Snow Road	PG 033
Zone 5: Mountain Operations	39 Mount Snow Road	PG 039
Zone 6: Lifts Rescue	47 Mount Snow Road	PG 047
Zone 7: Alpine Training Center	25 Mount Snow Road	PG 025

Monitoring Account # 44-0836

<u>Buildings</u>	<u>911 Address</u>	<u>E911 Code</u>
Zone 1: Cape House	29 Mount Snow Road	PG 029
Zone 2: Carinthia Base Lodge	12 Carinthia Road	CN 012
Zone 3: Big Dipper (Disco)	31 Mount Snow Road	PG 031
Zone 4: Snow Barn	294 Handle Road	HN 294
Zone 5: Snow Lake Lodge	7 Snow Lake Road	SO 007
Zone 6: Summit Lodge (MTOPS)	39 Mount Snow Road	PG 039
Zone 7: Sundance Base Lodge	289 Handle Road	HN 289

Buildings monitored by burglar alarm system.

Golf Course Pro Shop	93 Crosstown Road	CT 093
Fairways Restaurant	95 Crosstown Road	CT 095
Distribution Center	12 Mount Snow Road	PG 012

Buildings without Auto Dialer (no monitoring)

<u>Buildings</u>	<u>911 Address</u>	<u>E911 Code</u>
Grand Summit Hotel	21 Grand Summit Way	PG 023
Base First Aid Medical	13 Grand Summit Way	PG 013

Buildings without Annunciator Panels

<u>Buildings</u>	<u>911 Address</u>	<u>E911 Code</u>
Roads Building	16 Snow Lake Road	SO 016
Lower Pump House	306 Handle Road	HN 306
Carinthia Snowmaking	14 Carinthia Road	CN 014
Howe Farm	484 Route 100 North	
Golf Course Maint	25 Airport Road	
Cupola Retail	316 Route 100 North	

Fire Safety Responder List:

- **(1) Facilities Manager** Guy Lewis
- **(1) Facilities Assist. Manager** Jeff Wasielewski
- **(1) Lifts Manager** Jason Perl
- **(1) Director of Lodging** Sam Atwood
- **(1) Lodging Maint. Assist. Mgr.** Micah Herald
- **(1) Snow Lake Lodge Mgr.** Jeff Roussin
- **(1) Lodging Maint. on call:** Jim Burnet
Jeremy Dix

- **(1) Building Maint. on call:** Tom Palumbo
Joe Niemczyk
Bob Mossgrove
Bob Leblond
Gerry Morse

- **(1) Electrical on call:** Hank Darlington
Mike Wilson
Daryl Rougeu

- **(1) Security on call:** Michael Bemis

David Bain

Greg Mayle

Henry Deluca

Lou Reynolds

- **(1) Food & Beverage on call:** Ian Boyd (Certified Volunteer Fireman, Rowe MA)