## FIRESAFETY REPORTING FIRES IN BUILDINGS AND MOTOR VEHICLES

## 1. GENERAL

- 1.001 This addendum replaces Section 770-340-501SW, Issue B and supplements Section 770-300-300. Place this sheet ahead of Page 1 of this section.
- 1.002 This addendum is issued to update the reporting procedures for fires in telephone buildings and motor vehicles owned or occupied by the Southwestern Bell Telephone Company.
- 1.003 All fires, regardless of how minor they may be, must be reported.
- 1.004 It shall be the responsibility of the person directly involved in the fire and his supervisor to promptly notify the state firesafety coordinator, through the appropriate lines of organization by telephone or telegraph, giving the probable cause of the fire and an estimate of the property loss.
- 1.005 It shall be the responsibility of the state firesafety coordinator to immediately notify the general headquarters firesafety coordinator and one of the following appropriate persons, by telephone or telegraph, giving the probable cause of the fire and an estimate of the property loss involved.

Arkansas: Gen. Mgr.-Staff & Oper. Svcs.
Kansas: Gen. Mgr.-Staff & Oper. Svcs.
Missouri: Asst. Vice Pres.-Centralized Svcs.
Oklahoma: Gen. Mgr.-Staff & Oper. Svcs.
Texas: Asst. Vice Pres.-Real Estate Mgmt.

- 1.006 In all significant fires, the general headquarters firesafety coordinator will contact the Assistant Vice President-Support Services and the Manager Real Estate and Property Management at AT&T in Basking Ridge, New Jersey.
- 1.007 Boiler explosions are covered in Section 010-200-901SW.
- 1.008 The Assistant Vice President-Support
  Services shall notify higher levels
  of management as appropriate and in all
  cases, if the fire is likely to be reported
  by the news media.

## 2. PREPARATION OF FORMS E-5000-B or E-5000-ME

- 2.001 It shall be the responsibility of the person directly involved in the fire and his supervisor to promptly prepare the appropriate E-5000-B or E-5000-ME form and forward through the appropriate lines of organization to the state firesafety coordinator.
- 2.002 The state firesafety coordinator involved shall follow-up the initial report by preparing seven copies of Form E-5000-B or E-5000-ME. Preparation of this form is covered in the main section. The state firesafety coordinator shall forward six copies to the Assistant Vice President-Real Estate Management Texas, or Division Staff Supervisor-Support Services Arkansas, Kansas, Oklahoma or Division Staff Manager-Real Estate and Administrative Services Missouri as appropriate and retain a file copy.

2.003 The Assistant Vice President-Real
Estate Management - Texas, or Division
Staff Supervisor-Support Services - Arkansas,
Kansas, Oklahoma or Division Staff ManagerReal Estate and Administrative Services Missouri shall send five copies to the
Division Staff Manager-Real Estate Management
and Architecture at General Headquarters
and retain a file copy.

2.004 The Division Staff Manager Real
Estate Management and Architecture
shall send four copies to AT&T Company as
specified in paragraph 3.01 of the main
section and retain a file copy.