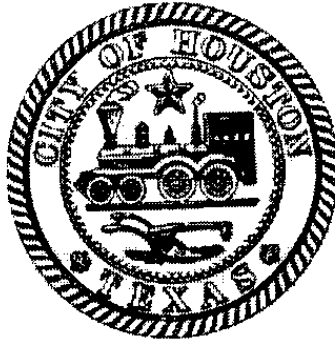


**CITY OF HOUSTON**  
**HIGH-RISE HOTEL**  
**FIRE SAFETY PLAN**



\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY MANAGER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
HOUSTON, TEXAS 77

\_\_\_\_\_  
PHONE NUMBER

**LIFE SAFETY IS THE GOAL OF THIS PLAN. ALL DUTIES CALLED FOR HEREIN SHOULD BE DONE FROM A SAFE LOCATION IF POSSIBLE.**

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# PROCEDURES FOR REPORTING FIRES & FIRE ALARMS

## I. NOTIFICATION

### A. If The Following Is Reported to you, Or If You See Smoke, Or Flames, Or Smell Something Burning, Or Hear A Fire Alarm, IMMEDIATELY:

- Call The Fire Department – Dial: **9-1-1**
- Call The Fire Safety Director:
- Activate The Fire Alarm Pull Station - If the Alarm is not sounding.
- Report any change in conditions to the Fire Department and the Fire Safety Director.

### B. If You Think You Smell A Peculiar Or Unfamiliar Odor, IMMEDIATELY:

- Call The Fire Safety Director:

### C. Information To Be Given To The Fire Department:

- What is the Emergency: (Alarm, Smoke, Flames, Etc.)
- Address: \_\_\_\_\_ (Closest Cross Street) \_\_\_\_\_.
- Type of Occupancy: ( **High-rise Hotel** )
- What Floor: \_\_\_\_\_ Room # \_\_\_\_\_ Telephone # calling from \_\_\_\_\_.
- **(Let The Fire Department Hang Up First!)**

## II. EMERGENCY PROCEDURE PRIORITIES

### A. If The Following Is Reported To You, Or If You See Smoke, Or Flames, Or Smell Something Burning, IMMEDIATELY:

- **Isolate** the fire - ( close the door if you can do so safely )
- **Call the Fire Department**, Fire Safety Director, and Activate the Fire Alarm Pull Station, if the Alarm is not sounding.
- **Evacuate** - Using Exit/Stairs to a safe area. Relocation and reentry into the building at least 3 or more levels below the fire floor is generally adequate.
- **Fire Extinguishment** ( is optional and only if all of the above has been completed )

### B. Emergency procedures - in the event of an alarm only:

- Call the Fire Department and the Fire Safety Director.
- **Minimum procedure**: Prepare to evacuate by going to the Exit/Stairs, if there is any evidence of unwanted fire, evacuate the floor to a safe area.
- Report any change in conditions to the Fire Department and the Fire Safety Director.

### C. Fire Safety Director:

- Call the Fire Department, and have someone meet the Fire Department upon their arrival. Any unwanted fire shall be reported to the Fire Department, **no matter how small**, even if extinguished.
- Recall all elevators that access the floor of incident by turning the Elevator Fire Service Recall Switch to the “**ON**” position.
- Direct evacuation procedures utilizing the public address, if available.

# FIRE SAFETY TEAM ORGANIZATIONAL CHART

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FIRE SAFETY DIRECTOR

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ASSISTANT FIRE SAFETY DIRECTORS

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Building Name: \_\_\_\_\_  
Date: \_\_\_\_\_

## EMERGENCY PROCEDURES

### I. FIRE SAFETY DIRECTOR

In the event of an unwanted fire or fire alarm:

- A. **Ensure** that the Fire Department has been notified immediately whenever an unwanted fire of any size occurs and/or fire alarm of any nature.
1. Have someone knowledgeable of the building meet the Fire Department upon their arrival .
  2. Advise the Fire Department in the operation of the building's fire and life-safety equipment.
  3. Report any known conditions on the fire floor or alarm floor to the Fire Department upon their arrival.
- B. Manning the Fire Command Station.
1. Ascertain the floor in alarm and report any additional alarms to the Fire Department.
  2. Ensure that all elevators serving the floor of incident are removed from service from the general public and made available to the Fire Department Specific operating instructions will depend on the individual building. The specific instructions for this building are located in Appendix III and Fire Depository Box.
  3. Direct evacuation procedures utilizing the public address, if available.
    - a) Be familiar with the location of all Exits/Stairs and select the safest Exit/Stairs to use for evacuation on the basis of the location of the fire and any information available. If affected by smoke, an alternate Exit/Stairs shall be selected.
    - b) The priority floors for immediate evacuation are the fire floor, one floor above and one floor below the fire. Relocation and reentry into the building at least 3 or more levels below the fire floor is generally adequate.
    - c) Evacuation from other floors shall be instituted when conditions indicate such action or when instructed by the Fire Department or the Fire Safety Director. Evacuation should be via uncontaminated Exit/Stairs.
    - d) Relocation and reentry into the building at least 3 or more levels below the fire floor is generally adequate.

- e) Persons having any mobility impairment need to be considered prior to any need for evacuation. It is necessary for Front Desk Personnel to notify the Fire Safety Director of any mobility impaired guests that request special assistance in the event of an evacuation. Maintain a current mobility impaired list at the front desk and **update the list daily**.

Mobility-Impaired occupants may require special assistance in the event of a fire. Occupants not requiring assistance should evacuate first. This avoids the possibility of persons in need of assistance being bumped and/or falling down, thus slowing evacuation and/or causing injury. If there is evidence of fire, the person having mobility impairments should be positioned near the Exit/Stair that is located farthest away from the fire. If fire conditions pose personal threat, the person having mobility impairment, and any person assisting, should be positioned within the Exit/Stair and wait for the Fire Department. If fire conditions pose a personal threat in the Exit/Stairs, the mobility-impaired person should be evacuated to a safe location. If the mobility impaired person enters the Exit/Stairs, someone should notify the Fire Department of their location in the Exit/Stairs and that the mobility impaired person requires special assistance with evacuating.

## **II. ASSISTANT FIRE SAFETY DIRECTOR**

- A. Assist the Fire Safety Director to ensure the effective implementation of the approved Fire Safety Plan.
- B. In the absence of the Fire Safety Director, assume the full duties and the responsibilities of that position.

### III. HOTEL OPERATOR

A. **Ensure** that the Fire Department has been notified immediately whenever an unwanted fire of any size occurs and/or fire alarm of any nature. **All fires** shall be reported to the Fire Department, no matter how small, even if extinguished.

1. **If it is reported to you that a person sees smoke, or see flames, or smells something burning, IMMEDIATELY:**

A. Tell the person to:

- (1) Isolate the fire - (close the door if they can do so safely )
- (2) Activate the Fire Alarm Pull Station, if the Fire Alarm is not sounding.
- (3) Evacuate - Using Exit/Stairs to a safe area. Relocation and reentry into the building 3 or more levels below the fire floor is generally adequate.

2. In the event of a fire alarm only:

A. Tell the person:

**Minimum procedure:** Prepare to evacuate by going to the Exit/Stair door and, if they become aware of any evidence of fire, evacuate the floor using the Exit/Stairs to a safe area. Relocation and reentry into the building at least 3 or more floors below the fire floor is generally adequate.

B. Notify the location of the fire alarm and any known conditions.

C. The Hotel Operator shall report any change in conditions to the Fire Department.

## GENERAL DUTIES

**I. All owners, managers, employees and guests of high-rise hotels shall comply with all applicable provisions of the City of Houston Fire and Construction Codes.**

**II. Fire Safety Team.** A Fire Safety Team is hereby defined as the Fire Safety Director, Assistant Directors, and such other persons specified in the building's approved fire safety plan.

A. The members of the Fire Safety Team shall possess a certificate signed by persons, institutions, or companies approved by the Fire Marshal.

B. Required training for certification shall be done by persons, institutions or companies approved by the Fire Marshal. The training for a certificate shall include organizing and training to conduct fire drills, evacuations and related activities. Such training shall be approved by the Fire Marshal and may include a written test and demonstrations of individual proficiency.

C. Certificates shall be valid for a period of 5 years from the date of training.

**III. Fire Safety Plan of Procedure for Evacuation: Submission, Implementation.**

A. The process to receive an approved Fire Safety Plan consists of the 3 following essential training elements conducted by persons, institutions or companies approved by the Fire Marshal according to regulations established by the Fire Marshal:

1. Consultation with building's upper management,
2. High-rise certification training class, and
3. A fire drill supervised by persons, institutions or companies approved by the Fire Marshal.

B. The owner, management or designated representative of a high-rise hotel shall **possess** and **maintain** the standard City of Houston, Texas, Fire Safety Plan, approved by the Fire Marshal according to regulations established by the Fire Marshal. The emergency plan shall include the following:

1. Identify the responsible person designated as the "Fire Safety Director" and their duties.
2. List of sufficient alternates shall be provided for each Fire Safety Director and Assistant Directors.
3. Provide approved procedures for reporting unwanted fires and/or fire alarms.
4. Narrative on the Fire Alarm system.



5. Procedures for evacuation.
6. Identify the building fire safety features.
7. Maps with means of egress. A means of egress comprises the vertical and horizontal ways of travel to a public way.
  - a) The maps shall also indicate those Exit/Stair doors through which under emergency conditions, re-entry may be made.
  - b) The locations of all of the following components shall be required on the maps:
    1. Fire Alarm Pull Stations
    2. Fire Extinguishers and Fire Hose Cabinets
    3. Elevator Lobbies
    4. Exit/Stairs Identification

## **RESPONSIBILITIES**

### **I. The Fire Safety Director shall:**

- A. Maintain current Fire Safety Team training records. Records shall be made available to the Fire Marshal upon request.
- B. Notify an on-site management representative who shall be the Acting Fire Safety Director and be capable of directing an evacuation as provided for in the Fire Safety Plan when the Fire Safety Director is not available in the building. The training and related activities of the Acting Fire Safety Director shall be under the direction of the Fire Safety Director. Such activities shall be subject to Fire Department control.
- C. Distribute the applicable parts of the approved Fire Safety Plan to all building management employees and/or contracted employees.
- D. Be familiar with the approved Fire Safety Plan and conduct a fire drill at least **every 6 months**. The Fire Marshal, upon survey of conditions, may require additional drills. A written record of such drills shall be kept on the premises and shall be readily available for Fire Department inspection.
- E. Select, organize, train and supervise qualified Assistant Directors and be responsible for their availability and state of readiness.
- F. Implement an approved training program to provide fire prevention and emergency procedures for, but not limited to, the following persons: the MOD, PBX operators, housekeeping personnel, kitchen personnel, laundry personnel, doormen, building maintenance personnel, security, custodial personnel, and such other specialized personnel the Fire Marshal deems applicable to each building.
  - ◆ Ensure that each employee be familiar with the Fire Safety Plan, the location of Exit/Stairs and the location and operation of any available fire alarm pull stations and any applicable manually operated extinguishing systems.
- G. Be responsible for installation and maintenance of the Fire Depository Box and its contents. ( See Houston Fire Department LSB Standard No. 06, "Fire Depository Boxes" )
  - ◆ Maintain a guest Mobility Impaired List at the front desk and **update it daily**.
- H. Provide facilities and assistance as needed by the Fire Marshal to obtain approval for the Fire Safety Plan.
- I. Ensure that all employees, the PBX operators and the off-site alarm monitoring companies, if applicable, are properly trained in methods of reporting all fires and/or fire alarms to the Fire Department whenever there is a fire of any size and/or fire alarm of any nature.

- J. Notify the general manager when any employee or individual is neglecting their responsibilities contained in the Fire Safety Plan. If the general manager fails to correct the condition, the Fire Safety Director shall notify the Fire Marshal.
- K. Understand the purpose and operation of all the building fire- and life-safety systems.

**II. Assistant Fire Safety Directors.**

- A. Shall be trained in accordance with regulations established by the Fire Marshal.
- B. Duties and responsibilities shall be in accordance with regulations established by the Fire Marshal.
- C. Shall be familiar with the Fire Safety Plan, the location of Exit/Stairs and the location and activation of any available fire alarm systems.

**III. Fire Drills.**

- A. A fire drill shall be conducted at least **every 6 months**.
- B. All occupants of the hotel shall be notified prior to any fire drill.
- C. **All occupants** of the hotel shall participate in the fire drill as required by the Fire Marshal.
- D. The Fire Marshal, upon survey of conditions, may require additional drills.
- E. A written record of such drills shall be kept on the premises and shall be readily available for Fire Department inspection.

## **SPECIAL INSTRUCTIONS ASSISTING THE MOBILITY IMPAIRED**

Persons having any mobility impairment need to be considered prior to any need for evacuation. It is necessary for Front Desk Personnel to notify the Fire Safety Director of any mobility impaired guests that request special assistance in the event of an evacuation. Maintain a current mobility impaired list at the front desk and **update the list daily**.

Mobility-Impaired occupants may require special assistance in the event of a fire. Occupants not requiring assistance should evacuate first. This avoids the possibility of persons in need of assistance being bumped and/or falling down, thus slowing evacuation and/or causing injury. If there is evidence of fire, the person having mobility impairments should be positioned near the Exit/Stair that is located farthest away from the fire. If fire conditions pose personal threat, the person having mobility impairment, and any person assisting, should be positioned within the Exit/Stair and wait for the Fire Department. If fire conditions pose a personal threat in the Exit/Stairs, the mobility-impaired person should be evacuated to a safe location. If the mobility impaired person enters the Exit/Stairs, someone should notify the Fire Department of their location in the Exit/Stairs and that the mobility impaired person requires special assistance with evacuating.

## **PUBLIC ADDRESS ANNOUNCEMENTS**

**I. IN CASE OF FIRE ALARM, RECITE THE FOLLOWING TO THE FLOOR OF ALARM, THE FLOOR ABOVE, AND THE FLOOR BELOW:**

“This is the Building Management, we have an alarm on # \_\_\_ floor.

The Fire Department has been notified.

Floors \_\_\_, \_\_\_, and \_\_\_ please prepare to evacuate by going to the Exit/Stair door.

If there is any evidence of fire, please evacuate the floor to a safe area.”

**II. IN CASE OF FIRE, RECITE THE FOLLOWING TO THE FLOOR OF INCIDENT, THE FLOOR ABOVE, AND THE FLOOR BELOW:**

“This is the Building Management, we have an emergency on # \_\_\_ floor.

The Fire Department has been notified.

Floors \_\_\_, \_\_\_, and \_\_\_ evacuate the floor to a safe area using the Exit/Stairs.”

**NOTE:** The Fire Safety Director and/or the Fire Department will make additional announcements as conditions warrant.

## **FIRE ALARM RECORDING**

- I. English Version:** An alarm has been reported. Please prepare to evacuate by going to the Exit/Stair door. If there is any evidence of fire, evacuate the floor using the Exit/Stairs to a safe area.
  
- II. Spanish Version:** Se ha reportado una alarma. Por favor, prepárense para evacuar yendo a la salida de emergencia o la puerta de las escaleras. Si hay cualquier evidencia de fuego, evacuen el piso a un lugar seguro.

Building Name: \_\_\_\_\_  
Date: \_\_\_\_\_

## **APPENDIX I**

### **FIRE ALARM SYSTEM OPERATIONS**

The following is a narrative of the fire alarm system and its method of operation.

- I. What automatic building features are initiated when:
  - A. One smoke detector in the corridor is activated?
  - B. Second smoke detector is activated in the corridor?
  - C. One smoke detector is activated in the elevator lobby?
  - D. Second smoke detector is activated in the elevator lobby?
  - E. A fire alarm pull station is activated on an above the ground floor?
  - F. A fire alarm pull station is activated on the ground floor?
  - G. How do you activate a general alarm ( alarm tone audible on all floors )?

**APPENDIX II**  
**BUILDING SAFETY FEATURES**

**FIRE COMMAND CENTER**

**COMMUNICATIONS/PA**

**STAIRWELLS**

**CORRIDORS**

**ELECTRONIC LOCKS**

**ELEVATORS**

**HEATING, VENTILATION, AND AIR CONDITIONING**

**SPRINKLER SYSTEM / STANDPIPE**

**EXTINGUISHING SYSTEMS**

**EMERGENCY GENERATOR**

Building Name: \_\_\_\_\_  
Date: \_\_\_\_\_



## APPENDIX III

### ELEVATOR EMERGENCY FIRE SERVICE OPERATION

#### A. Phase I ( Elevator Fire Service Recall )

- ◆ **Key Off:**  
Normal elevator operation
- ◆ **Key On:**  
Recalls elevator to designated recall floor
- ◆ **Key By-Pass or Reset**  
Overrides heat and smoke sensors to allow normal operation

\*\* Specify manual recall procedures. \* If doors close after being recalled, specify how to re-open.

#### B. Phase II ( Elevator Fire Service to Car Operations )

**To operate car:**

\*\* Specify that cab fire service key (Phase Two) must be turned to “ON” to operate elevators.

**To travel to desired floor:**

Explain how to travel to the desired floor. Specify if the first step of this action requires the doors be open or closed.

**To close door:**

Specify how to close doors completely to remain closed.

**To open door:**

Specify how to open doors completely to remain open.

**To hold car at floor:**

Specify how to retain the car at desired floor.

**To cancel floor selection:**

Specify how to cancel the floor selected and/or choose another floor.

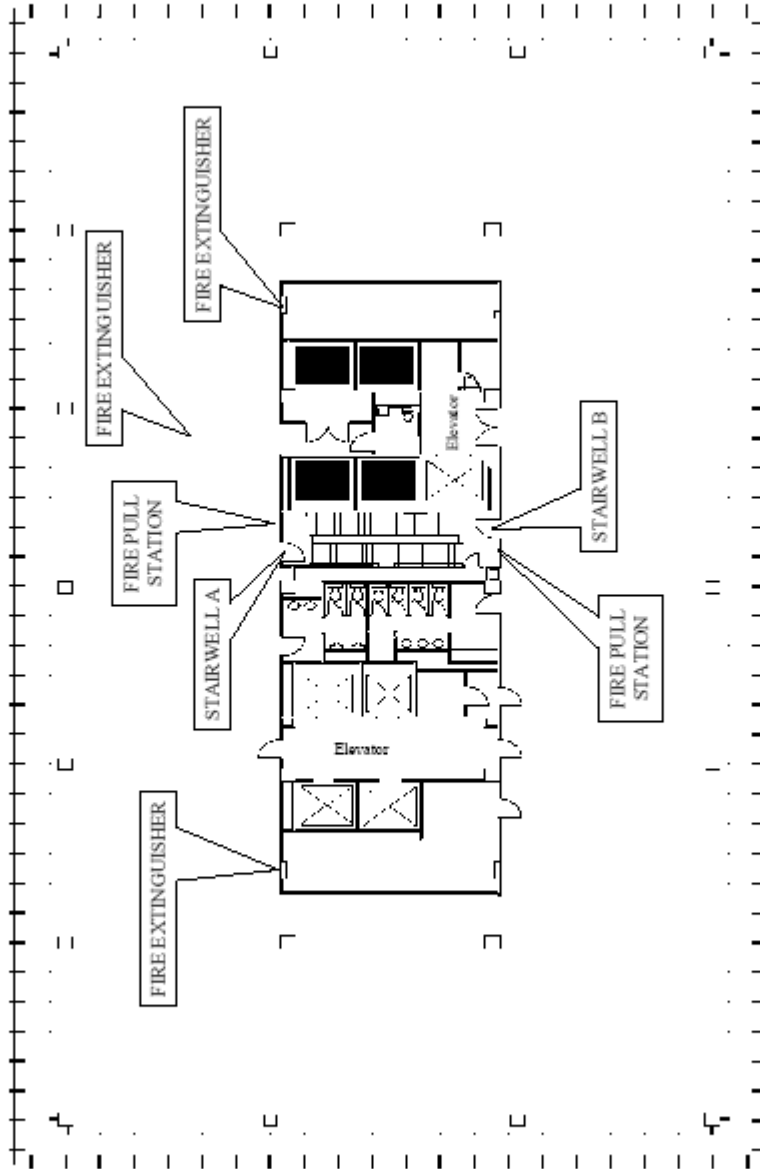
**To return car to designated or alternate landing:**

Specify how to return the car to the recall floor. Specify if a firefighter or other person must accompany the car to the recall floor.

**PROVIDE INSTRUCTIONS FOR EACH ( DIFFERENT ) BANK OF ELEVATORS THAT MAY OPERATE INDEPENDENTLY FROM ANOTHER.**

APPENDIX IV

FLOORS 3 - 12



Re-entry Floors: 2, 4, 5, 7, 8, 9, 13, 15, 16, 18, 19, 20, 24

Building Name: \_\_\_\_\_  
Date: \_\_\_\_\_