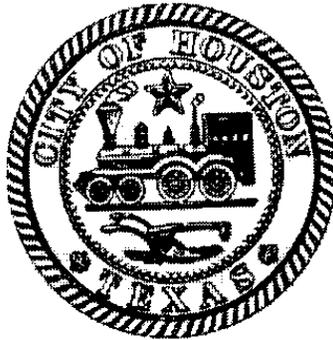


CITY OF HOUSTON

HIGH RISE APARTMENT / LOFTS / CONDOMINIUM

FIRE SAFETY PLAN



DATE

PROPERTY MANAGER

ADDRESS

Houston, TX _____

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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Building Name: _____
Date: _____

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 Fire 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 Apartment / Lofts / Condominium**)
 - 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 Fire 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/Stair door, 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.

Building Name: _____
Date: _____

FIRE SAFETY TEAM ORGANIZATIONAL CHART

FIRE SAFETY DIRECTOR

ASSISTANT FIRE SAFETY DIRECTORS

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 instructions will depend on the individual building. The specific instructions for this building are located in Appendix III and the 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/Stair to use for evacuation on the basis of the location of the fire and any information available. If affected by smoke, an alternate Exit/Stair 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. 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.

Building Name: _____
Date: _____

- e) 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 DIRECTORS

In the event of an unwanted fire or fire alarm:

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

IV. ANSWERING SERVICE

In cases where a building answering service is made aware of a fire or suspected fire situation in a building they should be instructed to:

1. Have the caller immediately notify the fire department by dialing 911.
2. Notify the building Fire Safety Director or some other building emergency contact person of the situation.

The building Fire Safety Director shall ensure that their answering service is provided with up to date emergency contact information at all times.

GENERAL DUTIES

Building Name: _____
Date: _____

I. All owners, managers, employees and residents of high-rise condominiums / lofts / apartments 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 approved plan. The members of the Fire Safety Team shall possess a certificate signed by persons, institutions, or companies approved by the Fire Marshal to do certification training.

- A. The training required 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.
- B. Required training for certification shall be done by persons, institutions or companies approved by the Fire Marshal according to regulations established by the Fire Marshal.
- 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 apartments / lofts / condominium shall **possess** and **maintain** a fire safety plan approved by the Fire Marshal according to regulations established by the Fire Marshal. The fire safety 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.

Building Name: _____
Date: _____

6. Identify the building fire safety features.
7. Maps with means of egress indicated. 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, exit and 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
 5. Re-entry floors

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 shall be capable of directing an evacuation, as provided for in the Fire Safety Plan, when the Fire Safety Director is not on duty 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 approved Fire Safety Plan to all building management employees who are staff and/or contracted personnel, and the residents.
- 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 Fire Safety 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 concierge, housekeeping personnel, kitchen personnel, laundry personnel, doorman, building maintenance personnel, security personnel, custodial personnel, and such other specialized personnel the Fire Marshal deems applicable to each building.

Building Name: _____
 Date: _____

- ◆ Ensure that each employee be familiar with the Fire Safety Plan, the location of all Exit/Stairs and the location and activation 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, including Mobility Impaired Lists. (See Houston Fire Department LSB Standard No. 06, “Fire Depository Boxes”)
- H. Provide facilities and assistance as needed by the Fire Marshal to obtain approval for the Fire Safety Plan.
- I. Ensure that all employees and the off-site fire alarm monitoring companies, if applicable, are properly trained in methods of reporting all unwanted 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. Be responsible for employees performing their responsibilities and duties contained in the Fire Safety Plan.
- K. Understand the purpose and operation of all fire- and life-safety systems located in the building under the control of the building owner or manager.

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 Fire Exit/Stairs and the location and operation of all available fire alarm systems.

III. Fire Drills.

- A. A fire drill shall be conducted at least every 6 months.
- B. Residents of the apartments / lofts / condominium shall be notified prior to any fire drill.
- C. All employees of the building 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

Building Name: _____
Date: _____

Persons having any mobility impairment need to be considered prior to any need for evacuation. It is necessary for the residents to notify the Fire Safety Director of any mobility-impaired person that may wish to have special assistance in the event of an evacuation. A list shall be maintained and updated at least every 6 months or as necessary.

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 A 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 Name: _____
Date: _____

BUILDING SAFETY FEATURES

FIRE COMMAND CENTER

COMMUNICATIONS / PA SYSTEM

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.

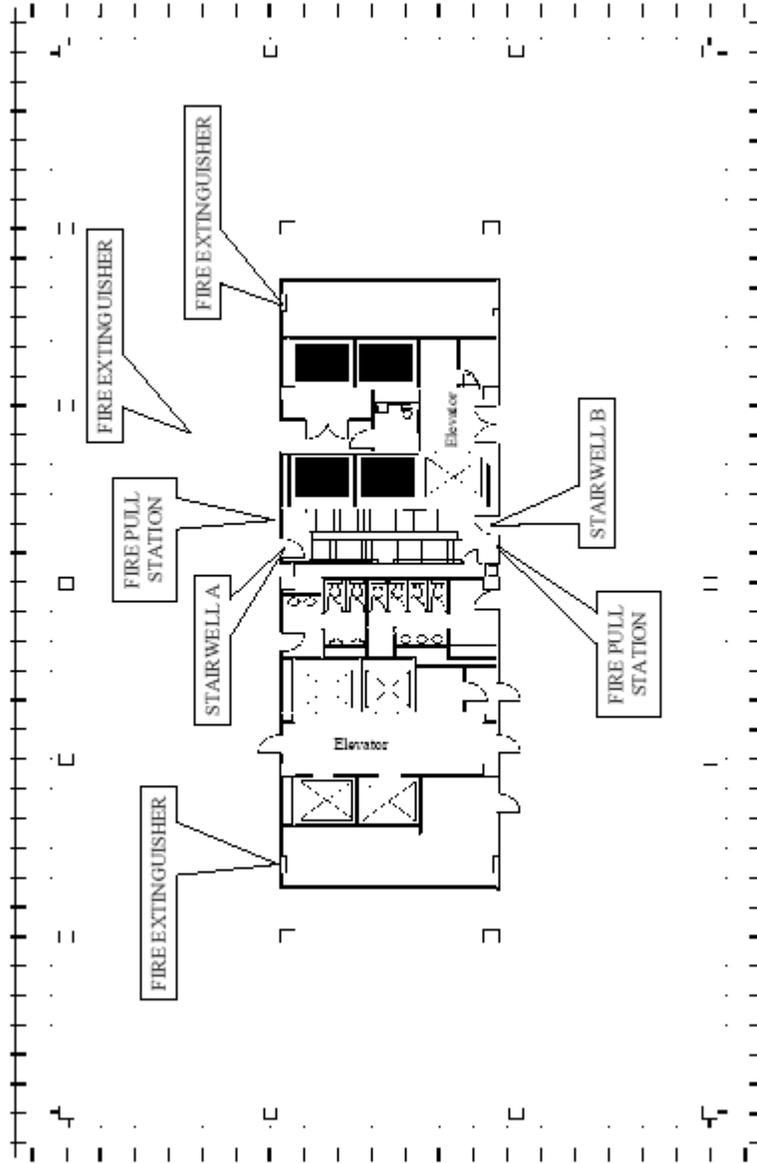
PROVIDE INSTRUCTIONS FOR EACH (DIFFERENT) BANK OF ELEVATORS THAT MAY OPERATE INDEPENDENTLY FROM ANOTHER.

Building Name: _____
Date: _____

HFD LSB Revised **Nov. 20, 2012**
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APPENDIX IV

FLOORS 3 - 12



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