

CITY OF HOUSTON
MID-RISE ATRIUM OFFICE BUILDING
FIRE SAFETY PLAN

DATE

PROPERTY MANAGER

ADDRESS

Houston, TX (Zip Code)

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 See Flames, Or Smell Something Burning, Or Hear A Fire Alarm, IMMEDIATELY:

- Call the Fire Department – Dial: **9-1-1**
- Call the Fire Safety Director – Management: _____ .
- 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 - Management: _____ .

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 Office Building**)
- 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 See 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.

FIRE SAFETY TEAM ORGANIZATIONAL CHART

FIRE SAFETY COORDINATOR

ASSISTANT FIRE SAFETY COORDINATOR

EMERGENCY PROCEDURES

I. FIRE WARDENS

A. All tenants, upon request of the owner, management or designated representative, shall make responsible and dependable employees available for Fire Warden certification training towards approval and implementation of the Fire Safety Plan.

1. A Fire Warden shall be provided for each tenancy per floor. When the floor area of a tenancy exceeds 7,500 square feet of occupiable space, a Warden shall be assigned for each such 7,500 square feet or part thereof.
2. Each floor of a building shall have a minimum of two (2) Fire Wardens.

B. Duties in the event of a fire:

In event of a fire or fire alarm the Fire Warden shall:

1. Ensure that the fire department has been notified immediately whenever there is a fire of any size and / or fire alarm of any nature.
2. Report any known conditions on the fire floor or alarm floor to the fire department upon their arrival.
3. Direct tenants to evacuate the building using the safest exit / stairwell.
 - i. Be familiar with the location of all exits / stairwells and select the safest exit/stairwell to use for fire safety on the basis of the location of the fire and any information available. If affected by smoke, an alternate exit/stairwell shall be selected.
 - ii. Follow instructions given by the fire department.
 - iii. Mobility-Impaired occupants may require special assistance in the event of an evacuation. Occupants not providing or 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. Person(s) having mobility impairments, if unable to safely use the exit stairs, should seek a safe area near the fire exit / stairwell that is located farthest away from the

fire. If fire conditions pose a personal threat, the fire warden or person assisting should enter into the fire exit stairwell with the person(s) needing special assistance and wait for the Fire Department. If fire conditions pose a personal threat in the stairwell, the mobility-impaired person(s) should be evacuated to a safe location. Fire Wardens shall notify the fire department the location of all mobility-impaired occupants that require special assistance.

NOTICE TO ALL FIRE WARDENS - It is your responsibility to inform the Fire Safety Coordinator in the event of vacation, leave of absence, transfer, sickness, etc., in order to make necessary provisions regarding replacements or substitutes.

GENERAL DUTIES

I. This standard shall provide general and specific guidance for all owners, managers and occupants of mid-rise atrium buildings in the event of a fire emergency by applying all applicable provisions of the City of Houston *Fire Code* and *Building Code*, respectively, and this standard.

All mid rise atrium buildings shall comply with all applicable Fire Codes and Building Codes and city ordinances that require alarm or sprinkler retrofit (Appendix I of the Building Code).

Prior to compliance with the above referenced, city ordinance required retrofit deadline, all property management of mid rise atrium buildings shall provide adequate temporary measures to accommodate all fire wardens with a means to alarm the building.

Acceptable measures will include whistles, public address systems, bullhorns, air-horn noise emitting canisters or other temporary measures as approved by the Fire Marshal. Temporary measures shall be universally applied within all mid rise atrium buildings located in the City of Houston.

The use of any such temporary devices will be introduced in training and included in the written Fire Safety Plan, along with the intentions to transition into compliance with the alarm/sprinkler retrofit ordinance. Training in the temporary and alarm/sprinkler retrofit will be determined effective by successful completion of a supervised fire drill by an approved instructor.

II. The Fire Safety Coordinator and Fire Wardens, as specified in the approved safety plan, make up the Fire Safety Team.

The members of the Fire Safety Team shall attend required MET (Mid-rise Evacuation Training) for certification and possess a certificate signed by the Fire Marshal.

SECTION 3 --- SUBMITTING AND IMPLEMENTING A PLAN

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

1. Consultation with property management,
2. MET certification for Fire Safety Coordinators and Fire Wardens;
and
3. A fire drill supervised by persons, institutions or companies approved by the Fire Marshal

B. The property management of any mid-rise atrium building shall possess and maintain a Fire Safety Plan approved by the Fire Marshal according to established regulations by the Fire Marshal and applicable city ordinances.

3.3C. The emergency plan should include the following:

1. Identify the person or persons responsible for maintenance of facilities and personnel required by the plan.
2. Identify the responsible person designated as the “Fire Safety Coordinator” and their duties.
3. List of sufficient alternates shall be provided for each Fire Safety Coordinator and Assistant Coordinators.
4. Provide approved procedures for reporting fires and / or fire alarms.
5. Instructions on the fire alarm system operations.
6. Procedures for fire safety.
7. Identify the building’s fire safety features.
8. Fire drill instructions.
9. Maps with means of egress. A means of egress comprises the vertical and horizontal ways of travel to a public way.
10. The maps shall also indicate those stairwell doors through which under emergency conditions re-entry may be made into the corridor.
11. The locations of any of the following components will be required on the maps:
 - a. Fire Alarm Pull Stations
 - b. Fire Extinguishers and Fire Hose Cabinets
 - c. Elevator Lobbies
 - d. Fire Depository Box
 - e. Emergency Generator
 - f. Fire Alarm Annunciator Panel
 - g. Fire Extinguishing Systems
 - h. Smoke Removal Controls
 - i. Public Address System Panels
 - j. Two-way Communications means
 - k. Fire Command or Central Control Room
 - l. Elevator Fire Service Recall Location
 - m. Stairwell Identification
 - n. Air handlers, Mechanical and Electrical service rooms
 - o. Other Emergency Control or Indicating Systems

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RESPONSIBILITIES

SECTION 4 --- FIRE SAFETY COORDINATOR DUTIES AND RESPONSIBILITIES.

4.1 Maintain records.

Maintain current Fire Safety Team training, fire safety system maintenance records, fire depository box contents and fire drill records. Records shall be made available to the Fire Marshal upon request.

4.2 Notify Acting Safety Coordinator.

Notify a management representative, who shall be the Acting Fire Safety Coordinator and shall be capable of managing and implementing the fire safety plan when the Fire Safety Coordinator is not available. The training and related activities of the Acting Fire Safety Coordinator shall be under the direction of the Fire Safety Coordinator. Such activities shall be subject to fire department control.

4.3 Distribute plans.

Distribute the applicable parts of the approved Fire Safety Plan to all tenants, contracted employees, residents, and property management or contract employees where applicable as applied by approval of the Fire Marshal.

4.4 Conduct Fire Drills.

Be familiar with the approved Fire Safety Plan and conduct a fire drill at least every six (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.

4.5 Implement training program.

Implement an approved training program to provide fire prevention and emergency procedures for, but not limited to, the following person(s): building maintenance personnel, security personnel, custodial personnel, concierge, housekeeping, kitchen personnel, laundry personnel, doorman, manager on duty, PBX operators, and such other specialized personnel the Fire Marshal deems applicable to each building. Provide the instruction and materials to enable each employee to be familiar with the Fire Safety Plan, the location of exits, and the location and activation of any approved alarm device and fire alarm pull stations when applicable.

4.6 Fire Depository Box (FDB).

Be responsible for installation and maintenance of the FDB and its contents. See LSB Standard 06, "Fire Depository Boxes".

4.7 Fire safety Assistance List (Hotels).

Maintain a current guest Fire Safety Assistance List at the front desk and **update it daily.**

4.8 Assist the Fire Marshal.

Provide facilities and assistance as needed by the Fire Marshal to obtain approval for the Fire Safety Plan.

4.9 Method for reporting fires by telephone

The Fire Safety Coordinator shall instruct PBX operators, off-site alarm monitoring companies and answering services, on how to properly notify the Houston Fire Department when a fire, the smell of smoke, or a fire alarm is reported to them. PBX operators, off-site alarm monitoring companies and answering services outside of the local City of Houston/Harris County "9-1-1" service area shall call the Houston Fire Department Office of Emergency Communications emergency telephone number (713-884-3143).

On-site callers may dial 9-1-1, to report an emergency.

4.10 Individuals neglecting responsibilities.

Notify the tenant when any employee of the tenant or individual is neglecting their responsibilities contained in the Fire Safety Plan. If the tenant fails to correct the condition, the owner or person in charge of the building shall notify the Fire Marshal.

4.11 Fire and Life-Safety systems.

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.

4.12 Training.

Shall be trained in accordance with regulations established by the Fire Marshal.

4.13 Duties.

Duties and responsibilities shall be in accordance with regulations established by the Fire Marshal.

4.14 Fire and life-safety plan.

Shall be familiar with the Fire Safety Plan, the location of exits and the location and operation of all available fire alarm systems.

SECTION 5 --- TENANTS DUTIES AND RESPONSIBILITIES

5.1 Complying with approved Fire Safety Plan.

Each tenant shall be required to comply with the approved Fire Safety Plan.

5.2 Availability of Fire Wardens.

A. All tenants, upon request of the owner, management or designated representative, shall make responsible and dependable employees available for Fire Warden certification training towards approval and implementation of the Fire Safety Plan.

1. A Fire Warden shall be provided for each tenancy per floor. When the floor area of a tenancy exceeds 7,500 square feet of occupiable space, a Warden shall be assigned for each such 7,500 square feet or part thereof.
2. Each floor of a building shall have a minimum of two (2) Fire Wardens.

B. The applicable parts of the approved Fire Safety Plan shall be distributed by the tenants to all their employees.

C. Advise the Fire Safety Coordinator of any occupants that may need special assistance in fire safety so that the Mobility Impaired List can be updated in the Fire Depository Box (FDB).

FIRE DRILLS

6.1 Frequency.

A fire drill shall be conducted at least every six (6) months.

6.2 Notification.

All occupants shall be notified prior to the fire drill.

6.3 Participants.

When fire drills are conducted, all persons who are subject to the fire drill shall participate in the drill.

6.4 Additional fire drills.

The Fire Marshal, upon survey of conditions, may require additional drills.

6.5 Fire Drill records.

A written record of such drills shall be kept on the premises and shall be readily available for Fire Marshal's inspection.

**SPECIAL INSTRUCTIONS - ASSISTING THE MOBILITY
IMPAIRED**

Mobility-Impaired occupants may require special assistance in the event of an evacuation. Occupants not providing or 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. Person(s) having mobility impairments, if unable to safely use the exit stairs, should seek a safe area near the fire exit / stairwell that is located farthest away from the fire. If fire conditions pose a personal threat, the fire warden or person assisting should enter into the fire exit stairwell with the person(s) needing special assistance and wait for the Fire Department. If fire conditions pose a personal threat in the stairwell, the mobility-impaired person(s) should be evacuated to a safe location. Fire Wardens shall notify the fire department the location of all mobility-impaired occupants that require special assistance.

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.

Please evacuate the building to a safe area using the Exit/Stairs”.

- 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.

Please evacuate the building using the Exit/Stairs”.

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

FIRE ALARM RECORDING

- I. **English Version:** An alarm has been reported. Please evacuate by using the Exit/Stairs to a safe area outside the building.
- II. **Spanish Version:** Se ha reportado una alarma. Por favor, prepárese 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.

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

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
CERTIFIED FIRE WARDENS

FLOOR 1
SUITE # Certified COMPANY NAMES PHONE NUMBERS

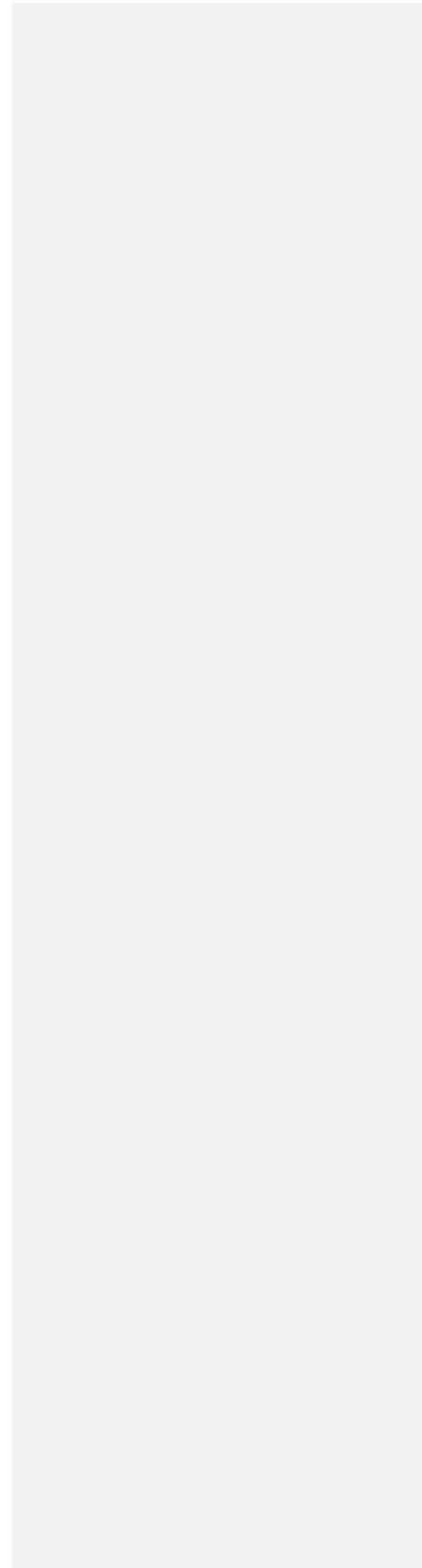
Date

FLOOR 2
SUITE # COMPANY NAMES PHONE NUMBERS

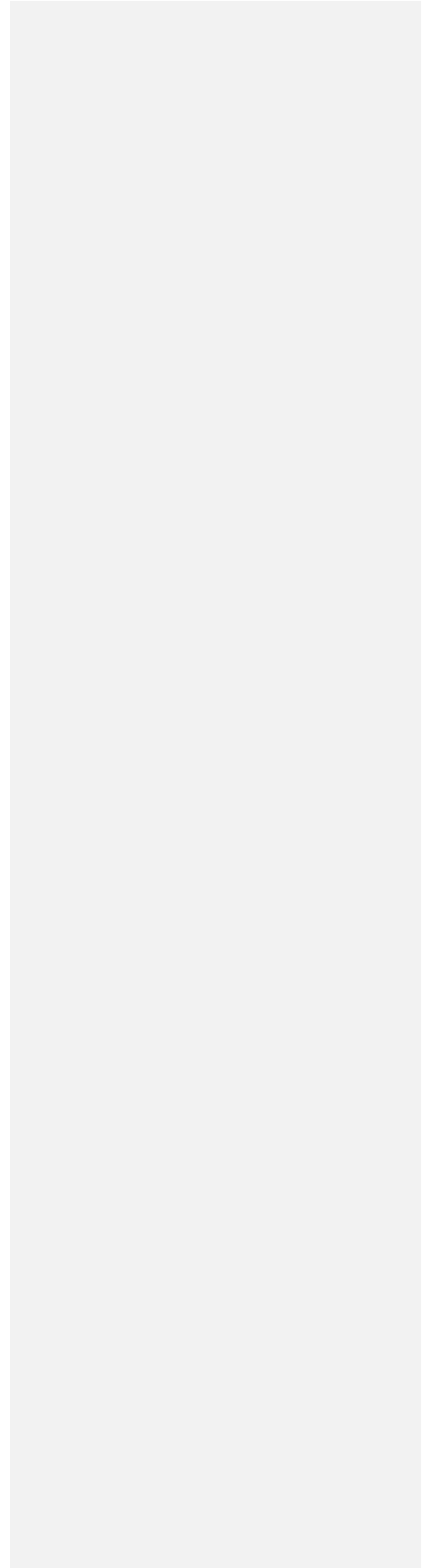
FLOOR 3
SUITE # COMPANY NAMES PHONE NUMBERS

FLOOR 4
SUITE # COMPANY NAMES PHONE NUMBERS

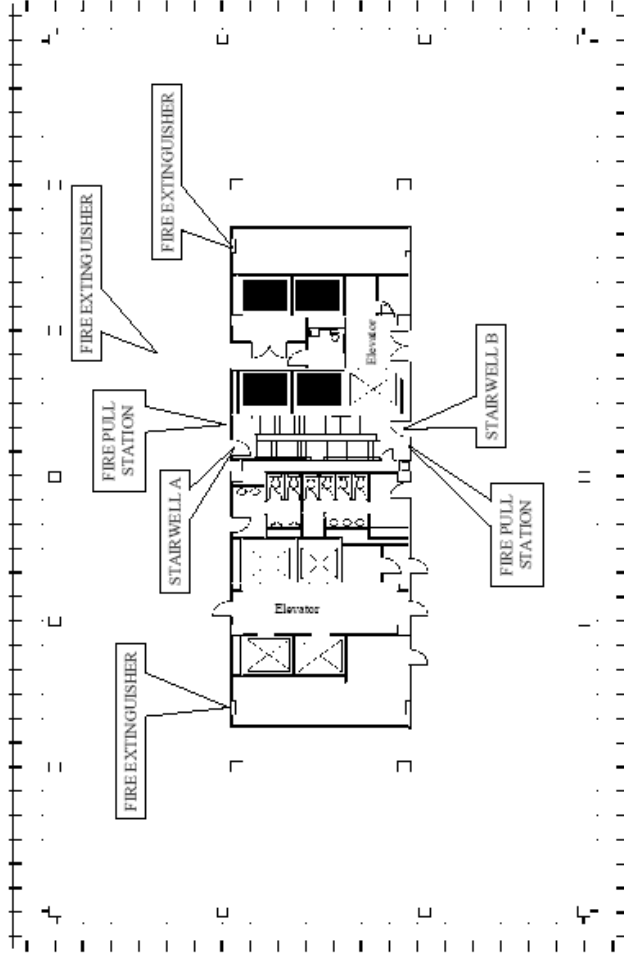
ETC. ..



APPENDIX V



FLOORS 3 - 12



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