



### High-rise Fire Event Letter

To Whom It May Concern:

In the event of a fire in your high-rise building, the Life Safety Bureau may send a high-rise Inspector and/or a high-rise Evacuation Training Instructor to visit your facility. The visit will be to obtain follow-up information pertaining to the fire event and actions taken by property management and tenants during the fire incident. Some of the information that will be required from the owner/property management will include but not limited to the following:

1. Make available the latest fire safety plan that was approved by the Fire Marshal and his letter of approval.
2. Make available records showing that all building management employees who are staff and/or contracted, fire wardens, tenants or residents have received the applicable parts of the Fire Marshal approved Fire Safety Plan as required by the Fire Code.
3. Make available the semi-annual Fire Drill records for the last year.
4. Make available training records for all property management or contracted employees who are building staff documenting that they have received training as required by the Fire Code and Fire Marshal approved Fire Safety Plan.
5. Provide a current Fire Warden list that shows the fire wardens name, suite and date of certification.
6. Provide required training records, with dates and type of training given, for individuals who will assist the fire department in event of a fire or fire alarm, documenting that they have been trained to understand the purpose and operation of all the building's fire and life-safety systems under their control.
7. Make available documentation that required monthly tests of the Emergency Elevator Fire Service Operations (Phase I Recall and Phase II Firefighters Fire Service in the cars) and elevator in-car communications system have been conducted for all the building's elevators for the previous 12 months. Provide the Annual Operating Permit for elevators issued by the City of Houston Elevator Inspection Department.
8. Make available documentation of all current annual inspections for the building's Life Safety Systems and fire permits.

The above documentation is required by the City of Houston Fire Code and in accordance the Fire Safety Plan. Failure to provide the above described records or documentation may result in fire code citation issued to all involved persons for each violation found (minimum fine \$500, maximum fine \$2000, per violation per day).

**R. W. Galvan**

Fire Marshal