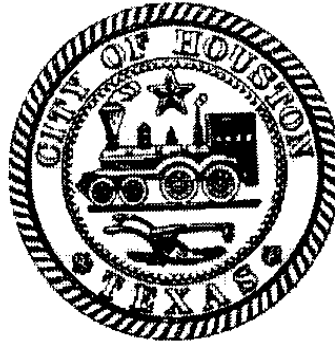


**CITY OF HOUSTON**  
**HIGH-RISE OFFICE BUILDING**  
**FIRE SAFETY PLAN**



---

DATE

---

PROPERTY MANAGER

---

ADDRESS

Houston, TX 77005

---

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.

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

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# FIRE SAFETY TEAM ORGANIZATIONAL CHART

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FIRE SAFETY DIRECTOR

ASSISTANT FIRE SAFETY DIRECTORS

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FIRE WARDENS

See page # 6

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 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 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.

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

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- 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, Fire Warden or any other 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 Fire Safety Plan.
- B. In the absence of the Fire Safety Director, assume the full duties and the responsibilities of that position.

## III. 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:

- A. Have the caller immediately notify the fire department by dialing 911.
- B. 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.

## IV. FIRE WARDENS

- A. Each floor of a building shall be under the direction of the Fire Wardens for the evacuation of occupants in the event of an unwanted fire or fire alarm, where applicable.
- B. Each Fire Warden shall be familiar with the Fire Safety Plan, the location of Exits/Stairs and the location of, and how to activate, the fire alarm.
- C. In the event of an unwanted fire or fire alarm the Fire Warden, **when it can be done safely**, shall:
  - 1. Notify the Fire Department, as specified in the approved Fire Safety Plan.

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

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2. **When it can be done safely**, should see that other occupants are notified of the fire or fire alarm, and should instruct occupants as per the Fire Safety Plan. If fire conditions do pose a personal threat, The Fire Warden should activate the fire alarm pull station and evacuate to a safe location.
3. Direct the evacuation of the floor in accordance with directions received and the following guidelines:
  - (a) The Fire Warden shall select the Exit/Stairs furthest away from the fire to use, on the basis of the location of the fire and any information received. If Exit/Stairs is affected by smoke, an alternate Exit/Stairs shall be selected. If fire conditions do pose a personal threat, The Fire Warden should activate the fire alarm pull station and evacuate to a safe location.
  - (b) The priority floors for immediate evacuation are the fire floor, one floor above and one floor below the fire. 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. In the event of a fire alarm only, the minimum procedures are to prepare to evacuate by relocating occupants to the nearest Exit/Stair door.
  - (c) Relocation and reentry into the building at least 3 or more floors below the fire floor is generally adequate.
  - (d) Fire Wardens on the fire floor shall, as soon as practical, notify the Fire Safety Director of the conditions on that floor.
  - (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, Fire Warden or any other 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.

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

## GENERAL DUTIES

I. All owners, managers and tenants of high-rise buildings 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 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 building shall **possess** and **maintain** only 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 all unwanted fires and/or fire alarms.
  4. Narrative on the Fire Alarm system.
  5. Procedures for evacuation.
  6. Identify the building fire safety features.

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

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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, 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 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 approved Fire Safety Plan to all tenants, Fire Wardens and building management employees who are staff and/or contracted personnel.
- 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 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 all building management employees who are staff and/or contracted personnel.
  - ◆ Ensure that each employee be familiar with the Fire Safety Plan, the location of Exit/Stairs and the location and activation of any available fire alarm pull stations.

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

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- 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. The building manager or owner of a high-rise office building, who has employed or contracted with an answering service, shall provide instructions to the answering service located within the City of Houston/Harris County “9-1-1” service area to call **9-1-1** when any unwanted fire, the smell of smoke, or a fire alarm is reported to them.  
 Answering services outside of the City of Houston/Harris County “9-1-1” service area shall call the Houston Fire Department Office of Emergency Communications telephone number: **713-884-3143**.  
 Answering services shall instruct the caller that, from a safe place, to dial **9-1-1**, to report the fire conditions to the Fire Department as well.
- J. Notify the tenant when any employee of the tenant or individual is neglecting their responsibilities stated 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.
- 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. Answering Service**

- A. Answering services within the City of Houston/Harris County “9-1-1” service area shall notify the Fire Department by calling **9-1-1** when any unwanted fire, or sight or smell of smoke, or flames, and/or hear any fire alarm is reported.
- B. Answering services outside of the City of Houston/Harris County “9-1-1” service area shall call the Houston Fire Department Office of Emergency Communications telephone number, **713-884-3143**. Answering services shall instruct the caller who is reporting any unwanted fire, or sight or smell of smoke, or flames, and/or hear any fire alarm, to dial **9-1-1** from a safe location to report the conditions to the Fire Department as well.

**III. Fire Wardens**

- A. Each floor of a building shall be under the direction of the certified Fire Wardens for the evacuation of occupants when it can be done safely in the event of a fire and/or fire alarm.
- B. Each Fire Warden shall be familiar with the Fire Marshal approved Fire Safety Plan, the location of Exit/Stairs and the location and operation of any available fire alarm systems.

**IV. 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.

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

- 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.

**V. Tenants**

- A. Each tenant shall be required to comply with the Fire Marshal approved Fire Safety Plan.
- B. Upon the request of the building owner, manager or designated representative, the tenants shall provide certified Fire Wardens. Tenants shall make responsible and dependable employees available for high-rise certification training towards approval and implementation of the Fire Safety Plan.
  - 1. A certified 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 certified 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 2 certified Fire Wardens, even if there less than 7,500 sq. ft occupied on the floor.
- C. The Fire Marshal approved Fire Safety Plan shall be distributed by the tenants to all their employees.
- D. Advise the Fire Safety Director of any employees that may wish to have special assistance in evacuation so that the building's Mobility-Impaired List can be updated in the building's Fire Depository Box.

## **FIRE DRILLS**

- I. A fire drill shall be conducted at least **every 6 months**.
- II. All occupants shall be notified prior to the fire drill.
- III. **All occupants** of the building shall participate in the fire drill as required by the Fire Marshal.
- IV. The Fire Marshal, upon survey of conditions, may require additional drills.
- V. 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 tenants and mobility-impaired persons 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 must 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, Fire Warden or any other 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.

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

## 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: \_\_\_\_\_

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## **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: \_\_\_\_\_

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## 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:**

Fire service key ( Phase Two ) must be turned to "ON" to operate elevators.

**To travel to desired floor:**

With Doors open, Push the "Door Close" button until the doors are closed. Push and hold the desired floor button to travel to the floor.

**To close door:**

Push the "Door Close" button until the doors are closed.

**To open door:**

To open doors, Push "Door Open" button until doors are fully open.

**To hold car at floor:**

Turn the Phase II key to the "Hold" position with doors open.

**To cancel floor selection: Press the "Call Cancel" button.**

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

With doors open turn the Phase II key to the "OFF" position.

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

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

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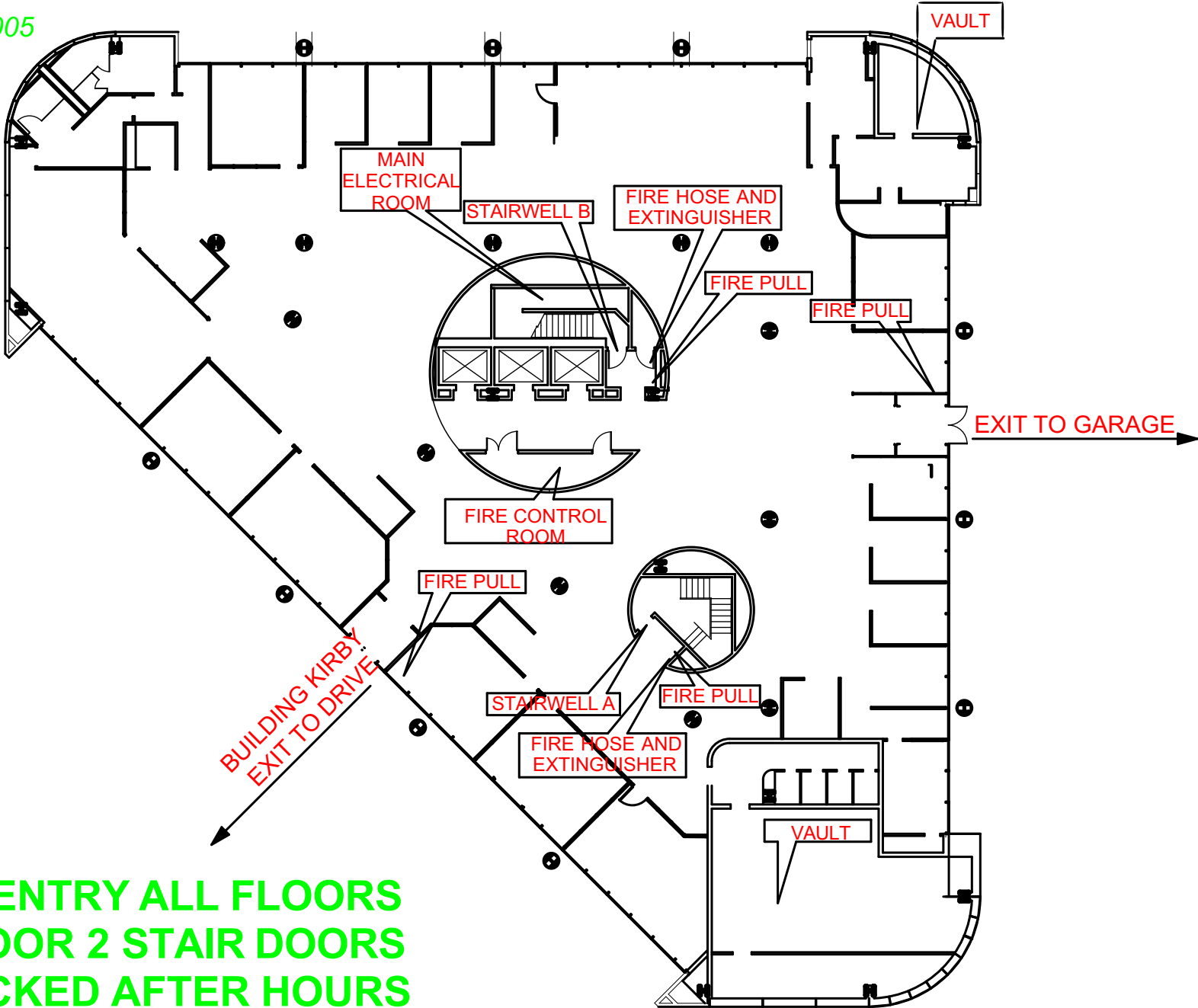
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# IBC Plaza

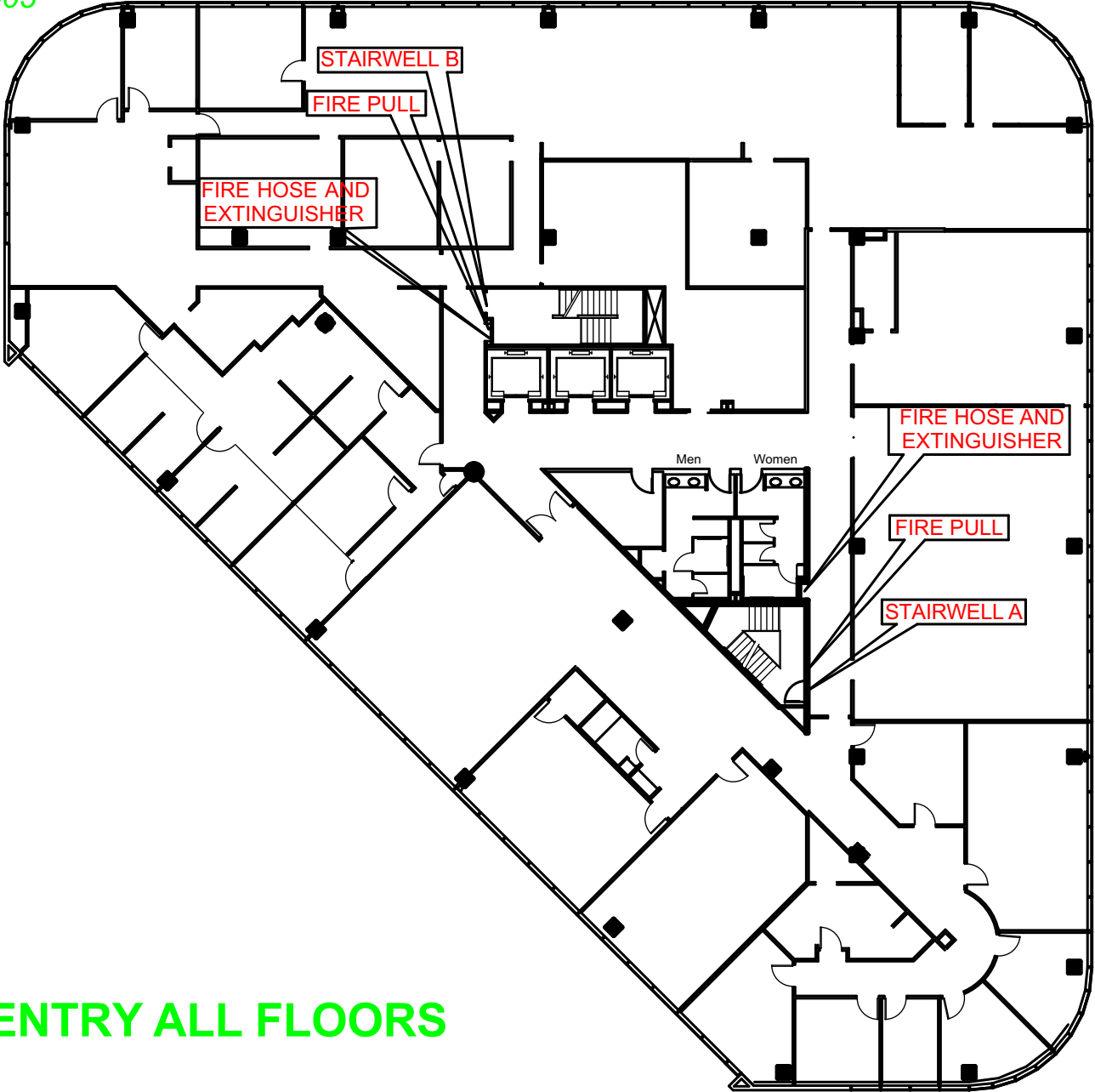
# Level 1

5615 Kirby Drive  
Houston, TX 77005



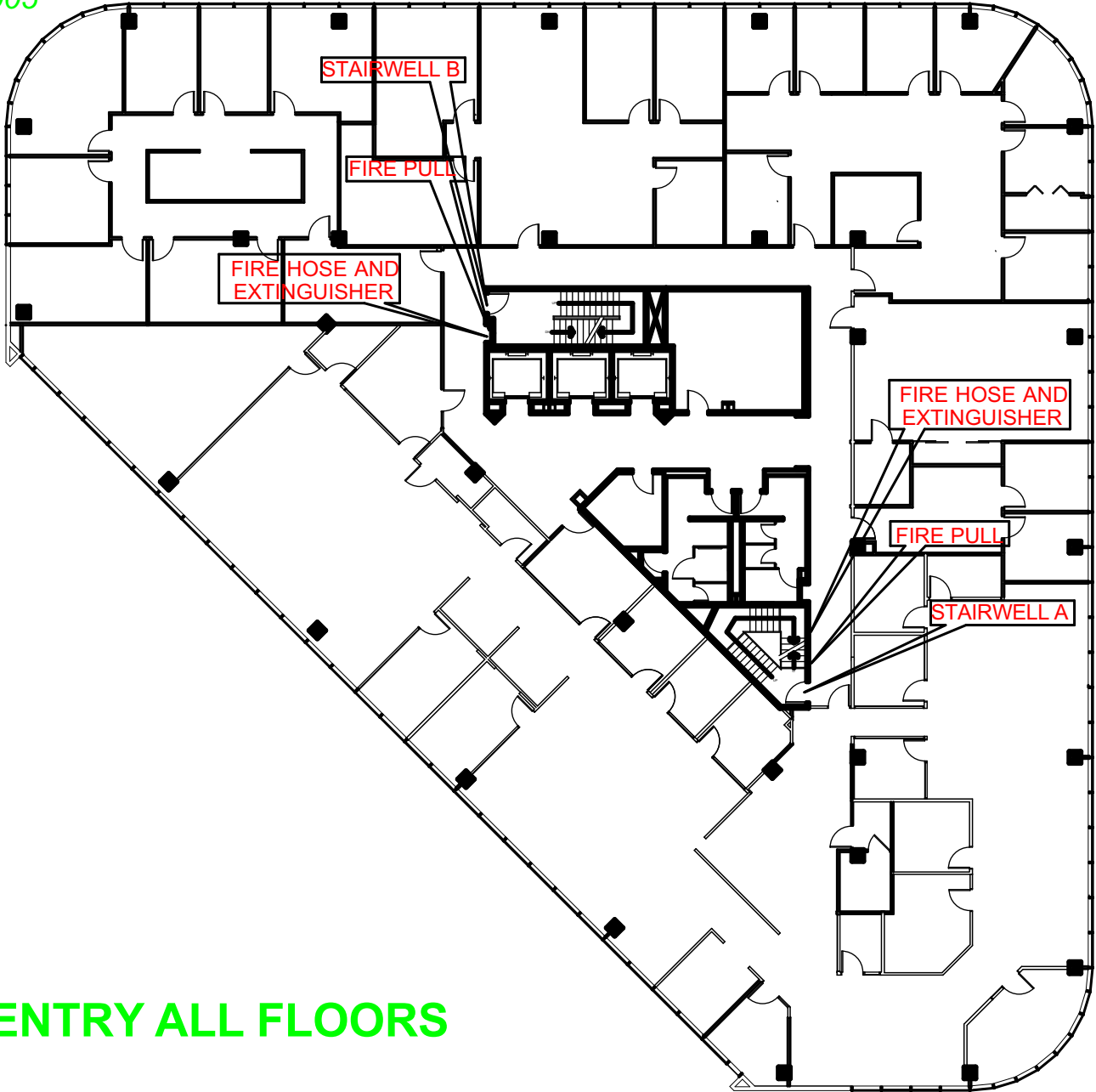
**REENTRY ALL FLOORS  
FLOOR 2 STAIR DOORS  
LOCKED AFTER HOURS**

5615 Kirby Drive  
Houston, TX 77005



**REENTRY ALL FLOORS**

5615 Kirby Drive  
Houston, TX 77005

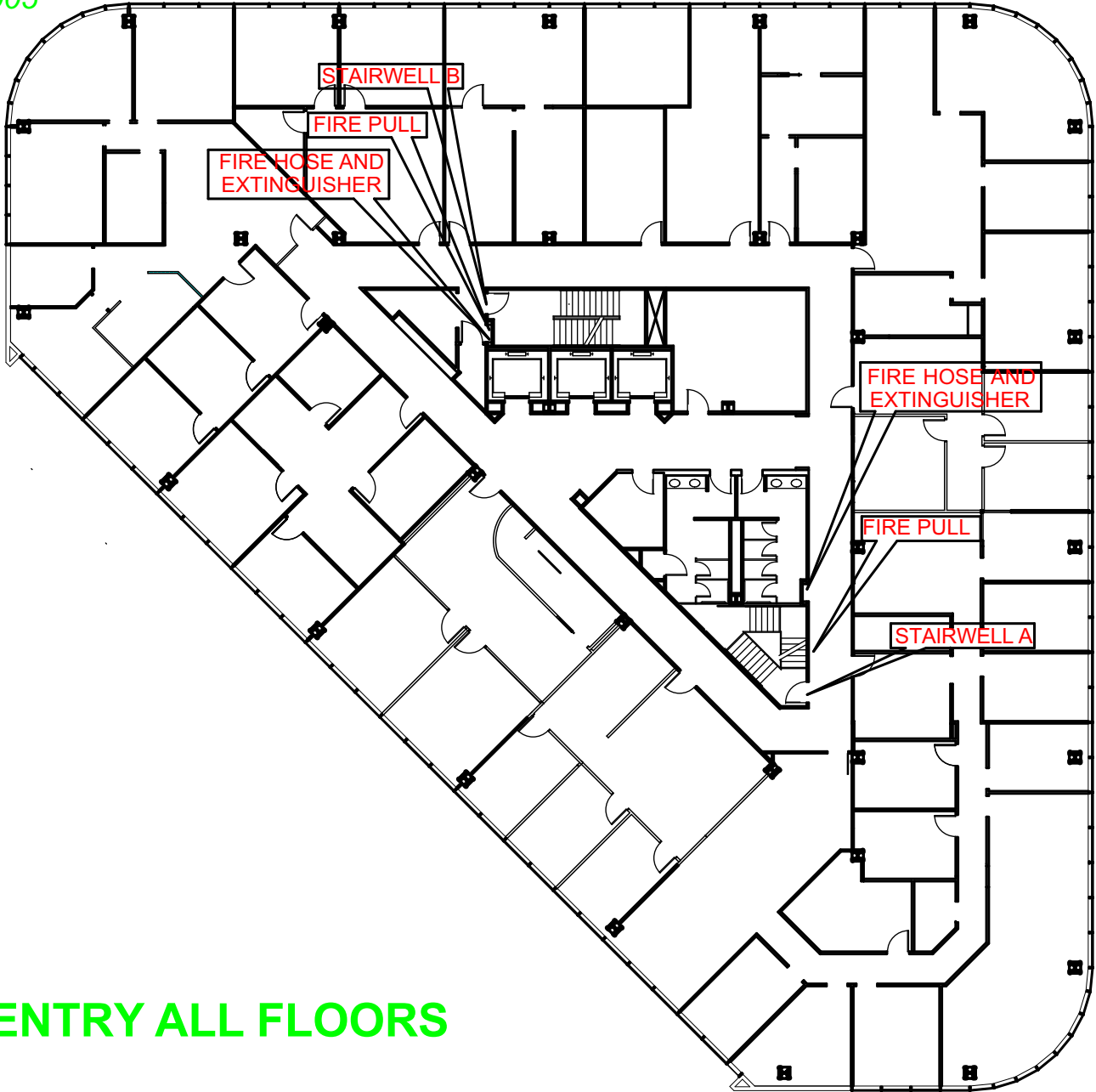


**REENTRY ALL FLOORS**

# IBC Plaza

# Level 4

5615 Kirby Drive  
Houston, TX 77005



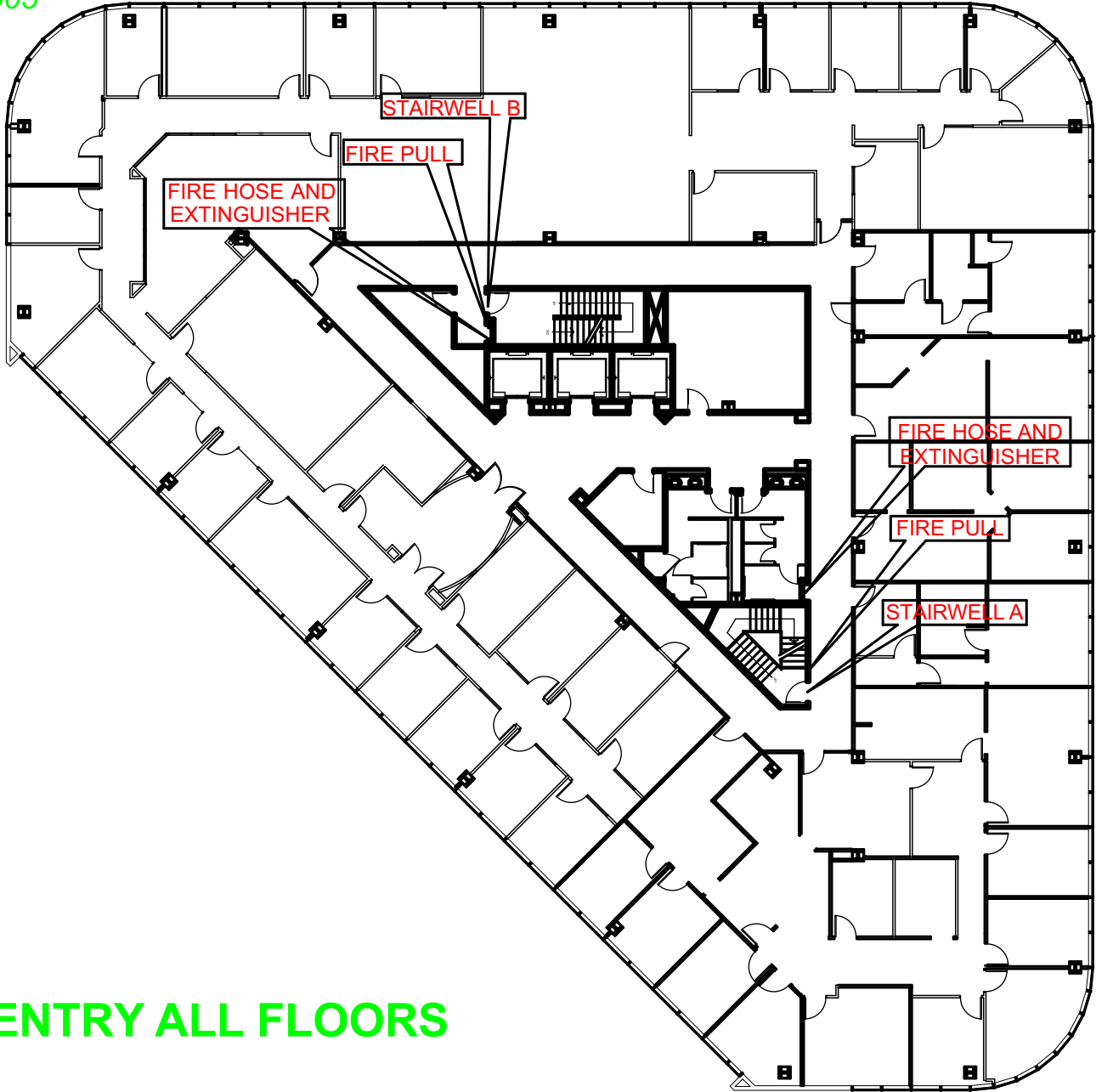
**REENTRY ALL FLOORS**



# IBC Plaza

# Level 5

5615 Kirby Drive  
Houston, TX 77005

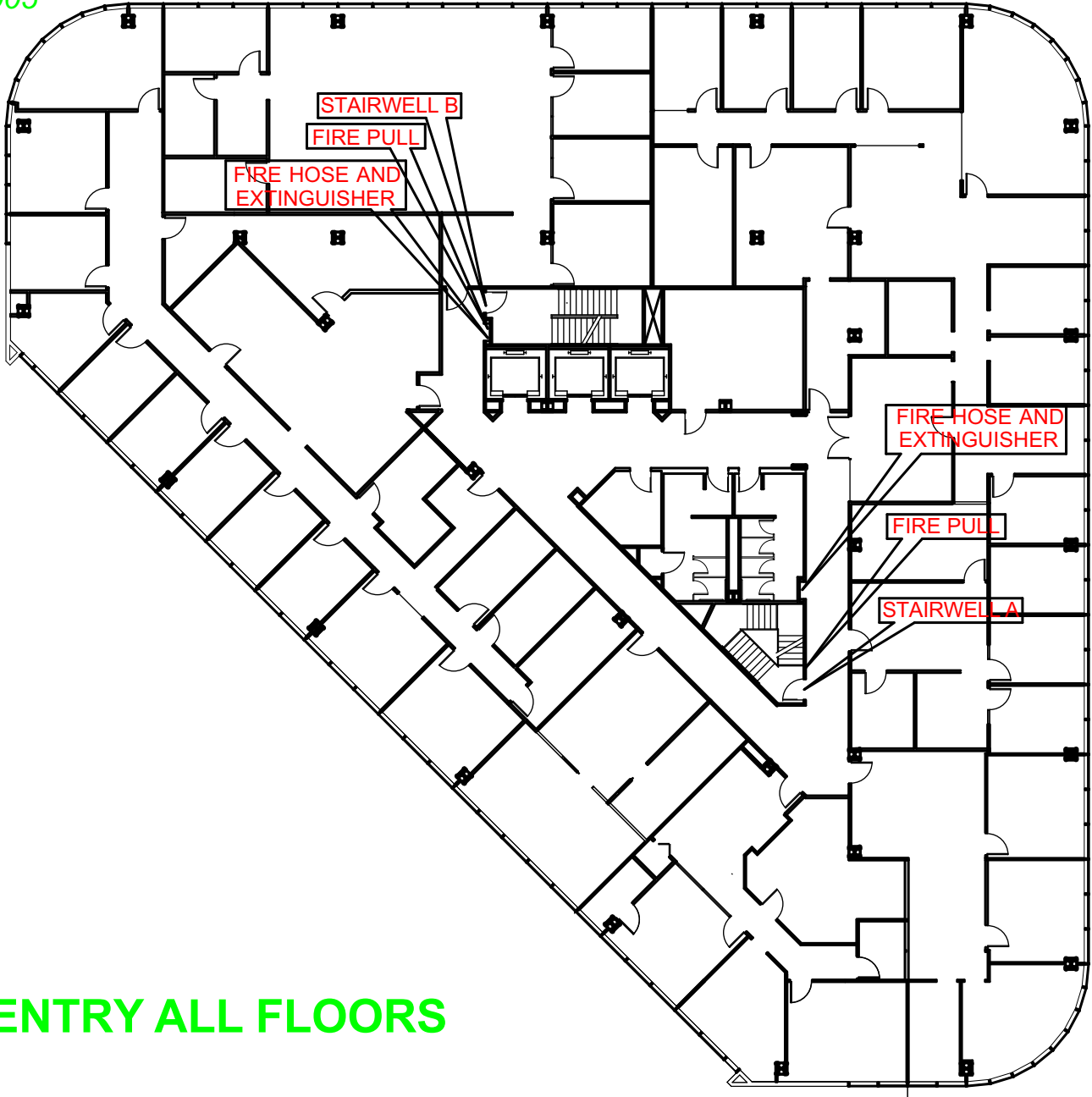


**REENTRY ALL FLOORS**

# IBC Plaza

# Level 6

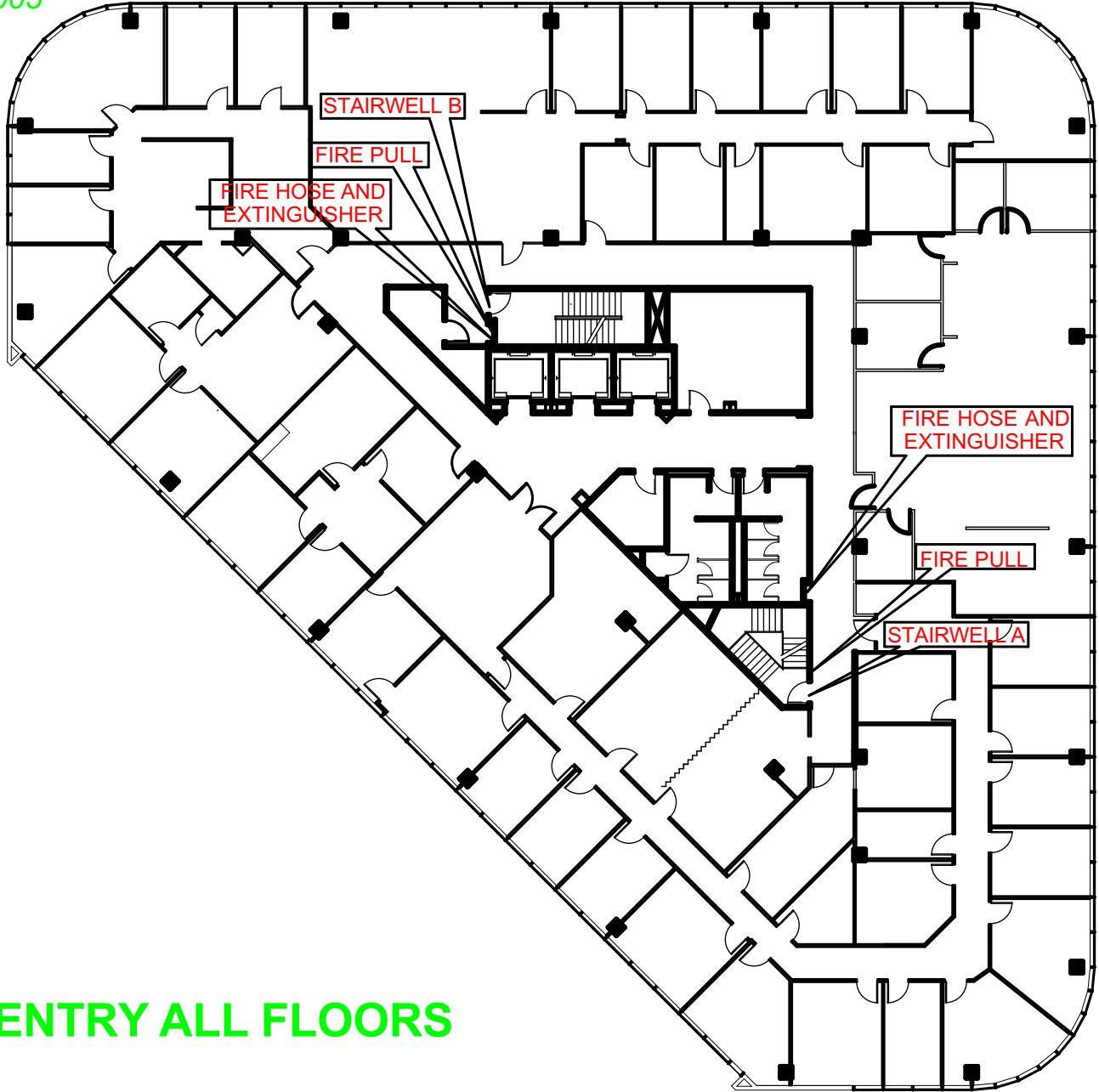
5615 Kirby Drive  
Houston, TX 77005



**REENTRY ALL FLOORS**

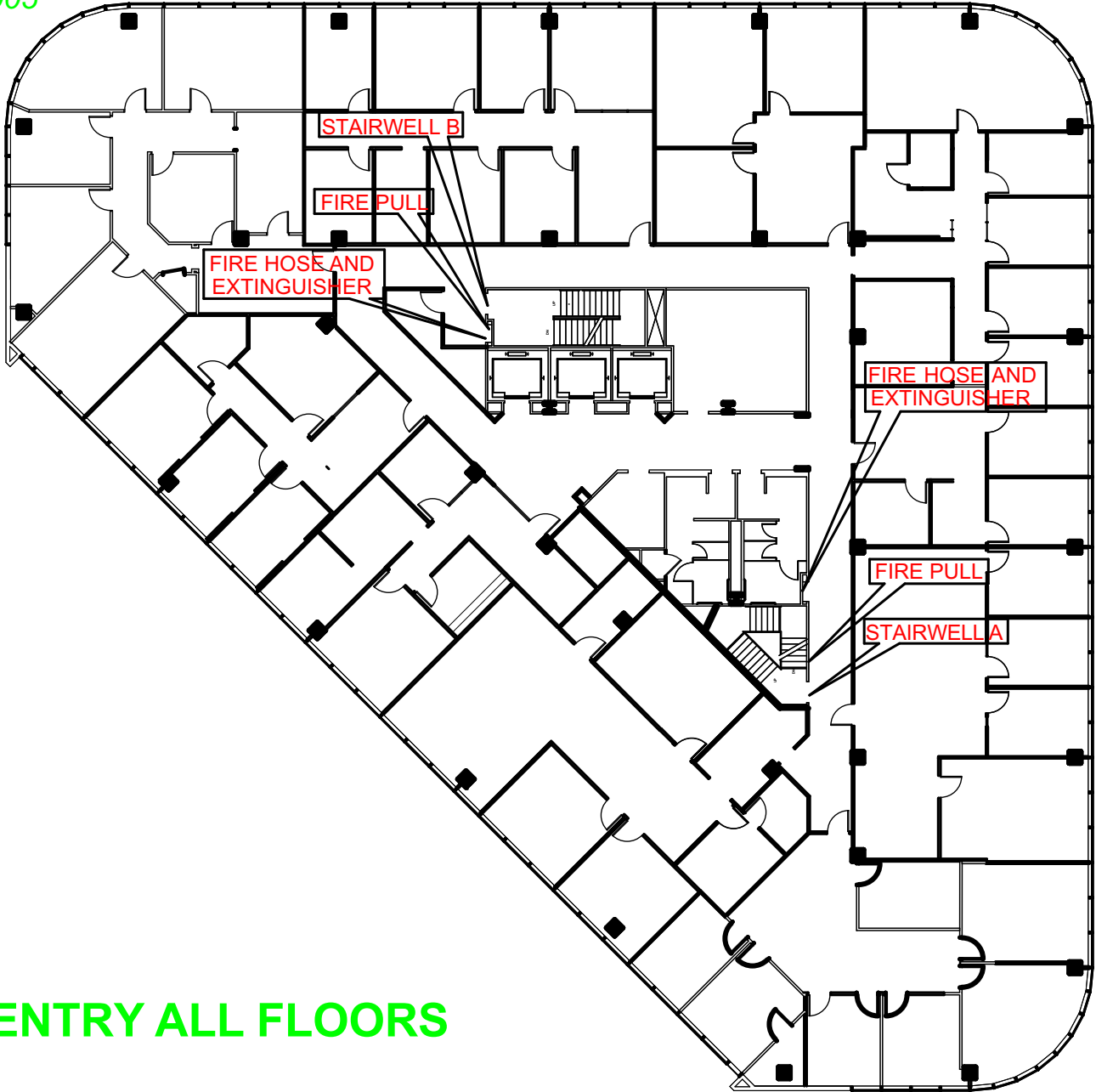


5615 Kirby Drive  
Houston, TX 77005



**REENTRY ALL FLOORS**

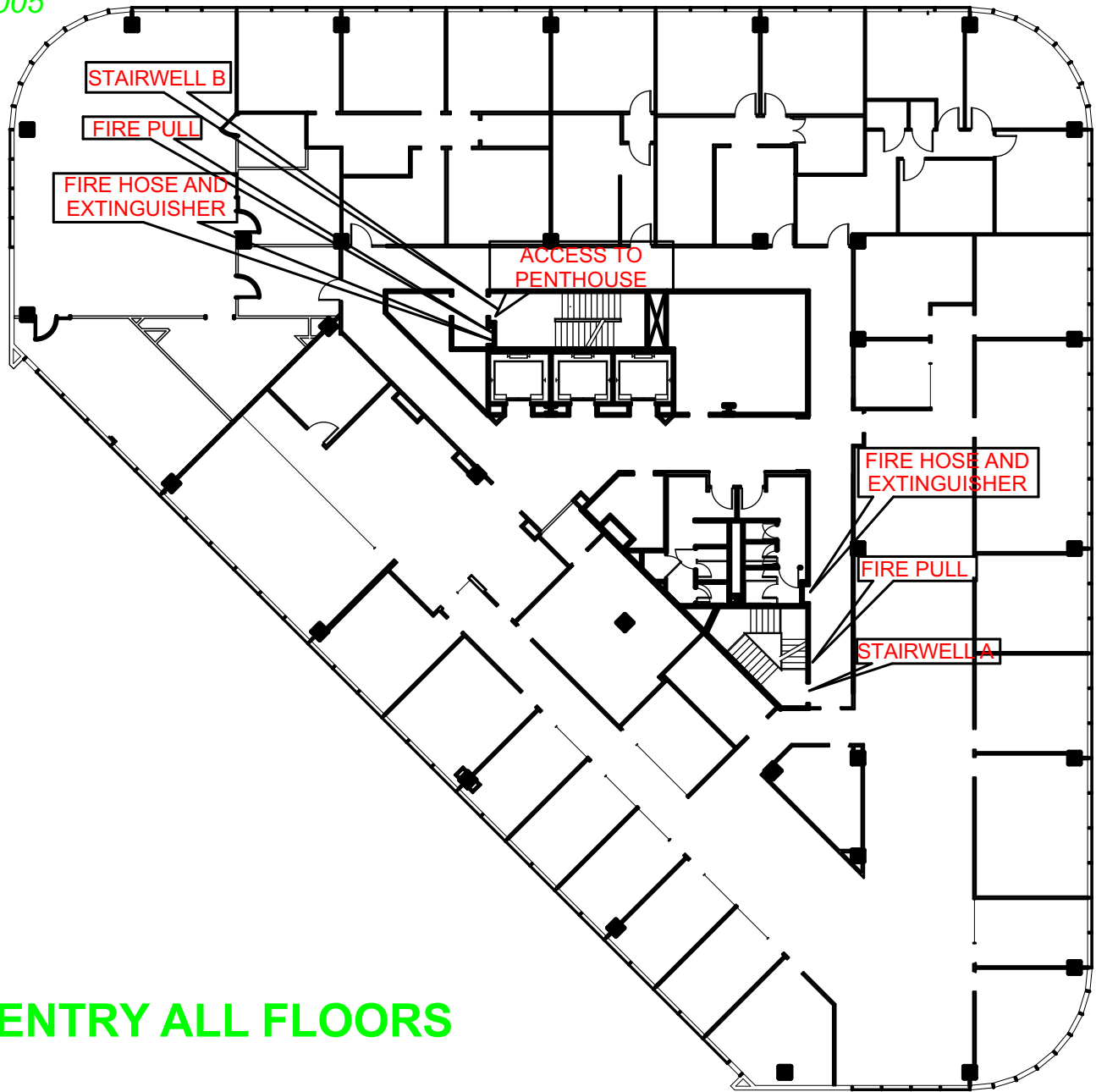
5615 Kirby Drive  
Houston, TX 77005



**REENTRY ALL FLOORS**



5615 Kirby Drive  
Houston, TX 77005



**REENTRY ALL FLOORS**