

GUIDELINES FOR EMERGENCY PLANNING AND PREPAREDNESS



Hotel/Motel



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This document shall apply to all Group R-1 occupancies.

GENERAL

Scope – Reporting of emergencies, coordination with emergency response forces, emergency plans and procedures for managing or responding to emergencies shall comply with the provisions of this section.

Exception: Firms that have approved on-premises firefighting organizations and that are in compliance with approved procedures for fire reporting.

Approval – Where required by this code, fire safety plans, emergency procedures and employee training programs shall be approved by the fire code official.

Emergency Responder Notification – Notification of emergency responders shall be in accordance with the following:

- **Fire events** - In the event an unwanted fire occurs on a property, the owner or occupant shall immediately report such condition to the fire department.
- **Alarm activations** - Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department.
- **Delayed notification** - A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.

Required Plan Implementation - In the event an unwanted fire is detected in a building or a fire alarm activates, the emergency plan shall be implemented. It is important that the emergency plan is implemented for all alarm activations. If it is determined that it is a false alarm, the emergency plan can be stopped at that time. Do not delay implementation of the emergency plan while someone investigates the nature of the fire alarm.

Making False Report - A person shall not intentionally give, signal or transmit a false alarm. Multiple false alarm activations will be investigated to determine the cause of the alarms and will be handled according to the appropriate procedures.

Emergency Evacuation Drills - The sounding of a fire alarm signal and the carrying out of an emergency evacuation drill in accordance with this document shall be allowed.

Unplanned Evacuation - Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required evacuation drill.

Interference With Fire Department Operations - It shall be unlawful to interfere with, attempt to interfere with, conspire to interfere with, obstruct or restrict the mobility of or block the path of travel of a fire department emergency vehicle in any way, or to interfere with, attempt to interfere with, conspire to interfere with, obstruct or hamper any fire department operation.

DEFINITIONS

Group R-1 Residential occupancies containing sleeping units where the occupants are primarily transient in nature, including:

- Boarding houses (transient)
 - Hotels (transient)
 - Motels (transient)
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FIRE SAFETY & EVACUATION PLANS



Fire Evacuation Plans shall include the following information:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
4. Procedures for accounting for employees and occupants after evacuation has been completed.
5. Identification and assignment of personnel responsible for rescue or emergency medical aid.
6. The preferred and any alternative means of notifying occupants of a fire or emergency.
7. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
8. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
9. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

Fire Safety Plans shall include the following information:

1. The procedure for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, relocating or evacuating occupants, including occupants who need assistance.
3. Site plans indicating the following:
 - a. The occupancy assembly point.
 - b. The locations of fire hydrants.
 - c. The normal routes of fire department vehicle access.
4. Floor plans identifying the locations of the following:
 - a. Exits.
 - b. Primary evacuation routes.
 - c. Secondary evacuation routes.
 - d. Accessible egress routes.
 - e. Areas of refuge.
 - f. Exterior areas for assisted rescue.
 - g. Manual fire alarm boxes.
 - h. Portable fire extinguishers.
 - i. Occupant-use hose stations.
 - j. Fire alarm annunciators and controls.
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.

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6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

Lockdown - An emergency situation, in other than a Group I-3 occupancy, requiring that the occupants be sheltered and secured in place within a building when normal evacuation would put occupants at risk.

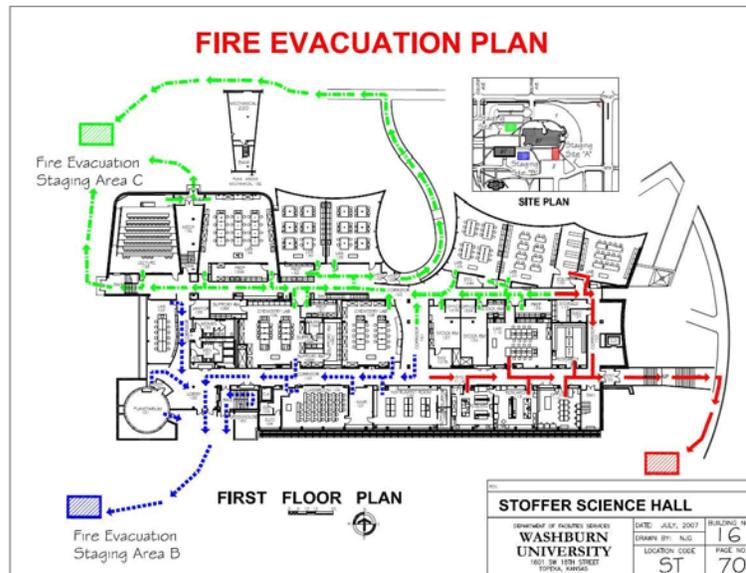
Where facilities develop a lockdown plan, the lockdown plan shall be in accordance with the following sections.

Lockdown plan shall be approved by the fire code official and shall include the following:

1. **Initiation.** The plan shall include instructions for reporting an emergency that requires a lockdown.
 2. **Accountability.** The plan shall include accountability procedures for staff to report the presence or absence of occupants.
 3. **Recall.** The plan shall include a prearranged signal for returning to normal activity.
 4. **Communication and coordination.** The plan shall include an approved means of two-way communication between a central location and each secured area.
- **Training Frequency** The training frequency shall be included in the lockdown plan. The lockdown drills shall not substitute for any of the required fire and evacuation drills.
 - **Lockdown Notification** The method of notifying building occupants of a lockdown shall be included in the plan. The method of notification shall be separate and distinct from the fire alarm signal.
 - **Maintenance** Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy or the physical arrangement of the building.
 - **Availability** Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire code official for review upon request.
 - **Distribution** The fire safety and evacuation plans shall be distributed to the tenants and building service employees by the owner or owner's agent. Tenants shall distribute to their employees applicable parts of the fire safety plan affecting the employees' actions in the event of a fire or other emergency.

Additional Requirements:

- **Evacuation Diagram** A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each hotel, motel or dormitory sleeping unit.



- **Emergency Duties** Upon discovery of a fire or suspected fire, hotel, motel and dormitory employees shall perform the following duties:

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1. Activate the fire alarm system, where provided.
 2. Notify the public fire department.
 3. Take other action as previously instructed.
- **Fire Safety and Evacuation Instructions** Information shall be provided in the fire safety and evacuation plan to allow guests to decide whether to evacuate to the outside, evacuate to an area of refuge, remain in place, or any combination of the three.

EMERGENCY EVACUATION DRILLS



Emergency Evacuation Drill - An exercise performed to train staff and occupants and to evaluate their efficiency and effectiveness in carrying out emergency evacuation procedures.

- **Frequency** Emergency evacuation drills complying with the provisions of this section shall be conducted by employees on each shift at least quarterly or more frequently where necessary to familiarize all occupants with the drill procedure or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.
- **Leadership** Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.
- **Time** Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.
- **Record Keeping** Records shall be maintained of required emergency evacuation drills and include the following information:
 1. Identity of the person conducting the drill.
 2. Date and time of the drill.
 3. Notification method used.
 4. Staff members on duty and participating.
 5. Number of occupants evacuated.
 6. Special conditions simulated.
 7. Problems encountered.
 8. Weather conditions when occupants were evacuated.
 9. Time required to accomplish complete evacuation.
- **Notification** Where required by the fire code official, prior notification of emergency evacuation drills shall be given to the fire code official.

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- **Initiation** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.
 - **Accountability** As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.
 - **Recall and Reentry** An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. No one shall reenter the premises until authorized to do so by the official in charge.
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EMPLOYEE TRAINING & RESPONSE PROCEDURES



Employees shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans.

- **Frequency** Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the fire code official upon request.
 - **Employee Training Program** Employees shall be trained in fire prevention, evacuation and fire safety in accordance with the following sections.
 - **Fire Prevention Training** Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.
 - **Evacuation Training** Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas and procedures for evacuation.
 - **Emergency Lockdown Training** Where a facility has a lockdown plan, employees shall be trained on their assigned duties and procedures in the event of an emergency lockdown.
 - **Fire Safety Training** Employees assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.
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HAZARD COMMUNICATION



This section shall be applicable where hazardous materials subject to permits are located on the premises or where required by the fire code official.

- **Material Safety Data Sheets.** Material Safety Data Sheets (MSDS) for all hazardous materials shall be either readily available on the premises as a paper copy, or where approved, shall be permitted to be readily retrievable by electronic access.
- **Identification.** Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs as specified in NFPA 704.
 - **Hazard identification signs.** Unless otherwise exempted by the fire code official, visible hazard identification signs as specified in NFPA 704 for the specific material contained shall be placed on stationary containers and above-ground tanks and at entrances to locations where hazardous materials are stored, dispensed, used or handled in quantities requiring a permit and at specific entrances and locations designated by the fire code official.
 - **Markings.** Individual containers, cartons or packages shall be conspicuously marked or labeled in an approved manner. Rooms or cabinets containing compressed gases shall be conspicuously labeled: COMPRESSED GAS.
- **Training.** Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located, and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures.
- **Hazardous Materials Inventory Statement.** Where required by the fire code official, each application for a permit shall include a Hazardous Materials Inventory Statement (HMIS) in accordance with the following:
 - **Hazardous Materials Inventory Statement (HMIS).** Where required by the fire code official, an application for a permit shall include an HMIS, such as Superfund Amendments and Reauthorization Act of 1986 (SARA) Title III, Tier II Report or other approved statement. The HMIS shall include the following information:
 1. Product name.
 2. Component.
 3. Chemical Abstract Service (CAS) number.

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4. Location where stored or used.
 5. Container size.
 6. Hazard classification.
 7. Amount in storage.
 8. Amount in use-closed systems.
 9. Amount in use-open systems.
- **Hazardous Materials Management Plan.** Where required by the fire code official, each application for a permit shall include a Hazardous Materials Management Plan (HMMP) in accordance with the following information. The fire code official is authorized to accept a similar plan required by other regulations.
 - **Hazardous Materials Management Plan.** Where required by the fire code official, an application for a permit shall include a Hazardous Materials Management Plan (HMMP). The HMMP shall include a facility site plan designating the following:
 1. Access to each storage and use area.
 2. Location of emergency equipment.
 3. Location where liaison will meet emergency responders.
 4. Facility evacuation meeting point locations.
 5. The general purpose of other areas within the building.
 6. Location of all above-ground and underground tanks and their appurtenances including, but not limited to, sumps, vaults, below grade treatment systems and piping.
 7. The hazard classes in each area.
 8. Locations of all control areas and Group H occupancies.
 9. Emergency exits.
 - **Facility closure plans.** The permit holder or applicant shall submit to the fire code official a facility closure plan in accordance with the following section to terminate storage, dispensing, handling or use of hazardous materials.
 - **Facility closure plan.** When a facility closure plan is required to terminate storage, dispensing, handling or use of hazardous materials, it shall be submitted to the fire code official at least 30 days prior to facility closure. The plan shall demonstrate that hazardous materials which are stored, dispensed, handled or used in the facility will be transported, disposed of or reused in a manner that eliminates the need for further maintenance and any threat to public health and safety.
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