SEELBACH HILTON
FIRE & SAFETY PLAN

Revised
Seelbach Hotel Fire Plan-Table of Contents

I. Introduction

II. Simplex Alarm System Information

III. Safe Working Conditions

IV. Key People

V. Evacuation Guidelines Departmental

VI. Evacuation and definitions and destinations

VII. Conclusion
I. Introduction

Fire and safety experts agree that the detection of a fire, by competent trained employees, and the immediate initiation of a pre-determined **Fire Plan** is a major factor in saving human life.

Lives are lost in fires due to panic, poor training, and lack of communication of safety information. The **goals** of this **Fire Plan** are to:

1) Define and describe the working conditions and environment that are required for a safe working environment throughout the hotel

2) Identify “Key People” throughout the hotel and outline a monthly training plan for those individuals based on their “role” in a fire

3) Outline the “role” for all associates in a fire and outline a semi-annual training plan for those individuals

4) Work towards a safer work environment for both associates and guests

It is the responsibility of each department manager to train all new associates on their department **Fire Plan** the first work shift after Orientation

It is the responsibility of the department heads and the **Fire and Safety Committee** to conduct “**Key People**” and **All Associate** training throughout the hotel. It is also the responsibility of these people to assure that the **Fire Plan** and related **safety materials** are readily available and posted.

All associates should be aware of fire safety in their work environment and report any possible hazards to a manager or the Crisis team.
II. **Simplex 4100 Single Channel Audio & Visual Alarm System**

The Seelbach Hilton has an electronic fire reporting system. A fire can be detected by smoke detector, heat detector, sprinkler system and/or open fire pull box.

The Simplex Fire System has two distinct modes:

A) **Alarm Mode**
B) **Supervisory/Trouble Mode**

The alarm mode is automatically activated if:

A) A single pull box is opened
B) A smoke detector is triggered
C) A heat detector is triggered
D) A sprinkler head is opened

Note: Guest Room smoke detectors will not activate the fire panel

The moment the fire panel is activated, the following will occur:

A) An audible alarm will sound in the PBX office
B) The red LED alarm light will flash
C) A general alerting tape declaring an emergency will sound on the floor of the alarm, one floor below, and two floors above alarm floor
D) All magnetic door holders will be released
E) All elevators will be recalled to the first floor
III. Safe Working Conditions

It is the responsibility of all associates to work proactively in maintaining a safe working environment. Anytime an associate sees a situation that is unsafe and a possible fire hazard; they should report the situation to a manager or a member of the Crisis Team and then take the initiative to see that the problem is corrected. The following list outlines some of the requirements for a safe working environment in the hotel. It would be impossible to list all possible hazards in the hotel, so if you have a question, please ask a manager.

1) All Fire Exits and Doors must be kept clear at all times. This includes exits and doors within banquet areas.

2) All Stairwells must be kept clear at all times.

3) The stairwells “Smoke Towers” which include the landings outside the service elevators and the fire doors on each floor must be kept clear at all times.

4) All fire exit routes in the back of the house must be kept clear at all times

5) All Fire “Pull Boxes” must be clear and accessible

6) All areas around electrical panels must be kept clear.

7) CO2 tanks stored in the banquet storage area must be chained to the wall

8) All Fire Extinguishers must be in proper working condition and easily accessible.

There are other safety requirements not listed above that pertain more to Engineering and Security. The above list is an excellent tool for individual associates and managers to use when looking for possible hazards throughout the hotel. Again, please use the above list and work proactively towards a safer environment.

IV. Key People and All-Associate Training

There are two types of Key People in this Fire Plan: “Crisis Team” and “Tier one”
“Crisis Team” is those people in the hotel that either needs to know all aspects of the Fire Plan and/or will play a critical function in the event of a fire. The following associates are considered Tier One associates: GSR/PBX Front Office Supervisors, Rooms Division Manager, Operations Manager, Housekeeping Manager, Banquet Managers, Security Staff, Chefs & Engineering Staff.

The roles of Crisis Team associates are on the following pages. Again, the Crisis Team Associates will be trained on a monthly basis.

Tier One people are those associates that work primarily in the evening and have management responsibilities for a certain area of the hotel. The following associates are considered Tier One associates: Concierge Staff, Housekeeping Floor Supervisors, Café Manager, OSB, Lead and Banquet Bartenders, Restaurant Director, Oakroom Captains, Evening, Banquet Captains, Towne Park Shift Managers and or any and all supervisors.

The roles of the Tier One associates are also on the following pages. Tier One associates will initially be trained monthly and will likely switch to bi-monthly after six months.

Please see the following page for a copy of the “Key People” monthly training checklist.
All Associate fire training will be conducted on a Quarterly basis by the associate’s Dept. Manager and during their Performance Appraisal. The information in this Fire Plan will cover the role of an associate if they personally discover a fire and their role in the event of a fire emergency. For the most part, an associate’s main role in an emergency is to follow the instructions of their supervisor and to follow their area’s evacuation plan.

I. Associate Discovering a Fire

1. Pull the nearest fire pull box

2. Go to the nearest phone and dial 1111, give the operator the exact location of the fire and your name calm voice is needed.

3. After the fire is reported, fight the fire with a fire extinguisher if possible or if the fire is not yet out of control. If in your judgment the fire is out of control then calmly evacuate the area, assisting guests and other associates as needed. Remember to evacuate using the emergency stairways.

4. If the fire is not out of control, then stay at the location until management or local authorities relieve you.

II. All Associate (not key people) Roles in a Fire Emergency

1. Remain calm.

2. Stay in your area and wait for instructions from management and/or the General Alerting Tape. The tape will evacuate areas two floors above and one floor below a fire.

3. If evacuation is necessary then do so in a calm orderly manner assisting guests and other associates. Evacuate the area using the emergency stairways and exits.

It is the responsibility of each manager to alert all of his/her associates of the nearest fire exits, posted fire safety materials, and any evacuation plans for their area.

It is the responsibility of each associate to maintain a safe working environment and to observe the posted fire and safety guidelines of their area. All associates should proactively work towards a safe work environment and alert management as to any possible hazards.
Key People – “Crisis team” Roles

**Manager on Duty**
*The MOD is in charge of the situation until the Fire Dept. arrives. At that point, the MOD reports and takes orders from the Fire Dept.*

1) Upon the alarm sounding, proceed to Front Desk, Back office to the main control panel with communications maintained with engineer and Crisis team members. Prepare to Organize roles in the evacuations.

2) Confirm with Security office by radio that they have pushed the actknowledge button on the secondary small fire panel. confirm that they have contacted the engineer and directed him to the location of the alarm,

3) Await the Engineers findings, if it is a false alarm follow to step four. In the event that actual fire go to and total evacuation announcement and the panel will continue after the announcement has been made.

4) Follow the announcement steps at the panel/ press the all speaker toggle and given the appropriate announcement,

5) Await the fire department arrival and assist Fire Dept. Personnel as needed directing them to the fire panel and to the towards the alarm scene.

6) In the event of an evacuation, seek out the disabled guest room list to give to the local authorities

7) In the event of obvious danger, personally evacuate the area and proceed to the covered area of the Central Parking Garage behind the hotel.

8) Assist departments in organizing a roll call of associates.

9) Report to local authorities any associates that haven’t reported to the area.

10) In certain circumstance in the evening hours or early morning you will have to control the fire panel and entire evacuation procedures with the evening engineer until help can arrive at the scene.

**Note:** In an extreme situation and communications are lost Go directly to the Main fire panel and the engineer will be trained to meet with MOD at the main panel behind the front desk to seek out the location of alarm.
**Front Office Supervisor**

1) Upon alarm sounding, check location of alarm with the security office or the main control panel behind the front office. (old PBX office)

2) Check property management system (system 21) and the latest Contingency Reports and for any disabled guests or guests that need special assistance. Give report to the MOD and have multiple copies ready for local authorities.

3) Stay at front desk to assist with guest questions and directions to Guthrie Green area (half block to the South and on East side of 4th Street). Respond to guest questions by telling them that we have had an alarm and the Fire Dept. has been notified of the situation. It is important that guests stay calm and that they are told we are responding to the situation.

4) In the event of obvious danger, personally evacuate the area and proceed to the covered area of the Central Parking Garage behind the hotel.

**PBX Operator**

1) Upon alarm sounding, remain calm and push the acknowledge button on the fire panel. This will silence the alarm in the Security office this will give three minutes for key personal to investigate the alarms location.

2) In the event of a Code Yellow, push the Acknowledge button and proceed to step 8.

3) In the event of a Code Red, contact the MOD and Engineering to advise them of the location wait for authorization before dialing 911 and give them the location of the fire noting the time of the call. Then prepare the call list of the Hotel Emergency phone list.

4) Stay in your area and wait for the MOD to contact you by radio for further instruction on (channel one). Answer phone calls in the following order: Calls to the “1111” Emergency line, Outside calls are to be ignored until the situation has been resolved.

5) Wait for the mod or crisis team member to advised to contact the local authorities after dialing 911 and describing clearly of the crisis keeping them on a secondary line. Advised the mod and proceed to next step

6) Call the following people: Hotel Emergency phone list General manager, Chief Engineer, Director of Operations these three number are to be posted at all times in both location, Security office and at the simplex system behind the front desk.
7) Remain in your area and take directions from the MOD or Chief Engineer and or the Fire Dept.

8) In the event that it is a code yellow give location to the engineer and call the Chief Engineer and await instruction.

**Engineer on Duty**

1) Upon being advised of the situation and location of the alarm by PBX, proceed to one floor below the indicated area. Obtain a fire extinguisher on your way to the area.  
**Note:** In the event communication are lost proceed to the front office to the main fire panel for instructions to the scene be sure to have an established a communications link before you proceed any further…

2) Take the stairs to the indicated area and evaluate the situation.

3) Call the MOD on radio (Channel One) and advise of the situation. Two possible situations: False Alarm or Confirmed Fire

   A) False Alarm- Call then Proceed to the PBX office and advise the MOD and Fire Dept. of situation. **Do not reset the system or silence after the alarm has gone into a confirmed mode (five minutes after initial alarm)**
   - Make incident report and detail of your actions

   B) Confirmed Fire- Advise PBX or MOD to call 911.

4) In the event of a consumed fire, contain and extinguish the fire if possible.

5) In the event of an established fire, begin evacuation procedure and alert MOD of need to start full evacuation procedures.

6) Start evacuation on the floor involved by knocking on guest room doors and calmly directing guests to the safest fire exit.

7) Continue evacuation of guest floors until notified by the Fire Dept.

8) Assist Fire Dept. with the operation of our equipment and in any other way they need you to.

9) In the event of an “All Clear” being given from the Fire Dept. Reset the elevators and assist in bringing operations back to normal.

10) Secure and clean affected area.
Key People – **Tier Two Roles**

**Oak room supervisor and Captains**

1) Upon alarm sounding, stay in the area and keep associates and guests calm.

2) When notified of an emergency and the need to evacuate by the General Alerting Tape, appoint two people to cover each of the two exits (front exit and kitchen exit).

3) Direct guests and associates to the safest exit while stressing the importance of keeping calm.

   A) Out front door to the Grand Staircase and then out the front doors
   
   B) Out the service doors through the kitchen and out the rear fire exit.

4) Make a last check to assure that everyone has been evacuated from both the restaurant and restrooms.

5) Ensure that all banks are secured.

6) Close front doors to Oakroom to detour re-entry (Do not lock)

7) Evacuate yourself and any remaining associates through the safest fire exit.

**OSB Supervisor and Lead Bartenders**

1) Upon alarm sounding, stay in the area and keep associates and guests calm.

2) When notified of an emergency and the need to evacuate by the General Alerting Tape, appoint two people to cover each of the exits (Muhammad Ali and Lobby exits).

3) Direct guests and associates towards the safest exit while stressing the importance of keeping calm.

4) Check to see that everyone has been evacuated.

5) Check to see that the cash register is closed.

6) Evacuate yourself and any remaining associates through the safest fire exit.
**Otto’s Manager**

1) Upon alarm sounding, stay in the area and keep associates and guests calm.

2) When notified of an emergency and the need to evacuate by the General Alerting Tape, appoint two people to cover each of the exits (Service/Kitchen and Lobby Exits).

3) Direct guests and associates towards the safest exit stressing the importance remaining calm.

4) Check to see that everyone has been evacuated.

5) Ensure that all banks are secured.

6) Check to see that all kitchen appliances and dinning room equipment have been shut off.

7) Evacuate yourself and any remaining associates.

**Oakroom Chefs**

1) If the alarm sounds, stay in your area, remain calm, and await further instructions from the General Alerting Tape.

2) When notified of an emergency and the need to evacuate by the General Alerting Tape, check to see that all kitchen appliances have been shut off.

3) Direct associates and any guests (when evacuation goes through the kitchen) towards the nearest fire exit.

4) Check to see that everyone has been evacuated.

5) Evacuate yourself and any remaining associates proceeding to the covered area of the Parking Garage at the far end of the parking facility.

**Towne Park Manager or Supervisors**

1) Organize who will clear and others to direct.

2) **Calmly move** all vehicles from the front of the hotel.

3) Direct guests to the Guthrie Green area (half block South and East side of 4th Street).

4) Direct Fire Dept. to Front Desk area.
Sales, Catering, Reservations Managers & Supervisors
Before the confirmation has been given for an actual evacuation prepare for the following steps and when direction has been give proceed with the steps.

1) Prepare a daily and clear the offices

2) Assign managers and supervisors to designated areas to direct guests of actual route to follow for evacuation from building.

3) Managers & Supervisors should station themselves from the lobby, all the way to Guthrie Green (located half block South on the East side of 4th Street) with one individual at the following general areas:
   - In the lobby
   - At the front door near valet entrance
   - At bottom of the steps
   - Near the flat lot (on West side of 4th Street)
   - Stop traffic across 4th Street at flat lot, for guests to cross
   - At East side of 4th Street
   - At Guthrie Green location

4) Check to see that everyone has been evacuated from both lower level Bathrooms and our office proceeding to Guthrie Green.

Housekeeping Supervisors

1) Upon the alarm sounding, stay in your area, remain calm, and await further instructions from the General Alerting Tape.

2) In the event of an evacuation, calmly direct guests towards the safest fire exit.

3) Assist rooms keepers with clearing their carts from hallways and service areas. Carts should be pushed into guestrooms and cleared from any routes of evacuation.

4) Check to see that all guests and associates have been evacuated. If possible, secure a copy of the daily schedule and proceed to the covered area of the Parking Garage.

5) If evacuation is not possible, go to the nearest guestroom and shut the door.

6) Dial “1111” and inform PBX of your location. Place damp towels around the door and vents.
Concierge

1) Upon the alarm sounding, stay in your area, **remain calm**, and wait for instructions from the General Alerting Tape.

2) In the event of evacuation, **calmly direct guests** towards the safest fire exit.

3) Assist any roomskeepers and/or turndown attendants with clearing their carts from hallways and service areas. Push carts into the nearest guest room.

4) Check to see that all guests and associates have been evacuated and evacuate yourself from the area. If possible, secure a copy of the daily schedule and take to roll call.

5) Proceed to covered area of Parking Garage behind the hotel.

Banquet Managers and Supervisors

*The Banquet Dept. is a unique situation in that those in charge of a fire emergency will need to know the evacuation routes for each of the different banquet areas. These routes will be outlined in the Fire Plan. However, even though the routes will vary, the role of banquet managers and captains will be the same throughout the hotel. Monthly training sheets will be custom-made for this area to assure that both evacuation routes and roles are reviewed monthly.*

1) In the event of the alarm sounding, stay calm, assure guests of their safety, and wait for further instructions from the General Alerting Tape.

2) Assign an associate to all of the room’s exits.

3) Make sure that all service areas are clear in case an evacuation is necessary.

4) In the event of evacuation as directed by the General Alerting Tape, direct guests towards the safest fire exit while stressing the importance of calm and order.

5) Check to see that all guests have been evacuated from the room and any adjoining restrooms.

6) Evacuate yourself and any remaining associates through the safest exit securing the room before you leave area. Proceed to the covered area of the Parking Garage for roll call.
V. Evacuation Definitions & Destinations

“Localized Evacuation”- This term refers to the evacuation patterns in the hotel in the event of an evacuation. If the General Alerting Tape or a member of the crisis team orders an evacuation, then all persons will be ordered to evacuate two floors above and one floor below the level of the alarm. Only these floors will evacuate in a “localized evacuation”.

“General Evacuation”- This term refers to the evacuation pattern in the hotel if the entire hotel needs to be evacuated. Either the Fire Dept. or Crisis team member will also order this over the General Alerting Tape.

All evacuation routes in the hotel are clearly marked with exit signs that lead to the stairwells. **Always remember to take the stairs and never take an elevator in an emergency.** In the “All-Associate” Quarterly training, evacuation routes and exits will be made clear to the associate for their specific work area. Each associate should remember three things when evacuating the building:

1) Remain calm and listen for instructions from the Fire System’s General Alerting Tape.

2) Follow the instructions of your supervisor or manager as to the nearest and safest exit. If a supervisor or manager is not present, then proceed to the safest exit.

3) Assist fellow associates and guests during evacuation.

Obviously in an evacuation, the objective is to get out of the building and to a safe area. There are two areas that have been designated as evacuation “gathering spots” for associates and guests. These two areas are as follows:

1) **Guthrie Green Area**- Located a half block South of the hotel and on the East side of 4th Street. This area is the recommended spot for our guests.

2) **Covered Area in the Central Parking Garage**- Located just behind and West of the hotel. This area is where associates should gather. The Department Managers and Supervisors will take Roll Call here.