FIRE EMERGENCY PLAN
For The
HOLIDAY INN
SOUTHWEST
This is a template for hotels to use to create a Fire Emergency Plan customized to their hotel. This Plan must be made available to all hotel employees as part of their Orientation and Fire Safety Training.

FIRE EMERGENCY PLAN - Holiday Inn Southwest

INTRODUCTION

In the case of an actual fire being discovered on property it is imperative that all personnel know their duties and responsibilities as they relate to the property’s Fire Emergency Plan. This manual is designed to communicate our hotel’s Fire Emergency Plan in detail.

An integral part of each Fire Emergency Plan is a property map, which includes the location of:

- Main Water Shutoff
- Main Electrical Shutoff
- Main Gas Shutoff
- Location of Portable Fire Extinguishers
- Location of Pull Stations

Provide a Fire Emergency Property Map in a readily available location near the front desk.

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**FIRE EDUCATION**

All employees are required to fully understand and be able to act upon the information contained in these procedures.

Instruction will be provided in staff meetings and individually for each new manager as part of Manager On Duty (MOD) training. Training resources include: these fire procedures, instruction during staff meetings, and walking tours conducted during MOD training. Additional or refresher training is available through the Chief Engineer. Periodic testing will be conducted at staff meetings to ensure the procedures have been thoroughly learned.
FIRE EXTINGUISHERS

Types of Fires

Class A Fire - A fire fueled by wood, paper, rubber or plastic. Water, pressurized or not, may be used to extinguish it.

Class B Fire - A fire fueled by a flammable liquid, gas or grease. Use a Class B Extinguisher, which is dry chemical, on this fire. NEVER use water!

Class C Fire - An electrical fire. A carbon dioxide or multipurpose (ABC) fire extinguisher must be used to extinguish this type. NEVER use water!

Portable Fire Extinguishers

Most handheld property extinguishers are multipurpose rated (ABC) and good for use on any fire. The exceptions to this are the telephone and computer rooms that may have Halon or carbon dioxide extinguishers. The kitchen range also has a special system installed above the hot line that is remotely activated.

How to use a Fire Extinguisher:

A. Check gauge to make sure it is charged. (Indicator needle must be in green on dial).
B. Follow the P.A.S.S. procedures:

Pull "pin" on top to break seal. Do not pull “pin” while squeezing handle.)
Aim extinguisher at base of fire
Squeeze handle
Sweep extinguisher side to side at base of fire
FIRE EMERGENCY PLAN –
DESCRIPTION OF FIRE SYSTEM

FIRE CONTROL PANEL
Located on the back of the Front Desk. This panel is used to monitor fire alarms throughout the building. Has battery backup.

In Alarm
Anywhere in building. Sounds a high-pitched whistle; the appropriate indicator lamps, alarm or trouble and a zone, illuminate. This signals the Command Post Coordinator to initiate Command Post procedures.

SMOKE DETECTORS (common areas and back of house)
Sensitive to smoke, dust, heat. Located on ceiling of all equipment rooms, some storage rooms, back of house areas and corridors. When they are in normal mode, they blink a red light every few seconds. When in alarm, will trigger a zone indicator on the fire control panel.

In Alarm
The small lamp on the unit itself will glow solid red.

SMOKE DETECTORS (GUEST ROOMS)
USUALLY NOT PART OF THE CENTRAL ALARM SYSTEM. EACH ROOM HAS ITS OWN. Updated ADA rooms will have additional strobe light alarms. These units have a red lamp that glows red in normal standby mode. To test, during MOD shift, press the light as a button and it will emit its alarm tone to indicate successful test.

In Alarm – will emit a high-pitched audible sound.

DUCT DETECTORS
These are smoke detectors located in heating and air conditioning ducts. These detectors have remote indicators because location makes it impractical to examine the detector units. (The remote indicators are similar in appearance to your home light switches – same size and mounted on walls, but metal). When in alarm, a duct detector will trigger a zone indicator on the fire control panel.

In Alarm
The small red lamp on the remote indicator glows solid red when its duct detector is in alarm.

PULL STATIONS
Manual stations, located in guest room corridors by exits, trigger a zone indicator at the fire control panel and sound an audible alarm in that zone.

In Alarm
Broken glass rod and the flap hanging out.
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ADDITIONAL NOTES ON SYSTEM COMPONENTS
The fire runner keys and all the keys that the Fire Department may need are located, behind glass in the red Loss Prevention box by the fire control panel. Fire Assignments and the Fire Assignment Log are located by the fire control panel. A fire runner radio is located at the Front Desk.

WHEN THE ALARM SOUNDS

The following will happen:

1. The red “alarm” light on the fire control panel by PBX will illuminate.
2. The appropriate red light on the zone module on the fire control panel will illuminate.
3. The entire building will go into an audible alarm over the fire system speakers.
4. The elevators, if any, will recall to the First Floor or the Second Floor if the alarm is on the first floor.

ALL MANAGERS REPORT TO THE FRONT DESK TO SERVE AS FIRE BRIGADE

Take assignments as given by command post coordinator Holiday Inn Southwest

EMERGENCY PROCEDURES/SPRINKLER SYSTEM

Fill in the appropriate locations:

1. Non-emergency situation and sprinkler is flowing:
   A. The sprinkler system shut offs are located – N/A
   B. To shut off sprinklers in specific areas – N/A
   C. To shut off sprinklers on a specific floor proceed to – N/A
2. Trouble Alerts

If a system error should occur, such as a failure of a detector or tampering with a control valve, a trouble alert will be initiated. “Trouble” with the Fire System can be noted by:

A. The “trouble” light is illuminated and a warning tone sounds at the fire control panel.

B. A zone indicator lamp should also be illuminated showing the source of the trouble.

3. Resetting Alarms

Fire Department Personnel are the only persons allowed to reset the alarm system.

Employees are not to reset the Fire Alarm.

The Chief Engineer or General Manager may authorize the reset of an alarm in test situations.

COMMAND POST COVERAGE

The Command Post Coordinator will be in charge of the Command Post in the event of an alarm. It is the responsibility of the General Manager to designate a person for Command Post responsibility 24 hours a day, usually this will be the designated MOD, and during third shift, would be the Night Auditor.

In the event of an alarm, the Command Post Coordinator will assign Fire Assignment number 1 to the runner. The runner will typically be the first Manager who reaches the desk. The fire runner is to receive:
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1.) Fire Assignment 2.) Runner 3.) Radio 4.) Map of Zone in Alarm
FIRE EMERGENCY PLAN

– Holiday Inn Southwest

COMMAND POST PROCEDURES

1. Go to Fire Panel.

2. Determine which alarm and zone have been activated.

3. Check with Front Desk to be sure the fire department has been called.

4. Obtain two-way radio:
   a. Fire Runner Radio

5. Verify that both are on -- test by talking into one.

6. Using two-way radio, call Engineering, and say:

7. “We have an alarm at ________. Do you copy?” (Do not say “Fire” over the radio)

8. Obtain fire assignments from fire control panel.

9. Break glass of fire Loss Prevention key box and remove Fire Runner keys and Fire Department keys.

10. Obtain map of “Zone Of Alarm”.

11. Go to the Front Desk and assign and record Fire Assignments #1; select a runner; hand that person a radio, assignment #1 card, “Runner” keys and map. Tell that person the location of the alarm.

12. While at the front desk, assign and record Fire Assignment #________. Listen on two-way radio to await status of alarm from Engineering and person assigned to Fire Assignment #1. Begin printing current In-House Guest List and note handicap guest room numbers.
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IF ACTUAL FIRE

1. Set off general alarm “pull station” at fire control panel

2. Assign fire assignments

3. Wait for arrival of Fire Department and direct them to the fire

4. Provide Fire Department with a list of occupied Guest & Handicapped room numbers

5. Call Fire Dept. at 911

NON-EMERGENCY SITUATION

1. When positive no danger using exists*, silence alarm, NEVER RESET

2. Wait for arrival of Fire Department and direct them to scene of alarm

3. Recall all personnel

4. Assign someone to walk the outside of the hotel and send people back in

5. Tell them the alarm was false and why.

6. Send someone to reset elevators

7. Replace all keys, supplies and manuals. Fill out incident report.

* “No Danger Exists” if:

A. The smoke detector that caused the alarm (solid red light) is found and no evidence of fire/smoke exists.
B. The building has been thoroughly searched by the Fire Department and no evidence of fire/smoke exits.

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EMERGENCY ACTION REPORT

WHAT:
- Smoke _____
- Injury _____
- Fire _____
- Medical _____
- Heat _____
- Bomb Threat _____

WHERE:
- Floor _________
- Bldg. _________
- Room # _________

Who’s Calling: ______________________________

CONTACT:
- Fire Department
- Dial 911

NOTE: IF GUEST INQUIRES WHETHER TO EVACUATE, TELL THEM TO EVACUATE AND DIRECT THEM TO THE NEAREST EXIT

ONCE ALL GUESTS EVACUATE THE BUILDING, THEY ARE TO PROCEED TO PARKING LOT AREA IN FRONT OF THE BUILDING, AND BE ESCORTED 75 FT AWAY FROM THE BUILDING AND GATHER IN A
FIRE EMERGENCY PLAN Holiday Inn Southwest

GROUP; WHERE THEY WILL BE ACCOUNTED FOR BY FRONT DESK PERSONNEL.

If any guests are missing / or un-accounted for, the Front Desk personnel will immediately notify the General Manager/ Command Post Coordinator about missing guests and attempt to locate the guest/s.
ENGINEERING PROCEDURES

1. In the event of an alarm, call the Operator by dialing “0”. Ask for the location or zone in alarm.
   -- OR --
   Use the two-way radio to learn the location of alarm from the Command Post Coordinator.

2. Report to the scene of the alarm. Determine status of alarm and report to the Command Post Coordinator via two-way radio.

3. Begin fire-fighting procedures if you can safely do so:
   Alert
   Rescue
   Confine
   Evacuate Fight

4. In case of non-emergency situation, report condition to Command Post via two-way radio. You may tell Command Post to silence alarm if you determine which detector is in alarm AND that there is no evidence of fire or smoke.

5. If you do not locate a detector in alarm, do not silence alarm, but continue searching!
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GUEST EVACUATION PROCEDURES
Post on Back of Room Doors

IF YOU DISCOVER A FIRE . . .
1. Remain calm
2. Phone the operator for help
3. Close all doors in the fire area to keep it from spreading
4. Immediately vacate the building – remember to take your room key

IF YOU HEAR AN ALARM WHILE IN YOUR ROOM . . .
1. Leave your room, evacuate via closest exit; use stairs (not elevator.)

IF YOU ARE ORDERED TO EVACUATE YOUR ROOM . . .
1. Dampen a cloth and cover your mouth and nose to minimize effects of smoke.
2. Take the key to your room with you.
3. Test all closed doors for heat before you open them by placing your hand on the door.

DO NOT OPEN HOT DOORS...
1. If the door is cool to the touch, open it slightly to determine if the hall is smoky. Close the door immediately if there is thick smoke and remain in your room.
2. If there is little or no smoke in the hall, exit by nearest stairwell. DO NOT ATTEMPT TO USE ELEVATORS – THEY WILL NOT OPERATE DURING EMERGENCIES.
3. If you encounter thick smoke, get on your hands and knees and crawl to the exit.
4. If it’s dark or smoky, keep close to the wall as you move to the exit. Count the number of doorways to the exit.
5. Test the exit door for heat before opening it. If not hot, open it slowly to determine if there is thick smoke. DO NOT ENTER IF THERE IS HEAVY SMOKE OR THE STAIRWELL IS BLOCKED – RETURN TO YOUR ROOM AND REMAIN CALM.
6. If the stairwell is clear, exit with caution to the street.

IF YOU CANNOT LEAVE OR MUST RETURN DUE TO SMOKE OR FIRE . . .
1. Stay calm and phone your location to operator, dial 0.
2. Shut off the heating/air conditioning system to keep from drawing smoke into your room.
3. Stuff wet towels, sheets, or blankets under the floor and in air vents to prevent smoke from seeping in.
4. Remove drapes from the windows in case fire should enter from these openings.
5. Fill the bathtub with water and use buckets to moisten wet cloths under the door and in the air vents.
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FIRE ASSIGNMENT LOG

PERSON ASSIGNED: ________________________________

______  1. Get Fire Runner Keys and two-way radio; investigate scene of alarm. Elevators may not be used. Use radio to report back to the Command Post (Front Desk) with conditions of the emergency.

______  2. Meet Fire Department and lead them to the Command Post.

______  3. Check with Front Desk on handicapped guest room numbers. Send two people to any rooms that have handicapped guests and assist them out of the building. Chalk mark the door once it has been cleared.

4. Evacuate ______________

5. Evacuate ______________

6. Evacuate ______________

7. Evacuate ______________

8. Evacuate ______________

9. Evacuate ______________

10. Evacuate ______________

11. Evacuate ______________

12. Evacuate ______________

13. Evacuate ______________

14. Evacuate ______________

15. Evacuate ______________

16. Evacuate ______________

17. Evacuate ______________

18. Evacuate ______________
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Instructions for Use of “Fire Assignment Section”

1. Fill in the blank spaces as required.
2. Cut out fire assignments, laminate, and store in command center.
3. Remember, for smaller properties, multiple fire assignment cards may be given to one individual.

FIRE ASSIGNMENT #1

Get the Fire Runner Keys and the radio. Go investigate scene of alarm. Radio (or call____) with condition of alarm.

IF NON-EMERGENCY SITUATION AND SPRINKLER IS FLOWING:

1. Go to and close appropriate control valve.
2. Open auxiliary drain.

FIRE ASSIGNMENT #2

Meet Fire Department in driveway and lead them to the Command Post.

KEEP ALL VEHICLES CLEAR OF THE DRIVEWAY

DO NOT USE ELEVATORS

FIRE ASSIGNMENT #3

Assist any Handicap guests to safety.

DO NOT USE ELEVATORS
If unable to assist them downstairs, stay in the stairwell landing awaiting Fire Department.

FIRE ASSIGNMENT #4
Evacuate floor(s) [building(s)] #

DO NOT USE ELEVATORS.

FIRE ASSIGNMENT #5
Evacuate floor(s) [building(s)] #

DO NOT USE ELEVATORS.

FIRE ASSIGNMENT #6
Evacuate floor(s) [building(s)] #

DO NOT USE ELEVATORS.

FIRE ASSIGNMENT #7
Evacuate floor(s) [building(s)] #

DO NOT USE ELEVATORS.
FIRE ASSIGNMENT #8
Evacuate  floor(s)    [building(s)]  #

DO NOT USE ELEVATORS.

FIRE ASSIGNMENT #9
Evacuate  floor(s)    [building(s)]  #

DO NOT USE ELEVATORS.

FIRE ASSIGNMENT #10
Evacuate  floor(s)    [building(s)]  #

DO NOT USE ELEVATORS.

FIRE ASSIGNMENT #11
Evacuate  floor(s)    [building(s)]  #

DO NOT USE ELEVATORS.
Continue with Fire Assignments
FRONT DESK – FIRE RESPONSIBILITIES

1. Call the Fire Department – 911. Use call report to record information.
2. Call Engineering on Two-Way Radio. Inform them of the alarm and zone.
3. Call the following Managers (as appropriate*) within the hotel:

<table>
<thead>
<tr>
<th>Phone Ext.</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOD/ Gen.Hotel Mgr: via Radio / Ext:</td>
<td>131</td>
</tr>
<tr>
<td>Asst. Hotel Manager:</td>
<td>102</td>
</tr>
<tr>
<td>Chief Engineer / Engineering: via Radio:</td>
<td>108 / 133</td>
</tr>
<tr>
<td>Operations/ Housekeeping Mgr:</td>
<td>178</td>
</tr>
<tr>
<td>Human Resources:</td>
<td>105</td>
</tr>
</tbody>
</table>

* in smaller hotels, call all managers

4. If there is a fire, and only at the instruction of the Command Post Coordinator…Call the following Managers:

Home phone/cellphone numbers for P.M. Incidents:

- General Manager, Wil Prinkleton: 502.387.7039
- Asst. Gen. Manager, Derrick Jenkins: 502.403.0633
- Regional Director, Michael Matoitsy: 614.558.3000
- VP of Operations, Tony Batielle: 303.810.3114
- Regional Eng. Director, Mike Lovelace: 262.496.2988
- Legal Dept., Suse Sch: 872.830.3178
- Operations Mgr., Keith Allen: 502.807.9274
- F&B Manager, Moe Collins: 561.307.2833
- Kitchen Manager, Jacob Ladusaw: 502.510.7278
- Housekeeping Mgr., Angela Whatlon: 502.835.8997
- Dir. Of Sales/Marketing, Judy Osbourne: 502.644.6511
- Dir. Of Catering, Holly Burns: 502.554.3806
5. Then, handle calls from guests/employees. Calm them. If evacuation has begun, ask them to leave the building through the nearest exit (look for Exit Signs).

6. If GUEST CANNOT EVACUATE, find out where they are and tell them that help is on the way. Inform the person in charge of the Command Post.

7. **When To Use 911:** ANYTIME YOU NEED EMERGENCY ASSISTANCE!

***When calling the Fire or Police Department for non-emergency business, use these numbers:

**Shively FIRE:** 502.447.2982  
Shively Fire Marshal, Mark LaFollette: 502.449.5045

**Shively POLICE:** 502.448.6181  
Fax: 502.449.5042