

## SECTION ONE

### Occupant Procedures for Reporting And Responding to Fires & Fire Alarms

#### I. NOTIFICATION

- A. If the following is reported to you, or if you See Smoke, or Flames, or Smell Something Burning, or Hear a Fire Alarm, IMMEDIATELY:
- **Call the Fire Department - Dial [9] - 911**
  - **Call the HCC Police Dispatch (located @ 3100 Main) - 713-718-8888**
  - **If time permits call the Building Fire Safety Director :  
Dr Jane Perez – (713) 718 – 6911.**
  - **Activate the Fire Alarm Pull Station or Notification Procedure for the building -**  
If the alarm is not sounding.
  - Report any change in conditions to the Fire Department, HCC Police Dispatch, and the Building Fire Safety Director.
- B. If you think you smell a peculiar or unfamiliar odor, immediately:
- Call the HCC Police Dispatch - **713-718-8888**
  - Call the Building Fire Safety Director: **Dr. Jane Perez - 86911.**
  - Call the Building Coordinator: **Vicente Gonzalez - 86948**
- C. Information to be given to the Fire Department:
- What is the Emergency: (Alarm, Smoke, Flames, Etc.)
  - Address: **13803 Bissonnet at Intersection with North Eldridge.**
  - Type of Occupancy: **Community College**
  - What Floor : \_\_\_\_\_ Room # \_\_\_\_\_ Telephone # calling from \_\_\_\_\_.
  - The fire Alarm Control Panel is located in the Security Office, Rm. # 103
  - The Automatic Sprinkler Riser is marked and located in Rm.# 134
  - The Fire Department Automatic Water Connection is located at the South end of the front of the building.
  - Let the Dispatcher hang up first!
- D. Notification or Alarm System Procedures
- *Alarm system in place has smoke detector sensors which automatically activate with smoke /fire.*

- *Through fire wardens, security and building coordinator*

## II. EMERGENCY PROCEDURE RESPONSE ACTIONS

### A. STAGE ONE - ALARM ONLY - Emergency procedures - in the event of an alarm only:

- Minimum procedure: Prepare to evacuate by going to the nearest emergency exit stairwell door, if there is any evidence of fire, evacuate the floor to a safe area.
- Report any change in conditions to the Fire Department, HCC Police Dispatch and Fire Safety Director.

### B. STAGE TWO - EVIDENCE OF FIRE - If there is report of **Smoke, or Flames, or Smell of Something Burning**, - IMMEDIATELY:

- Isolate the fire - (If inside a room, close the door if you can do so safely.)
- If notifications have not been completed activate the Fire Alarm Pull Station, if the Alarm is not sounding call the Fire Department, Building Fire Safety Director, HCC Police Dispatch.
- Evacuate - Using Exit / Stairs to a safe area.
- In multi-story buildings - relocation to three (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 and you have been trained in portable fire extinguisher use.

### C. FLOOR FIRE WARDENS WILL GIVE FURTHER DIRECTIONS

- Return to work area from STAGE ONE without evacuation.
- Proceed with evacuation and enter stairwell to relocate.
- Continue to designated Assembly Points.

### D. ASSEMBLY POINTS

- **Primary assembly point** in the event of an evacuation shall be the parking lot, 300' away from the front entrance of the building.
- **Secondary assembly point** the parking lot 300' away from the back entrance of the building.

⟨ Assembly points should be chosen with consideration to the following;

- Accessibility from building egress points.
- At least 300 feet from the building.
- Evacuees will not block responding emergency equipment.
- Weather conditions.
- Safety and security of evacuees.

### E. ASSISTING THE MOBILITY IMPAIRED

- Floor Fire Wardens will coordinate obtaining assistance.
- Based on pre-planned assistance arrangements.
- Unplanned needs.
- The Fire Plan has established a pre-planning registry for building occupants anticipating a need for assistance during an emergency or evacuation.
- Contained in the **Alief Center, Fire Safety Plan, SECTION TWO - Special Instructions, Assisting the Mobility Impaired.**

- Contact the HCC Director of Safety at 713-718-7563 or the Building Fire Safety Director at **(713) 718 - 6911** for additional information.
- Information voluntarily provided for this purpose would be come part of Fire Plan information made available to responding firefighters, building Fire Wardens and emergency response personnel.
- Information may be contained in material deposited at;
  - 1) the building designated Fire Command Center/Fire Depository Box,
  - 2) Building Fire Safety Director Office,
  - 3) HCC Director of Safety Offices and
  - 4) the HCCS Police 24-hour dispatch center located at 3100 Main, telephone 713-718-8888.
- Information will be marked "Confidential" and reasonable effort will be made to maintain this privacy.

**F. FIRE SAFETY DIRECTOR**

- Call the Fire Department and have someone meet the Fire Department upon their arrival
- Any 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.

### **III. RECOVERY FROM AN EVENT**

- A. While at the designated Assembly Point remain alert for additional instructions and avoid interference with responding emergency personnel.
- B. Do not leave the evacuation Assembly Point without notifying the Fire Warden or your supervisor of your departure.
- C. Do not re-enter an evacuated area with out permission from fire department personnel or responsible building authority.
- D. Building Fire Team members, fire department or other responsible authority must have issued clear instructions for building re-entry following an evacuation.