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.
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 without 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.