West Loop Center

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: Rhonda Johnson 713-718-7870
- 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: _713-718-7930_.
- Call the Campus Manager: _713-718-7870_.

C. Information to be given to the Fire Department:

- What is the Emergency: (Alarm, Smoke, Flames, Etc.)
- Address: 5601 West Loop South at Intersection with Glenmont
- Type of Occupancy: Educational Facility – Houston Community College
- What Floor: ________ Room #__________ Telephone # calling from ____________________.
- Let the Dispatcher hang up first!

D. Notification or Alarm System Procedures

- In the event of a fire or emergency situation an alarm will sound where possible and occupants will evacuate using the nearest exit.
- In the event of no alarm, the Fire Wardens will evacuate the facility

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 West Loop sign near the corner of Glenmont and the Feeder Road.

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.
• Contact the HCC Director of Safety at 713-718-7563 or the Building Fire Safety Director at 713-718-7870 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.