



PH. (843) 918-1192

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City of Myrtle Beach
SOUTH CAROLINA
FIRE DEPARTMENT

FIRE SAFETY PLAN

(Business Name)

This official document is to be kept readily available on site at all times

Fire Safety Plan
Prepared By:
Date:



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Introduction

A fire safety plan is designed to provide occupant safety in the event of fire, to provide effective utilization of the fire safety features of the building and to minimize the possibility of fires. This plan discusses what occupants and staff are to do in the event of fire.

In order for this plan to be effective, management must know the plan and be able to implement it in the event of fire. The Fire Code requires the owner to be responsible for carrying out the provisions for fire safety, and defines "owner" as "any person, firm, or corporation controlling the property under consideration". Consequently, the owner may be any of / or combination of parties, including building management, maintenance staff, and tenant groups.

This fire safety plan has been accepted by the Fire Department but this does not in any way relieve the owner, the lessee, or the management of their responsibilities. (Do not make any changes to this plan without prior approval from the Fire Department)

The Fire Department will require this plan to be re-submitted if there are any changes to the occupancy, if there is any change to the standards, if the fire plan has not been kept current or because the Fire Marshal judges the current fire safety plan as no longer being acceptable.



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SECTION ONE

Audit of Building Resources

Building Description

This section shall include a brief description of the building. Number of above grade floors, number of below grade floors, occupancy classifications, and penthouse information (If applicable).

Fire Alarm System

This section should include a detailed description of the buildings fire alarm system and it's capabilities. (You should consult with your fire alarm company)

It shall also include but shall not be limited to the following:

The fire alarm system is activated by?

- (Describe what devices in the building activate the alarm. Pull stations, smoke detectors, kitchen suppression system, etc.)

The fire alarm sounding/signaling devices are? (Horns, bells, strobes, etc.)

The fire alarm system is monitored by?

- (List the name and contact information for the company responsible for monitoring the alarm system)

The activation of a pull station, smoke detector, heat detector, etc., will cause the following to occur:



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- Provide a detailed description of the functionality of the fire alarm system. Indicate, in bullet form, what happens when a pull station is pulled, when a smoke detector activates, sprinkler head activates, etc. (You should consult with your fire alarm company)

Example: Upon activation of a water flow device on a given floor the alarm will sound on 3 floors only, the fire floor, the floor above and the floor below.

Fire Alarm System (continued)

Note: You must explain, if applicable, the manual functions of the fire alarm system, i.e., general evacuation mode.

Control Panel Functions

At the time of the alarm the relative location will be indicated on the fire alarm annunciator panel (Describe the method of indication, light, text, etc.)

An alarm signal will cause the following to occur: (If applicable)

- The elevators will?
- The stairwell fans will?
- The smoke control System will?
- The fire alarm signal will be sent to a UL Listed Fire Alarm Monitoring Company?

The fire alarm system is supported by batteries capable of operating the system for twenty-four hours and still providing signal power for two hours at the end of this period. You must also indicate if an emergency generator supports the fire alarm system. (If applicable / consult with your fire alarm company)



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Guest-Room Smoke Alarms

- Describe the function of the guest room smoke alarms

Detectors

- Describe the type, location, and function of all detectors

Smoke Control

- Describe the smoke control system (If applicable)

Emergency Generator

- Indicate the location of the generator and it's fuel source
- Provide a brief description of the operating features of the gen.
- List the devices and areas that are served by the emergency generator

Sprinkler System

- Provide a description of the sprinkler system and areas served by the system
- Is the system wet or dry
- Location of isolation valves / floor manifolds
- Location of the main riser
(Consult with your Fire Sprinkler Contractor)

Fire Pump

- Is the sprinkler system supported with a fire pump? If so, give an explanation of the fire pumps capabilities. Rated capacities, controller information, connected to a generator or not, and location of fire pump.
(Consult with your Fire Sprinkler Contractor)



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Standpipe and Hose System

- ❑ Indicate the type of standpipe system installed in the building. If the building is equipped with hose cabinets please indicate the length of the hose and the type of nozzle supplied.
(Consult with your Fire Sprinkler Contractor)
- ❑ Indicate the location(s) of the standpipe connections and/or hose stations (If applicable)
- ❑ Indicate the location of any dry standpipes (If applicable)
- ❑ Indicate the location of any standpipe isolation and/or cutoff valves
- ❑ Indicate if the standpipe is supplied with pressure reducing valves and if so, location of valves

Portable Fire Extinguishers

- ❑ Indicate the type and location of the buildings fire extinguishers
(Example: 10lb ABC Extinguishers are located on each levelx2.)

Fire Department Connections

- ❑ Indicate the location of the fire department connection(s) and the area they serve. Also indicate if the connections serve a standpipe, sprinkler system, or combination of the two.

Elevators

- ❑ Indicate the number of elevators and their type (Hydraulic/Electric)
- ❑ Indicate the location of the elevator shafts and the floors that they serve.
- ❑ Explain the elevator recall procedure (Consult with your fire alarm company) When do the elevators recall?



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- ❑ Explain the operation of the elevators on emergency power (If applicable)
- ❑ Indicate where the elevator keys are located

Kitchen Hood Suppression System

- ❑ Indicate the location and type of kitchen hood suppression system. (If applicable)
- ❑ The system is activated by a manual pull pin or by release of a fusible link.
- ❑ Indicate if release of the fire extinguishing system activates the fire alarm system.

Gas Shut-Off

- ❑ Indicate the location and number of gas shut-off valves (If applicable)



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Audit of Human Resources

Use this sub-section to explain/outline the availability of staff personnel during the daytime-vs-nighttime.

The availability of staff personnel will greatly affect the outcome of this Fire Safety Plan.

Typically, the nighttime shifts are staffed considerably less than the daytime shifts, your Fire Safety Plan should address this.

If your Fire Safety Plan will be affected because of staffing levels then it must be addressed in this section.



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SECTION TWO

Emergency Voice Communications System

- ❑ Explain the procedure for using the “Paging System” (PBX)
- ❑ Indicate the location of the Fire Phones and explain that they are for emergency use only.

Exit Locations

- ❑ Indicate the number of stairwells and their named designation (North, South, 1, 2, etc.)
- ❑ Indicate the number of floors served by each stairwell

Instructions to Occupants on Fire Procedures

If you are in the Fire Area

- ❑ Leave the fire area taking any persons in the area with you.
- ❑ Close all doors behind you
- ❑ Activate the fire alarm, use the nearest pull station
- ❑ Telephone the Myrtle Beach Fire Department, DIAL 911
Note: Never assume that this has been done. Give the Dispatcher the correct address and the location of the fire in the building
- ❑ Use exits or stairwell proceeding to the ground, to leave the building immediately

DO NOT USE THE ELEVATORS

Do not re-enter the building once you have left it until it is declared safe to do so by a Fire Official



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If you hear the fire alarm signal

- ❑ Proceed to the nearest exit or stairwell
- ❑ If doors are encountered on the way to an exit, feel the door with the back of your hand for heat before opening it. If the door is not hot, brace yourself against the door and open slightly. If you feel air pressure or a hot draft, close the door quickly and proceed to an alternate exit
- ❑ Leave the building using the exit or exit stairwell, proceeding to the ground
- ❑ If you encounter smoke in the stairwell, re-enter the floor area and use an alternate exit

DO NOT USE ELEVATORS

If you cannot leave your room or have returned to it because of the fire or heavy smoke

- ❑ Close the door, unlock the door for possible entry of firefighters
- ❑ Dial 911 and tell the Dispatcher where you are, then signal to firefighters by waving a coat, towel, etc.
- ❑ Seal all cracks where smoke can enter by using wet towels or sheets
- ❑ Crouch low to the floor if smoke enters the room
- ❑ Move to the most protected room and partially open the window for air, close the window if smokes comes in
- ❑ Wait to be rescued. Remain calm. Do not panic or jump.
- ❑ Listen for instructions or for information from authorized personnel



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SECTION THREE

Fire Extinguishment and Control

Confining a fire in an enclosed space will keep the fire, smoke and fumes from entering into an exit. In many cases this can be accomplished if one remembers to close the door when leaving the fire area

Fire extinguishment is the responsibility of the fire department. The production of toxic fumes in buildings makes firefighting dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been activated and the fire department notified, should an attempt be made to extinguish the fire.

If the fire cannot be extinguished with the use of a portable extinguisher, or the smoke presents a hazard to the operator, leave the area and confine the fire by closing all doors in the area.

Attempting to extinguish a fire is a voluntary act.

Only attempt to extinguish the fire if you have had training in using a portable fire extinguisher and you are not endangering yourself. Improper use of a fire extinguisher may lead to serious injury or death.

Never attempt to fight a fire alone.



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Example of Portable Fire Extinguisher Instructions

Basic Operation (P A S S)

- **P** - Pull the safety pin (Usually a “twist-pull” action)
- **A** - Aim (The nozzle, horn or hose at the base of the fire)
- **S** - Squeeze the trigger handle
- **S** - Sweep from side to side (Watch for flashback)

**ALWAYS KEEP AN EXIT AT YOUR BACK
DO NOT GET TRAPPED**

Basic Operation (P A S S) (Continued)

- Never re-hang an extinguisher once it has been discharged.
(Even if it is only used for a few seconds) Have it re-charged by a SC Licensed Company immediately.
- Always maintain an area of 3-feet clearance around all fire protection equipment.

**PRACTICE FIRE PREVENTION AND GOOD HOUSEKEEPING
DO NOT GIVE A FIRE A PLACE TO START**

- Attempting to extinguish a fire is a voluntary act
- Only persons who are properly trained and feel confident in the use of a fire extinguisher should contemplate their use. Improper use of a portable fire extinguisher may lead to serious injury or death.



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Control of Fire Hazards

A fire establishes itself within the first few minutes. To save your life, you must know what to do

It is extremely important to recognize the early visible signs of a fire and to have rehearsed the evacuation of your building. Early detection could give you the extra time, which could save your life.

Remember, your initial reaction and the time involved may determine your safety.

At first sign of smoke, noxious fumes or strange odors call the Myrtle Beach Fire Department immediately - DIAL 911. Do not assume that someone else has called.

Fast reporting of a fire can make the difference in the number of people who are rescued. Alert other Guest/Staff in the building. It is critical for you to be familiar with your surroundings. Know the location of all the exits, pull stations and fire extinguishers.

Control of Fire Hazards (Continued)

In order to avoid fire hazards in the building, occupants should remember:

- ❑ Keep exits clear of obstructions at all times
- ❑ Keep corridors free and clear at all times
- ❑ Do not put burning materials such as cigarettes and ashes into garbage containers
- ❑ Avoid careless smoking. Use ashtrays and never smoke in bed
- ❑ Not to use unsafe electrical appliances, frayed extension cords, overloaded outlets or lamp wire for permanent wiring



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In general occupants are advised to:

- ❑ Know their responsibility during a fire condition in the building
- ❑ Know where the exits and pull stations are located
- ❑ Call the Fire Department from a safe place, whenever you need emergency assistance - DIAL 911
- ❑ Know the correct address
- ❑ Notify the front desk if special assistance is required in the event of an emergency

Combustible Materials

A high standard of housekeeping and building maintenance are probably the most important factors in the prevention of fire.

The following information on control of fire hazards may ensure the building continually meets the requirements of the Fire Code.

- ❑ Combustible materials in the building shall not be permitted to accumulate in quantities or locations which will constitute a fire hazard
- ❑ Combustible materials shall not be permitted to accumulate in any part of an elevator shaft, stairway or other means of egress
- ❑ Combustible materials shall not be used to absorb flammable or combustible liquid spills within the building
- ❑ Greasy or oily rags, or materials subject to spontaneous heating shall be deposited in a proper safety container or be removed from the premises
- ❑ Lint traps in laundry equipment shall be cleaned to prevent the excessive accumulation of lint
- ❑ Flammable liquids shall not be used for cleaning purposes
- ❑ Combustible materials shall not be stored on a roof or adjacent to any building so as to create a fire hazard to the building or its occupants
- ❑ All flammable liquids are to be dispensed and stored in approved containers



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SECTION FOUR

Staff Responsibilities

Responsibilities of the Building Owner

It is the responsibility of the owner to ensure the fire safety of the occupants at all times

The owners are also required to have a current Fire Safety Plan and must ensure that the building and fire systems comply with the provisions of the Fire Code

Responsibilities of the General Manager

The General Manager has numerous responsibilities related to fire safety. These responsibilities are incorporated in this Fire Safety Plan as follows:

- ❑ Ensure that building supervisory staff are familiar with the fire emergency procedures
- ❑ Appointment and organization of designated supervisory staff to carry out fire safety duties and specific responsibilities as outlined in the Fire Safety Plan
- ❑ Training of supervisory staff so they are aware of their general and specific responsibilities for fire safety
- ❑ Ensure that the front desk maintains a current list of registered guests that would require assistance in a fire emergency
- ❑ Holding of "Fire Drills" in accordance with the Fire Code, incorporating emergency procedures appropriate to the building. Encourage occupant participation
- ❑ Control of fire hazards in the building
- ❑ Ensure checks, tests and inspections, as required by the Fire Code, are completed on schedule and that records are retained



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- ❑ Be in charge of implementing the accepted Fire Safety Plan and ensure the information in the plan remains current and notify the Fire Marshal of any changes in the plan
- ❑ Designate and train sufficient alternates to replace supervisory staff during an absence

Responsibilities of the General Manager (Continued)

- ❑ Supervisory staff are to be trained on the following:
 - Operation and resetting of the fire alarm
 - Operation and resetting of the elevator
 - Operation of the smoke control system (If applicable)
 - Operation of the emergency generator (If applicable)
 - The location of standpipe and sprinkler control valves

Responsibilities of the Maintenance Manager

Supervisory staff shall be instructed in fire emergency procedures before they are given any responsibility for fire safety.

The maintenance manager, together with his/her staff shall fulfill the fire safety obligation as detailed:

- ❑ Maintain the fire alarm system and other fire protection equipment in good operating condition at all times
- ❑ Have a working knowledge of the fire and life safety systems
- ❑ Participate in "Fire Drills"
- ❑ Ensure each floor is numbered in the stairwells
- ❑ Keep doors to stairways closed at all times
- ❑ Check and maintain fire doors in good operating condition
- ❑ Keep stairways, landings, hallways, passageways and exits (Inside and out) clear of any obstructions at all times



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- ❑ Do not permit combustible material to accumulate in any part of a stairway or other means of egress. Regular inspection of corridors, stairways, exit areas and storage areas shall be made to ensure removal of trash and hazardous materials
- ❑ Promptly remove all combustible waste from disposal areas
- ❑ Keep access roadways, fire routes and fire department connections clear and accessible at all times
- ❑ Train assistants to act in this position during your absence from the building
- ❑ Notify management of any changes that will affect the plan

Responsibilities of the Supervisors

Each Supervisor will instruct their employees on the building fire emergency procedures. The instruction will include the following.

- ❑ Review the fire emergency procedures as outlined in section two of this plan
- ❑ The method to manually activate the fire alarm - from manual pull stations
- ❑ Upon an alarm signal employees are to be instructed to stop all activities and be prepared to evacuate the building
- ❑ Upon discovery of a fire, employees are to be instructed to evacuate the building. They are to assist guests when possible
- ❑ To familiarize themselves with the location of all stairwell exits from the building
- ❑ The necessity of keeping the workplace free of combustible materials
- ❑ The importance of reporting any deficiencies in life safety equipment such as:
 - Exit signs not illuminated
 - Exit doors not closing and latching properly
 - Insufficient lighting in stairwell exits
 - Obstructed stairwell and corridor exits
 - Locked exit doors or doors not properly signed



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Duties of the Front Desk Manager or Duty Manager

Upon notification of a fire emergency the front desk manager or duty manager must be available to fulfill their obligations.

Upon the Sounding of a Trouble / Supervisory Fire Alarm Signal

- ❑ Notify the maintenance supervisor immediately
- ❑ Notify the fire alarm company and / or sprinkler company

DO NOT ALLOW THE SIGNALS TO BE IGNORED!

Upon Activation of the Fire Alarm Signal

- ❑ DIAL 911 and advise the dispatcher of the fire emergency
- ❑ Ensure an in-house guest list is printed, identifying the name and room number of any guest that would require assistance
- ❑ Proceed to the fire alarm control panel (Insert location here) to determine the alarm location
- ❑ Radio for at least two staff members to proceed to the alarm area and investigate. This investigation will only take place provided two staff members can respond to the alarm area
- ❑ If applicable, make any announcements. Refer to section five of this plan
- ❑ Ensure that the elevators are working properly and/or recalled
- ❑ Ensure the front doors are unlocked and have available master keys, elevator keys, and the list of registered guest requiring assistance
- ❑ Proceed to the fire alarm control panel and await the arrival of the Myrtle Beach Fire Department
- ❑ Communicate the alarm location and the result of the investigation (If applicable) to the responding fire service personnel



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- ❑ **DO NOT RE-SET THE ALARM UNTIL INSTRUCTED TO DO SO BY FIRE DEPARTMENT PERSONNEL**
- ❑ Ensure that occupants do not re-enter the building until authorized to do so by the fire department

Duties of the Maintenance Manager and Staff

Upon Activation of the Fire Alarm Signal

- ❑ Await notification on the alarm location, or radio to the front desk for instructions
- ❑ Investigate the cause of the alarm if you have two or more staff members. If you are investigating, move to the alarm area via the stairs. Use extreme caution when proceeding to the alarm area. Feel the doors encountered as you proceed towards the alarm area. If any doors are hot or you encounter smoke, stop immediately
- ❑ Retreat and close all doors in the area

Upon Activation of the Fire Alarm Signal

- ❑ Proceed to a safe location and with the use of your two-way radio communicate the "Alarm Status" to the staff member stationed at the fire alarm control panel

If there is a Fire Emergency

- ❑ If you have determined that there is a fire condition, or you are unsure, leave the alarm area
- ❑ Close all doors as you exit the area
- ❑ Proceed to a safe location and with your two-way radio communicate the "Fire Condition" to the staff member stationed at the fire alarm control panel
- ❑ Assist with the evacuation of occupants



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DO NOT USE THE ELEVATORS

Duties of the Office Staff

Upon Discovery of a Fire

- ❑ Leave the fire area immediately
 - ❑ Close all doors behind you
 - ❑ Activate the fire alarm using the closet manual pull station
 - ❑ Assist with the evacuation of the guests from the fire area
- DO NOT ENDANGER YOURSELF**
- ❑ Leave the building by the nearest exit

Upon the Sounding of a Fire Alarm Signal

- ❑ Stop all activities
- ❑ Listen for instructions
- ❑ Be prepared to evacuate
- ❑ Instruct guest/visitors in the area to evacuate the building
- ❑ Show guest/visitors the direction of exit
- ❑ Leave the building by the nearest safe exit

DO NOT USE THE ELEVATORS

Duties of the Housekeeping Staff

Upon Discovery of a Fire

- ❑ Leave the area immediately
- ❑ Close all doors behind you
- ❑ Activate the fire alarm by using the closest manual pull station
- ❑ Assist with the evacuation of the guests from the fire area



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DO NOT ENDANGER YOURSELF

- ❑ Leave the building by the nearest safe exit, proceeding to the ground

Upon the Sounding of a Fire Alarm Signal

- ❑ Stop all activities
- ❑ Move housekeeping carts to a secure room
- ❑ Instruct guests in the area to evacuate the building
- ❑ Show guests the direction of exit
- ❑ Leave the building by the nearest safe exit, proceeding to the ground

DO NOT USE THE ELEVATORS



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SECTION FIVE

Persons Requiring Assistance

- ❑ Information on guests who require special assistance in an evacuation is retained at the front desk. The list shall contain the guest's name and room number.
- ❑ The list must be kept current.

Instructions for persons with disabilities

During an emergency the following action shall be taken:

- ❑ Physically impaired persons that are on the ground floor are to be assisted from the building by a staff member or designated adult.
- ❑ Physically impaired persons that are not on the ground exit floor are to taken to the designated "Safe Area".

Safe Areas

Safe areas within the building can be:

- ❑ A portion of a stairwell exit landing provided it will not interfere with exiting persons.
- ❑ A room adjacent to an exit stairwell

Do not attempt to remove physically impaired persons from the upper level of the building unless their safety is in danger. The responding fire service personnel are properly equipped to handle these types of emergencies.



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Fire Alarm Operating, Testing, and Resetting Instructions

Alarm

Upon the activation of any of the fire alarm devices, all signals will sound. The alarm signal will be annunciated on the fire alarm control panel

Silencing of Signals

Note: Silencing of a fire alarm must only be accomplished after a thorough investigation into the cause has been conducted

Reset

The fire alarm shall only be reset after authorization is given by the Myrtle Beach Fire Department

Trouble

Trouble signals indicate that there is a problem with the fire alarm system.

An illuminated "Yellow" LED on the fire alarm annunciator panel will indicate a device in trouble and you will hear a distinct "Trouble Sound".

They should never be ignored!

The maintenance supervisor and fire alarm company shall be advised of all trouble conditions

The fire alarm company shall correct all trouble conditions immediately

Supervisory



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Note: Supervisory conditions are as important as alarm conditions and should be addressed immediately. Supervisory conditions indicate that someone has tampered with the system(s) and may have rendered it out of service

Method and Frequency of Fire Drills

Fire drills are to be held at least every 3-months

Guests are notified of the exact time and date approximately 48 hours in advance by posting notices in the entrance lobby and at pull stations, and are advised not to phone the Fire Department during the drill

The Fire Department and the monitoring company shall be notified prior to and upon completion of the drill

The general manager, supervisory staff and participants will meet prior to the drill and will be advised which pull station is to be activated and shall be given a "fire drill report form"

Participants will proceed to their stations

At the advised time the predetermined pull station will be activated

The alarm will be reset

The participants will complete their checklists

The general manager, supervisory staff and participants will hand in their reports and discuss any noted deficiencies

Request guests to advise the general manager or front desk if they experienced difficulty in hearing the alarm



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Results must be recorded and kept on site for a period of one year

Fire Alarm Drill Report

Date: _____

Name: _____

Your Location when the alarm sounded: _____

Was the alert alarm signal audible? _____

Was the evacuation alarm signal audible? _____

Do doors form hallway to stairwell close & latch properly? _____

Check hose cabinets on your floor:

(a) Hose with nozzle on rack? _____

(b) Extinguisher pressurized and full? _____

To be completed by the General Manager and/or Supervisory Staff

Was the fire department notified prior to the drill? _____

Was the monitoring company notified prior to the drill? _____

Did the monitoring company receive the alarm? _____

Did the alarm zone display correctly on the fire alarm panel? _____

Did the alarm zone display correctly on the annunciator panel? _____

Did the elevator recall function properly? _____

Did the smoke control system function properly? _____

Did the stairwell pressurization system function properly? _____



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Did the fire alarm system reset properly? _____

Was the fire department notified upon completion of the drill? _____

Was the monitoring company notified upon completion of the drill? _____

Emergency Announcements

Fire Alarm:

May I have your attention:

We have a fire alarm condition on the (*Refer to the fire panel for location details*) floor. Please evacuate these floors now (*This will be the alarm floor, floor above and floor below the alarm floor*) The Myrtle Beach Fire Department has been notified.

(Repeat this three times)

Fire Drill:

May I have your attention please:

As required, we are conducting a fire drill for your protection. We encourage your participation. Please evacuate the building upon hearing the fire alarm.

System returned to normal:

May I have your attention please:

The alarm system is now restored to normal operating conditions. Thank you.

(Repeat this message twice)



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System Test:

May I have your attention please:

The alarm system is presently being tested. The alarm will sound for short durations. Should an actual emergency arise during this test, the alarm system will sound continually. You will be advised when the tests have been completed. Thank you.

(Repeat this message twice)