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Travis County Emergency Services District No. 2 Pflugerville Fire Department

# FIRE SAFETY MANAGEMENT MANUAL



## **Because We Care**

Travis County Emergency Services District (ESD) No. 2 is commonly known as the Pflugerville Fire Department, established in 1955. Following the motto "Because We Care," we proudly serve over 100,000 people across 77 square miles in northeast Travis County. We are the busiest ESD in the county, with more than 85 professional firefighters at four fire stations handling over 8,000 calls a year for structure fires, vehicle accidents, wildfires, rescues, and a large volume of medical emergencies. Our service area stretches from Wells Branch in the west as far east as Manda Carlson Road in Manor, south to Howard Lane and portions of Parmer Lane, and north to the county line.

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Our Board of Commissioners, firefighters, and administrative staff are dedicated to improving the quality of life, health and safety of everyone in our growing community. With a strong focus on training and prevention, we follow our Strategic Plan as we strive to continue as a financially stable organization delivering a superior level of service.

### **Fire Safety Management Manual**

The Pflugerville Fire Department produced this Manual in May 2016 for apartment property managers and maintenance leaders with these goals:

- Guide you in making informed decisions about your smoke and carbon monoxide detectors, as well as your fire extinguishers, to better protect your property and the lives of your residents
- Support your success during inspections of your property by Pflugerville Fire Department firefighters
- Urge you to develop, communicate, and practice an Evacuation Plan

### **Inside this Manual, you will find:**

- P. 3 ..... Smoke & Carbon Monoxide Detectors Maintenance Plan
- P. 4 ..... Cost Estimate Calculator
- P. 5 ..... Types of Detectors and Battery Replacement
- P. 6..... Fire Extinguisher Requirements
- P. 7 .... Inspection Process
- Pp. 8-13 ..... Inspection Checklist
- P. 14/back .. Evacuation/Fire Safety Plans & Drills

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# Whose Job is it to Prevent Fires?

At the Pflugerville Fire Department, we truly believe that **Fire is Everyone's Fight**.

Our firefighters may be on the front lines of a fire attack, but as property managers and maintenance leaders you are in the best position to prevent fires on your property before they even start. Think of yourselves as the offense while we are the defense! We are a team, and there can never be a victory without each other. We both have very important jobs.

**You Have the Power** to fight fires and save lives every single day on your property through written policies for your residents, personal conversations when they sign or renew their lease, special events to help educate your residents, staff training, evacuation planning, and ongoing enforcement. We are always here for you if you ever have any questions about effectively preventing fires.

### Stay Connected, Stay Safe

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The Pflugerville Fire Department invites you to stay connected with us and learn more about fire and life safety.

Webwww.pflugervillefire.orgPhone(512) 251-2801HQ203 E. Pecan St., Pflugerville Texas 78660Socialwww.Facebook.com/PflugervilleFire<br/>www.Nextdoor.com



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### **Ask Yourself**

As a property manager or maintenance leader, which of the following problems can you help address at your own property?

- Three out of five fire deaths happen in residences where the smoke alarms didn't work or there weren't enough alarms.
- When smoke alarms don't work, it is usually because batteries are missing, disconnected or dead.
- Over half of residential fire deaths occur at night when most people are asleep. Many of these start in the bedroom.
- Most fire deaths happen in the first five minutes after a fire starts.
- Only a third of Americans have practiced a home fire escape plan. (Many people do have a fire escape plan, but they've never practiced it.)
- Structure fires in the U.S. caused \$9.8 billion in property damage in 2014. Nearly 2,900 people died in these fires and another 13,500 were hurt.
- Cooking-related fires caused \$853 million in property damage from 2007 to 2011. Two out of every five fires started in the kitchen.
- Heating equipment is the second leading cause of residential fires, fire deaths, and fire injuries.
- The top factor in heating equipment fires is failure to clean. This usually involves creosote build-up in chimneys.
- Home fires caused by cigarettes and other smoking materials result in \$509 million in property damage a year, on average.
- Smoking-related residential fires kill nearly 600 people a year in the U.S. One out of four of these victims is not the smoker whose cigarettes started the fire.
- Residential fires from electrical failure or malfunction caused \$1.5 billion in property damage from 2007 to 2011 in the U.S. About half of these fires involved electrical wiring or lighting equipment.
- Around 8,800 residential fires a year are caused by grilling outside (patio, deck, yard).
- Nearly three in five candle fires start when flammable materials are too close to the candle.

SOURCE: National FIre Protection Assoc. (NFPA)

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# **Smoke and Carbon Monoxide Detectors Maintenance Plan**

To protect property and lives, all apartment facilities should at a minimum have a smoke detector in each bedroom, a smoke detector in the common area outside the bedrooms, and a carbon monoxide (CO) detector. Detectors should be completely replaced at least every 10 years, after which point they are more likely to fail.

The following are a variety of plans to achieve this important protection.

## GOOD

## BETTER

Low-Maintenance Smoke Detectors

+ Basic Combo Smoke/CO Detector

Dual-sensor (smoke and heat) smoke detectors

with sealed 10-year lithium ion batteries,

and a basic combination smoke/CO detector

#### **Basic Smoke Detectors** + Basic CO Detector

Single-sensor (smoke or heat) smoke detectors powered by 9V batteries, and a plug-in CO detector

#### **Benefits**

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 Basic property and life safety protection; however a singlesensor detector may not detect all types of fire/smoke situations in a timely manner

✓ Short-term cost is lowest; *however* the long-term cost is the highest

 CO detector can be plugged into electrical outlets; no mounting of CO detector required

### ✓ Better property and life safety protection Lowest long-term cost ✓ Dual-sensor smoke detectors can detect both smoke and heat more quickly

**Benefits** 

✓ 10-year batteries in MOST of the apartment's detectors reduces the cost of replacing batteries

✓ 10-year batteries in MOST of the apartment's detectors reduces maintenance needs

 Reduced maintenance to install and test a combination smoke/CO detector

 Lithium ion-powered detectors are sealed, preventing residents from tampering with the detector or removing the battery for any reason; this better ensures that property and lives are always protected 24/7

<b>Ongoing Maintenance</b>	Ongoing Maintenance	Ong
Moderate	Low to Moderate	Low
Estimated 10-year Cost of materials for a 100-unit, 200-bedroom facility = \$12,264 + tax (\$1,226/yr)	Estimated 10-year Cost of materials for a 100-unit, 200-bedroom facility = \$8,516 + tax (\$851/yr)	<b>Esti</b> of ma 200-b = \$11
Includes per apartment unit: 3 basic (single sensor) smoke detectors 1 plug-in CO detector 8 9V-batteries per year	Includes per apartment unit: 2 dual-sensor smoke detectors with lithium ion batteries 1 basic combination smoke/CO detector 2 9V-batteries per year	Includ 3 dua with

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### **Low-Maintenance Combo Smoke/CO Detectors**

Dual-sensor (smoke and heat) combination smoke/CO detectors with sealed 10-year lithium ion batteries

### **Benefits**

Best property and life safety protection

Lower long-term cost vs. basic detectors

 Dual-sensor smoke detectors can detect both smoke and heat more quickly

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✓ 10-year batteries in ALL of the detectors eliminates the cost of replacing batteries

✓ 10-year batteries in ALL of the apartment's detectors greatly reduces maintenance needs

 Reduced maintenance to install and test a combination smoke/CO detector

 Lithium ion-powered detectors are sealed, preventing residents from tampering with the detector or removing the battery for any reason; this better ensures that property and lives are always protected 24/7

### oing Maintenance

mated 10-year Cost aterials for a 100-unit, edroom facility L,850 + tax (\$1,185/yr)

les per apartment unit: al-sensor combination smoke/CO detectors 10-year lithium ion batteries

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The cost of smoke detectors is tiny compared to the costs of lost lives, a burned down building, higher insurance premiums, potential lawsuits, and damaged public image. You can bring your costs down further by purchasing in bulk. These estimates were based on single-item pricing at retail hardware stores. Also, these estimates assume that the apartment unit is entirely on one level; additional levels within a unit will require more detectors.

## **Cost Estimate Calculator**

#### Good Plan

Basic single-sensor smoke detector (smoke <i>or</i> heat), requires 9V battery Basic plug-in CO detector, requires 9V battery for back-up	\$5 / each \$27 / each		
9V batteries			
1-bedroom apartment = \$38.72 year 1 \$6.72 each year for next 8 years			

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2-bedroom apartment = \$50.96 year 1 \$8.96 each year for next 8 years 3-bedroom apartment = \$58.20 year 1 \$11.20 each year for next 8 years

#### **Better Plan**

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Low maintenance, dual-sensor smoke detector (smoke <i>and</i> heat), includes sealed 10-year lithium ion battery	\$20 / each
Basic combination dual-sensor smoke & CO detector, requires 9V battery	\$25 / each
9V batteries \$175 / 156-pac	k (\$1.12 ea)

1-bedroom apartment = \$47.24 year 1	\$2.24 each year for next 8 years
2-bedroom apartment = \$67.24 year 1	\$2.24 each year for next 8 years
3-bedroom apartment = \$87.24 year 1	\$2.24 each year for next 8 years

#### **Best Plan**



1-bedroom apartment = \$79 year 1\$0 years 2-92-bedroom apartment = \$118.50 year 1\$0 years 2-93-bedroom apartment = \$158 year 1\$0 years 2-9

### Additional Options

Dual-sensor smoke detector (smoke <i>and</i> heat), requires 9V battery	\$23 /each
* Hardwired ionization smoke detector (heat <i>only</i> ), no back-up	\$12 / each
* Hardwired dual-sensor combination smoke & CO detector, requires 9V battery for backup \$129 / 3-p	ack (\$43 ea)

\* Ideally your facility was built with the smoke detectors hardwired together in each apartment unit. This ensures that if one detector is activated, they will all sound in that apartment. However, many of the apartment facilities in our fire district were built before this life-saving technology was available.

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# **Smoke Detector Types and Battery Replacement**

Every month, all smoke detectors should be tested. Every six months, 9-Volt batteries should be replaced in smoke detectors (even hard-wired detectors), or sooner if the detector is chirping. Although lithium ion batteries are designed to last 10 years, whenever a smoke detector with a lithium battery starts to chirp, the entire detector will likely need to be replaced.

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While a single-sensor smoke detector is far better than not having a detector at all, it may not detect all types of fire situations as quickly as possible. Dual-sensor smoke detectors will better protect your property and residents, because they include two kinds of fire technology: one that detects smoke faster (photoelectric), and the other that detects heat/ flames faster (ionization). Here is how the two types of fire technologies work.

### Photoelectric Sensor



# **SMOKE** faster

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Inside the smoke detector, there is an LED light that sends a beam of light (similar to a laser pointer) in a straight line across the chamber. In a separate compartment inside the chamber, there is a photosensor that detects light.

As smoke enters the detector, the smoke particles interrupt the light beam, scattering it in many directions. Some of the LED light scatters toward the light sensor. When light beams hit the sensor, the alarm goes off.

3 When the 9V battery in the smoke detector gets low in your smoke detector, it should automatically activate a quick chirping sound. This chirping does not sound like the loud, long beep the detector makes when it's tested and when there's a fire. If the detector chirps, it's time to replace the 9V battery!

### **Ionization Sensor**



Inside the smoke detector, there are two tiny metal plates called electrodes that are connected to the battery. This is called a circuit.

There is also a substance called Americium-241, which converts air molecules into positive and negative ions. Because opposites attract, the negative ions move toward the positive plate, and the positive ions move toward the negative plate.

This movement creates a complete circuit (or path) of electricity.

3 As smoke enters the smoke detector, the ions bond with the smoke, breaking the path of electricity. When the flow of electricity is reduced, the alarm goes off.

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# **Fire Extinguisher Requirements for Apartment Facilities**

### **Residential Buildings**

Apartment property managers have two options for providing portable fire extinguishers in residential buildings, as follows:

**Option 1** Provide commercial extinguishers in breezeways and common areas of residential buildings. When this option is utilized, extinguishers will not be required for each apartment unit.

**Option 2** Provide a residential or commercial extinguisher in each apartment unit. When this option is utilized, extinguishers will not be required in breezeways.

### **Clubhouse Buildings**

Clubhouse Buildings must be provided with commercial fire extinguishers.

### **Detached Garage Buildings**

Detached garage buildings must each be provided with one or more commercial fire extinguishers. Extinguishers must be mounted in cabinets on exterior walls of garage buildings.

#### Maintenance Buildings

At least one commercial fire extinguisher must be provided in each maintenance and/or storage building.

#### COMMERCIAL (RECHARGEABLE) EXTINGUISHERS

- For the purpose of this Manual, a commercial extinguisher is defined as a rechargeable unit provided with a minimum rating of 2A:10BC.
- Commercial extinguishers shall be visible, accessible and located so that no point in the building is more than 75 feet from an extinguisher (as measured by path of travel).
- Commercial extinguishers shall be mounted on the wall or installed in an approved extinguisher cabinet. For existing extinguishers, the top of the extinguisher shall be no more than 60 inches above finished floor level. For new installations, the top of an extinguisher shall be no more than 48 inches above the finished floor level.
- Commercial extinguishers must be provided with a current inspection tag installed by a licensed Fire Protection Contractor.
- Commercial extinguishers must be serviced or replaced if the extinguisher has been discharged, if the tamper seal is missing, or if the pull-pin is missing.

#### **RESIDENTIAL (DISPOSABLE) EXTINGUISHERS**

- For the purpose of this Manual, a residential extinguisher is defined as a non-rechargeable unit provided with a minimum rating of 1A:10BC. This type of extinguisher is usually purchased at a hardware or other mercantile store.
- Non-rechargeable extinguishers installed in residential units must be in an approved location, such as under the kitchen sink.
- Non-rechargeable extinguishers will not require an inspection tag from a licensed Fire Protection Contractor.
- Non-rechargeable extinguishers must be visually inspected on an annual basis by an employee of the complex.
- A tag must be attached to the extinguisher indicating the date inspected and the name of the person performing the inspection.
- Non-rechargeable extinguishers must be replaced if the extinguisher has been discharged, the tamper seal is missing, or the pull-pin is missing.



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RESIDENTIAL extinguishers must be inspected and tagged

annually by apartment staff.

# COMMERCIAL

extinguishers must be inspected and tagged annually by a licensed Fire Protection Contractor.



# **Inspection Process**

In Travis County ESD No. 2, our goal is always to support you in protecting your property and residents from the threat of fire, because we care.



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We want your inspection experience to be as positive, predictable and successful as possible, and we aim to minimize visits between inspections. All apartment facilities (including high-occupancy senior housing) are inspected at least once a year. We employ more than 30 certified fire inspectors who are also certified firefighters. The following is an overview of the fire inspection process for apartment facilities.

### Step 1 Pre-Inspection Conference

We contact your office about 6 to 8 weeks prior to your inspection to schedule a Pre-Inspection Conference at your facility. Attending for the Fire Department will be our Community Outreach Coordinator, our Risk Reduction Officer, and/or other members of our Prevention Division. You are welcome to bring your Property Manager and Assistant Property Manager, as well as your Maintenance Manager and Assistant Maintenance Manager. During this relaxed conversation that takes about an hour, we will:

- walk you through the highlights of this Manual,
- orient you to the Fire Safety Folder provided to you,
- attempt to answer any questions you may have, and
- ask for your commitment to distribute our fire safety education materials (as provided) to all of your current and future residents

### Step **2** Notice of Inspection

**About a month after the conference**, one of our inspectors contacts your office to let you know when your official inspection will be taking place. We provide you with this advance notice (averaging three days) so that you may alert any tenants affected by the draft-stop component of the inspection.

## Step (3) Inspection

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The inspection will likely take roughly 4 to 8 hours, depending on how well prepared you are and how many issues are identified. If our inspectors are called out to an actual fire or medical emergency during your inspection, we may need to return on a different day to finish the inspection. The checklist we use to inspect your facility is shown on pages 8 to 13 of this Manual; it was last updated May 2016.

## Step **()** Remediation

We will work closely with you over the next few days and weeks until the issues are sufficiently addressed, if any violations were identified during the inspection. This may entail follow-up visits to your property.

## Step 🗿 Annual Outreach

**Each Spring**, a member of our Prevention Division will contact your facility to get the current names and contact information for your property manager and maintenance leader. If the property manager or maintenance leader has changed, we will hold another Pre-Inspection Conference as needed.

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F	Fire Safety Sur	rvey for Apartment	Complexe	es		
Complex Name:		Managers Name:				
Complex Address:		Email:		Phone: (	)	
Start Time:	Finish Time:	Number of Interruptions:	Number o	of Personnel:		
	GENER	AL FIRE CODE VIOLATIO	ONS			
	:			YES	NO	N/
Office personnel hav sprinkler systems, E	e produced required inspection levator inspection).	on documentation (Fire hydrants, Fire ala	arm systems, Fire			
The Fire alarm contr	ol panel has power and there	are no trouble conditions indicated on the	e panel.			
The Fire alarm controcomplex.	ol panel is monitored off-site a	and the monitoring service has the corre	ct address for the			
A smoke detector is	installed in the vicinity of the t	fire alarm control panel.				
Exit signs are illumin	ated and battery backup is o	perational.				
Emergency lighting	units are operational.					
Panic hardware is or	nly lock/latch installed on sec	ondary exit doors.				
Portable extinguish Extinguishers are cl installed by a license	ers are provided. Extingui narged, tamper seals and pu ed fire protection contractor. (i	ishers are mounted in visible and ill-pins are intact. Extinguishers have a on nspected annually)	accessible location current inspection ta	ag		
Ceiling panels are p	rovided at all access points in	to attic.				
Attic draft stops are	intact. All penetrations in draf	t stops have been firestopped.				
Access panels in dra	aft stops are self-closing and p	provided with automatic latches.				
Riser rooms are prov	vided with required signage. (	ESD 2 Sign specifications)				
FDC's are provided	with required signage. (ESD 2	2 Sign specifications)				

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Main electrical disconnects are provided with required signage. (ESD 2 Sign specifications)		
POOL AREA AND MAINTENANCE SHOP	YES	NO
Emergency pool phone works properly and the dispatcher has the correct address. Signage is provided to identify emergency phone.		
Storage areas for pool chemicals are identified by NFPA 704 placard.		
All combustibles are stored at least 3' away from any gas appliances (Water heater, furnace, etc.)		
Compressed gas containers (CO2, helium, etc) shall be secured to prevent from falling		
No more than 10 gallons of flammable liquid is stored in approved safety cans		
EXTERIOR SURVEY - COMPLEX	YES	NO
The address of the complex is posted at all entrances and is clearly visible from the public street.		

Electronic access gates are operational and KNOX switches are working properly. All gates open fully upon activation of the knox switch and remain in the open position until the knox switch is reset.		
Electronic access gates are provided with a manual release and this release is operational.		
		-
Manual access gates are provided with a Knox padlock or knox box. If a Knox box is provided ensure the key in the box opens the gate. All gates open fully.		
Fire lanes are clearly marked and legible.		
A minimum vertical clearance of 14 feet is maintained for the entire length and width of the fire lane. (tree limbs and power lines)		
Fire hydrant steamer connections face towards the access drive.		
Fire hydrant outlets are provided with protective caps.		

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The steamer connection for all hydrants is a minimum of 18 inches above adjacent grade level. (Measured to center of opening)		
A minimum of 3 foot clearance is maintained around the circumference of each fire hydrant. This area is kept clear of all landscaping which will obstruct the visibility of, or access to, the fire hydrant.		
Blue pavement markers are provided in the access drive to mark hydrant locations.		
Building numbers are visible from the access drive.		

EXTERIOR SURVEY - RESIDENTIAL BUILDINGS	YES	NO	N/A
Riser rooms are provided with required signage. (ESD 2 Sign specifications)			
Fire department connections are provided with required signage. (ESD 2 Sign specifications)			
Fire department connections are provided with protective caps.			
			r
A minimum of 3 foot clearance is maintained on all sides of fire department connections. This area is kept clear of all landscaping which will obstruct the visibility of, or access to, the FDC.			
Main gas shutoffs are provided with required signage. (ESD 2 Sign specifications)			
Main electrical disconnects are provided with required signage. (ESD 2 Sign specifications)			
Electrical panels are provided and covers are closed.			
All circuit breakers are labeled to indicate which portion of the building they service. There is no visible damage to breakers.			
All electrical outlets and junction boxes are provided with cover plates.			
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A minimum clearance of 30 inches is maintained around electrical panels and meters. This area is kept clear of landscaping and storage.			
Building exteriors are free of weeds, debris and combustible storage.			
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Dumpsters are a minimum of 10 feet from combustible walls, windows and building overhangs		
The area around each building is maintained free of improperly discarded smoking material.		

RESIDENTIAL BUILDING RISER ROOMS	YES	NO	N/A
The Fire alarm control panel has power and there are no trouble conditions indicated on the panel.			
Sprinkler riser gauges indicate there is pressure on the system.			
All valves are currently in the open position so that the system, if activated would work properly.			
All valves and controls are labeled correctly. (Main Drain, Main Control, etc)			
The fire alarm system has been inspected and serviced (tag attached) within the past year by a licensed fire alarm contractor. The fire alarm control panel is free of yellow and/or red tags.			
The fire sprinkler system has been inspected and serviced (tag attached) within the past year by a licensed fire protection contractor. The fire sprinkler system is free of yellow and/or red tags.			
The sprinkler riser room is free of any storage, trash or debris.			

SURVEY OF COMMON AREAS IN RESIDENTIAL BUILDINGS	YES	NO	N/A
Ceiling panels are provided at all access points into attic.			
			·
Attic draft stops are intact. All penetrations in draft stops have been firestopped.			
Access panels in draft stops are self-closing and provided with automatic latches.			
Electrical boxes and switches in attic are provided with cover plates.			
Exit signs are illuminated and battery backup is operational.			
Emergency lighting units are operational.			

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Breezeway walls and ceilings are intact. All penetrations in walls and ceilings have been sealed.		
If extinguisher cabinets are provided in common areas: All cabinets contain an extinguisher, extinguishers are charged, tamper seals and pull-pins are intact.		
Standpipe hose connections are provided with protective caps.		
	-	
Fire sprinklers, fire alarm horns and/or fire alarm strobes are free of any visible damage.		
There are no obstructions or storage in breezeways. There are no obstructions or storage in or under exit stairs.		
Exit stairs, guardrails and handrails are intact and structurally sound.		
The Electrical, Equipment and Mechanical rooms are free of storage.		

ELEVATORS	YES	NO	N/A
Elevator is operational.			
Elevator has been tested and inspected within the past year by a certified inspector.			
Elevator key provided by the complex works with this elevator (Firefighter service key).			
The emergency call function inside the elevator is monitored off-site and the monitoring service has the correct address and building number.			

NO N/	NO N	YES NO	RIOR SURVEY - RESIDENTIAL UNITS
			umbers are posted at unit entry doors.
			oors are self-closing and self-latching.
			e alarms are installed and operational.
			n monoxide alarms are operational if required (gas appliances or attached garage).
			n monoxide alarms are operational if required (gas appliances or attached garage).

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Sprinklers are free of any obstructions and a minimum clearance of 18 inches is maintained below all sprinkler heads. (Closets and utility rooms are primary concerns)			
		_	
Fire Sprinklers, fire alarm horns and/or fire alarm strobes are free of any visual damage.			
			1
If portable extinguishers are not installed in common areas: A 1A-10BC minimum-rated fire extinguisher has been provided. The extinguisher is charged, the tamper seal and pull-pin are intact.			
Dryer vents are free of lint accumulations. Areas behind washers and dryers are kept clear of lint and other combustibles.			
	-		
All combustibles are stored at least 3 feet away from appliances (Water heater, furnace, etc.).			
Ceiling panels are provided at all access points into attic.			
Electrical outlets, switches and junction boxes have cover plates.			
Extension cords are not being used for permanent wiring. Extension cords are plugged directly into outlets or power strips and do not pass under rugs or through walls.			
			_
Power strips are plugged directly into outlets.			ſ
Patios and balconies are free of propane cooking and heating devices.			
Apartment units, patios and balconies are free of combustible and flammable liquids.			
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Comments:\_

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Inspector Name:\_

\_ Manager's Signature:\_

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# **Evacuation & Fire Safety** Re

All apartment facilities in Travis County ESD No. 2 greatly benefit from having an Emergency Evacuation Plan for their residents in the case of a fire or other emergency, which is:

#### communicated in advance to residents

### trained at least semi-annually by staff and

#### drilled annually by everyone at your facility.

Your facility also benefits from developing and sharing a Fire Safety Plan that further details the fire hazards and resources on your property.



Among residential facilities, we require these plans and drills for (a) hotels, and (b) multi-story residential facilities whose occupants are primarily seniors age 55 and up. Our Prevention Division personnel will work directly with hotels and multi-story senior facilities to help you design your plans and support your annual drills. Other apartment facilities are strongly urged to likewise have these plans and drills, which are proven to save lives while also making your residents feel truly valued by management! Here are the key components (detailed further in IFC § 404):



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### **EVACUATION PLANS**

Information to be distributed by the property owner/manager to ALL RESIDENTS (as well as employees) and reviewed with them when they first move in AND again annually:

- Emergency Egress or Escape Routes, and whether evacuation of the building is to be complete or only by selected floors/areas
- Means of Notifying Occupants of a Fire or Emergency, both preferred and alternative
- Assisted Rescue Procedures for occupants unable to use the general means of emergency egress unassisted
- Emergency Voice/Alarm Communication System alert tone description and preprogrammed voice messages, where provided

Additional Evacuation Plan information to be distributed by the property owner/manager to ALL EMPLOYEES upon hiring and trained with them at least semi-annually:

- Means and Procedure for Reporting Fire/Emergency to the Fire Department, both preferred and alternative, including false alarms
- **Critical Equipment Procedures** for employees who must remain to operate this equipment before evacuating
- **Procedures to Account for Occupants/Employees** after the evacuation is complete
- Employees Responsible for Rescue or Emergency Medical Aid identified and assigned
- **Contact Information for Employees** who can be contacted for further information or explanation of duties under the Plan



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### **FIRE SAFETY PLANS**

Information to be distributed by the property owner/manager to ALL RESIDENTS (as well as employees) and reviewed with them when they move in and annually:

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- Floor Plans including: exits, primary and secondary evacuation routes, assembly/meeting points for occupants, accessible egress routes, areas of refuge, exterior areas for assisted rescue, manual fire alarm boxes, portable fire extinguishers, occupant-use hose stations, fire alarm annunciators and controls.
- Site Plans including: assembly points, locations of fire hydrants, normal routes of Fire Department vehicle access
- Life Safety Strategy and Procedures for notifying, relocating, or evacuating occupants including occupants who need assistance

Additional information to be distributed by the property owner/ manager to ALL EMPLOYEES upon hiring and reviewed with them at least semi-annually:

- List of Major Fire Hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping
- Employees Responsible for Maintaining Fire-Control/ Prevention Systems and Equipment identified and assigned

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 Employees Responsible for Maintaining and Controlling
Fuel Hazards identified and assigned



The safety of your residents is in your hands, and drills are crucial to keeping them safe!



Fire and Emergency Drills should replicate as closely as possible the activities and needs expected in an actual emergency. Beforehand, review the plan and responsibilities with all employees and encourage them to discuss any concerns or questions they have about fire response and evacuation procedures. Afterward, debrief with the participating staff to assess the strengths and weaknesses of the drill. We recommend you keep a record of the drill in your **Fire Safety Folder** we've provided, including the following at a minimum:

- 1. Name and position of the person conducting the drill
- 2. Staff members on duty and participating
- 3. Date and start time of the drill
- 4. Time required to complete the drill
- 5. Notification method(s) used
- 6. Number of occupants evacuated
- 7. Special conditions simulated
- 8. Problems encountered

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