

Best Western St Louis Airport North Hotel & Suites Staff Fire Safety Checklist:

1. Emergency Contact Information:

- Familiarize yourself with the emergency contact numbers, including local fire authorities and hotel management.

- Hazelwood Fire Department: 314-731-3424
- Hazelwood Police Department-314-838-5000 (In emergency, dial 911)

- Keep a copy of emergency contact information readily available at your workstation.

- Shawna Moore-516-329-2813 General Manager
- Tamisha Smith-314-532-8556 Front Office Supervisor
- Sharon Flowers-314-297-8756

- Ryan Saunders-WNW-631-455-2010

2. Fire Alarms and Detection Systems:

- Be aware of the location of fire alarms and manual pull stations in your work area.
- If you hear a fire alarm, immediately alert all guests in your vicinity and proceed to the nearest manual pull station to activate the alarm.
- Look at the fire panel and see the alert message. There are several different types of alerts.

Fire alarm panels, also known as fire alarm control panels (FACP) or fire panels, are crucial components in fire detection and notification systems. They monitor various devices, such as smoke detectors, heat detectors, and manual pull stations, and provide alerts based on the detected conditions. Different alert types and their meanings on a fire panel may vary based on the specific manufacturer and system design, but here are common alert types:

1. Normal/Standby:

- Meaning:** The system is in a normal operational state, and there are no detected issues. This is the standard mode when there is no active fire or fault condition.

2. Alarm:

- Meaning:** The fire panel has detected a fire or potential fire condition. This alert is triggered by signals from smoke detectors, heat detectors, or other fire detection devices.

3. Trouble/Fault:

- Meaning:** There is a non-emergency issue or fault within the fire alarm system. This could include a malfunctioning detector, a wiring issue, or a

power supply problem. The panel will indicate the specific trouble condition.

4. **Supervisory:**

- **Meaning:** This alert indicates a supervisory condition, which is not a fire emergency but requires attention. Supervisory conditions might include issues like low water pressure in a sprinkler system or a trouble condition in a non-fire-related device.

5. **Silenced:**

- **Meaning:** Some fire alarm panels allow certain alarms or troubles to be silenced temporarily. This does not clear the condition but can be useful for preventing unnecessary audible alarms during maintenance or investigation.

6. **Disablement:**

- **Meaning:** Specific zones or devices may be temporarily disabled for maintenance or testing purposes. This is typically done with caution and under controlled circumstances.

7. **Pre-Alarm:**

- **Meaning:** Some systems have a pre-alarm or alert condition that occurs before a full alarm is triggered. This can provide an early warning of a potential fire.

8. **System Reset:**

- **Meaning:** After addressing and resolving a fire or trouble condition, the system is reset to return to normal operation. This is often done manually.

9. **Drill/Test:**

- **Meaning:** This indicates that a scheduled or manual test of the fire alarm system is in progress. It may involve activating devices to ensure proper functioning without initiating a full alarm.

It's essential for individuals responsible for fire safety to understand the specific meanings and responses associated with the alerts on their fire alarm panel. **NEVER assume that it is a faulty alarm, always verify an alert.**

Acknowledge the alarm. Once you verify the all clear, **Silence** the alarm. The code is written on the door of the fire panel.

If the monitoring center calls you to verify if we are in need of assistance they will ask you for the **Code**. That code is written on the door of the panel.

Evacuation Plans:

- Understand the evacuation routes on each floor and guide guests toward the nearest exit.
- Assist guests with disabilities or special needs during evacuations, providing guidance to the designated safe assembly points.
- Never use the elevator.
- Evacuation locations are to the truck parking, farthest away from the hotel structure. If that is not possible, guide guests to the parking lot adjacent to the storage units.
- Grab your bucket and reports and master keys. This information provides the Fire Department and Police with the information that they need to verify guests and headcounts.

3. Emergency Lighting:

- Be aware of emergency lighting locations, especially in stairwells and exit routes.
- Assist guests in finding the nearest illuminated exit during power outages or low visibility situations.

4. Fire Extinguishers:

- Know the locations of fire extinguishers in your assigned area.
 1. Fire extinguishers are located on every floor at both sides of the hallway near the exit doors as well as in the center of the hallway.
 2. Every closet and storage rooms has an extinguisher.
 3. Located behind the front desk, in laundry, pool, elevator room, kitchen and maintenance are extinguishers.
- Use fire extinguishers only if trained and if the fire is small and manageable. If in doubt, prioritize guest evacuation.

5. Guest Room Safety:

- Knock on doors while evacuating to ensure guests are aware of the situation and guide them to safety.
- Your master key will open every door.
- Report any signs of smoke, fire, or other hazards in guest rooms to the appropriate authorities immediately.

6. Communication Systems:

- Use communication devices, such as walkie-talkies or phones, to coordinate with other staff members and management.
- Follow the established communication protocol for emergency situations.

7. Guest Assembly Points:

- Direct guests to the designated safe assembly points away from the building.

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| | <ul style="list-style-type: none"> • Ensure all guests are accounted for and report any missing persons to emergency responders. |
| 8. | Staff Training: <ul style="list-style-type: none"> • Attend regular fire safety training sessions and refresher courses quarterly. • Familiarize yourself with the operation of fire safety equipment, including fire extinguishers and evacuation tools. |
| 9. | Collaboration with Local Authorities: <ul style="list-style-type: none"> • Follow instructions provided by local fire authorities and emergency services. • Collaborate with other staff members to ensure a coordinated response to emergency situations. |
| 10. | Regular Inspections: <ul style="list-style-type: none"> • Report any malfunctioning or damaged fire safety equipment during routine inspections. • Stay vigilant for potential fire hazards and report them promptly. |
| 11. | Guest Communication: <ul style="list-style-type: none"> • Communicate calmly and clearly with guests during evacuations, providing reassurance and guidance. • Report any guest-related concerns to management or emergency responders. |

Remember, the safety of guests and fellow staff members is the top priority. Follow established procedures, stay calm, and prioritize effective communication and assistance during fire emergencies.