WHAT DID NATIONAL BUILDING CODE OF INDIA SAYS

- **Sub Division A-5 Hotels** - these shall include any building or group of Buildings under single management, in which sleeping accommodation is provided, with or without dining facilities for Hotels classified **upto 4 Star Category**.

- **Sub Division A-6 Starred Hotels** - These shall include the Hotel duly approved by the concerned authorities as **5 Star and above Hotels**.

**HOTEL-SPECIFIC FIRE RISKS**

Hotels are residential occupancies that are primarily transient in nature. The presence of sleeping occupants should be central to the provisions taken on Life and Fire Safety, because occupants who are asleep will be unaware of a developing Fire and, when awakened and alerted to the emergency, might be somewhat confused. Furthermore, most occupants have little or no familiarity with the building. The provisions are also based on the presence of **additional hazards (such as Cooking and Heating Equipment, Smoking in Rooms)** that might be present in the hotel rooms. Unfamiliar surroundings and the possibility of being asleep when a Fire occurs are factors that increase risk to hotel guests. An additional challenge is the potential exposure to Heat and Smoke of corridor and Room Fires, because typical hotel building configurations often require escaping guests to traverse an interior corridor.
Hotel Management shall issue a written statement of its policy regarding Fire Safety and Fire Loss Control to its employees.

Management shall ensure screening of various Fire Precautions to be observed e.g. use of Gas Mask, Location of Fire Escape, etc. to the occupants on Cable Television (if provided) at regular intervals.

For Starred Hotels, a qualified Fire Officer shall be appointed. He shall directly report to the Chief Executive.

A Fire Command Centre shall be established on ground floor near the main entrance.

An Employee should be trained to raise an alarm in case of Fire and to use First-Aid Fire Fighting Equipments.

Permanently posted instructions shall be mounted in guest rooms at the inner side of entrance door, or any other prominent location. The instructions shall contain Floor Map showing the location of the Room in question, Escape Routes to Staircases and clear instructions what the guests should do in case of an emergency.

All employees shall be made familiar with Evacuation Plans and their individual role in assisting guests to escape to place of ultimate safety; to control growth of Fire, and other actions that lead to Life Safety.

Management shall assign to specific persons, the responsibility of summoning Fire Services and also guiding the Firemen when they arrive at the Hotel.

Management shall institute programme, whereby close watch is kept to see that no escape routes are blocked, all Fire Doors are kept in closed position, housekeeping is good and no hazardous situation arises, on day-to-day basis.

Management shall institute preventive inspection, testing and maintenance programme and installation of all Fire Protection and Fire Fighting Systems in accordance with National Building Code of India and all Machinery & Equipments, which may cause Fires.
There shall be instituted a 'Hot Work' Permit System and 'work' Permit System for outside contractors to work inside the hotel. Such permits shall be issued by the Chief Executive/Security Officer/Fire Officer.

Management shall ensure that furnishing and decoration materials used on escape routes shall have Class I flame spread rating and shall not generate toxic and asphyxiating gases on burning furniture, furnishings and decoration on escape routes shall not be attached or erected so as to:

a) Obstruct access to an exit from any room;
b) Obstruct the use of an escape route;
c) Render invisible or inaccessible notices, signs, communication equipment or extinguishing equipment;
d) Obstruct the movement of the door;
e) Mirrors/reflecting surfaces or hangings shall not be used on any escape route, which may create confusion in the minds of people;
f) Floor and stair coverings, where used shall be firmly fastened so that slipping, tripping or falling of escaping people is avoided;
g) Floor occupancy of the room shall not exceed 60 percent leaving 40 percent for free movement.

WHAT TO DO BY THE GUESTS
PRE- PLAN YOUR ESCAPE ROUTE.

✓ As soon as you check in, begin to plan your escape in case of Fire. When you get to your room, take a few moments to locate escape routes.
✓ Walk down the corridor and find the nearest and alternate exits or exit stairways.
✓ Count the doorways, turns in corridors and any other features between your room and the exits.
✓ Find the nearest fire alarm. Most frequently it will be located near the exit or stairwell door. Read the instructions on how to use it.
✓ Now read the Emergency Evacuation Instructions posted on the inside of your suite or bedroom door.

IF A FIRE BEGINS IN YOUR ROOM

Leave your room and close the door behind you to keep smoke and flames out of the corridor. Sound the alarm. Leave the building by the nearest exit. DO NOT USE ELEVATORS.
IF YOU HEAR AN ALARM

- Should the alarm sound, **DO NOT telephone** the Hotel Operator or the Front Desk/Reception. Leave the building through the nearest safe exit.

- If there is evidence of smoke in the room, roll out of bed and crawl on the floor. – **DO NOT STAND!** Smoke and deadly gasses rise.

- Go to the door of your room. **Feel the DOOR HANDLE** with your hand. The doors are insulated and you may not detect heat on the other side if you feel the door. If the door handle is hot, do not open the door. If the door handle is not hot, open it slowly, but be ready to close it immediately if necessary.

- Check the hall, If you can leave safely, take your room key with you and close the door behind you.

- Go to the nearest safe Exit.

- Proceed with care down to the ground level. Hold the handrail for stability.

- If the nearest exit is blocked by smoke or fire, use the alternate exit if it is clear. If both exits are blocked, return to your room and close the door. Telephone the Hotel switchboard by dialing “0” on the guestroom telephone. **DO NOT USE ELEVATORS.**

**WHAT TO DO IF THE ROOM DOOR IS HOT OR THERE IS FIRE OR DENSE SMOKE IN THE HALL**

**CRAWL LOW UNDER SMOKE**
Few people burn to death in Fires; most fatalities come from smoke inhalation. Avoiding excessive exposure to smoke should be a paramount concern during a Fire. It may be safer in your room. Here are some things you should do:-

- Wet towels, sheets or other cloth items and put them around the doors to prevent smoke from coming in.
- Fill the bathtub. Use the ice bucket to keep the towels wet around doors.
- Do not break windows unless the smoke in your room is getting heavy.
- Open or broken windows will draw the fire in your direction.
- Hang a sheet or other visible item from the outside of the window to signal the fire department.

**ALWAYS REMEMBER**

**REMAIN CALM**

**WHAT YOU CAN DO TO PREVENT HOTEL FIRES**

Many Hotel Fires are caused by the careless disposal of smoking materials and smoking in bed. Before leaving your room or retiring, check sofas, chairs and other areas for smouldering butts. Make sure all butts in Ashtrays are completely out. Never empty Ashtrays into wastebaskets. Never smoke in bed. Do not use electrical appliances for cooking or other purposes that are not provided with the room.
Some Personal Safety Tips

Individuals must take precautions to prevent unlawful acts by others. The following are suggestions to help ensure your Safety and Security:

- Use the “Peep Hole” in the guestroom door to determine who is on the other side before you open the door.

- Use the door night latch and dead bolt lock button on your door at night.
- Make sure the door closes securely when leaving the room.
- Use Safety Deposit Boxes to store valuable items. These are available through the Front Desk.
- All Hotel staff members have uniforms and name tags. If you are in doubt as to the identity of the person outside your door, telephone the Hotel Operator.
- Do not get on elevators if there is a suspicious person on it. If you are on the elevator and a suspicious person gets on, stand by the buttons and exit the next time the door opens. Push additional floor buttons if necessary. **DO NOT STOP THE ELEVATOR.**
- If walking outside, avoid going into isolated areas alone. Use the “**Buddy System**” whenever possible.
IN CASE OF FIRE

DIAL 101

OR

CONTACT THE NEAREST FIRE STATION

FOLLOW FIRE PRECAUTIONS

PREVENT FIRE

Issued in public interest by:-

FIRE AND EMERGENCY SERVICES
MUNICIPAL CORPORATION
CHANDIGARH