

<b>Campbell County Fire Department</b> <b>Standard Operating Procedures</b>		
Operations	Hotel/Motel Operations	<i>401.04</i>

**I. PURPOSE:**

To outline operational guidelines for emergency incidents at Hotel and Motel structures so that safe and effective emergency operations are the result.

**II SCOPE:**

This procedure applies to all CCFD firefighting personnel and all responses to hotel and motel structures.

**III. PROCEDURE:**

## 1. First in Engine:

- 1.1. Review pre-plan (if available) en route.
- 1.2. Give standard initial report; assess need for more fire apparatus
- 1.3. Handle immediate life safety concerns
- 1.4. Officer and FF enter building with SCBA and go directly to LOBBY area
- 1.5. Engineer position apparatus to supply FDC
- 1.6. Determine fire floor if possible
- 1.7. Establish (Pass) Command
- 1.8. Check with Hotel desk to determine number of guests and evacuation status
- 1.9. Check RESCUE ASSISTANCE PANEL and monitor
- 1.10. Obtain needed keys, maps, phone sets, etc.
- 1.11. Relay attack plan to next in unit or Command, if established
- 1.12. If building has DRY standpipes then water supply becomes urgent priority

## 2. First in Truck Company/Second Due Engine:

- 2.1. Proceed to Lobby and await assignment, may take Lobby Control
- 2.2. Control Elevators and Stairwells, make sure that stairwells designated by Fire Attack Team for evacuation and entry are used correctly. Assign FD member to control elevators
- 2.3. Continue to monitor RESCUE ASSISTANCE PANEL, assist as needed

Initial Approval: July 2008 Revision Date:	Page 1 of 2	Don Huber, Fire Chief  ORIGINAL SIGNED
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3. Additional Companies:

3.1. Identify evacuation needs, smoke conditions, egress paths if needed, fire extension possibilities

3.2. Per action plan, may assist in evacuation or "protect in place"

3.3. For buildings with WET systems, third company in to secure water supply to support fire protection systems and fire attack

3.4. **NOTE:** If building has DRY standpipes then water supply becomes urgent priority to be handled by first in company:

3.4.1. Check floor above the fire floor

3.4.2. Report conditions to Command

4. Command Strategic Priorities:

4.1. Incident ACTION PLAN, preliminary strategy

4.2. SEARCH and RESCUE, EVACUATION or PROTECT in PLACE

4.3. Insure that an adequate WATER SUPPLY is secured

4.4. EXPERT ASSISTANCE (Building Mechanical Engineer, Preplans, etc.)

4.5. VENTILATION (HVAC, built in systems, or PPV)

4.6. Consider STAGING, SAFETY OFFICER, LOGISTICS (additional resources), COMMUNICATIONS PLAN

4.7. Consider requesting Mobile Command Unit (MCU)

Initial Approval: July 2008 Revision Date:	Page 2 of 2	Don Huber, Fire Chief  ORIGINAL SIGNED
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