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Accommodation –Guidelines of fire safety in hotel

EAST AFRICAN COMMUNITY

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Foreword

Development of the East African Standards has been necessitated by the need for harmonizing requirements governing quality of products and services in the East African Community. It is envisaged that through harmonized standardization, trade barriers that are encountered when goods and services are exchanged within the Community will be removed.

The Community has established an East African Standards Committee (EASC) mandated to develop and issue East African Standards (EAS). The Committee is composed of representatives of the National Standards Bodies in Partner States, together with the representatives from the public and private sector organizations in the community.

East African Standards are developed through Technical Committees that are representative of key stakeholders including government, academia, consumer groups, private sector and other interested parties. Draft East African Standards are circulated to stakeholders through the National Standards Bodies in the Partner States. The comments received are discussed and incorporated before finalization of standards, in accordance with the Principles and procedures for development of East African Standards.

East African Standards are subject to review, to keep pace with technological advances. Users of the East African Standards are therefore expected to ensure that they always have the latest versions of the standards they are implementing.

The committee responsible for this document is Technical Committee EASC/TC 076, *Services*.

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Accommodation –Guidelines of fire safety in hotel

1 Scope

This draft East African standard outlines the causes of fire, guidance on fire safety and handling of firefighting equipment. The guidelines in this standard are applicable to all hotels regardless of its size, type, location and class.

This draft East African standard is intended for hotels; it may be applicable to any other organization that seeks to implement the fire safety measures prescribed in this standard.

2 Normative references

There are no normative references in this document.

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- IEC Electropedia: available at <http://www.electropedia.org/>
- ISO Online browsing platform: available at <http://www.iso.org/obp>

3.1

fire safety

precautions that are taken to prevent or reduce the likelihood of a fire that may result in death, injury or property damage

3.2

hotel

commercial establishment providing at least reception, accommodation and daily cleaning, recognized or registered as such in the applicable legislation

Note 1 to entry: A hotel may also offer a food and beverage service and other ancillary services.
(source from ISO 18513:2021, 3.2.1)

3.3

fire fighter

person whose profession is to fight fire and carry out rescue operations during emergency

3.4

fire drill

exercise carried out to prepare people on precautions to be taken in event of real fire breaking out

3.5

fire alarm

device that gives a warning or an indication that there is fire

3.6

emergency exit

window, door or other exit affording means of escape in event of fire

3.7

firefighting equipments

items or gadgets that can be used to stop fire

3.8

assembly point

designated place where people can gather in case of fire emergency

3.9

competent person

person who has had adequate training, relevant qualifications and experience to enable him to perform that duty or function

3.10

fire Detection

action to check or sense fire by use of an instrument or by human action

3.11

fire extinguisher

portable container of pressurized or gas cartridge propelled equipment whose content can be discharged in a jet or spray to put out fire

3.12

firefighting

process of extinguishing fire

3.13

firefighting team

group of fire fighters. Refer to 3.4. This group is normally stationed on site or at a place where they can be summoned at short notice

3.14

fire hose

high pressure flexible pipe attached to either a fire engine or a fire hydrant, used for extinguishing a fire

3.15

fire safety auditor/inspector

competent person authorized to undertake a fire safety audit in accordance with the rules

3.16

flammable

capacity of a substance to be set on fire or support combustion easily

3.17

hazard area

area associated with any biological, chemical or physical risk to a worker, consumer or other individual or environment

3.18

highly flammable substance

liquid, liquid solution, emulsion, suspension or gas that gives a flammable vapour at a temperature of less than 32°c

3.19

risk assessment

systematic examination conducted to determine and evaluate the degree of risk involved in terms of severity and frequency with the use of a questionnaire and cost of the potential claim in the case of fire

3.20

fire risk management/ Fire audit / Fire safety audit

measures undertaken or put in place to control a risk

3.21

director

director of occupational health and safety

3.22

Commissioner

commissioner general of fire and rescue force

4 Precautionary Measures

- 4.1 Familiarize yourself with the locations of the fire exits near room. These are generally shown on a map posted on the back of the room door or in a closet. use the map to locate the two exits near room.
- 4.2 Try to imagine how you can find the way to the nearest fire exit in the dark while crawling on your hands and knees. Count the doorways to the fire exit and note any obstacles that could get on way.
- 4.3 A locked door will surely be a death trap if a fire were to occur. In case the door is alarmed; notify the hotel security department for them to open the door. Then, without letting the door close behind possibly getting trapped in the stairway, take a look inside to get an idea of its configuration and to confirm that the stairwell is free of obstacles that could block the way.
- 4.4 Find the nearby fire alarms and fire extinguishers or fire hoses. If there are none visible, call the front desk to the room to ask their location. Know what the fire alarm sounds like and how to call “fire emergency number, see Annex D” for help.
- 4.5 Verify the operation of the smoke detector in the room. Typically, a small light on the smoke detector indicates its operation.
- 4.6 Figure out how to turn off the fan that delivers air into the room. Find the location of both the entry- and return-air vents and make a mental note of how to seal them if trapped in the room during a hotel fire. There is need to let others know when in the room; make sure you get an outside telephone connection.
- 4.7 Be familiar with the emergency evacuation plan for your hotel.
- 4.8 In case you hear a fire alarm sound or suspect fire in the hotel don't go back to sleep, proceed to the nearest exit and leave the building in a calm manner.
- 4.9 Practice fire drills as a matter of habit you may not realize that a real emergency exists.
- 4.10 Select a hotel or motel that, at a minimum, has a smoke detector installed. It is preferable to select lodging that also has fire sprinkler systems in place. If you must stay in a facility without smoke detectors or sprinklers, request a room on the first or second floor.

- 4.11** When you first get in your room, read the fire safety information provided. It is usually posted near or on the back of the entry door. Just like in your home, you need to plan your escape ahead of time. Locate the two exits nearest your room. Make sure the fire exit doors work and are unlocked. Locate the nearest fire alarm and read the operating instructions. In a real fire, the hallway may become dark with smoke so count the number of doors from your room to each exit. This way you will know where you are in case you get caught in a dark hallway. Keep your room key and a flashlight near the bed.
- 4.12** Don't light paper or other objects on fire to see if it burns.
- 4.13** Should fire starts in your room, leave immediately and close the door behind you to confine the fire and smoke to the room. Activate the fire alarm and call the fire department once you are safely out of danger. Elevators under fire conditions should not be used. Always take the stairs when exiting from a high-rise building. Elevators can malfunction. Many are heat-activated and have been known to stop directly at the fire floor.
- 4.14** There are other things in a tent that can burn such as sleeping bags, clothing and people. A tent should be sited upwind from any campfire or outside cooking or lighting devices. Create a three foot clearing around the tent. Only use battery-operated lights near or inside it. Always refuel any heat-producing appliance, such as lanterns and stoves, outside a tent. Always store flammable liquids, such as gasoline, outside a tent. Don't cook inside a tent.
- 4.15** When preparing a campfire, a site should be selected that is away from grass, trees and tents. An area 10 feet around the campfire should be cleared of ground litter, twigs, leaves and organic material, down to bare soil. The site also should be downwind from the sleeping area to prevent catching a tent or sleeping bag on fire from a spark or ember. Rocks should be placed directly around the campfire pit.
- 4.16** If weather conditions are especially dry and you don't really need a fire for cooking, don't build one. A small spark is all it takes to ignite dry grass and leaves. Be sure to pay close attention to forest conditions and warnings from the park service.
- 4.17** Don't use gasoline to light a fire. It is extremely explosive. A fire should be lit using kindling or a lighter stick. Keep a pail of sand or water nearby in the event it is needed to control the fire or extinguish it. Wear tight-fitting cotton or wool clothing while working near the campfire. Always keep a careful eye on fires. Make sure children don't play near them.
- 4.18** Before you go to sleep at night or leave the campsite for a while be sure to extinguish the fire. Many forest fires are started each year from unattended campfires or those that were not completely extinguished. Douse the fire with water or sand, break up the coals, add more water or sand, stir it with a stick and cover the dead embers with dirt. Make sure the fire is completely out before bedding down or leaving the campsite.
- 4.19** When using a gas or liquid fuel camp stove or lantern, follow the manufacturer's directions. Make sure all connections are tight to avoid leaks. Never check for a gas leak with a lighted match. Instead, put a little soapy water on the connections. If the mixture bubbles, gas is seeping out. Don't try to use the appliance again until it's been checked by a professional. When using a camp stove or gas lantern, always fill it before each use. Do not refuel a hot stove or lantern. Wait until it cools off. Use a funnel to fill the appliances and wipe up all fuel spills before attempting to light it again.
- 4.20** When traveling with a camper trailer or recreational vehicle, use only electrically-operated or battery-operated lights inside. Maintain all appliances in a safe working condition and check them before use. Keep a fire extinguisher on board, preferably a multi-purpose one, and mount a smoke detector inside the vehicle.

- 4.21** One should not operate combustion type or catalytic heaters inside closed campers or recreational vehicle. This could result in asphyxiation from either fumes or oxygen depletion.
- 4.22** Don't cook while the vehicle is underway. A sudden lurching of the vehicle may result in spilling of cooking grease, causing a fire.
- 4.23** Always fuel stoves or lanterns outside campers or recreational vehicles. Accumulation of vapours in the fuelling process, from volatile fuels, could result in an explosion.
- 4.24** Always keep an eye on smoke detectors. Careless smoking is the leading cause of fire deaths. Never smoke in bed or when you are drowsy.
- 4.25** Always make sure that bilge fans are functioning to remove fuel fumes prior to starting the boat's engine. Those fumes could cause fire explosion.
- 4.26** When traveling away from home and staying in a motel or hotel, it is important to know survival actions in case there is fire. Select a hotel or motel that, at a minimum, has a smoke detector installed. It is preferable to select lodging that also has fire sprinkler systems in place. When you first get in your room, read the fire safety information provided. It is usually posted near or on the back of the entry door. Just like in your home, you need to plan your escape ahead of time. Locate the two exits nearest your room. Make sure the fire exit doors work and are unlocked. Locate the nearest fire alarm and read the operating instructions. In a real fire, the hallway may become dark with smoke so count the number of doors from your room to each exit. This way you will know where you are in case you get caught in a dark hallway.
- 4.27** Keep your room key and a flashlight near the bed. In case you hear the fire alarm sound, or suspect a fire in the hotel, don't go back to sleep instead go to the closest fire exit. Be sure to take your room key with you. As you exit, pull the nearest fire alarm to warn other occupants, and then leave the building. If you cannot go down, try to go up to the roof. Attract attention so they will know where you are.
- 4.28** When using charcoal grills, use only the lighter fluids designated for use with charcoal grills when starting your fire. Never use gasoline to start your fire. Immediately after using the lighter fluid, replace the fluid container in its storage location. Do not set it down by the grill. Never use gasoline to quicken a charcoal fire. Do not add a charcoal starter fluid to the fire after it has begun. The flames can travel up to the can and cause an explosion. Always keep starter fluids in containers with child-resistant caps, and keep them out of the reach of children.
- 4.29** Flaming grease can ignite clothing so don't wear loose clothing or robes around charcoal grills. Keep a small spray can of water handy to douse flaming grease. A spray bottle filled with water, such as used for sprinkling clothes, is excellent for this. Liquefied petroleum gas (LPG) when used to fire a hotel barbecue, is contained under pressure in a steel cylinder. The contents of an LPG cylinder, vaporized and in a confined area, have the explosive force of several sticks of dynamite. Therefore, the wise user of LP will be aware of the dangers involved and the precautions that must be taken.
- 4.30** Using the proper size of wrench makes sure that all connections are tight. Remember that fittings on flammable gas cylinders have left-hand threads, requiring effort in a counter clockwise direction to tighten.
- 4.31** Never store any Liquefied Petroleum Gas (LPG) cylinder - attached to the barbecue, or spares - inside any part of a structure, including porches and balconies. Store cylinders, including those attached to barbecues, outdoors in a shaded, cool area out of direct sunlight.
- 4.32** Keep away from cigarettes, water heater pilot lights and any flames if you're handling gasoline. Remember that the invisible fumes from the gasoline can seek out a spark or flame from as far as 50

feet away. Once the fumes meet the spark, you, your clothes and skin could be engulfed in flames. Store gasoline in a ventilated area in tightly closed cans away from children, sparks or flame source.

- 4.33 Careless smoking is the leading cause of fire deaths. Provide smokers with large, deep, no-tip ashtrays and soak butts with water before discarding them. When clients have left for the day after smoking, check under and around cushions and upholstered furniture for smouldering cigarettes.
- 4.34 Keep portable and space heaters at least three feet away from anything that can burn. Never leave the heater unattended to.
- 4.35 If an electric appliance smokes or has an unusual smell, unplug it immediately then have it serviced before using it again, replace any electrical cord that is cracked or frayed. Do not overload extension cords or run them under rugs. Do not tamper with fuse box or use improper-sized fuses.
- 4.36 Ensure that first aid kit is readily available where necessary.

5. Fire Safety Management

- 5.1 In case of fire, pull the nearest fire alarm to warn others of the fire danger; never ignore an alarm or calmly and clearly, call the hotel operator immediately giving your name, room number, and a brief description of the situation.
- 5.2 Feel the door with the back side of your hand. (If you used your palm, it might burn your hand due to heat transfer and you would have a hard time using it) If the door or knob is warm, do not open it.
- 5.3 Drop to your knees and slowly open the door, but be ready to slam it should a cloud of smoke roll in. If the hallway is clear, head for the exit, not the elevator. Close the door behind you and take the key with you. Do not stand upright, but crawl or keep low to the floor to avoid smoke and odorless carbon monoxide.
- 5.4 Stay on the same side of the hall as your exit, counting the number of doors to the exit. When you reach the exit, walk quickly, but cautiously down the stairs, and hold on to the handrail as you go. Smoke will sometimes get into an exit stairwell. If you encounter smoke, do not try to run through it. Turn around and walk up. Proceed to a smoke free corridor and cross the building to an alternate exit.
- 5.5 Unable to leave the room, make every effort to notify someone that you are in the room. If you cannot reach the hotel operator, call the local fire department and identify your exact location. Signal to them by hanging a bed sheet from your window.
- 5.6 If there is smoke in the room, open the window. Do not break the glass unless it is absolutely necessary because heavier smoke may begin to enter from outside.
- 5.7 Fill the bathtub with water. Wet towels and sheets and stuff them around the door and vent which is allowing smoke to enter the room.
- 5.8 In case the door and walls are hot, bail water on them with your ice bucket to keep them cool.
- 5.9 Place the mattress up against the door and hold it in place with the dresser. Keep everything wet.
- 5.10 Use wet clothing or towels to stuff around cracks in doors and seal up vents. Close doors and protect yourself against smoke keep a wet cloth over your nose and mouth, breath through your nose only. Wet down walls, doors and windows.

- 5.11** If there is a fire outside of the window, pull down the drapes and move everything that is flammable away from the window. Do not jump from the room, a fall from high height can cause serious injury. Rather, continue to protect yourself from the fire and signal from your window for help.
- 5.12** Public places in hotels have clearly marked exits and exit routes. Take a few minutes to look at the posted fire exit information. If you do not understand what the signs say, ask a fire Marshall to explain it to you. Try and remember the exit drills that you know and follow your plan.
- 5.13** In case of such a practice and fire catches your clothes, Stop, Drop & Roll to the ground. Roll over and over, back and forth while covering your face and mouth. Roll until all the flames are out.
- 5.14** During a fire, the room will become pitch black because of the smoke. If you were unable to exit through pre planned escape routes, you will be unable to see very well because of the smoke. When the firefighter arrives at the hotel he/she will look for you. Firefighter's wearing equipment look and sound different. The firefighter will look bigger and make a sound like a big breathing machine. Remember no matter how scared you are: Do not hide from a Firefighter. Firefighters are there to help you. They will lead you out of the fire to a safe place.
- 5.15** If you see fire or smoke, call the hotel desk and the fire department immediately. Tell the person who answers the phone what room you are in. When you hear the fire alarm, check the door with the back of your hand. If it is cool, slowly open the door and exit. In case the door is hot or warm, leave it closed and stay in the room. Fill the bathtub with water. Place wet towels or sheets into cracks around the door to keep smoke out. Call the fire department and tell them you are trapped in your room, and give them the room number.
- 5.16** If the fire is small extinguish it, if it is spreading, get out and close the door behind you.
- 5.17** In case the door is not hot and the hallway is not smoky, go to the closest fire exit. Be sure to take your room key with you. You might have to return to your room and want to be sure you can get back in. Crawl low under smoke down the hallway to the fire exit. Use a wet cloth over your nose and mouth. As you exit, pull the nearest fire alarm to warn other occupants, and then leave the building. If you cannot go down, try to go up to the roof. Attract attention so they will know where you are.
- 5.18** A flying ember from a fire can land on the tent and ignite it in seconds, when buying a tent choose the one that is flame retardant. Some tents are manufactured from cotton, which is a flammable substance or sometimes the fabric treatment used to make tents waterproof actually increases the flammability. Remember, "flame retardant" doesn't mean fire-proof.

6. Hotel Management Responsibility

- 6.1** Hotel management should ensure that storage of highly flammable substance is clearly and boldly marked 'highly flammable' in English or Kiswahili or French or otherwise with an appropriate indication of flammability, labelled and located in the designated area.
- 6.2** Hotel Management should also ensure screening of various fire precautions to be observed by quest and staff.
- 6.3** For high-rise hotels with sleeping accommodation exceeds 300 rooms a qualified fire officer shall be appointed.
- 6.4** Hotel Management shall ensure that every workroom where flammable substance are used be constructed with fire resistant materials which include
- a) Concrete bloc, brick work or stone of not less than 115mm thickness

- b) Concrete slab of not less than 76mm thickness
 - c) Iron or steel of not less than 16 imperial standard gauge
 - d) Glass of not less than 64mm thickness in the centre of which a wire mesh shall be embedded on.
 - e) Teak or oak or other wood for doors of not less than 45mm thickness
 - f) Any other material as the management may approve in consultation with the direction of occupational safety and health act.
- 6.5** Hotel Management shall provide in every workroom, facilities for free flow of fresh air, including windows, doors, vents, louvers or any other suitable ventilation facility to ensure that flammable fumes, vapour, gases or dust do not accumulate in the workroom.
- 6.6** Hotel Management shall ensure that all necessary steps are taken to remove flammable gases or vapours in a workplace or render the gases or vapours non-flammable where the operations or processes involve the application of heat.
- 6.7** Hotel management shall ensure that a workplace is kept in a clean state and that
- a) Dirt and refuse shall be removed at least once a day
 - b) The dirt and refuse removed are kept in a receptacle.
 - c) Every store shall have a marked gangway of at least 1m wide for the movement of persons.
 - d) Where mobile equipment for transportation of material is in a store, a marked gangway shall be provided to accommodate the size of the equipment and for the use of persons working therein.
- 6.8** Hotel Management shall ensure that finished products, by-product and any waste products are removed immediately they are produced so as to avoid accumulation of products or waste products.
- 6.9** Hotel Management shall ensure that a distance of at least 1m between any two machines or from any machines and fixed structure is provided so as to ensure easy movement and access of persons.
- 6.10** Hotel management shall ensure that all electrical machines, equipments and hand tools in a workplace are properly earthed or double insulated.
- 6.11** Hotel Management shall ensure that all electrical motors, fittings, attachments and switches shall be spark proof in workplaces where flammable liquids, vapours, dusts and gases are likely to be present.
- 6.12** The management shall ensure that all electrical equipments and related attachments are inspected in every period of six months by a competent person and record of the inspection kept.
- 6.13** Hotel Management shall take adequate measures to ensure that electrostatic charge do not build up where flammable substances are present.
- 6.14** Hotel Management shall ensure that every workroom is fitted with an emergency exit of at least 90cm wide, situated as far away as possible from the ordinary exit and located in a manner that the exit will not lead any person to a trap in the work place in the event of a fire breaking out.

- 6.15** Hotel Management shall ensure that external staircase or ramp affording a means of escape in case of fire is adequately aerated, well lit and of at least 1m width, provided that a spiral staircase shall not be considered as a suitable emergency exit.
- 6.16** Hotel Management shall ensure that the fire exit door, gangway and exit staircase are free of obstruction.
- 6.17** Hotel Management shall ensure that every emergency exit is distinctively and conspicuously marked in green letters of at least 15cm in height.
- 6.18** Hotel Management shall ensure that every emergency exit route is clearly marked in writing or signs indicating the direction of exit and that a drawing or map showing evacuation routes shall be posted in prominent positions in the workplace.
- 6.19** Hotel management shall ensure that the door of any store where flammable substances are stored are constructed in a manner that the door shall be self-closing, opening outwards or sliding and capable of containing smoke from within the workroom, in event of fire.
- 6.20** Hotel management shall establish a firefighting team that shall consist of
- a) At least 2 people where the number of workers is not more than 10.
 - b) At least 3 persons where the number of workers is between 11-25.
 - c) At least 5 persons where the number of workers is more than 25.
- 6.21** Hotel Management shall ensure that all workers are instructed on the safe use of firefighting appliances. The manager on the advice of the director/commissioner, prescribe a basic training course on fire safety to be undertaken by every member of the firefighting team and provide a list of approved institutions for the training of the team.
- 6.22** Hotel Management shall ensure that every member of the firefighting team undertakes the basic fire safety training course within 3 months from the date of appointment into the firefighting team.
- 6.23** Hotel Management shall ensure that every member of the firefighting team undergoes a firefighting refresher course at least once in every two years.
- 6.24** Fire officer shall ensure that the firefighting team carries out the following:
- a) All firefighting appliances, fire detection systems, fire alarm and any other facility for fire safety are in place and are regularly serviced.
 - b) Conduct fire drills at the work place
 - c) Investigate fire incidences at the work place and recommend corrective measures
 - d) Regularly inspect the work place for the purpose of identify potential fire risks and recommend remedial measures.
 - e) Train other workers on the safe use of firefighting appliances.
 - f) Co-ordinate the evacuation of other workers in the event of a fire.

- 6.25** Hotel Management shall ensure that fire drills are conducted at least once in every period of 12 months and record of such drills kept available for inspection.
- 6.26** Hotel management shall identify a location in the workplace where every worker shall assemble in the event of fire.
- 6.27** Hotel management shall make necessary arrangements for staff to undertake first aid course to be able to attend to any person injured in a fire and in addition and in addition arrange for transportation of the injured person to the nearest healthy facility.
- 6.28** Hotel management shall provide suitable means of alerting persons in the workplace, in the event of a fire and such means shall be made known to all workers.
- 6.29** Hotel Management shall ensure that nobody smokes, light or carry matches, lighters or other flame producing articles or smoking materials in any place where highly flammable or highly combustible substances are manufactured, used, handled or stored.
- 6.30** Hotel Management shall take all practicable steps to ensure that except in places where smoking is permitted, displaying throughout the work place at every entrance of the work place, a clear and bold notice indicating that smoking is prohibited in that place.
- 6.31** Hotel management shall provide and maintain fire detection appliances and are located in appropriate places for immediate activation of an alarm or automatic fire extinguishing systems.
- 6.32** Hotel management shall also ensure that Fire detection appliances are connected to audible and visual flashing devices to provide a warning to the workers for emergency response and are regularly maintained and inspected at least once every twelve months by a competent person.
- 6.33** Hotel management shall provide means of extinguishing fire at the workplace and ensure that any portable fire extinguisher is mounted at an easily accessible height of not less than 60 cm from the floor.
- 6.34** Where fire hose reels are provided, management shall ensure that there is at least one fire hose reel within a radius of 30m.
- 6.35** Hotel management shall ensure that all means of extinguishing fire properly maintained.
- 6.36** Hotel management shall ensure that
- a) They inspect and test all firefighting appliances in the work place to be carried out by a competent person at least once every twelve months.
 - b) Keep a record indicating the date of inspection and tests including the name of persons carrying out the inspection and tests.
 - c) Ensure that all cylinders for firefighting appliances are examined and tested at least once every five years and such tests shall include hydraulic pressure test.
- 6.37** Hotel management shall ensure that any portable fire extinguisher is examined and tested wherever there is:
- (a) Evidence of corrosion or mechanical damage;
 - (b) Repairs on a cylinder by soldering, welding, brazing or use of patching compounds;

- (c) Change of cylinders or shell threads; or
- (d) Corrosion that has caused pitting or corrosion under removable name plate assemblies.

6.38 Hotel management shall ensure that in selecting and distributing fire extinguishers in the workplace, the distribution and selection is based on the classes of fire anticipated and the size and degree of hazard caused by a fire, that

a) Where a fire extinguisher is for the use of extinguishing class A fires, management shall ensure that the fire extinguisher is located as near as possible and not more than 10 meters from the hazard area.

b) Where a fire extinguisher is for the use of extinguishing class B fires, management shall ensure that the extinguisher is located as near as possible and not more than 5 meters from the hazard area.

c) When a fire extinguisher is for the use of extinguishing class C fires, management shall ensure that the extinguisher is located as near as possible to all electrically energized equipment and not more than 10 meters from the hazard area.

d) Where a fire extinguisher is for the use of extinguishing class D fires, management shall ensure that the extinguisher is located as near as possible and not more than 10 meters from the hazard area.

6.39 Hotel management shall ensure that all pipes conveying various substances shall be colour-coded for the purpose of identification.

6.40 Hotel management shall ensure that pipes carrying water for firefighting shall be painted in red.

6.41 Hotel Management shall establish and implement a written fire safety policy, outlining the organization and arrangements for carrying out the policy.

6.42 Hotel Management shall ensure that-

(a) The work place has access to water and water storage facility capable of storing at least 10,000 litres of water;

(b) The water storage facility is kept full all times, for use in event of fire;

(c) The water pressure in the firefighting system is capable of raising water to the highest point of the work place in the event of fire;

(d) Where hose reels are used, and the storage water reservoir is at ground level or underground, an isolated water pump shall be provided.

6.43 Hotel Management shall ensure that firefighting extinguishers are coded in the following manner-

Extinguisher colour coding band	Extinguishing agent
Red	Water
Cream	Foam
Blue	Powder (all types)

Black

Carbon dioxide

- 6.44** Hotel Management shall ensure that all workers are informed on this content of the policy which shall include:
- (a) Evacuation procedures;
 - (b) Provision for maintenance and inspection of firefighting appliances and fire detection systems;
 - (c) Training of workers on fire extinguishing techniques
 - (d) Assignment of responsibility to individual persons within the organization for fire prevention and control;
 - (e) Planning and organization of fire drills; and
 - (f) Identification of assembly points.
- 6.45** The hotel management shall notify any fire occurring in the workplace to the nearest occupational safety and health area office within 24 hours of its occurrence and send a written report in the prescribed form within 7 days to the director/commissioner.
- 6.46** Hotel Management shall cause a fire safety audit of the work place to be taken at least once every twelve months by an approved fire safety occupier.
- 6.47** Hotel Management shall keep the report of the fire safety audit for the purposes of these rules and the Fire safety auditor/inspector shall submit a copy of the same to the Director/commissioner within fourteen days from the date of the audit.
- 6.48** The hotel management shall invite applications by competent persons for approval to serve as Fire safety auditors/inspectors and consider all applications received and approve suitable persons to serve as Fire safety auditors/inspectors for the purpose of these.
- 6.49** Every Fire safety auditor/inspector shall be issued with a certificate by the management, upon payment of the prescribed fee. The certificate issued shall be renewable annually.
- 6.50** The Fire safety auditor/inspector shall: -
- (a) Carry out a fire safety audit of the workplace at the request of the occupier.
 - (b) Advise the occupier and the members of the safety and health committees on fire matters arising from the audit report.
 - (c) Submit a copy of the audit report to the Director/commissioner within 14 days from the date of the audit.
- 6.51** Hotel management shall ensure that no halons based extinguishers are used

7. Firefighting equipments for different hotel set up

- 7.1** The following are the minimum requirements for hotel establishments of various categories. However, it is paramount that a fire audit is carried out to establish the various hazards and recommendations made on the best way to either eliminate or minimized the hazard.

Table 1: minimum requirements for Firefighting equipment for different hotel set up

Type of Firefighting Equipment	5 Star Hotel	4 Star Hotel	3 Star Hotel	2 Star Hotel	1 Star Hotel
Automatic sprinkler system.	This should be installed in all carpeted areas, equipment room and basement parking lots	This should be installed in all carpeted areas, equipment rooms	To be determined up on carrying out fire audit	optional	optional
Automatic kitchen hood suppression system.	There should be automatic kitchen hood suppression system	Same as for 5 star	optional	optional	optional
Fire hydrant	Where the hotel establishment comprises of several blocks apart. This may not be the case with storey building.	Same as for 5 star	Same as for 4star	Same as for 3star	Same as for 2 star
Wet riser/dry riser	All hotel building more than 4 storey high shall be fitted with riser	Same as for 5 star	Same as for 4star	Same as for 3star	Same as for 2star
Hose reel systems	Mandatory for all	Same as for 5 star	Same as for 4 star	Same as for 3 star	Same as for 2 star
Portable fire extinguishers	All staff should be familiar available extinguishers and their use.	Same as for 5 star	Same as for 4star	Same as for 3 star	Same as for 2 star
Smoke detection and alarm system	Fire detectors and smoke detectors should be installed in all rooms and public areas.	Same as for 5 star	Same as for 4 star	Same as for 3 star but not mandatory to public areas.	Same as for 2 star
Fire instruction signs	Mandatory for all	Same as for 5 star	Same as for 4 star	Same as for 3 star	Same as for 2 star
Fire exits signs / lights	Illuminated type (minimum 2 hours) and possibly	Same as for 5 star	Same as for 4 star	Same as for 3 star	Same as for 2 star

	connected to the fire alarm system				
Alternative source of power	Mandatory for all	Same as for 5 star	Same as for 4 star	Same as for 3 star	Same as for 2 star
Firefighting gear	Mandatory for all	Same as for 5 star	Same as for 4 star	Same as for 3 star	Same as for 2 star
Fire hose	Mandatory for all	Same as for 5 star	Same as for 4 star	Same as for 3 star	Same as for 2 star
Flame stops and fire protective coatings	Mandatory for all	Same as for 5 star	Same as for 4 star	Same as for 3 star	Same as for 2 star
Drenchers	optional	optional	optional	optional	optional
Pressure pumps	Mandatory for all	Same as for 5 star	Same as for 4 star	optional	optional
Fire suppression systems	Mandatory for all	Same as for 5 star	Same as for 4 star	optional	optional
Elevated private reservoir	Mandatory for all	Same as for 5 star	Same as for 4 star	Same as for 3 star	Same as for 2 star
Fire blanket	Mandatory for all	Same as for 5 star	Same as for 4 star	Same as for 3 star	Same as for 2 star
Breaking axe	Mandatory for all	Same as for 5 star	Same as for 4 star	Same as for 3 star	Same as for 2 star
Sand bucket	optional	optional	optional	optional	optional
Pressurization fan in the internal exit stair case	Mandatory for all	Mandatory for all	option	option	option
Fire door (minimum 45 minutes fire resistance)	Mandatory for all	Mandatory for all	option	option	option

Annex A
(Informative)
Firefighting Equipment

This annex provides uses of common firefighting equipments.

A.1 Fire sprinkler

Fire sprinklers are designed to operate when a fire is small and stop it before it grows. A sprinkler will not only alert people to the fire (when a sprinkler opens the water flowing through the system triggers an alarm) but it also opens very quickly and stops the fire.

A.2 Warning devices

A.2.1 Heat detectors

They can determine excessive heat in the building. This can be a stand-alone fire detection system or can work in conjunction with other security systems. Excessive heat can be a precursor to combustion.

A.2.2 Smoke detectors

Gives early detection of a fire by an audible warning. They typically will detect smoke, other products or combustion.

A.2.3 Fire alarms/Fire detectors

Fire alarms detect smoke and/or heat. It is a monitored system then it can send a signal to a monitoring center. The persons responsible for monitoring the alarms can then notify the fire department or other emergency responder to come to your aid. Fire detectors should be thoroughly tested at least once per year.

A.2.4 Glass Break Detectors

These are devices that trigger an alarm when the sound or vibration of breaking glass is detected. When the sound is detected an alarm can be sent to a Local Monitoring Station if the sensor is part of a monitored hotel security system.

A.3 Fire extinguishers

There are two categories of fire extinguishers namely active and passive.

A.3.1 Passive fire extinguishers- They are placed throughout a hotel to be readily available when someone finds a fire. Different locations will require different types depending upon the type of fire expected. For example, the corridors will have units for extinguishing paper and other similar combustibles. A kitchen area will have units designed to put out grease fires.

A.3.2 Active fire extinguishers- are automatic, in case of fire out break it is extinguished without anybody's intervention for example sprinkler system.

Notice that the extinguishers are placed in walls cabinets or are hung on wall bracket at a height of 4 feet that makes it easy for an average-sized person to remove.

A.4 Alternative source of power

Alternative source of power can be used to provide the power you can rely on in any emergency e.g. generators

A.5 Firefighting gears

They should be of high quality and be able to protect those on the front line while putting off the fire. They range from helmets, disposable clothes, fire rescue coats, reflective jackets, fire aluminum suits, quick release knife, fire man axe, breathing apparatus, face masks, rubber gloves, hoods, leggings, fire boots, visers, fire tunics,

A.6 Fire hose: - High pressure flexible pipe tube attached to either a fire engine or a fire hydrant, used for extinguishing a fire, lengths and diameters vary.

A.7 Flame stops and Fire protective coatings -These are fire retardants that prevent flame from spreading.

A.8 Hydrants- A discharge pipe with a valve and spout at which water may be drawn from the mains of waterworks

A.9 Landing valves – This are fittings on dry or wet risers that control the flow water at the different floors of the building.

A.10 Dry and wet riser - A vertical metal pipe found in buildings for raising water/foam to every floor of the building. It is color coded red and uses water from an external source e.g. fire vehicle.

A.11 Hose reels - Reinforced Rubber Hose, which is normally constructed of rubber with fabric reinforcement stored in form of a reel in a hose cabinet or fixed on the wall in buildings or a fire engine.

A.12 Drenchers: -A large reservoir of water stored above the stage which, when released in case of fire, will flood the stage in an attempt to extinguish any flames.

A.13 Pressure pumps /Automatic pumps/diesel driven/booster pumps – This are machines designed to boost pressure to a system e.g. booster pumps. They can either be electrical or fuel driven.

A.14 Automatic Fire suppression systems: - Devices used to control and extinguish fires without human intervention.

A.15 Suction hose: They are used to draught from static/open water. It has a hard, usually reinforced exterior to prevent it collapsing when a partial vacuum exists within the hose.

A.16 Gravity tank They are tanks which store water for emergency and are raised above the ground but easily accessible.

A.17 Fire blanket – Fire resistant material used for covering small fires which is made of fire resistant properties depending on the manufacturer. (Asbestos materials has been banned)

A.18 Breaking axe - Small device used by a fire fighter to break the door or any burning item for easy access in case of fire.

A.19 Sand bucket: - This is a portable container filled with dry sand used to put out fire.

A.20 Control branch pipe - A piece of equipment which is connected to the last length of hose which the fire fighter uses to control the flow of the extinguishing media.

A.21 Foam making branch- same as above but used when foam is used.

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Annex B

(informative)

Possible causes of fire in hotels

This annex gives a summary of the most possible causes of fire in hotels

Table 2.fire Cause Groupings

Cause Category	Definition
Exposure	Caused by heat spreading from another hostile fire
Intentional	Cause of ignition is intentional or fire is deliberately set
Investigation with Arson Module	Cause is under investigation and the case status on the NFIRS Arson Module is either open, closed, inactive, closed with arrest, or closed with exceptional clearance
Playing with Heat Source	Includes all fires caused by individuals playing with any materials contained in the categories below as well as fires where the factors contributing to ignition include playing with heat source. Children playing fires are included in this category
Natural	Caused by the sun's heat, spontaneous ignition, chemicals, lightning, static discharge, high winds, storms, high water including floods, earthquakes, volcanic action, and animals
Other Heat	Includes fireworks, explosives, flame/torch used for lighting, heat or spark from friction, molten material, hot material, heat from hot or smoldering objects
Smoking	Cigarettes, cigars, pipes, and heat from undetermined smoking materials
Heating	Includes confined chimney or flue fire, fire confined to fuel burner/boiler malfunction, central heating, fixed and portable local heating units, fireplaces and chimneys, furnaces, boilers, water heaters as source of heat
Cooking	Includes confined cooking fires, stoves, ovens, fixed and portable warming units, deep fat fryers, open grills as source of heat
Appliances	Includes televisions, radios, video equipment, phonographs, dryers, washing machines, dishwashers, garbage disposals, vacuum cleaners, hand tools, electric blankets, irons, hairdryers, electric razors, can openers, dehumidifiers, heat pumps, water cooling devices, air conditioners, freezers and refrigeration equipment as source of heat

Electrical Malfunction	Includes electrical distribution, wiring, transformers, meter boxes, power switching gear, outlets, cords, plugs, surge protectors, electric fences, lighting fixtures, electrical arcing as source of heat
Other Equipment	Includes special equipment (radar, x-ray, computer, telephone, transmitters, vending machine, office machine, pumps, printing press, gardening tools, or agricultural equipment), processing equipment (furnace, kiln, and other industrial machines), service, maintenance equipment (incinerator, elevator), separate motor or generator, vehicle in structure, unspecified equipment.
Open Flame, Spark (heat from)	Includes torches, candles, matches, lighters, open fire, ember, ash, rekindled fire, backfire from internal combustion engine as source of heat
Other Unintentional, Careless	Includes misuse of material or product, abandoned or discarded materials or products, heat source too close to combustibles, other unintentional (mechanical failure/malfunction, backfire)
Equipment Misoperation, Failure	Includes equipment operation deficiency, equipment malfunction
Unknown	Cause of fire undetermined or not reported

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Annex C

(informative)

Classes of fire

4.1 Class A fire

A fire involving ordinary combustible materials such as paper, wood or textile (carbonaceous materials).

4.2 Class B fire

Fire involving flammable or combustible liquids such as petrol, diesel, kerosene, greases and rubber or plastic.

4.3 Class C fire

A fire involving flammable gases e.g. LPG, butane propane and energized electrical equipment where safety to the worker requires the use of electrical non-conductive extinguishing media.

4.4 Class D fire

A fire involving combustible metals such as magnesium, zirconium, sodium, lithium or potassium.

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Annex D
(informative)

Fire emergency numbers in East African Community

This annex highlights the fire emergency numbers for each of Partner State in East African Community.

Table 3. fire emergency numbers

S/No.	Country	Fire emergency number
1.	Republic of Burundi	112
2.	Republic of Kenya	911
3.	Republic of Rwanda	111
4.	Republic of South Sudan	999
5.	Republic of United Tanzania	114
6.	Republic of Uganda	112