



Emergency Protocol (Harris County / Fort Bend County)

- **Purpose:** Protect life, minimize harm, and ensure a coordinated response for emergencies (fire, medical, severe weather, security).
- **Scope:** Applies to all residents, on-site staff, and visitors. Includes communication, evacuation, shelter-in-place, medical response, and post-event actions.
- **Jurisdiction note:** We will confirm the exact adopted editions (IFC, IBC, NFPA standards) and amendments with the Fort Bend County Fire Marshal for unincorporated areas, and Harris County Fire Marshal for unincorporated Harris County.

1. Key roles and responsibilities for each home

- **Safety Coordinator (SC):** On-site leader during emergencies; activates protocols and coordinates with responders. _____
- **Deputy Safety Coordinator (DSC):** Assists SC; steps in if SC is unavailable. _____
- **Resident Safety Officers (RSOs):** At least one per floor; perform headcounts and assist evacuations. _____
- **First Aid Responders:** At least one trained person on site; maintain first aid kit and AED if available. _____
- **Local emergency contacts:**
Police, Fire, or EMS call 911
Poison Control call 800-222-1222
Building management Call 713-557-0781
Nearest hospital call _____

2. Alerting and communication

- **Immediate alarms:** Fire alarm, detector alerts, or verbal alert by SC/DSC.
- **Internal communication plan:**
 - On-site: floor-to-floor alerts, door-to-door notifications if needed.
 - Off-site: group text/email messaging, update an incident log.
- **Contact cards will be issued to each member.**
 - SC/DSC phone numbers _____
 - Local emergency numbers will be posted in plain view.
 - Building address and floor plan access

3. Activation criteria

- Fire or smoke, gas odor, or detector activation.
- Medical emergency (life-threatening) or significant injury.
- Severe weather (tornado watch/warning, flood risk).
- Security threat (intruder, suspicious package).

4. Evacuation and exit management (fire/evacuation)

- **Alert and evacuate:**
 - SC/DSC activates alarm and notifies residents.
- **Containment (if safe):** Close doors to slow fire/spread.
- **Evacuation routes:** Use nearest safe exits; do not use elevators.
- **Assembly points:** Designated outdoor assembly area(s) at a safe distance.
- **Headcount:** RSOs conduct roll call; report missing persons to SC.
- **Responder handoff:** Provide floor plans, occupancy, and hazards to responders.
- **Return to building:** Only after official clearance.

5. Medical emergencies (on-site first aid)

- **Initial assessment:** Check responsiveness and breathing; call 911 if needed.
- **First aid actions:** Provide care with kit, use AED if trained and available.
- **EMS handoff:** Share location, condition, hazards, and number of people.
- **Post-event:** The SC documents incident; contact family/guardian if appropriate; arrange safe lodging if resident cannot stay.

6. Shelter-in-place protocol (severe weather or hazards)

- **Trigger:** Severe weather warning, chemical release, or dangerous outdoor conditions.
- **Actions:**
 - Move to designated safe interior area away from windows.
 - Close doors; seal gaps if advised; minimize ventilation if instructed.
 - Monitor official guidance and await evacuation orders if necessary.
- **Duration:** Until conditions are resolved or authorities order evacuation.

7. Utility failure and hazards

- **Power outage:** Use battery-powered lights; conserve phone/comms; avoid open flames.
- **Gas leak:** If you smell gas, evacuate immediately; do not operate electrical switches; call 911 from a safe location.
- **Water/flooding:** If water threatens electrical systems, evacuate and contact authorities.

8. Security and incident response (SC)

- **Lockdown (imminent threat):** Secure entrances, shelter in interior spaces, await instructions.
- **Suspicious activity/packages:** Do not touch; notify SC/DSC; call authorities if needed.
- **Post-incident communication:** Brief residents, respect privacy, offer support resources.

9. Training, drills, and documentation

- **Onboarding:** Safety protocol briefing during arrival.
- **Drills:** Fire, medical emergency, and shelter-in-place at least twice per year; record results.
- **Documentation:** Maintain an emergency plan binder including floor plans, roles, contact lists, drill records, incident reports, and medical/allergy info (securely).

10. Accessibility and inclusivity

- Accommodations for mobility or cognitive needs; assign accessible routes and assembly points.
- Multilingual materials for key safety actions.
- Secure medical information with consent for emergencies.

11. After-action and recovery (SC)

- Debrief with residents and staff; identify strengths and improvement areas.
- Coordinate restoration with building management; arrange cleanup and resupply.
- Provide access to counseling or community support as needed.

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Deliverables you can implement now

- [] One-page Resident Safety Card (quick actions)
- [] Floor-specific Evacuation Diagram Template
- [] Simple Duty Roster (shifts for on-site coverage)
- [] Customizable Incident Report Form

Templates

1) One-page Resident Safety Card (fill-in fields)

- Building address: _____
- SC/DSC names and contact numbers: _____
- Assembly point location: _____
- Emergency number: 911
- Basic evacuation steps: 1) Activate, 2) Evacuate via nearest exit, 3) Report to RSOs, 4) Await further instructions.

2) Floor-specific Evacuation Diagram Template

- Include: floor plan, labeled exits, stairwells, assembly point, fire extinguisher locations, and muster points at each house.

3) Duty Roster

- SC = _____
- DSC = _____
- RSO = _____
- Safety Officer = _____
- Assigned RSOs per floor: _____
- Backup contact method will be a group text. The SC will assign duties in case of an absent member.

4) Incident Report Form

- Date/time _____
- Location _____
- People _____
- involved _____

Summary actions taken _____

Witnesses _____

Follow-needed? _____

Signatures. _____