

# MINNESOTA STATE DEPARTMENT OF PUBLIC SAFETY



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## State Fire Marshal Division

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### EMPLOYEE TRAINING REQUIREMENTS FOR TYPE R-1, HOTEL AND MOTEL OCCUPANCIES

The 2007 Minnesota State Fire Code (MSFC 07), Section 404.2, requires all hotels and motels to have written emergency plans and procedures. In addition, all hotel and motel employees are required to complete quarterly fire drill training and annual fire safety training (MSFC (07) Table 405.2).

#### Emergency Plans and Procedures:

Emergency plans and procedures shall include the following –

1. Procedures for the reporting of emergencies.
2. Staff member duties during emergencies.
3. Procedures for the evacuation of occupants.
4. Procedures for the proper use of the fire alarm and fire suppression systems, including manual means of activation, and the notification of your local fire department in the event of an alarm or suppression system malfunction.
5. Locations of portable fire extinguishers, fire suppression systems, and manual fire alarm pull stations.

A copy of the emergency plans and procedures shall be given to all supervisory personnel, and a copy shall be available on the premises to all personnel at all times. In addition, emergency plans and procedures shall be reviewed annually, and updated as necessary.

For additional assistance in the development of emergency plans and procedures, contact your local fire department.

#### Fire Drills:

Fire Drills shall be conducted quarterly for all staff. Each drill shall be conducted in a manner that provides for execution and review of the emergency plans and employee duty assignments. Fire drills shall be conducted for staff only.

Records of fire drills shall be maintained on the premises for review by your local fire department and the State Fire Marshal. Records shall include the date and time of each drill, the person conducting the drill, and other information relative to the drill.

#### Annual Fire Safety Training:

Employees shall receive annual fire safety training during new employee orientation, and at least annually thereafter. Fire safety training shall include the proper operation of portable fire extinguishers, general fire safety, and fire hazard identification.



Many hotels and motels use fire safety videos to fulfill the fire safety training requirements. These videos may be available through your local fire department, public library, corporate office (if applicable), or may be purchased through commercial sources. In addition, your local fire department may offer fire safety training to the public.