

South King Fire and Rescue Information Bulletin



Fire Safety and Evacuation Plans

Chapter 4 of the International Fire Code requires that fire safety and evacuation plans be developed for the following occupancies:

- **Group A**, Places of assembly with an occupant load of 100 or more.
- **Group B**, Business and office buildings with an occupant load of 500 or more.
- **Group E**, Educational facilities.
- **Group H**, Occupancies where hazardous processes are conducted.
- **Group I**, Hospitals and other institutional buildings.
- **Group M**, Mercantile occupancies with an occupant load of 500 or more.
- **Group R-1**, Hotels and motels.
- **Group R-2**, College and university dormitories.
- High rise occupancies.
- Covered malls exceeding 50,000 sq. ft.
- Underground buildings.

Fire Evacuation Plans

Fire evacuation plans shall include the following:

1. Emergency exit routes and information whether the evacuation includes the entire building or just selected floors.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for accounting for employees and occupants after evacuation has been completed.
4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
5. The preferred and any alternative means of notifying occupants of a fire or emergency.
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department.
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
8. A description of the emergency voice/alarm communication system alert tone and preprogrammed messages (where provided).

Fire Safety Plans

Fire Safety Plans shall include the following:

1. A procedure for reporting a Fire or other emergency.
2. The strategy and procedures for notifying, relocating, or evacuating occupants.
3. Site plans indicating: 1) where occupants assemble after evacuation, 2) location of nearest hydrants and 3) the normal routes of fire department vehicle access.
4. Floor plans identifying: 1) exits, 2) primary evacuation routes, 3) Secondary evacuation routes, 4) accessible egress routes, 5) areas of refuge, 6) location of portable fire extinguishers, 7) fire alarm annunciators and controls.
5. A list of major fire hazards associated with the building.
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

Plan Maintenance

Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy or the physical arrangement of the building.

Make the plan available

Fire safety and evacuation plans shall be kept available in the workplace for reference and review by employees and copies should be furnished to the fire department upon request.

Emergency Evacuation Drills

Some occupancies are also required to conduct emergency evacuation drills to practice the plan. The schedule on which these drills should be conducted are:

Group or occupancy	Frequency	Participation
Group A	Quarterly	Employees
Group B	Annually	Employees
Group E	Monthly	All occupants
Group I	Quarterly on each shift	Employees
Group R-1	Quarterly on each shift	Employees
Group R-2	Four Annually	All occupants
High-rise buildings	Annually	Employees

Employee Training

Employees shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the Fire Marshal upon request.

Fire Prevention

Employees shall be apprised of fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.

Evacuation Training

Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

Fire Safety Training

Employees shall be trained to know the locations and proper use of portable fire extinguishers or other manual extinguishing systems and the procedures for its safe and proper use.