SOUTH KING FIRE
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Federal Way, WA 98003
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FIRE SAFETY & EVACUATION PLANS

FIRE SAFETY CHECKLIST

Fire safety and evacuation plans are required to be prepared, maintained and used for training and education in the following occupancies (note, please refer to International Fire Code for exceptions and clarifications):

- Assembly occupancies (Group A)
- Ambulatory care facilities
- Group B or M occupancies with an occupant load of 500 or more or more than 100 when located above or below the lowest level of exit discharge.
- Educational (Group E)
- Factories (Group F)
- Hazardous Occupancies (Group H)
- Institutional Occupancies (Group I)
- Residential Occupancies (Group R1, R2 or R4)
- Covered Malls
- High-Rise Buildings

Fire safety and evacuation plans are subject to review and approval by South King Fire & Rescue upon request.

Fire safety and evacuation plans are expected to include/address all of the information identified below (consult the International Fire Code for more detailed information).

FIRE SAFETY PLANS SHALL INCLUDE:

- ✓ The procedure for reporting a fire or other emergency.
- ✓ A life safety strategy including:
  - Procedures for notifying occupants, including areas with a private mode alarm system.
  - Procedures for occupants under a defend-in-place response.
  - Procedures for evacuating occupants, including those who need evacuation assistance.
- ✓ Site plans indicating the following:
  - The occupancy assembly point.
  - The locations of fire hydrants.
  - The normal routes of fire department vehicle access.
- ✓ Floor plans identifying the locations of the following:
  - Exits.
  - Primary evacuation routes.
  - Secondary evacuation routes.
  - Accessible egress routes.
  - Areas of refuge.
  - Exterior areas for assisted rescue.
  - Refuge areas associated with smoke barriers and horizontal exits.
  - Manual fire alarm boxes (pull stations)
  - Portable fire extinguishers.
  - Fire alarm annunciators and controls.
- ✓ A list of major fire hazards.
- ✓ Personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
- ✓ Personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

FIRE EVACUATION PLANS SHALL INCLUDE:

- ✓ Emergency egress or escape routes
- ✓ Procedures for employees who must remain to operate critical equipment before evacuating.
- ✓ Procedures for the use of elevators
- ✓ Procedures for assisted rescue for persons unable to use the stairs unassisted
- ✓ Procedures for accounting for employees and occupants after evacuation has been completed.
- ✓ Identification and assignment of personnel responsible for rescue or emergency medical aid.
- ✓ The preferred and alternative means of notifying occupants of a fire or emergency.
- ✓ The preferred and alternative means of reporting fires and other emergencies
- ✓ Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
- ✓ A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

EMPLOYEE/RESIDENT TRAINING

Employees and/or residents shall receive training in the contents of the fire safety and evacuation plans and their duties as part of their new employee or residential orientation and not less than annually thereafter. Records of their training shall be maintained.

EMERGENCY EVACUATION DRILLS

Emergency evacuation drills are required to be conducted at intervals shown in the table below or more frequently, where necessary, to familiarize all occupants with the evacuation procedures.

Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

Records of required emergency evacuation drills shall be maintained and include the following information:

- ✓ Identity of the person conducting the drill.
- ✓ Date and time of the drill.
- ✓ Notification method used.
- ✓ Employees / Staff members on duty and participating.
- ✓ Number of occupants evacuated.
- ✓ Special conditions simulated.
- ✓ Problems encountered and corrective actions taken.
- ✓ Weather conditions when occupants were evacuated.
- ✓ Time required to accomplish complete evacuation, or shelter-in-place.

Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. The fire alarm monitoring company shall be notified prior to the activation of the fire alarm system for drill proposed and again at the conclusion of the transmission and restoration of the fire alarm system to normal mode.

FIRE AND EVACUATION DRILL FREQUENCY AND PARTICIPATION

Group or Occupancy	Frequency	Participation
Group A	Quarterly	Employees
Group B	Annually	All Occupants
Group B (Ambulatory Care Facilities)	Annually	Employees
Group B (Clinic, outpatient)	Annually	Employees
Group E	Monthly	All Occupants
Group F	Annually	Employees
Group I-1	Semi-annually on each shift	Employees
Group I-2	Quarterly on each shift	
Group I-3	Quarterly on each shift	
Group I-4	Quarterly on each shift	
Group R-1	Quarterly on each shift	Employees
Group R-2	Quarterly on each shift	Employees
Group R-2	Four Annually	All Occupants
High-rise buildings	Annually	Employees