



FIRE SAFETY & EVACUATION PLANS CHECK SHEET

Plans & Training

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

Fire safety and evacuation plans shall be available in the workplace for reference and review by employees and a copy furnished to the fire code official for review upon request.

Approved fire safety and evacuation plans must be prepared and maintained for the following occupancies:

1. Group A (except Group A use only for religious purposes with an occupant load less than 2,000)
 - Assembly Group A occupancy includes, among others, the use of a building or structure, or a portion thereof, for the gathering of persons for purposes such as civic, social or religious functions; recreation, food or drink consumption; or awaiting transportation.
2. Group B with an occupant load of 500 or more, or more than 100 person above or below the lowest level of exit discharge.
 - Business Group B occupancy includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts.
3. Group E
 - Educational Group E occupancy includes, among others, the use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade.
4. Group F (500 or more, or 100 above or below ground-floor exit)
 - Factory Industrial Group F occupancy includes, among others, the use of a building or structure, or a portion thereof, for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations that are not classified as a Group H hazardous or Group S storage occupancy.
5. Group H
 - High-hazard Group H occupancy includes, among others, the use of a building or structure, or a portion thereof, that involves the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of those allowed in control areas by Code.
6. Group I
 - Institutional Group I occupancy includes, among others, the use of a building or structure, or a portion thereof, in which people are cared for or live in a supervised environment, having physical limitations because of health or age are harbored for medical treatment or other care or treatment, or in which people are detained for penal or correctional purposes or in which the liberty of the occupants is restricted.
7. Group R-1
 - Residential occupancies containing sleeping units where the occupants are primarily transient in nature, including hotels and motels.
8. Group R-2 operated by Colleges and Universities



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- Residential occupancies containing sleeping units for use by students of colleges and/or universities.
9. Group R-4
- Residential occupancies arranged for occupancy as residential care/assisted living facilities including more than five but not more than 16 occupants, excluding staff.
10. High-rise buildings
- A building with an occupied floor located more than 55 feet above the lowest level of fire department vehicle access.

Fire evacuation plans shall include the following:

- Emergency egress or escape routes and whether evacuation of the building is to be complete by selected floors or areas only or with a defend-in-place response.
- Procedures for employees who must remain to operate critical equipment before evacuating.
- Procedures for the use of elevators to evacuate the building where occupant evacuation elevators complying with Section 3008 of the International Building Code are provided.
- Procedures for assisted rescue for persons unable to use the general means of egress 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 any alternative means of notifying occupants of a fire or emergency.
- The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
- 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.

Fire safety plans shall include the following:

- The procedure for reporting a fire or other emergency.**
- The life safety strategy including the following:**
 - Procedures for notifying occupants, including areas with a private mode alarm system.**
 - Procedures for occupants under a defend-inplace 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.**



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- Areas of refuge.
- Exterior areas for assisted rescue.
- Refuge areas associated with smoke barriers and horizontal exits.
- Manual fire alarm boxes.
- Portable fire extinguishers.
- Occupant-use hose stations.
- Fire alarm annunciators and controls.
- A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
- Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
- Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.



Special Use and Occupancy-Related Requirements

The fire safety and evacuation plans shall also include:

Group A

	Detailed seating plan
	Occupant load
	Occupant load limit
	Variations are under the occupant load limit, aisles clear, accessways clear

In theaters, motion picture theaters, auditoriums and similar occupancies used for noncontinuous programs:

	Audible announcement of exits within 10 minutes prior to the start of the program
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Group E

	The first emergency evacuation drill of each school year must be conducted within 10 days of the beginning of classes.
	The fire code official may modify the emergency evacuation drill frequency in severe climates. Be sure to get approval before modifying the schedule.
	Evacuation drills should be conducted during different hours of the day or evening, during changing of classes, when the school is at assembly, during recess or gym, or other times to avoid the distinction between drill and actual fires.
	Outdoor assembly areas must be designated, located a safe distance from the building evacuated, and out of the way of fire department operations. It must be arranged to keep each class separate to provide accountability of all individuals.

R-2 college and university buildings

	The first emergency evacuation drill of each school year must be conducted within 10 days of the beginning of classes.
	Evacuation drills should be conducted during different hours of the day or evening, during changing of classes, when the school is at assembly, during recess or gym, or other times to avoid the distinction between drill and actual fires.

Group R-1: transient (short term) residential such as hotels and motels

	A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each hotel, motel or dormitory sleeping unit.
	Employees shall perform the following duties upon discovery of a fire or suspected fire:
	<ul style="list-style-type: none"> • Activate the fire alarm system, where provided. • Notify the fire department. • Take other action as previously instructed.
	Information must be provided to the guests to allow them to decide whether to evacuate to the outside, evacuate to an area of refuge (if present), remain in place, or any combination of the three.

Group R-2: nontransient (long term) residential such as apartments and dormitories

	Fire emergency guide given to each tenant prior to initial occupancy.
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	Location, function and use of fire protection equipment and appliances accessible to residents, including fire alarm systems, smoke alarms, and portable fire extinguishers.
	Emergency evacuation plan for each dwelling unit

Group R-4

	The fire safety and evacuation plan shall also include special staff actions, including fire protection procedures necessary for residents, and shall be amended or revised upon admission of a resident with unusual needs.
Staff Training	
	Employees will be instructed on their duties and responsibilities under the plan.
	These duties and responsibilities shall be reviewed by staff at least every two months.
	A copy of the plan shall be readily available at all times within the facility.
Resident Training	
	Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire.
	Training shall include the actions to take if the primary escape route is blocked.
	If the resident is given rehabilitation or habilitation training, training on fire prevention and proper actions to take in the event of a fire.
	Residents shall be trained to assist each other to the extent of their physical and mental abilities permit them to do so without additional personal risk.
Resident Participation	
	All residents shall evacuate to a selected assembly point.
	Residents shall practice using all required exits.
	All required exits shall be used during emergency evacuation drills.
	Actual exiting from windows is not required during a drill. Opening the window and signaling for help is an acceptable alternative.
Drill frequency	
	Drills do not have to be held at unexpected times nor under varying conditions.
	Conducted at least six times per year, two times per year on each shift.
	Twelve drills shall be conducted in the first year of operation.

Lockdown Plans, optional

Lockdown plan is approved by the fire code official and includes:

	Instructions for reporting an emergency that requires a lockdown and how to alert occupants. This should be distinctly different from the fire alarm signal.
	Accountability procedures for staff to report the presence or absence of occupants.
	A signal to alert occupants to return to normal activity.
	Two-way communication between a central location and each secured area.
	Frequency of training (not to substitute for fire and evacuation drills).