

GOODYEAR FIRE DEPARTMENT

Fire Prevention

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FIRE SAFETY AND EVACUATION PLAN GUIDELINES - EDUCATION FACILITIES

The following are the requirements set forth in the 2018 edition of the *International Fire Code* for Emergency Planning and Preparedness. The contents of the plan are to include the following and must be in an identifiable binder and kept in a central location for inspection purposes.

403.5 Group E occupancies. An approved fire safety and evacuation plan in accordance with Section 404 shall be prepared and maintained for Group E occupancies and for buildings containing both a Group E occupancy and an atrium. Group E occupancies shall comply with Sections 403.5.1 through 403.5.3.

403.5.1 First emergency evacuation drill. The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.

403.5.2 Time of day. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.

403.5.3 Assembly points. Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

FIRE SAFETY, EVACUATION, AND LOCKDOWN PLANS

404.2 Contents. Fire safety, evacuation, and lock down plan contents shall be in accordance with Sections 404.2.1 and 404.2.3.2.

404.2.1 Fire evacuation plans. Fire evacuation plans shall include the following:

1. 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.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. 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.
4. Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
5. Procedures for accounting for employees and occupants after evacuation has been completed.
6. Identification and assignment of personnel responsible for rescue or emergency medical aid.

7. The preferred and any alternative means of notifying occupants of a fire or emergency.
8. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
9. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
10. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

404.2.2 Fire safety plans. Fire safety plans shall include the following:

1. The procedure for reporting a fire or other emergency.
2. The life safety strategy including the following:
 - 2.1 Procedures for notifying occupants, including areas with a private mode alarm system.
 - 2.2 Procedures for occupants under a defend-in place response.
 - 2.3 Procedures for evacuating occupants, including those who need evacuation assistance.
3. Site plans indicating the following:
 - 3.1 The occupancy assembly point.
 - 3.2 The locations of fire hydrants.
 - 3.3 The normal routes of fire department vehicle access.
4. Floor plans identifying the locations of the following:
 - 4.1 Exits.
 - 4.2 Primary evacuation routes.
 - 4.3 Secondary evacuation routes.
 - 4.4 Accessible egress routes.
 - 4.4.1 Areas of refuge.
 - 4.4.2 Exterior areas for assisted rescue.
 - 4.5 Refuge areas associated with smoke barriers and horizontal exits.
 - 4.6 Manual fire alarm boxes.
 - 4.7 Portable fire extinguishers.
 - 4.8 Occupant-use hose stations.
 - 4.9 Fire alarm annunciators and controls.
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
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.

404.2.3 Lockdown plans. Lockdown plans shall only be permitted where such plans are approved by the *fire code official* and are in compliance with Sections 404.2.3.1 and 404.2.3.2.

404.2.3.1 Lockdown plan contents. Lockdown plans shall include the following:

1. Identification of individuals authorized to issue a lockdown order.

2. Security measures used during normal operations, when the building is occupied, that could adversely affect egress or fire department operations.
3. A description of identified emergency and security threats addressed by the plan, including specific lockdown procedures to be implemented for each threat condition.
4. Means and methods of initiating a lockdown plan for each threat, including:
 - 4.1 The means of notifying occupants of a lockdown event, which shall be distinct from the fire alarm signal.
 - 4.2 Identification of each door or other access point that will be secured.
 - 4.3 A description of the means or methods used to secure doors and other access points.
 - 4.4 A description of how locking means and methods are in compliance with the requirements of this code for egress and accessibility.
5. Procedures for reporting to the fire department any lockdown condition affecting egress or fire department operations.
6. Procedures for determining and reporting the presence or absence of occupants to emergency response agencies during a lockdown.
7. Means for providing two-way communication between a central location and each area subject to being secured during a lockdown.
8. Identification of the prearranged signal for terminating the lockdown.
9. Identification of individuals authorized to issue a lockdown termination order.
10. Procedures for unlocking doors and verifying that the means of egress has been returned to normal operations upon termination of the lockdown.
11. Training procedures and frequency of lockdown plan drills.

404.2.3.2 Drills. Lockdown plan drills shall be conducted in accordance with the approved plan. Such drills shall not be substituted for fire and evacuation drills required by Section 405.2.

404.3 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.

404.4 Availability. Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the *fire code official* for review on request.

EMERGENCY EVACUATION DRILLS

Per section 405 of the *International Fire Code*, a Group "E" occupancy is required to conduct emergency evacuation drills. The requirements for the emergency evacuation drills are to include the following and must be recorded and kept in the binder for inspections.

405.1 General. Emergency evacuation drills complying with Sections 405.2 through 405.9 shall be conducted not less than annually where fire safety and evacuation plans are required by Section 403 or where required by the *fire code official*. Drills shall be designed in cooperation with the local authorities.

405.2 Frequency. Required emergency evacuation drills shall be held at the intervals specified in Table 405.2 or more frequently where necessary to familiarize all occupants with the drill procedure.

Table 405.2

Fire and Evacuation Drill Frequency and Participation

Group or occupancy	Frequency	Participation
Group A	Quarterly	Employees
Group B ^b	Annually	All occupants
Group B ^c (Ambulatory care facilities)	Quarterly on each shift ^a	Employees
Group B ^b (Clinic, outpatient)	Annually	Employees
Group E	Monthly^a	All occupants
Group F	Annually	Employees
Group I-1	Semiannually on each shift ^a	All occupants
Group I-2	Quarterly on each shift ^a	Employees
Group I-3	Quarterly on each shift ^a	Employees
Group I-4	Monthly on each shift ^a	All occupants
Group R-1	Quarterly on each shift	Employees
Group R-2 ^d	Four annually	All occupants
Group R-4	Semiannually on each shift ^a	All occupants

- a. In severe climates, the *fire code official* shall have the authority to modify the emergency evacuation drill frequency.
- b. Emergency evacuation drills are required in Group B buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
- c. Emergency evacuation drills are required in ambulatory care facilities in accordance with Section 403.3.
- d. Emergency evacuation drills in Group R-2 college and university buildings shall be in accordance with Section 403.10.2.1. Other Group R2 occupancies shall be in accordance with Section 403.10.2.2.

405.3 Leadership. Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.

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

405.5 Record keeping. Records shall be maintained of required emergency evacuation drills and include the following information:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Employees on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish complete evacuation.

405.6 Notification. Where required by the *fire code official*, prior notification of emergency evacuation drills shall be given to the *fire code official*.

405.7 Initiation. Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

405.8 Accountability. As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.

405.9 Recall and reentry. An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. Persons shall not reenter the premises until authorized to do so by the official in charge.

EMPLOYEE TRAINING AND RESPONSE PROCEDURES

Per section 406 of the *International Fire Code*, a Group “E” occupancy has some specific requirements in regards to conducting employee training.

406.1 General. Where fire safety and evacuation plans are required by Section 403, employees shall be trained in fire emergency procedures based on plans prepared in accordance with Section 404.

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

406.3 Employee training program. Employees shall be trained in fire prevention, evacuation and fire safety in accordance with Sections 406.3.1 through 406.3.4.

406.3.1 Fire prevention training. Employees shall be apprised of the 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.

406.3.2 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.

406.3.3 Fire safety training. Employees assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.

406.3.4 Emergency lockdown training. Where a facility has a lockdown plan, employees shall be trained on their assigned duties and procedures in the event of an emergency lockdown.

Once you have completed your Fire Safety and Evacuation Plans you must submit the documentation to the Fire Department for review and approval. You will be notified of any items, should they require changes.

Should you have any questions regarding this guideline, please feel free to contact the City of Goodyear Fire Department – Fire Prevention Division.