



Stafford County Fire and Rescue Department Office of the Fire Marshal

1225 Courthouse Road, PO BOX 339, Stafford, VA 22555
(540) 658-7200 · FAX (540) 658-4545 · www.staffordfirerescue.com/fm



Guidelines and Specifications For:

Fire Safety and Emergency Evacuation Plans

OVERVIEW

This publication outlines the fire safety and evacuation planning requirements for occupancies located within Stafford County as required by the Fire Prevention Code. The minimum required contents of the plan, along with plan maintenance requirements, are illustrated on pages two and three of this publication. Specific use and occupancy-related requirements, employee training and response, emergency evacuation drills, and emergency responder notification are also addressed.

FIRE SAFETY & EVACUATION PLAN REQUIRED

In accordance with Section 404.2 of the Fire Prevention Code, an approved fire safety and evacuation plan shall be prepared and maintained for the following occupancies:

- Group A (except where less than 2,000 occupants and used exclusively for religious purposes)
- Group E, H, I, R-1, R-4, or High-rise buildings
- Group B, F or M with greater than 500 occupants or greater than 100 occupants above/below the level of exit discharge.
- College/University Dorms (R-2), State Regulated Care Facilities, and specific others.

The approved occupancy group assigned to a location can be found on the Certificate of Occupancy issued by the Building Official. The specific definitions for each occupancy type can be found in Chapter 2 of the Fire Prevention Code.

APPROVAL REQUIRED

Pursuant to Section 401.2 of the Fire Prevention Code, required fire safety and evacuation plans shall be approved by the Office of the Fire Marshal. To accomplish this approval, required fire safety and evacuation plans shall be available and ready to be reviewed at the time of inspection by the Fire Marshal.

LOCKDOWN PLANS

Facility lockdown plans shall be incorporated within the fire safety and evacuation plan as required by Section 404.3.3 of the Fire Prevention Code. Lockdown plans shall identify the means of notification, initiation, recall, accountability, training, communication and coordination.

PLAN CONTENTS

The fire safety and evacuation plans consist of five (5) main sections:

- Cover Page
- Written Plan
- Floor Plan w/ Evacuation Routes Shown
- Seating Plan
- Site Plan

COVER PAGE (Section 1)

The cover page shall contain the following information:

1. Name, address, and telephone numbers of the business or occupancy (tenant).
2. Name, address, and telephone numbers of the building owner (if different than tenant).
3. Description of activities conducted in the occupancy (e.g., civic, social, religious, recreation, entertainment, theater, food/drink consumption, dancing, educational, healthcare, manufacturing, retail, storage, etc.).
4. Square footage of the occupancy and number of occupied floors above- and below-grade.
5. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan. (404.3.1)
6. Emergency contact information for key operational personnel and building owner's agent.



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WRITTEN PLAN (Section 2)

The written plan shall contain the following information and/or procedures:

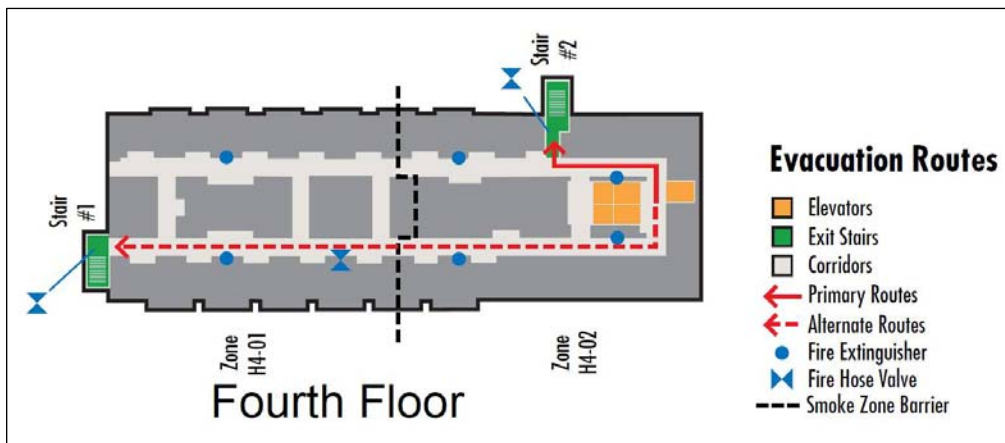
1. Reporting Fire Emergencies:
 - Describe the preferred and any alternative means of reporting fires and other emergencies to the fire department or emergency response organizations. (404.3.1)
2. Evacuation Procedures & Escape Routes:
 - Designate emergency egress or escape routes, and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only. (404.3.1)
 - Explain the life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance. (404.3.2)
 - Describe the preferred and any alternative means of notifying occupants of a fire or emergency, and where provided, include a description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages. (404.3.1)
3. Accountability of Evacuees:
 - Designate the evacuation assembly area(s) on the exterior of the occupancy. (404.3.2)
 - Explain the procedures for accounting for employees and occupants after evacuation has been completed. (404.3.1)
4. Emergency Response Duties:
 - Explain the procedures for employees who must remain to operate critical equipment before evacuating, if applicable. (404.3.1)
 - Explain the procedures for assisted rescue of persons unable to use the general means of egress unassisted. List the identification and assignment of personnel responsible for rescue or emergency medical aid, if applicable. (404.3.1)
5. Occupancy Hazards:
 - List all major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures. (404.3.2)
 - List the identification and assignment of personnel responsible for fire protection systems, maintenance, housekeeping and controlling fuel hazard sources. (404.3.2)

FLOOR PLAN (Section 3)

The building floor plan shall clearly illustrate the following information (see the sample below):

1. Location of rooms/suites inside the building (i.e., floor, section, above-grade, below-grade).
2. Location of all exit corridors, exit stairs, and exits serving the occupancy.
3. Primary evacuation routes leading to the designated assembly point (solid lines).
4. Secondary evacuation routes leading to the designated assembly point (dashed lines).
5. Accessible egress routes, areas of refuge, and exterior areas for assisted rescue. **
6. Location of all fire alarm and fire suppression manual activation stations.
7. Location of all portable fire extinguishers.
8. Location of fire alarm display and/or control panels (if applicable).

** Accessible egress route means facilities accessible to persons with physical disabilities.





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SEATING PLAN (Section 4)

A detailed seating plan is required for assembly rooms (rooms with 50 or more occupants) and shall illustrate the following:

1. Typical seating arrangements (i.e., fixed/non-fixed seating, tables & chairs, standing areas).
2. Approved use and occupancy variations (separate diagram required for each variation).
3. Location and dimensions of all approved dance floors and/or stages (if applicable).

Note: The detailed seating plans(s) must correspond with AND BE POSTED NEXT TO the specific occupant load sign(s) approved by the Building Official.

SITE PLAN (Section 5)

The site plan shall clearly illustrate the following information:

1. Building footprint showing location of all exit discharges serving the occupancy and paths leading to the public way.
2. Location of designated evacuation assembly area(s) identified in the written plan.
3. Routes of fire department and emergency vehicle access (all sides of building).

Once you have completed all five (5) sections of the plan, double-check the plan to ensure that all Fire Prevention Code requirements outlined in this publication are addressed. Then, prepare a copy of the plan for review during inspection.

AVAILABILITY & DISTRIBUTION OF PLAN

In accordance with Section 404.5 of the Fire Prevention Code, 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 upon request.

- **Distribution.** Fire safety and evacuation plans shall be distributed to the tenants and building service employees by the owner or owner's agent. Tenants shall distribute to their employees applicable parts of the fire safety plan affecting the employees' actions in the event of a fire or emergency.

- **Floor Plan Posting.** In addition, a copy of the floor plan (Section 3) *should* be provided in each elevator lobby, outside each exit stairwell and in every common area of each floor. These floor plans should illustrate the specific location of the sign ("you are here") within the building.

MAINTENANCE & UPDATE OF PLAN

In accordance with Section 404.4 of the Fire Prevention Code, 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.

EMPLOYEE & STAFF TRAINING REQUIREMENTS

The Fire Prevention Code requires employees and staff to be trained in the fire emergency procedures described in their approved fire safety and evacuation plans. Training shall be based on these plans. Employees shall receive training in the contents of fire safety and evacuation 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 Training.** Employees/Staff shall be appraised 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.

- **Evacuation Training.** Employees/Staff 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/Staff 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.



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EMERGENCY EVACUATION DRILLS

In accordance with Section 405 of the Fire Prevention Code, emergency evacuation drills complying with the provisions listed below shall be conducted as illustrated below. Prior to conducting an emergency evacuation drill involving the activation of a Fire Alarm system, notification MUST be made to the Emergency Communication Center by calling 540-658-4440.

- **Purpose.** Emergency evacuation drills shall be held to familiarize occupants, employees, and staff with the evacuation procedure.

- **Leadership.** Responsibility for planning and conducting the drills shall be assigned to a competent person(s) designated to exercise leadership.

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

- **Frequency.** Drills shall be conducted at least annually unless otherwise listed below:

<u>Occupancy Type</u>	<u>Frequency</u>	<u>Participation</u>
Group A	Quarterly	Employees
Group B, F	Annually	Employees
Group E	Monthly (within 1 st 10 days of class each year)	All Occupants
Group I, R-1, R-4	Quarterly (on each shift)	Employees
High-rise	Annually	Employees
State Reg. Care Facilities	Monthly	All Occupants

- **Records.** Records of required evacuation drills shall be maintained and include:

- Identity of the person conducting the drill, date, and time of the drill
- Notification method used and staff members on duty and participating
- Special conditions simulated
- Problems encountered
- Number of occupants evacuated and time required to complete evacuation

- **Initiation of Evacuation.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

- **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.

- **Recall & 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. No one shall reenter the premises until authorized to do so by the official in charge. Outdoor assembly points shall be located a safe distance from the building and avoid interference with fire department operations.

- **Unplanned Evacuations Not a Substitute for Required Drills.** Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required drill. In accordance with Section 405.2 of the Fire Prevention Code, required emergency evacuation drills shall be held at the intervals specified in the table below, or more frequently, where necessary to familiarize all employees and/or occupants with the evacuation procedure.

FIRE DEPARTMENT (911) NOTIFICATION REQUIREMENTS

In accordance with sections 401.3 and 2703.3.1 of the Fire Prevention Code, notification of emergency responders shall be as follows:

- **Fire Events.** In the event an unwanted fire occurs on a property, the owner or occupant shall immediately notify the fire to the fire department (911) and implement the evacuation plan.

- **Alarm Activations.** Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan.

- **Hazardous Materials Release.** Any person who witnesses, discovers, or otherwise has knowledge of a spill, leak or other release of a hazardous material or other material that may negatively impact the environment, regardless of quantity, shall immediately report such spill, leak or release to the Department of Public Safety Communications (911).



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PROHIBITED ACTIONS

- **Delayed Notification.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.
- **False Report.** It shall be unlawful for a person to give, signal, or transmit a false alarm.
- **Interference with Fire Department Operations.** It shall be unlawful to interfere with, attempt to interfere with, conspire to interfere with, obstruct or restrict the mobility of or block the path of travel of a fire department emergency vehicle in any way, or to interfere with, attempt to interfere with, conspire to interfere with, obstruct or hamper any fire department operation.

HAZARD COMMUNICATION REQUIREMENTS

The Fire Prevention Code requires the following with respect to hazardous materials:

- **MSDS.** Material Safety Data Sheets (MSDS) for all hazardous materials requiring a Fire Prevention Code Permit (FPCP) from the Office of the Fire Marshal shall be readily available on the premises as a paper copy, or where approved by the fire marshal, shall be permitted to be readily retrievable by electronic access.
- **Labeling.** Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs.
- **Liaison Personnel.** Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures. Liaison personnel should be identified in the written plan.

USE & OCCUPANCY-RELATED REQUIREMENTS

In accordance with Section 408 of the Fire Prevention Code, specific occupancies shall comply with the following code provisions in addition to the general requirements for emergency planning and preparedness.

- **Crowd Managers.** Facilities or events where more than 1,000 persons congregate, crowd managers must be provided for every 250 persons as required by Section 403.3.
- **Evacuation Assembly Points.** In accordance with Section 408.3.4 of the Fire Prevention Code for Group E occupancies, outdoor assembly areas shall be designated and shall be located a safe distance from the building and avoid interference with fire department operations. The evacuation assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.
- **Exit Identification Announcements.** In accordance with Section 408.2.2 of the Fire Prevention Code, in theaters, auditoriums and similar assembly occupancies in Group A used for non-continuous programs, an audible announcement shall be made not more than 10 minutes prior to the start of each program to notify the occupants of the location of the exits to be used in the event of a fire or other emergency. *Exception: In motion picture theaters, the announcement is allowed to be projected upon the screen in a manner approved by the fire code official.*
- **Audible Announcements in Night Clubs.** In accordance with Section 408.2.3.1 of the Fire Prevention Code, audible announcements shall be made to the occupants no longer than 10 minutes prior to the start of the entertainment and at each intermission to notify the occupants of the location of the exits to be used in the event of a fire or other emergency.
- **Occupant Load Count in Night Clubs.** In accordance with Section 408.2.3.2 of the Fire Prevention Code, upon request of the fire code official, the owner or operator, or both, will be required to keep a running count of the occupant load to provide to the fire code official during performance hours of operation, entertainment hours of operation, or both.



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• **Group R-1 (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 guestroom. Information shall be provided in the fire safety and evacuation plan to allow guests to decide whether to evacuate to the outside, evacuate to an area of refuge, remain in place or any combination of the three.

• **Group R-4 (Group Homes and SRCFs).** The fire safety and evacuation plan required by Section 404 shall 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.

- 1) Employees shall be periodically instructed and kept informed of their duties and responsibilities under the plan. Such instruction shall be reviewed by the staff at least every two months.
- 2) Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire. The training shall include actions to take if the primary escape route is blocked. Where the resident is given rehabilitation or habilitation training, training in fire prevention and actions to take in the event of a fire shall be a part of the rehabilitation training program.
- 3) Residents shall be trained to assist each other in case of fire to the extent their physical and mental abilities permit them to do so without additional personal risk.
- 4) Resident participation is required for R-4 occupancies. Emergency evacuation drills shall involve the actual evacuation of residents to a selected assembly point and shall provide residents with experience in exiting through all required exits. All required exits shall be used during emergency evacuation drills. Actual exiting from windows shall not be required. Opening the window and signaling for help shall be an acceptable alternative.

EDUCATION & PLANNING RESOURCES

To obtain more information which may assist you in developing a fire safety and evacuation plan, or to enhance occupant safety in assembly occupancies, copy and paste any of the following web addresses into your browser, or simply search the Internet for these topics.

- Every Business Should Have an Evacuation Plan
www.ready.gov/business/index.html
- Make an Evacuation Plan
www.ready.gov/business/plan/evacplan.html
- How to Create an Emergency Evacuation Map
www.steamwire.com/how-to-create-an-emergency-evacuation-map-for-your-business
- NFPA Fire Safety Information for Nightclubs & Assembly Occupancies
www.nfpa.org/categoryList.asp?categoryID=633&URL=Safety%20Information/For%20consumers/Occupancies/Nightclubs/assembly%20occupancies
- Maryland State Crowd Manager Training Online
www.firemarshal.state.md.us/crowdmanager/bginfo.html