

EMERGENCY PLANS

Emergency planning is required under International Fire Code (IFC) 2009 Chapter 4. Section 404 covers general requirements.

Generally speaking emergency planning for fire safety, lockdown and evacuation shall comply with IFC 2009 404.2 through 404.5.1. They are required for all the following structures: (You can find your fire code occupancy group near the top right of your business profile form.)

- Places of assembly (Assembly Group A) such as but not limited to: theaters, banquet halls, restaurants, clubs, taverns, community halls, funeral parlors, lecture halls, swimming pools, bleachers, grandstands, stadiums, gymnasiums, etc.
 - *Group A Exception: facilities used EXCLUSIVELY for purposes of religious worship with an occupancy load rating less than 2000.*
- Places of Business (Business Group B) such as but not limited to: banks, barber shops, education above grade 12, electronic data processing, outpatient clinics, professional services, etc.
 - *Group B Exception: facilities with an occupant load of less than 500 person's total, or less than 100 persons above or below the lowest level of exit discharge.*
- Places of Education (Education Group E) All levels of education through 12 grade, occupied by 6 or more persons.
- Factory and Industrial (Factory Industrial Group F)
 - *Group F Exception: facilities with an occupant load of less than 500 persons total, or less than 100 persons above or below the lowest level of exit discharge*
- High Hazard Facilities (High Hazard Group H) Facilities that involve the manufacturing, processing, generation, or storage of materials that constitute a physical health hazard.
- Institutions (Institutional Group I) such as but not limited to:
- Residential
 - (Residential Group R1) such as but not limited to: Boarding houses, hotels, hotels, etc.
 - Residential Group R2 such as but not limited to: apartment houses, dormitories, fraternities, live/work units, etc
 - Exception, all except college and university buildings.
 - Residential Group R3 primary dwelling units with 2 or fewer dwelling units ARE EXEMPT.
 - Residential Group R4 such as but not limited to: residential care/assisted living units with >5, but <16 dwelling units.
- High-rise buildings
- Mercantile (Mercantile Group M)
 - *Group M Exception: facilities with an occupant load of less than 500 persons total, or less than 100 persons above or below the lowest level of exit discharge*
- Covered malls >50,000 square feet in aggregate floor area
- Underground buildings
- Buildings with an atrium and having an occupancy in Group A, E, or M.

The fire safety and evacuation plan must contain the following as per IFC 2009 Sections 404.3.1 and 404.3.2:

404.3.1 Fire Evacuation Plans:

1. Emergency egress or escape routes.
 - a. If partial evacuation is deemed necessary, it must be first approved by the Fire Official and clearly defined in the egress and escape routes section.
2. Procedures for critical equipment shutdown necessary before an employee can evacuate.
3. Procedures allowing for assisted rescue of persons unable to use the general means of egress without assistance.
4. An accountability system to verify all occupants were successfully evacuated.
5. Identify personnel and their assigned responsibility for rescue and/or emergency medical aid.
6. Define the primary and alternate method(s) of notifying occupants of a fire emergency.
7. Define the primary and alternate methods and means of reporting fires and/or other emergencies to the fire department or other designated emergency response agency.
8. Define personnel who can be contacted for further information or explanation of duties under the plan.
9. Provide description of the emergency voice/alarm communication system alert tone and any preprogrammed voice messages, where provided.

404.3.2 Fire Safety Plans shall include the following:

1. Procedure for reporting a fire or emergency.
2. Strategy and procedures for notifying, relocating, and/or evacuating occupants, including those who need assistance.
3. Site plans indicating the following:
 - a. The assembly point for the occupants (as approved by fire official).
 - b. The location of fire hydrants
 - c. Normal routes of fire department vehicle access to site.
4. Floor plans identifying the locations of the following: (all levels of structure)
 - a. Exits
 - b. Primary evacuation routes
 - c. Secondary evacuation routes
 - d. Accessible egress routes
 - e. Areas of Refuge
 - f. Exterior areas for assisted rescue
 - g. Manual fire alarm boxes
 - h. Portable Fire Extinguishers
 - i. Occupant-use hose stations
 - j. Fire alarm annunciators and controls
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including non-primary/non-routine functions such as housekeeping and maintenance procedures.
6. Identify assignments of personnel responsible for maintaining systems and equipment installed to prevent and/or control fires.

7. Identify assignments of personnel responsible for maintenance, housekeeping, and controlling fuel hazard sources.

404.3.3 Lockdown plans. Facilities who develop a lockdown plan shall do so in accordance with Sections 404.3.3.1 through 404.3.3.3

404.3.3.1 Lockdown plan contents

1. Initiation. Include instructions for reporting an emergency requiring lockdown.
2. Accountability. Include accountability procedures for staff to report the presence or absence of occupants.
3. Recall. Include a prearranged signal for returning to normal activity.
4. Communication and coordination. Include an approved means of 2-way communication between a central location and each secured area.

404.3.3.2 Training frequency.

1. The training frequency must be included in the written lockdown plan.
2. Lockdown drills MAY NOT substitute for any of the fire and evacuation drills required in section 405.2

404.3.3.3 Lockdown notification

1. The method of notifying building occupants of a lockdown must be included in the plan.
2. The method of notification must be separate and distinct from the fire alarm signal.

404.4 Maintenance of emergency action plans. Fire safety and evacuation plans shall be reviewed or updated annually, or when necessary due to changes in staff assignments, occupancy, equipment, and/or the physical arrangement of the building.

404.5 Availability. Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be provided to the fire code official upon request. *NOTE: Copies provided to the fire code official may have confidential security codes and safe words associated with lockdown plans redacted.*

404.5.1 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 other emergency.