



# Fire Safety and Evacuation Plans

Chapter 4 of the International Fire Code adopted by the City of Columbia requires that fire safety and evacuation plans be developed for a variety of occupancies. This bulletin outlines the general requirements of these plans. Additional provisions are also required for some occupancies.

## Occupancies Requiring Plans

<b>Group A</b>	Assemblies with more than 100 persons.
<b>Group B</b>	Business occupancies having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
<b>Group E</b>	Educational.
<b>Group F</b>	Factory/industrial buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
<b>Group H</b>	Hazardous processes.
<b>Group I</b>	Institutions such as hospitals, care facilities, corrections facilities.
<b>Group M</b>	Retail stores and markets having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
<b>Group R-1</b>	Residential (transient) such as hotels, boarding houses.
<b>Group R-2</b>	College and university buildings and boarding homes, group homes, and residential treatment facilities.

Additional occupancies which require plans are:

- High rise buildings.
- Covered malls exceeding 50,000 square feet in aggregate floor area.
- Underground buildings.
- Buildings with an atrium and having an occupancy in group A, E or M.

Fire Safety and 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 or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for assisted rescue of persons unable to use the general means of egress unassisted.
4. Procedures to account for employees and occupants after evacuation has been completed.
5. Identification and assignment of personnel responsible for rescue or emergency medical aid.
6. The preferred and any alternative means of notifying occupants of a fire or emergency.
7. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
8. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
9. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.



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Fire safety plans shall include the following:

1. The procedure for reporting a fire or emergency.
2. The life safety strategy and procedures for notifying, relocating or evacuating occupants, including occupants who need assistance.
3. Site plans indicating:
  - Occupancy assembly point.
  - Locations of fire hydrants.
  - Normal routes of fire department vehicle access.
4. Floor plans identifying the locations of:
  - Exits.
  - Primary evacuation routes.
  - Secondary evacuation routes.
  - Accessible egress routes.
  - Areas of refuge.
  - Exterior areas for assisted rescue.
  - Manual fire alarm boxes.
  - Portable fire extinguishers.
  - Occupant-use hose stations.
  - 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.

## Plan Maintenance

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

## Make the Plan Available

Fire safety and evacuation plans should be kept available in the workplace for reference and review by employees, and copies should be furnished to the Fire Department upon request.

The fire safety and evacuation plans should be distributed to building tenants by the building owner. Tenants should distribute to their employees those parts of the fire safety plan that affect the employees' actions in the event of a fire emergency.

## Emergency Evacuation Drills

Occupancies that are required to complete a fire safety and evacuation plan are also required to conduct emergency evacuation drills to practice the plan. The schedule on which these drills should be conducted is:

Group	Frequency	Participation
A	Quarterly	Employees
B	Annually	Employees
E	Monthly	All occupants*
F	Annually	Employees
I	Quarterly/shift	Employees
R-1	Quarterly/shift	Employees
R-2	Quarterly/shift	Employees**
High Rise	Annually	All occupants

\* Daycares co-located on Group E campuses participate in emergency drills.

\*\* Jail inmates, hospital patients, hotel guests and occupants of apartment or residential condominiums are not required to participate unless they are also a member of the buildings staff.



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Records of emergency evacuation drills should be maintained and should include:

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

In buildings that have a fire alarm system, emergency evacuation drills should be initiated by activating the fire alarm system. Buildings whose alarm systems are monitored by an off-site monitoring company should notify the company immediately prior to the drill to prevent a Columbia Fire Department response. When the drill is completed, notify the monitoring company that the building has returned to normal operations.

## Employee Training

Employees should be trained in the fire emergency procedures described in the fire evacuation plan. Employees should receive training in the contents of the fire evacuation plan and their duties as part of their new employee orientation and at least annually thereafter. Records should be kept which document this training. Employee training should include the following:

- Fire prevention training—information on the fire hazards to which they are exposed and instruction in how to prevent fires.
- Becoming familiar with the fire alarm and evacuation signals, their duties in the event of an alarm, evacuation routes, areas of refuge, assembly areas, and procedures for evacuation.
- Any employees assigned firefighting duties should be trained to know the locations and proper use of

fire extinguishers, and the protective clothing or equipment required for its safe and proper use.

Additional requirements may apply from other regulating agencies.

Additional information on developing fire safety and evacuation plans is available from the Columbia Fire Department online at [www.como.gov/fire/](http://www.como.gov/fire/).