

## SECTION 404 - FIRE SAFETY AND EMERGENCY PLANS

**404.1 General.** Fire safety, evacuation, shelter-in-place and lockdown plans and associated drills shall comply with the requirements of Sections 404.2 through 404.5.1.

**404.2 Fire safety and evacuation plans.** Fire safety and evacuation plans shall comply with the requirements of Sections 404.2.1 through 404.2.2.2.

**404.2.1 Where required.** An approved fire safety and evacuation plan shall be prepared and maintained for the following occupancies and buildings.

1. Group A having an occupant load of 100 or more.
2. 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.
3. Group E. (Insert Replacing Page 42)
4. Group F buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
5. Group H.
6. Group I.
7. Group R-I.
8. Group R-2 college and university buildings, Boarding homes, group homes, and residential treatment facilities licensed by the state of Washington.
9. High-rise buildings.
10. Group M buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
11. Covered malls exceeding 50,000 square feet (4645 m<sup>2</sup>) in aggregate floor area.
12. Underground buildings.
13. Buildings with an atrium and having an occupancy in Group A, E or M.

**404.2.2 Contents.** Fire evacuation and safety plan contents shall be in accordance with Sections 404.2.2.1 and 404.2.2.2.

**404.2.2.1 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 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 for persons unable to use the general means of egress unassisted.
4. Procedures for accounting 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.
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.

**404.2.2.2 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 and procedures for notifying, relocating or evacuating occupants, including occupants who need 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.
- 4.5. Areas of refuge.
- 4.6. Exterior areas for assisted rescue
- 4.7. Manual fire alarm boxes.
- 4.8 Portable fire extinguishers
- 4.9 Occupant-use hose stations
- 4.10 Fire alarm annunciation 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.

**404.4 Earthquake Emergency Plans.** An earthquake safety plan shall include the following:

- 1. A method of correctly instructing employees and occupants in the meaning execution of "Drop, Cover and Hold," which is the correct action to take during an earthquake to avoid injury, shall be identified.
- 2. A person or team shall be designated to assess the condition of the building after an earthquake, to determine if an evacuation is necessary or recommended. This decision shall be based upon structural integrity of the building, the condition of evacuation routes and assessment of hazards that occupants might encounter as they leave the building.
- 3. A method of instructing employees and occupants as to the hazards they may encounter on the building exterior as a result of an earthquake shall be identified.
- 4. The preferred and any alternative means of evacuation and of the communication of this decision to the employees and occupants of the building shall be identified.
- 5. Primary and secondary evacuation routes shall be identified from all areas of the building.
- 6. A location a safe distance from any buildings shall be designated as the meeting area for building employees and occupants.
- 7. A method of accounting for all persons shall be established in the plan.

**404.5 Maintenance.** Emergency plans shall be reviewed or updated annually, or as-necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.

**404.6 Availability.** Emergency plans shall be available in the work place for reference and review by employees. Copies shall be furnished to the fire code official for review upon request.

**404.5.1 Distribution.** The fire safety and Evacuation plans shall be distributed to the tenants and building service employees by the owner or owners agent. Tenants shall distribute to their employees' applicable parts of the fire safety plan affecting the employee & actions in the event of a fire or other emergency.

## **SECTION 405 -EMERGENCY DRILLS**

**405.1 General.** Emergency drills complying with the provisions of this section shall be conducted at least annually in the occupancies listed in Section 404.2.1 or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

**405.2 Frequency.** Required emergency 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 EMERGENCY DRILL FREQUENCY AND PARTICIPATION FREQUENCY PARTICIPATION

**Group A:** Quarterly Employees a. The frequency shall be allowed to be modified in accordance with Section **408.3.2. Emergency evacuation drill deferral**. In severe climates, the fire code official shall have the authority to modify the emergency evacuation drill frequency specified in section 405.2.

**405.3 Leadership.** Responsibility for the planning and conduct of drills shall be assigned to competent person 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 an emergency.

**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. Staff members on duty and participating.
5. Number of occupants participating.
6. Special conditions simulated.
7. Problems encountered and corrective actions taken.
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 drills shall be given to the fire code official.

**405.7 Initiation.** Emergency drills shall be initiated in accordance with Sections 405.7.1 through 405.7.3.

**405.7.1 Fire evacuation drills.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. The fire alarm monitoring company shall be notified prior to the activation of the fire alarm system for drill proposed and again at the conclusion of the transmission and restoration of the fire alarm system to normal mode.

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

**405.9 Recall and reentry.** 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.