



# FIRE SAFETY AND EVACUATION PLANS REVIEW SHEET

## 2014 Indiana Fire Code - Group E Occupancy

- ☐ **404.2**     **Where required.** An approved fire safety and evacuation plan shall be prepared and maintained (for *group E occupancies*).
  
- ☐ **404.3**     **Contents.** Fire safety and evacuation plan contents shall be in accordance with Sections 404.3.1 and 404.3.2.
  
- ☐ **404.3.1**     **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 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.
  
- ☐ **404.3.2**     **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 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.

- ☐ **404.4**     **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.
- ☐ **404.5**     **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 upon request.
- ☐ **404.5.1**     **Distribution.** The fire safety and evacuation plans shall be posted or distributed to the tenants or building service employees by the owner or owner's agent. Tenants shall post or distribute to their to their employees applicable parts of the fire safety plan affecting the employees' actions in the event of a fire or other emergency.
- ☐ **405.2**     **Frequency.** Required emergency evacuation drills shall be held at the intervals specified in Table 405.2 (monthly for all occupants in E occupancies) or more frequently where necessary to familiarize all occupants with the drill procedure.
- ☐ **HEA**     **House Enrolled Act 1414.** Allows a school to substitute a tornado drill or manmade occurrence disaster drill for not more than two fire drills each semester. Provides that the substitutions not be made in consecutive months. Provides that the governing body of a school corporation may direct schools to conduct additional emergency preparedness drills.
- ☐ **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. Staff members 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.** 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. No one shall reenter the premises until authorized to do so by the official in charge.
  
- ☐ **406.1**     **General.** Employees in the occupancies listed in Section 404.2 shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans as described in Section 404.3.
  
- ☐ **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 at least annually thereafter. Records shall be kept and made available to the fire code official upon request.
  
- ☐ **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.
- ☐ **406.3.4**     **Fire safety training.** Employees assigned firefighting 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.
- ☐ **408.3.1**     **First emergency evacuation drill.** The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.
- ☐ **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.
- ☐ **408.3.3**     **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.
- ☐ **408.3.4**     **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.