Renton Regional Fire Authority

FIRE SAFETY & EVACUATION PLANS

Various businesses and buildings are required to have a fire evacuation plan and conduct drills to meet fire code requirements, per IFC Section 404. This reference material applies to those occupancies listed below that are required to meet these requirements:

Occupancy Type	Frequency	Participation
(A) Assembly	Quarterly	Employees
(B) Business*	Annually	Employees
(E) Educational	Monthly	All Occupants
(F) Factory	Annually	Employees
(I) Institutional	Quarterly, Each Shift	Employees**
(R-1) Transient Residential	Quarterly, Each Shift	Employees
(R-2) Dormitories Boarding/Group Homes	Four Annually Quarterly, Each Shift	All Occupants Employees
(R-4) 24hr Supervised Care (more than 5, no more than 16 residents)	Quarterly, Each Shift	Employees**
High-Rise Buildings	Annually	Employees

   * 500 or more occupants, or 100 or more above or below exit discharge

   ** Some instances require full evacuation

Evacuation Plans.

When it becomes necessary to evacuate due to emergency, a practiced evacuation plan is key to ensuring everyone's safety.   An evacuation plan should include the following:

1. The procedure for reporting a fire or other emergency

2. The procedures for notifying and evacuating occupants, including those that need assistance

3. The assembly point where you will all meet up after evacuating the building (ensure this isn't located in an area the fire department will need to use to access the building)

4. Floor plans identifying the locations of the following:

   a. All exits

   b. Evacuation routes

   c. Areas of refuge

   d. Manual fire alarm boxes

   e. Portable fire extinguishers

5. A list of any major fire hazards associated with the normal use of the premises

Evacuation plans shall be reviewed or updated annually or as necessitated by changes in occupancy or the physical arrangement of the building.

Plans shall be available in the workplace for reference and review by employees and shall be distributed to tenants and building service employees by the owner or owner's agent. Tenants shall distribute applicable parts of the plan to their employees.

Employee Training.

Employees shall be trained in the fire emergency procedures described in their fire evacuation plan. Training should be included as a part of new employee orientation and at least annually thereafter.

Conducting Fire Drills.

The purpose of the fire drill is to test building occupants in the following:

1. Efficiency
2. Knowledge
3. Response to a fire emergency

Documentation of the fire drill is required per IFC 405.5. (Example included)

Fire drills should be held at an unexpected time and under various circumstances that simulate actual fire conditions. Additionally, it is recommended that fire drills be held in conjunction with required fire alarm tests. For example, testing a smoke detector or fire alarm pull station could serve as both the test and fire drill – this can be accomplished by coordinating this activity with the fire protection system contractor performing these tests at your building.

The following are guidelines for conducting the drill:

1. The person conducting the drill shall notify the monitoring agency (911 center, fire department, etc) by telephone PRIOR to the fire drill and again at completion of the drill
2. Emphasize orderly action under proper discipline, rather than speed
3. Drill should include transmission of fire alarm signals throughout the building

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Fire Drill Record

Employer: _____   Address: _____

Date: _____   Time: _____   Location in Building: _____

Name of Person Conducting the Drill: _____

Type of alarm device initiated: _____

	Y	N	N/A
Alarm monitoring company notified before initiation of fire alarm?	☐	☐	☐
Fire alarm system functions properly?	☐	☐	☐
Fire alarm system reset and back in service?	☐	☐	☐

If no, what action was taken: _____

	Y	N	N/A
Simulated notification to 911?	☐	☐	☐
Exit corridors and access clear of all equipment and obstructions?	☐	☐	
Staff evacuated and was accounted for according to the plan?	☐	☐	

Critique of fire drill (use back if necessary): _____

_____

_____

Employee Participant Log

Name	Name	Name

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Sample Evacuation Plan.