



East Lansing Fire Department – Prevention Bureau

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Fire Safety and Evacuation Plans with Emergency Guides

- **International Fire Code, 2015 Edition, Chapter 4 Emergency Planning and Preparedness**
- **Section 403 – Emergency Preparedness Requirements**
- **403.10.2 Group R-2 occupancies. Occupancies including apartment houses, congregate living facilities, dormitories, sororities, fraternities, and extended stay motels.**

Scope

Reporting of emergencies, coordination with emergency response forces, emergency plans and procedures for managing or responding to emergencies shall comply with the provisions of the 2015 International Fire Code, Chapter 4, Section 401.

Purpose

The purpose of this document is to provide applicable facilities with guidance in preparing a fire safety and evacuation plan.

- In accordance with the 2015 International Fire Code, all residential occupancies (R-2) containing sleeping units or more than two dwelling units where occupants are primarily permanent in nature are required to provide an emergency guide to their residents informing them of safety measures available to them in the event of a fire.

Approval

Where required by this code, fire safety plans, emergency procedures and employee training programs shall be approved by the fire code official.

Emergency Responder Notification

Notification of emergency responders shall be in accordance with Sections 401.3.1 through 401.3.3:

- **Fire events.** In the event an unwanted fire occurs on a property, the owner or occupant shall immediately report such condition to the fire department by calling 911.
- **Alarm activations.** Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department by calling 911.
- **Delayed notifications.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.

Required plan implementation. In the event an unwanted fire is detected in a building or fire alarm activates, the fire safety and evacuation plan shall be implemented.

Making a false report. A person shall not give, signal or transmit a false alarm.

Emergency evacuation drills. The sounding of a fire alarm signal and the carrying out of an emergency evacuation drill in accordance with the provisions of Section 405 shall be allowed.

Unplanned evacuation. Evacuations made necessary by the unplanned activation of a fire alarm or by any other emergency shall not be substituted for a required evacuation drill.

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Interference with fire department operations. It shall be unlawful to interfere with, attempt to interfere with, conspire to interfere with, obstruct or restrict the mobility of or block the path of travel of a fire department emergency vehicle in any way, or to interfere with, attempt to interfere with, conspire to interfere with, obstruct or hamper any fire department operation.

2015 INTERNATIONAL FIRE CODE DEFINITIONS:

Group R-2 Occupancy. Group R-2 occupancies are residential occupancies containing *sleeping units* or more than *two dwelling units* where the occupants are primarily permanent in nature, including:

- Apartment houses
- Congregate living facilities (nontransient) with more than 16 occupants
- Convents
- Dormitories
- Fraternities and sororities
- Hotels (nontransient)
- Live/work units
- Monasteries
- Motels (nontransient)
- Vacation timeshare properties

Emergency Evacuation Drill. An exercise performed to train staff and occupants and to evaluate their efficiency and effectiveness in carrying out emergency evacuation procedures.

Lockdown. An emergency situation requiring that the occupants be sheltered and secured in place within a building when normal evacuation would put occupants at risk.

Special Needs Occupant A patron, employee, student, resident, or tenant that has unique or unusual need regarding their mobility capacity. These special needs can include, but are not limited to, the physically disabled, hearing impaired, visually impaired, or mentally impaired.

FIRE SAFETY AND EVACUATION PLANS

PLAN AVAILABILITY AND DISTRIBUTION

Fire safety and evacuation plans must be made available in the building at the front office/desk or near the fire alarm control panel. The plans must be available for reference and review by facility employees and copies shall be furnished to the Fire Marshal upon request. The plans are to be kept in a notebook and/or in protective coverings. The plan must 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.

PLAN MAINTENANCE

Fire safety and evacuation plans must initially be approved by the fire code official. The plans must be reviewed and updated by the facility annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building. Fire safety and evacuation plans shall be reviewed or updated by the facility annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building. Initial plans and updated plans must be submitted to the Prevention Bureau unless changes are isolated to personnel/staff assignments, contact information or similar.

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FIRE SAFETY AND EVACUATION PLAN SUBMITTALS

Please submit plans for review to:

East Lansing Fire Department, Prevention Bureau
1700 Abbot Road
East Lansing, MI 48823

OR fireprevention@cityofeastlansing.com

FIRE SAFETY AND EVACUATION PLAN CONTENTS

The fire safety and evacuation plan is comprised of four (4) sections:

1. Cover page
2. Written plan
3. Floor plan(s) with evacuation routes shown
4. Site plan

Cover Page-An **Evacuation Plan Cover Sheet** template is available at cityofeastlansing.com/191/Fire-Department

The Cover Page must include the following information:

1. Name of business/facility.
2. Name, address, telephone numbers and email (if applicable) of the manager(s) of the tenant.
3. Name, address, telephone numbers and email (if applicable) of the building owner (if different than tenant).
4. Main occupancy classification of building.
5. Total square footage of occupancy (all floors, levels, mezzanines, etc.) and number of occupied floors above- and below-grade.
6. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
7. Emergency contact information for key operational personnel and building owner's agent.

Written Plan-An **R-2 Safety Evacuation Plan** template is available at cityofeastlansing.com/191/Fire-Department

The written portion of the fire safety and evacuation plan includes information regarding reporting fires/emergencies and occupant notification; evacuation and accountability of the evacuees; emergency response and crowd management; and occupancy hazards. Each subsection has specific information that is required by code to be included in the plan.

Note that all bulleted items below are required by the fire code to be included within the fire safety and evacuation plan.

Fire/Emergency Reporting and Occupant Notification

- The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
**The preferred means for reporting fires and other emergencies is to call 911.*
- The preferred and any alternative means of notifying occupants of a fire or emergency.
**The preferred means for notifying occupants of a fire or emergency is to activate a manual fire alarm box (pull station).*
- A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided. The procedure for reporting a fire or other emergency.

Evacuation and Accountability

- Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
- The life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance.
- Procedures for accounting for employees and occupants after evacuation has been completed.

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Emergency Response and Crowd Management

- Procedures for employees who must remain to operate critical equipment before evacuating.
- Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
- Identification and assignment of personnel responsible for rescue or emergency medical aid.

Occupancy Hazards

- A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
- Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.
- Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.

Floor Plans

- The floor plan portion of the fire safety and evacuation plan must identify the locations of the following:
- Locations of all exits, exit stairs and exit corridors.
- Primary evacuation routes from all spaces (delineate primary routes in a different manner than secondary routes)
- Secondary evacuation routes from all space (delineate secondary routes in a different manner than primary routes)
- Identify accessible egress routes and all areas of refuge
- Exterior areas for assisted rescue
- Locations of manual fire alarm boxes (pull stations)
- Locations of portable fire extinguishers
- Location of hose valve/standpipe stations
- Location of all fire alarm annunciators and controls

Site Plans

- The last portion or site plan portion of the plan must indicate the following:
- Building footprint showing all exits and the evacuee assembly point (multiple points permitted if facility is large)
- The locations of fire hydrants
- The normal routes of fire department vehicle access (fire lanes)

EMERGENCY GUIDES

Fire emergency guides shall be provided for Group R-2 occupancies. Guide contents, maintenance and distribution shall comply with Sections 403.10.2.2.1 through 403.10.2.2.3.

GUIDE DISTRIBUTION

A copy of the emergency guide shall be given to each tenant prior to initial occupancy.

GUIDE MAINTENANCE

Emergency guides shall be reviewed and approved by the *fire code official*.

GUIDE SUBMITTALS

Please submit guides for review to:

East Lansing Fire Department, Prevention Bureau
1700 Abbot Road
East Lansing, MI 48823

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fireprevention@cityofeastlansing.com

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GUIDE CONTENTS

A fire emergency guide shall describe the location, function and use of fire protection equipment and appliances accessible to residents, including fire alarm systems, smoke alarms and portable fire extinguishers. Guides shall include an emergency evacuation plan for each *dwelling unit*.

Fire Alarm Manual Pull Stations

- Where they are located in the unit/building.
- How to use them.
- Consequences if damaged, vandalized, deactivated, or used falsely.
- When they should be used.
- Call 911 once you are outside the building.

Smoke Alarms/Detectors

- Where they are located in the unit/building.
- Consequences if damaged, vandalized, or deactivated.
- Who is responsible for maintenance?
- Testing and changing batteries.
- Keep free of dust by vacuuming it regularly.
- Never paint a smoke alarm.
- Replace any smoke alarm that is 10 years old or greater.

Fire Extinguishers

- Where they are located in the unit/building.
- Consequences for discharge, vandalism, or theft.
- How to use – **PASS (Pull, Aim, Squeeze, and Sweep)**.
- Only use an extinguisher if familiar with its operation.
- Only attempt to extinguish small fires.
- Make sure a safe exit is provided if fire is not extinguished.
- Never turn back to fire when using a fire extinguisher.
- If applicable, list the type and size of fire extinguisher available to residents.

Automatic Fire Sprinklers

- Consequences for damage, vandalism, or tampering.
- Do not paint, tamper with, or hang items from sprinkler heads.
- Sprinklers are a life saving device. They will slow the spread of fire and give residents time to evacuate.

Exit Signs

- Where they are located in the building.
- Consequences for damage, vandalism, or tampering.
- Exits shall be marked by an approved exit sign readily visible from any direction of travel.
- Access to exits shall be marked by readily visible exit signs in cases where the exit is not immediately visible to the occupants.

In addition to the items listed above, the following topics may be included in the plan and are accessible at

cityofeastlansing.com/2256/Fire-Department

- Carbon monoxide alarms
- Candle safety
- Electrical safety
- Cooking safety
- Smoking safety
- Lithium battery safety
- Smoke alarms
- Microwave safety

R-2 OCCUPANCY SPECIAL REQUIREMENTS

The following items apply to all dormitories, fraternities, sororities, and congregate living facilities.

COLLEGE AND UNIVERSITY BUILDINGS

An *approved* fire safety and evacuation plan in accordance with Section 404 shall be prepared and maintained for Group R-2 college and university buildings. Group R-2 college and university buildings shall comply with Sections 403.10.2.1.1 and 403.10.2.1.2.

FIRST EMERGENCY EVACUATION DRILL

The first emergency evacuation drill of each school year shall be conducted within the first 10 days of the beginning of classes.

TIME OF DAY

Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when school is at assembly, during recess or gymnastic periods or during other times to avoid distinction between drills and actual fires. One required drill shall be held during hours after sunset or before sunrise.

EVACUATION DIAGRAMS FOR DORMITORIES

A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each dormitory *sleeping unit*. Evacuation diagrams shall be reviewed and updated as needed to maintain accuracy.

EMERGENCY EVACUATION DRILLS

Emergency evacuation drills complying with Section 405.2 through 405.9 shall be conducted four times annually where fire safety and evacuation plans are required by Section 403 or where required by the fire code official. Drills shall be designed in cooperation with local authorities.

LEADERSHIP

Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.

TIME

Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

RECORD KEEPING

Records shall be maintained of required emergency evacuation drills and include the following information:

1. Identity of person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Employees 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.

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NOTIFICATION

The Fire Marshal requires prior notification of emergency evacuation drills shall be given to the East Lansing Fire Department, Prevention Bureau. Notification can be made via email to fireprevention@cityofeastlansing.com .

INITIATION

Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm. The fire alarm control unit must be placed in "Test" prior to the emergency evacuation drill and can only be performed by an authorized fire alarm contractor or a member of the East Lansing Fire Department, Prevention Bureau. When a system is in test, the alarm will still sound to alert occupants about a fire, but it will not effectively notify first responders. This ensures that the fire department and other first responders are not dispatched to a non-threatening alert.

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.

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. Persons shall not reenter the premises until authorized to do so by the official in charge.

EMPLOYEE TRAINING AND RESPONSE PROCEDURES

Where fire safety and evacuation plans are required by Section 403, employees shall be trained in fire emergency procedures based on plans prepared in accordance with Section 404.

FREQUENCY

Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and not less than annually thereafter. Records of training shall be maintained.

EMPLOYEE TRAINING PROGRAM

Employees shall be trained in fire prevention, evacuation, and fire safety in accordance with Sections 406.3.1 and 406.3.4.

FIRE PREVENTION TRAINING

Employees shall be apprised of the 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.

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.

FIRE SAFETY TRAINING

Employees assigned fire-fighting 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.

EMERGENCY LOCKDOWN TRAINING

Where a facility has a lockdown plan, employees shall be trained on their assigned duties and procedures in the event of an emergency lockdown.