

# **FIRE SAFETY & EVACUATION PLANNING**

**A Guideline Handbook**



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**Note:** Please consult Chapter 4 of the Fire Prevention Code for detailed information about the fire safety and evacuation planning requirements for each building, facility, or occupancy type.



*A publication of Fairfax County, Va.*



# **FIRE SAFETY & EVACUATION PLANNING**

# **ASSEMBLY OCCUPANCIES**

**Fire Marshal's Office  
Plans Review Branch**  
12099 Government Center Pkwy., 3<sup>rd</sup> Floor  
Fairfax, VA 22035  
Telephone: 703-246-4806  
TTY: 711, Fax: 703-246-6043

## **OVERVIEW**

This publication outlines the fire safety and evacuation planning requirements for assembly occupancies located within Fairfax County and the towns of Clifton, Herndon, and Vienna. An assembly occupancy, also known as a place of assembly, public assembly, or Group A occupancy, include structures or portions of structures occupied for the gathering of people for civic, social or religious activities, recreation, amusement, entertainment, food and drink consumption, or awaiting transportation. This includes night clubs.

**FIRE SAFETY & EVACUATION PLAN REQUIRED.** In accordance with Section 404.2 of the Fire Prevention Code, an approved fire safety and evacuation plan shall be prepared and maintained for all assembly occupancies other than those used exclusively for purposes of religious worship having occupant loads less than 2,000. The minimum required contents of the plan, along with plan maintenance requirements, are outlined on pages two and three of this publication. Specific use and occupancy-related requirements, employee training and response, emergency evacuation drills, and fire department notification requirements are also addressed.

## **APPROVAL REQUIRED**

Pursuant to Section 401.2 of the Fire Prevention Code, required fire safety and evacuation plans shall be approved by the Fire Marshal. To accomplish this approval, required fire safety and evacuation plans shall be submitted to the Fire Marshal's Office for review. The review is conducted to ensure the requirements of the Fire Prevention Code are addressed.

**SUBMITTAL INSTRUCTIONS.** Submit three (3) copies of the fire safety and evacuation plan and one (1) copy of each approved occupant load sign, along with a self-addressed return envelope, appropriately sized for the material submitted, to the following address for review:

Fairfax County Fire Marshal's Office  
ATTN: Revenue & Records Branch (Evacuation Plans)  
12099 Government Center Parkway  
Fairfax, VA 22035

An hourly fee of \$156 will be charged for the review of the fire safety and evacuation plan. Hourly fees are charged in quarter hour increments (\$39), rounded to the next quarter hour. Do not include a payment with your plan submittal. You will be billed. Be sure to provide an accurate billing address along with contact information for the person responsible for the plan.

**RETRIEVING THE APPROVED PLAN.** After the plan is reviewed and approved, please make arrangements to retrieve copies of the approved plan. The Fire Marshal's Office will retain one

copy of the approved plan on file. Plans may be retrieved one of two ways, either picked up at our office during regular office hours or returned by mail. To find out the status of your submitted plan, contact 703-246-4803 during regular office hours, 8 a.m. to 4:30 p.m.

## **PLAN CONTENTS**

The fire safety and evacuation plan for mercantile occupancies consist of four (4) main parts:

- Cover Page
- Written Plan
- Floor Plan with Evacuation Routes Shown
- Site Plan

### **COVER PAGE** *(Part 1)*

The cover page shall contain the occupancy name, address, and the following information:

- Name, address, and telephone numbers of the assembly occupant (tenant)
- Name, address, and telephone numbers of the building owner (if different than tenant)
- Description of assembly type activities conducted in the occupancy (i.e., civic, social, religious, recreation, entertainment, theater, food/drink consumption, dancing, etc.)
- Type(s) of occupancies within the building (i.e., assembly, educational, or mercantile)
- Square footage of occupancy and number of occupied floors above- and below-grade
- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan *(404.3.1 #7)*
- Emergency contact information for key operational personnel and building owner's agent

### **WRITTEN PLAN** *(Part 2)*

The written plan shall contain the following information and/or procedures:

- **Reporting Fire Emergencies & Occupant Notification**
  - Describe the preferred and any alternative means of reporting fires and other emergencies to the fire department or emergency response organizations. *(404.3.1)*
    - **Immediate Notification Required.** In the event an unwanted fire occurs on a property or upon activation of a fire alarm, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan. *(401.3)*
    - **Delayed Notification Prohibited.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department (911). *(401.3.3)*
  - Describe the preferred and any alternative means of notifying occupants of a fire or emergency, and where provided, include a description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages. *(404.3.1)*
- **Evacuation & Accountability of Evacuees**
  - Designate emergency egress or escape routes, and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only. *(404.3.1)*
  - Explain the life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance. *(404.3.2)*
  - Designate the evacuation assembly area(s) on the exterior of the occupancy. *(404.3.2)*
  - Explain the procedures for accounting for employees and occupants after evacuation has been completed. *(404.3.1)*

- **Emergency Response & Crowd Management**

- Explain the procedures for employees who must remain to operate critical equipment before evacuating, if applicable. (404.3.1)
- Explain the procedures for assisted rescue of persons unable to use the general means of egress unassisted.
- List the identification and assignment of personnel (where applicable) responsible for rescue or emergency medical aid and crowd management. (404.3.1 & 403.3)

- **Occupancy Hazards**

- List all major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures. (404.3.2)
- List the identification and assignment of personnel responsible for the fire protection systems, maintenance, housekeeping, and controlling fuel hazard sources. (404.3.2)

### **SEATING PLAN** (Part 3)

A detailed seating plan is required for assemblies and shall clearly illustrate the following:

- Seating arrangements (i.e., fixed/non-fixed seating, tables and chairs, standing areas).
- Approved use and occupancy variations (separate diagram required for each variation).
- Location and dimensions of all approved dance floors and/or stages (if applicable).

Note: The detailed seating plan(s) must correspond with approved occupant load sign(s) issued by the local building official. Copies of occupant load sign(s) must be submitted with the plan. For more information on how to obtain an approved sign, visit Occupant Load Sign - <https://www.fairfaxcounty.gov/landdevelopment/posting-maximum-occupant-load>.

### **FLOOR PLAN** (Part 4)

The floor plan for each floor or area shall clearly illustrate the following information:

- Location of occupancy inside building (i.e., floor, section, above-grade, below-grade)
- Location of all exit corridors, exit stairs, and exits serving the building
- Primary evacuation routes leading to the designated assembly point (solid lines)
- Secondary evacuation routes leading to the designated assembly point (dashed lines)
- Accessible egress routes, areas of refuge, and exterior areas for assisted rescue \*\*
- Location of all fire alarm and fire suppression manual activation stations
- Location of all portable fire extinguishers
- Location of fire alarm display and/or control panels (if applicable)

\*\*Accessible egress route means facilities accessible to persons with physical disabilities.

### **SITE PLAN** (Part 5)

The site plan shall clearly illustrate the following information:

- Building footprint showing location of all exit discharges serving the occupancy and paths leading to the public way
- Location of designated evacuation assembly area(s) identified in the written plans
- Routes of fire department and emergency vehicle access (all sides of building)

**PUTTING IT ALL TOGETHER >>>** Once you have completed all five (5) parts of the plan, double-check the plan to ensure that all Fire Prevention Code requirements outlined are addressed. Then, assemble three (3) copies of the completed plan, along with one (1) copy of each approved occupant load sign, and submit to the Fire Marshal for review and approval as specified in the "Submittal Instructions" section above.

## **AVAILABILITY & DISTRIBUTION OF PLAN**

In accordance with Section 404.5 of the Fire Prevention Code, 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. In addition, fire safety and evacuation plans shall 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 emergency.

## **MAINTENANCE & UPDATE OF PLAN**

In accordance with Section 404.4 of the Fire Prevention Code, 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.

## **USE & OCCUPANCY-RELATED REQUIREMENTS**

In accordance with Section 408.2 of the Fire Prevention Code, assembly occupancies shall comply with the following code provisions in addition to the general requirements for emergency planning and preparedness.

- **Exit Identification Announcements.** In accordance with Section 408.2.2 of the Fire Prevention Code, in theaters, motion picture theaters, auditoriums and similar assembly occupancies in Group A used for non-continuous programs, an audible announcement shall be made not more than 10 minutes prior to the start of each program to notify the occupants of the location of the exits to be used in the event of a fire or other emergency. Exception: In motion picture theaters, the announcement is allowed to be projected upon the screen in a manner approved by the fire code official.
- **Audible Announcements in Night Clubs.** In accordance with Section 408.2.3.1 of the Fire Prevention Code, audible announcements shall be made to the occupants no longer than 10 minutes prior to the start of the entertainment and at each intermission to notify the occupants of the location of the exits to be used in the event of a fire or other emergency.
- **Occupant Load Count in Night Clubs.** In accordance with Section 408.2.3.2 of the Fire Prevention Code, upon request of the fire code official, the owner or operator, or both, will be required to keep a running count of the occupant load to provide to the fire code official during performance hours of operation, entertainment hours of operation, or both.

## **CROWD MANAGEMENT**

In accordance with Section 403.3 of the Fire Prevention Code, trained crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by the fire code official, the ratio of crowd managers shall be permitted to be reduced where the facility is equipped throughout with an approved automatic sprinkler system or based upon the nature of the event. The focus areas related to crowd management include the following:

- **Crowd Managers.** Individual persons or job/staff positions designated as crowd managers shall be identified in the written emergency procedures part of the public safety plan. It is recommended that alternate crowd managers also be designated and be trained as required. Designated crowd manager job/staff positions shall be identified in the written plan.

- **Crowd Manager Training.** Designated crowd managers shall be familiar with the approved fire safety and evacuation plan, and be properly trained in the emergency procedures described within the approved plan.
- **Crowd Manager Duties.** Designated crowd managers shall appropriately implement the emergency procedures described in the approved fire safety and evacuation plan. In addition, crowd managers shall also act as fire watch personnel and keep diligent watch for fires, obstructions to means of egress and other hazards during the time such place is open to the public or such activity is being conducted and take prompt measures for remediation of hazards, extinguishment of fires that occur and assist in the evacuation of the public from the event areas (i.e., occupancies, structures, premises).

## **FIRE DEPARTMENT (911) NOTIFICATION REQUIREMENTS**

In accordance with sections 401.3 and 2703.3.1 of the Fire Prevention Code, notification of emergency responders shall be as follows:

- **Fire Events.** In the event an unwanted fire occurs on a property; the owner or occupant shall immediately notify the fire to the fire department (911) and implement the evacuation plan. A person shall not, by verbal or written directive, require any delay in the reporting of a fire.
- **Alarm Activations.** Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan.
- **Hazardous Materials Release.** Any person who witnesses, discovers, or otherwise has knowledge of a spill, leak or other release of a hazardous material or other material that may negatively impact the environment, regardless of quantity, shall immediately report such spill, leak or release to the Department of Public Safety Communications (DPSC) by calling 911.
- **Out-of-Service Fire Protection Systems.** Where a fire protection system is out of service, the fire department and the fire code official shall be notified immediately by calling the Fire Marshal's Office at 703-246-4821 during regular office hours. Otherwise, notification shall be made by calling DPSC at 703-691-2131.
- **Delayed Notification Prohibited.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.
- **False Report Prohibited.** It is unlawful for a person to give, signal, or transmit a false alarm.
- **Interference with F.D. Operations Prohibited.** 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.

## **HAZARD COMMUNICATION REQUIREMENTS**

The Fire Prevention Code requires the following with respect to hazardous materials:

- **MSDS.** Material Safety Data Sheets (MSDS) for all hazardous materials requiring a Fire Prevention Code Permit (FPCP) from the Fire Marshal's Office shall be readily available on the premises as a paper copy, or where approved by the fire marshal, shall be permitted to be readily retrievable by electronic access.
- **Labeling.** Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs.
- **Liaison Personnel.** Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature

of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures. Liaison personnel should be identified in the written plan.

## **EMPLOYEE & STAFF TRAINING REQUIREMENTS**

The Fire Prevention Code requires employees and staff of assembly occupancies to be trained in the fire emergency procedures described in their approved fire safety and evacuation plans. Training shall be based on these plans. 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 marshal upon request.

- **Fire Prevention Training.** Employees/Staff 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.
- **Evacuation Training.** Employees/Staff 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/Staff 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 EVACUATION DRILLS**

In accordance with Section 405 of the Fire Prevention Code, emergency evacuation drills complying with the provisions listed below shall be conducted at least annually or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

- **Purpose.** Emergency evacuation drills shall be held to familiarize occupants, employees, and staff with the evacuation procedure.
- **Leadership.** Responsibility for planning and conducting the drills shall be assigned to a competent person(s) 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.
- **Records.** Records of required emergency evacuation drills shall be maintained and include:
  - Identity of the person conducting the drill, date, and time of the drill
  - Notification method used and staff members on duty and participating
  - Number of occupants evacuated
  - Special conditions simulated
  - Problems encountered
  - Weather conditions when occupants were evacuated
  - Time required to accomplish complete evacuation
- **Notification.** Prior notification of the emergency evacuation drill is required. Notification shall be made by calling DPSC at 703-691-2131.
- **Initiation of Evacuation.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.
- **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 & 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.
- **Unplanned Evacuations Not a Substitute for Required Drills.** Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required drill.

In accordance with Section 405.2 of the Fire Prevention Code, required emergency evacuation drills shall be held at the intervals specified in the table below, or more frequently, where necessary to familiarize all employees and/or occupants with the evacuation procedure.

Evacuation Drill Intervals		
Occupancy Type	Frequency	Participation
All Assembly Occupancies	Quarterly	Employees

## **LOCKDOWN PLANS**

Where facilities develop a lockdown plan requiring that occupants be sheltered and secured in place within a building or occupancy when normal evacuation would put occupants at risk, the lockdown plan shall be reviewed and approved by the Fire Marshal's Office. Detailed information is available online for Lockdown Planning Requirements - <https://www.fairfaxcounty.gov/fire-ems/fire-marshal/lockdown-plans>.

## **EDUCATION & PLANNING RESOURCES**

The following resources provide more information which may assist you in developing a fire safety and evacuation plan, or enhance occupant safety in assembly occupancies.

- **Emergency Response Plan (Department of Homeland Security) - <https://www.ready.gov/business/implementation/emergency>**
- **Evacuation Plans and Procedures eTool (Department of Labor) - <https://www.osha.gov/SLTC/etools/evacuation/index.html>**
- **How to Create an Emergency Evacuation Map - <http://www.steamwire.com/how-to-create-an-emergency-evacuation-map-for-your-business/>**
- **Assembly Occupancy Self-Inspection Guideline - <https://www.fairfaxcounty.gov/fire-ems/fire-marshal/assembly-occupancy-guideline>**
- **Fire Safety Information for Nightclubs and Assembly Occupancies (National Fire Protection Association) - <https://www.nfpa.org/Public-Education/Staying-safe/Safety-in-living-and-entertainment-spaces/Nightclubs-assembly-occupancies/Fire-safety-in-assembly-occupancies>**
- **Crowd Manager Training Course Online (National Association of State Fire Marshals) - <http://www.firemarshals.org/Crowd-Manager-Training>**



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Plans Review Branch**

12099 Government Center Pkwy., 3<sup>rd</sup> Floor  
Fairfax, VA 22035  
Telephone: 703-246-4806  
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## **FIRE SAFETY & EVACUATION PLANNING**

# **ATRIUM BUILDINGS**

### ***HAVING AN ASSEMBLY, EDUCATIONAL, OR MERCANTILE OCCUPANCY***

## **OVERVIEW**

This publication outlines the fire safety and evacuation planning requirements for atrium buildings (other than high-rise buildings) located within Fairfax County and the towns of Clifton, Herndon, and Vienna containing an assembly, educational, or mercantile occupancy. An atrium building has an opening within the structure connecting two or more stories other than enclosed stairways, elevators, hoist-ways, escalators, plumbing, electrical, air-conditioning or other equipment, which is closed at the top and not defined as a covered mall building.

**FIRE SAFETY & EVACUATION PLAN REQUIRED.** In accordance with Section 404.2 of the Fire Prevention Code an approved fire safety and evacuation plan shall be prepared and maintained for all atrium buildings containing an assembly, educational, or mercantile occupancy. The minimum required contents of the plan, along with plan maintenance requirements, are outlined below. Specific use and occupancy-related requirements, employee training and response, emergency evacuation drills, and emergency responder notification are also addressed.

## **APPROVAL REQUIRED**

Pursuant to Section 401.2 of the Fire Prevention Code, required fire safety and evacuation plans shall be approved by the Fire Marshal. To accomplish this approval, required fire safety and evacuation plans shall be submitted to the Fire Marshal's Office for review. The review is conducted to ensure the requirements of the Fire Prevention Code are addressed.

**SUBMITTAL INSTRUCTIONS.** Submit three (3) copies of the fire safety and evacuation plan and one (1) copy of required residential emergency guides, along with a self-addressed return envelope, appropriately sized for the material submitted, to the following address for review:

Fairfax County Fire Marshal's Office  
ATTN: Revenue & Records Branch (Evacuation Plans)  
12099 Government Center Parkway  
Fairfax, VA 22035

An hourly fee of \$156 will be charged for the review of the fire safety and evacuation plan. Hourly fees are charged in quarter hour increments (\$39), rounded to the next quarter hour. Do not include a payment with your plan submittal. You will be billed. Be sure to provide an accurate billing address along with contact information for the person responsible for the plan.

**RETRIEVING THE APPROVED PLAN.** After the plan is reviewed and approved, please make arrangements to retrieve copies of the approved plan. The Fire Marshal's Office will retain one copy of the approved plan on file. Plans may be retrieved one of two ways, either picked up at our office during regular office hours or returned by mail. To find out the status of your submitted plan, contact 703-246-4803 during regular office hours, 8 a.m. to 4:30 p.m.

## **PLAN CONTENTS**

The fire safety and evacuation plan for mercantile occupancies consist of four (4) main parts:

- Cover Page
- Written Plan
- Floor Plan with Evacuation Routes Shown
- Site Plan

### **COVER PAGE** (Part 1)

The cover page shall contain the occupancy name, address, and the following information:

- Name, address, and telephone numbers of the building management company
- Name, address, and telephone numbers of the building owner (if not management)
- Type(s) of occupancies within the building (i.e., assembly, educational, or mercantile)
- Square footage of building and number of occupied floors above- and below-grade
- Approximate census of occupants or maximum potential occupancy of entire building
- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan (404.3.1 #7)
- Emergency contact information for key operational personnel and building owner's agent

### **WRITTEN PLAN** (Part 2)

The written plan shall contain the following information and/or procedures:

#### **1. Reporting Fire Emergencies**

- Describe the preferred and any alternative means of reporting fires and other emergencies to the fire department or emergency response organizations. (404.3.1)

#### **2. Evacuation Procedures & Escape Routes**

- Designate emergency egress or escape routes, and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only. (404.3.1)
- Explain the life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance. (404.3.2)
- Describe the preferred and any alternative means of notifying occupants of a fire or emergency, and where provided, include a description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages. (404.3.1)

#### **3. Accountability of Evacuees**

- Designate the evacuation assembly area(s) on the exterior of the occupancy. (404.3.2)
- Explain the procedures for accounting for employees and occupants after evacuation has been completed. (404.3.1)

#### **4. Emergency Response Duties**

- Explain the procedures for employees who must remain to operate critical equipment before evacuating, if applicable. (404.3.1)
- Explain the procedures for assisted rescue of persons unable to use the general means of egress unassisted.
- List the identification and assignment of personnel responsible for rescue or emergency medical aid, if applicable. (404.3.1)

## 5. Occupancy Hazards

- List all major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures. (404.3.2)
- List the identification and assignment of personnel responsible for the fire protection systems, maintenance, housekeeping, and controlling fuel hazard sources. (404.3.2)

### **FLOOR PLAN** (Part 3)

The floor plan for each floor or area shall clearly illustrate the following information:

- Location inside building (i.e., floor, section, above-grade, below-grade)
- Location of all exit corridors, exit stairs, and exits serving the building
- Primary evacuation routes leading to the designated assembly point (solid lines)
- Secondary evacuation routes leading to the designated assembly point (dashed lines)
- Accessible egress routes, areas of refuge, and exterior areas for assisted rescue \*\*
- Location of all fire alarm and fire suppression manual activation stations
- Location of all portable fire extinguishers
- Location of fire alarm display and/or control panels (if applicable)

\*\*Accessible egress route means facilities accessible to persons with physical disabilities.

### **SITE PLAN** (Part 4)

The site plan shall clearly illustrate the following information:

- Building footprint showing location of all exit discharges serving the occupancy and paths leading to the public way
- Location of designated evacuation assembly area(s) identified in the written plans
- Routes of fire department and emergency vehicle access (all sides of building)

Once you have completed all four (4) parts of the plan, double-check the plan to ensure that all Fire Prevention Code requirements outlined are addressed. Then, assemble three (3) copies of the completed plan, and submit for review and approval as specified.

## **AVAILABILITY & DISTRIBUTION OF PLAN**

In accordance with Section 404.5 of the Fire Prevention Code, 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. In addition, fire safety and evacuation plans shall 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 emergency.

## **MAINTENANCE & UPDATE OF PLAN**

In accordance with Section 404.4 of the Fire Prevention Code, 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.

## **USE & OCCUPANCY-RELATED REQUIREMENTS**

Tenants of atrium buildings containing an assembly or educational occupancy must prepare and maintain a separate fire safety and evacuation plan. Mercantile occupancies having an occupant load of 500 or more persons for the entire occupancy or 100 or more persons for areas of the occupancy located above or below the lowest level of exit discharge located in atrium buildings must also prepare and maintain a separate fire safety and evacuation plan. Guidelines detailing evacuation planning for assembly, educational, or mercantile occupancies, as well as use and occupancy requirements, are available within this publication.

## **EMPLOYEE & STAFF TRAINING REQUIREMENTS**

The Fire Prevention Code requires employees and staff of atrium buildings containing an assembly, educational, or mercantile occupancy to be trained in the fire emergency procedures described in their approved fire safety and evacuation plans. Training shall be based on these plans. 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 marshal upon request.

- **Fire Prevention Training.** Employees/Staff 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
- **Evacuation Training.** Employees/Staff 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/Staff 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 requires for its safe and proper use.

## **FIRE DEPARTMENT (911) NOTIFICATION REQUIREMENTS**

In accordance with sections 401.3 and 2703.3.1 of the Fire Prevention Code, notification of emergency responders shall be as follows:

- **Fire Events.** In the event an unwanted fire occurs on a property; the owner or occupant shall immediately notify the fire to the fire department (911) and implement the evacuation plan.
- **Alarm Activations.** Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan.
- **Hazardous Materials Release.** Any person who witnesses, discovers, or otherwise has knowledge of a spill, leak or other release of a hazardous material or other material that may negatively impact the environment, regardless of quantity, shall immediately report such spill, leak, or release to the Department of Public Safety Communications (911).

## **PROHIBITED ACTIONS**

- **Delayed Notification.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.
- **False Report.** It shall be unlawful for a person to give, signal, or transmit a false alarm.
- **Interference with F.D. 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.

## **EMERGENCY EVACUATION DRILLS**

In accordance with Section 405 of the Fire Prevention Code, emergency evacuation drills complying with the provisions listed below shall be conducted at least annually or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

- **Purpose.** Emergency evacuation drills shall be held to familiarize occupants, employees, and staff with the evacuation procedure.
- **Leadership.** Responsibility for planning and conducting the drills shall be assigned to a competent person(s) 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.
- **Records.** Records of required emergency evacuation drills shall be maintained and include:
  - Identity of the person conducting the drill, date, and time of the drill
  - Notification method used and staff members on duty and participating
  - Number of occupants evacuated
  - Special conditions simulated
  - Problems encountered
  - Weather conditions when occupants were evacuated
  - Time required to accomplish complete evacuation
- **Notification.** Prior notification of the emergency evacuation drill is required. Notification shall be made by calling DPSC at **703-691-2131**.
- **Initiation of Evacuation.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.
- **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 & 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.
- **Unplanned Evacuations Not a Substitute for Required Drills.** Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required drill.

In accordance with Section 405.2 of the Fire Prevention Code, required emergency evacuation drills shall be held at the intervals specified in the table below, or more frequently, where necessary to familiarize all employees and/or occupants with the evacuation procedure.

Evacuation Drill Intervals		
Occupancy Type	Frequency	Participation
Atrium Buildings with Assembly Occupancies	Quarterly	Employees
Atrium Buildings with Educational Occupancies *	Monthly	All Occupants
Atrium Buildings with Mercantile Occupancies **	Annually	Employees

\* In accordance with Section 408.3.1 of the Fire Prevention Code, the first emergency evacuation drill of each school year in educational occupancies shall be conducted within 10 days of the beginning of classes.

\* In accordance with Section 408.3.3 of the Fire Prevention Code, emergency evacuation drills in educational occupancies shall be conducted at different hours of the day or evening, during the change of classes, when school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires. Evacuation drills shall not be conducted in school buildings during period of mandatory testing required by the Va. Department of Education.

Mercantile occupancies having an occupant load of 500 or more persons for the entire occupancy or 100 or more persons for areas of the occupancy located above or below the lowest level of exit discharge.

## **HAZARD COMMUNICATION REQUIREMENTS**

The Fire Prevention Code requires the following with respect to hazardous materials:

- **MSDS.** Material Safety Data Sheets (MSDS) for all hazardous materials requiring a Fire Prevention Code Permit (FPCP) from the Fire Marshal's Office shall be readily available on the premises as a paper copy, or where approved by the fire marshal, shall be permitted to be readily retrievable by electronic access.
- **Labeling.** Individual containers of hazardous materials, cartons, or packages shall be marked or labeled in accordance with applicable deferral regulations. Buildings, rooms, and spaces containing hazardous materials shall be identified by hazard warning signs.
- **Liaison Personnel.** Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled, or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak, or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures. Liaison personnel should be identified in the written plan.

## **FIRE PROTECTION SYSTEMS OUT-OF-SERVICE**

In accordance with Section 901.7 of the Fire Prevention Code (as amended by Fairfax County), where a fire protection system is out of service, the fire department and the fire code official shall be notified immediately by calling the Fire Marshal's Office at 703-246-4821 during regular office hours. Otherwise, notification shall be made by calling DPSC at 703-691-2131.

## **LOCKDOWN PLANS**

Where facilities develop a lockdown plan requiring that occupants be sheltered and secured in place within a building or occupancy when normal evacuation would put occupants at risk, the lockdown plan shall be reviewed and approved by the Fire Marshal's Office. Detailed information is available online for Lockdown Planning Requirements - <https://www.fairfaxcounty.gov/fire-ems/fire-marshal/lockdown-plans>.

## **EDUCATION & PLANNING RESOURCES**

To obtain more information which may assist you in developing a fire safety and evacuation plan, or to enhance occupant safety in high-rise buildings, copy and paste any of the following web addresses into your browser, or simply search the internet for these topics.

- **Every Business Should Have an Evacuation Plan - <https://www.ready.gov/business>**
- **Make an Evacuation Plan - <https://www.ready.gov/planning>**
- **How to Create an Emergency Evacuation Map - <http://www.steamwire.com/how-to-create-an-emergency-evacuation-map-for-your-business/>**
- **Assembly Occupancy Self-Inspection Guideline - <https://www.fairfaxcounty.gov/fire-ems/fire-marshal/assembly-occupancy-guideline>**
- **Mercantile Occupancy Self-Inspection Guideline - <https://www.fairfaxcounty.gov/fire-ems/fire-marshal/mercantile-occupancy-guideline>**

- **How to Plan for Workplace Emergencies & Evacuations -**  
**<https://www.osha.gov/Publications/osh3088.pdf>**





*A publication of Fairfax County, Va.*



# **FIRE SAFETY & EVACUATION PLANNING** **BUSINESS OCCUPANCIES**

**Fire Marshal's Office  
Plans Review Branch**  
12099 Government Center Pkwy., 3<sup>rd</sup> Floor  
Fairfax, VA 22035  
Telephone: 703-246-4806  
TTY: 711, Fax: 703-246-6043

## **OVERVIEW**

This publication outlines the fire safety and evacuation planning requirements for certain business occupancies located within Fairfax County and the towns of Clifton, Herndon, and Vienna. Business occupancies, also known as Group B buildings, include buildings/structures, or portions thereof, used for office, professional or service-type transactions, including storage of records. This includes educational occupancies for students above the 12th grade.

**FIRE SAFETY & EVACUATION PLAN REQUIRED.** In accordance with Section 404.2 of the Fire Prevention Code, an approved fire safety and evacuation plan shall be prepared and maintained for all business occupancies having an occupant load of 500 or more persons for the entire occupancy or 100 or more persons for areas of the occupancy located above or below the lowest level of exit discharge. The minimum required contents of the plan, along with plan maintenance requirements, are outlined on this page. Specific use and occupancy-related requirements, employee training and response, and emergency evacuation drills are also addressed.

## **APPROVAL REQUIRED**

Pursuant to Section 401.2 of the Fire Prevention Code, required fire safety and evacuation plans shall be approved by the Fire Marshal. To accomplish this approval, required fire safety and evacuation plans shall be submitted to the Fire Marshal's Office for review. The review is conducted to ensure the requirements of the Fire Prevention Code are addressed.

**SUBMITTAL INSTRUCTIONS.** Submit three (3) copies of the fire safety and evacuation plan, along with a self-addressed return envelope, appropriately sized for the material submitted, to the following address for review:

Fairfax County Fire Marshal's Office  
ATTN: Revenue & Records Branch (Evacuation Plans)  
12099 Government Center Parkway  
Fairfax, VA 22035

An hourly fee of \$156 will be charged for the review of the fire safety and evacuation plan. Hourly fees are charged in quarter hour increments (\$39), rounded to the next quarter hour. Do not include a payment with your plan submittal. You will be billed. Be sure to provide an accurate billing address along with contact information for the person responsible for the plan.

**RETRIEVING THE APPROVED PLAN.** After the plan is reviewed and approved, please make arrangements to retrieve copies of the approved plan. The Fire Marshal's Office will retain one copy of the approved plan on file. Plans may be retrieved one of two ways, either picked up at our

office during regular office hours or returned by mail. To find out the status of your submitted plan, contact 703-246-4803 during regular office hours, 8 a.m. to 4:30 p.m.

## **PLAN CONTENTS**

The fire safety and evacuation plan for mercantile occupancies consist of four (4) main parts:

- Cover Page
- Written Plan
- Floor Plan with Evacuation Routes Shown
- Site Plan

### **COVER PAGE** (Part 1)

The cover page shall contain the occupancy name, address, and the following information:

- Name, address, and telephone numbers of the building management company
- Name, address, and telephone numbers of the building owner (if not management)
- Type of business occupancy (i.e., office, adult education, laboratory, technical, etc.)
- Square footage of occupancy and number of occupied floors above- and below-grade
- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan. (404.3.1 #7)
- Emergency contact information for key operational personnel and building owner's agent

### **WRITTEN PLAN** (Part 2)

The written plan shall contain the following information and/or procedures:

1. **Reporting Fire Emergencies**
  - Describe the preferred and any alternative means of reporting fires and other emergencies to the fire department or emergency response organizations. (404.3.1)
2. **Evacuation Procedures & Escape Routes**
  - Designate emergency egress or escape routes, and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only. (404.3.1)
  - Explain the life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance. (404.3.2)
  - Designate the evacuation assembly area(s) on the exterior of the occupancy. (404.3.2)
3. **Accountability of Evacuees**
  - Designate the evacuation assembly area(s) on the exterior of the occupancy. (404.3.2)
  - Explain the procedures for accounting for employees and occupants after evacuation has been completed. (404.3.1)
4. **Emergency Response Duties**
  - Explain the procedures for employees who must remain to operate critical equipment before evacuating, if applicable. (404.3.1)
  - Explain the procedures for assisted rescue of persons unable to use the general means of egress unassisted.
  - List the identification and assignment of personnel (where applicable) responsible for rescue or emergency medical aid, if applicable. (404.3.1)
5. **Occupancy Hazards**
  - List all major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures. (404.3.2)
  - List the identification and assignment of personnel responsible for the fire protection systems, maintenance, housekeeping, and controlling fuel hazard sources. (404.3.2)

### **FLOOR PLAN** (Part 3)

The floor plan for each floor or area shall clearly illustrate the following information:

- Location of occupancy inside building (i.e., floor, section, above-grade, below-grade)
- Location of all exit corridors, exit stairs, and exits serving the building
- Primary evacuation routes leading to the designated assembly point (solid lines)
- Secondary evacuation routes leading to the designated assembly point (dashed lines)
- Accessible egress routes, areas of refuge, and exterior areas for assisted rescue \*\*
- Location of all fire alarm and fire suppression manual activation stations
- Location of all portable fire extinguishers
- Location of fire alarm display and/or control panels (if applicable)

\*\*Accessible egress route means facilities accessible to persons with physical disabilities.

### **SITE PLAN (Part 4)**

The site plan shall clearly illustrate the following information:

- Building footprint showing location of all exit discharges serving the occupancy and paths leading to the public way
- Location of designated evacuation assembly area(s) identified in the written plans
- Routes of fire department and emergency vehicle access (all sides of building)

Once you have completed all four (4) parts of the plan, double-check the plan to ensure that all Fire Prevention Code requirements outlined are addressed. Then, assemble three (3) copies of the completed plan, and submit for review and approval as specified.

**PUTTING IT ALL TOGETHER >>>** Once you have completed all five (5) parts of the plan, double-check the plan to ensure that all Fire Prevention Code requirements outlined are addressed. Then, assemble three (3) copies of the completed plan, along with one (1) copy of each approved occupant load sign, and submit to the Fire Marshal for review and approval as specified in the "Submittal Instructions" section above.

### **AVAILABILITY & DISTRIBUTION OF PLAN**

In accordance with Section 404.5 of the Fire Prevention Code, 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. In addition, fire safety and evacuation plans shall 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 emergency.

### **MAINTENANCE & UPDATE OF PLAN**

In accordance with Section 404.4 of the Fire Prevention Code, 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.

### **EMPLOYEE & STAFF TRAINING REQUIREMENTS**

The Fire Prevention Code requires employees and staff of assembly occupancies to be trained in the fire emergency procedures described in their approved fire safety and evacuation plans. Training shall be based on these plans. 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 marshal upon request.

- **Fire Prevention Training.** Employees/Staff 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.

- **Evacuation Training.** Employees/Staff 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/Staff 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.

## **FIRE DEPARTMENT (911) NOTIFICATION REQUIREMENTS**

In accordance with sections 401.3 and 2703.3.1 of the Fire Prevention Code, notification of emergency responders shall be as follows:

- **Fire Events.** In the event an unwanted fire occurs on a property, the owner or occupant shall immediately notify the fire to the fire department (911) and implement the evacuation plan. A person shall not, by verbal or written directive, require any delay in the reporting of a fire.
- **Alarm Activations.** Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan.
- **Hazardous Materials Release.** Any person who witnesses, discovers, or otherwise has knowledge of a spill, leak or other release of a hazardous material or other material that may negatively impact the environment, regardless of quantity, shall immediately report such spill, leak or release to the Department of Public Safety Communications (DPSC) by calling 911.

## **PROHIBITED ACTIONS**

- **Delayed Notification.** A person shall not, by verbal or written directive, require any delay in reporting a fire to the fire department.
- **False Report.** It shall be unlawful for a person to give, signal, or transmit a false alarm.
- **Interference with F.D. 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.

## **EMERGENCY EVACUATION DRILLS**

In accordance with Section 405 of the Fire Prevention Code, emergency evacuation drills complying with the provisions listed below shall be conducted at least annually or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

- **Purpose.** Emergency evacuation drills shall be held to familiarize occupants, employees, and staff with the evacuation procedure.
- **Leadership.** Responsibility for planning and conducting the drills shall be assigned to a competent person(s) 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.
- **Records.** Records of required emergency evacuation drills shall be maintained and include:
  - Identity of the person conducting the drill, date, and time of the drill
  - Notification method used and staff members on duty and participating
  - Number of occupants evacuated
  - Special conditions simulated
  - Problems encountered

- Weather conditions when occupants were evacuated
- Time required to accomplish complete evacuation
- **Notification.** Prior notification of the emergency evacuation drill is required. Notification shall be made by calling DPSC at 703-691-2131.
- **Initiation of Evacuation.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.
- **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 & 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.
- **Unplanned Evacuations Not a Substitute for Required Drills.** Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required drill.

In accordance with Section 405.2 of the Fire Prevention Code, required emergency evacuation drills shall be held at the intervals specified in the table below, or more frequently, where necessary to familiarize all employees and/or occupants with the evacuation procedure.

Evacuation Drill Intervals		
Occupancy Type	Frequency	Participation
All Business Occupancies *	Annually	Employees

\* Business occupancies having an occupant load of 500 or more persons for the entire occupancy or 100 or more persons for areas of the occupancy located above or below the lowest level of exit discharge.

## **FIRE PROTECTION SYSTEMS OUT-OF-SERVICE**

In accordance with Section 901.7 of the Fire Prevention Code (as amended by Fairfax County), where a fire protection system is out of service, the fire department and the fire code official shall be notified immediately by calling the Fire Marshal's Office at 703-246-4821 during regular office hours. Otherwise, notification shall be made by calling DPSC at 703-691-2131.

## **HAZARD COMMUNICATION REQUIREMENTS**

The Fire Prevention Code requires the following with respect to hazardous materials:

- **MSDS.** Material Safety Data Sheets (MSDS) for all hazardous materials requiring a Fire Prevention Code Permit (FPCP) from the Fire Marshal's Office shall be readily available on the premises as a paper copy, or where approved by the fire marshal, shall be permitted to be readily retrievable by electronic access.
- **Labeling.** Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs.
- **Liaison Personnel.** Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located and

shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures. Liaison personnel should be identified in the written plan.

## **LOCKDOWN PLANS**

Where facilities develop a lockdown plan requiring that occupants be sheltered and secured in place within a building or occupancy when normal evacuation would put occupants at risk, the lockdown plan shall be reviewed and approved by the Fire Marshal's Office. Detailed information is available online for Lockdown Planning Requirements - <https://www.fairfaxcounty.gov/fire-ems/fire-marshal/lockdown-plans>.

## **EDUCATION & PLANNING RESOURCES**

The following resources provide more information which may assist you in developing a fire safety and evacuation plan, or enhance occupant safety in assembly occupancies.

- **Every Business Should Have an Evacuation Plan - <https://www.ready.gov/business>**
- **Make an Evacuation Plan - <https://www.ready.gov/planning>**
- **How to Create an Emergency Evacuation Map - <http://www.steamwire.com/how-to-create-an-emergency-evacuation-map-for-your-business/>**
- **Business Occupancy Self-Inspection Guideline - <https://www.fairfaxcounty.gov/fire-ems/fire-marshal/business-occupancy-guidelines>**
- **How to Plan for Workplace Emergencies & Evacuations - <https://www.osha.gov/Publications/osa3088.pdf>**



*A publication of Fairfax County, Va.*



# **FIRE SAFETY & EVACUATION PLANNING**

# **EDUCATIONAL OCCUPANCIES**

**Fire Marshal's Office  
Plans Review Branch**

12099 Government Center Pkwy., 3<sup>rd</sup> Floor  
Fairfax, VA 22035  
Telephone: 703-246-4806  
TTY: 711, Fax: 703-246-6043

## **OVERVIEW**

This publication outlines the fire safety and evacuation planning requirements for educational occupancies located within Fairfax County and the towns of Clifton, Herndon, and Vienna containing an assembly, educational, or mercantile occupancy. An educational occupancy, also known as a Group E building, includes the use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade. Educational occupancies also include certain child care facilities and day care facilities classified in Group E by the Uniform Statewide Building Code (USBC).

**FIRE SAFETY & EVACUATION PLAN REQUIRED.** In accordance with Section 404.2 of the Fire Prevention Code an approved fire safety and evacuation plan shall be prepared and maintained for all educational occupancies, including child care facilities and day care facilities classified in Group E. The minimum required contents of the plan, along with plan maintenance requirements, are outlined below. Specific use and occupancy-related requirements, employee training and response, emergency evacuation drills, lockdown planning, and emergency responder notification are also addressed.

## **APPROVAL REQUIRED**

Pursuant to Section 401.2 of the Fire Prevention Code, required fire safety and evacuation plans shall be approved by the Fire Marshal. To accomplish this approval, required fire safety and evacuation plans shall be submitted to the Fire Marshal's Office for review. The review is conducted to ensure the requirements of the Fire Prevention Code are addressed.

**SUBMITTAL INSTRUCTIONS.** Submit three (3) copies of the fire safety and evacuation plan, along with a self-addressed return envelope, appropriately sized for the material submitted, to the following address for review:

Fairfax County Fire Marshal's Office  
ATTN: Revenue & Records Branch (Evacuation Plans)  
12099 Government Center Parkway  
Fairfax, VA 22035

An hourly fee of \$156 will be charged for the review of the fire safety and evacuation plan. Hourly fees are charged in quarter hour increments (\$39), rounded to the next quarter hour. Do not include a payment with your plan submittal. You will be billed. Be sure to provide an accurate billing address along with contact information for the person responsible for the plan.

**RETRIEVING THE APPROVED PLAN.** After the plan is reviewed and approved, please make arrangements to retrieve copies of the approved plan. The Fire Marshal's Office will retain one copy of the approved plan on file. Plans may be retrieved one of two ways, either picked up at our office during regular office hours or returned by mail. To find out the status of your submitted plan, contact 703-246-4803 during regular office hours, 8 a.m. to 4:30 p.m.

## **PLAN CONTENTS**

The fire safety and evacuation plan for mercantile occupancies consist of four (4) main parts:

- Cover Page
- Written Plan
- Floor Plan with Evacuation Routes Shown
- Site Plan

### **COVER PAGE** *(Part 1)*

The cover page shall contain the occupancy name, address, and the following information:

- Name, address, and telephone numbers of the educational occupancy (tenant)
- Name, address, and telephone numbers of the building owner (if different than tenant)
- Description of educational and vocational activities conducted in the occupancy
- Square footage of occupancy and number of occupied floors above- and below-grade
- Approximate census of occupants or maximum potential occupancy of entire building
- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan. *(404.3.1 #7)*
- Emergency contact information for key operational personnel and building owner's agent

### **WRITTEN PLAN** *(Part 2)*

The written plan shall contain the following information and/or procedures:

#### **1. Reporting Fire Emergencies**

- Describe the preferred and any alternative means of reporting fires and other emergencies to the fire department or emergency response organizations. *(404.3.1)*

#### **2. Evacuation Procedures & Escape Routes**

- Designate emergency egress or escape routes, and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only. *(404.3.1)*
- Explain the life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance. *(404.3.2)*
- Describe the preferred and any alternative means of notifying occupants of a fire or emergency, and where provided, include a description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages. *(404.3.1)*

#### **3. Accountability of Evacuees**

- Designate the evacuation assembly area(s) on the exterior of the occupancy. *(404.3.2)*
- Explain the procedures for accounting for employees and occupants after evacuation has been completed. *(404.3.1)*

#### **4. Emergency Response Duties**

- Explain the procedures for employees who must remain to operate critical equipment before evacuating, if applicable. *(404.3.1)*
- Explain the procedures for assisted rescue of persons unable to use the general means of egress unassisted.
- List the identification and assignment of personnel responsible for rescue or emergency medical aid, if applicable. *(404.3.1)*



## 5. Occupancy Hazards

- List all major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures. (404.3.2)
- List the identification and assignment of personnel responsible for the fire protection systems, maintenance, housekeeping, and controlling fuel hazard sources. (404.3.2)

### **FLOOR PLAN** (Part 3)

The floor plan for each floor or area shall clearly illustrate the following information:

- Location of occupancy inside building (i.e., floor, section, above-grade, below-grade)
- Location of all exit corridors, exit stairs, and exits serving the occupancy
- Primary evacuation routes leading to the designated assembly point (solid lines)
- Secondary evacuation routes leading to the designated assembly point (dashed lines)
- Accessible egress routes, areas of refuge, and exterior areas for assisted rescue \*\*
- Location of all fire alarm and fire suppression manual activation stations
- Location of all portable fire extinguishers
- Location of fire alarm display and/or control panels (if applicable)

\*\*Accessible egress route means facilities accessible to persons with physical disabilities

### **SITE PLAN** (Part 4)

The site plan shall clearly illustrate the following information:

- Building footprint showing location of all exit discharges serving the occupancy and paths leading to the public way.
- Location of designated evacuation assembly area(s) identified in the written plans.
- Routes of fire department and emergency vehicle access (all sides of building).

Once you have completed all four (4) parts of the plan, double-check the plan to ensure that all Fire Prevention Code requirements outlined are addressed. Then, assemble three (3) copies of the completed plan, and submit for review and approval as specified.

## **AVAILABILITY & DISTRIBUTION OF PLAN**

In accordance with Section 404.5 of the Fire Prevention Code, 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. In addition, fire safety and evacuation plans shall 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 emergency.

## **MAINTENANCE & UPDATE OF PLAN**

In accordance with Section 404.4 of the Fire Prevention Code, 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.

## **USE & OCCUPANCY-RELATED REQUIREMENTS**

In accordance with Section 408.3 of the Fire Prevention Code, educational occupancies shall comply with the following code provisions related to evacuation drills and evacuation assembly points in addition to the general requirements for emergency planning and preparedness.

- **Evacuation Assembly Points.** In accordance with Section 408.3.4 of the Fire Prevention Code, 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 evacuation assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

- **First Emergency Evacuation Drill.** In accordance with Section 408.3.1 of the Fire Prevention Code, the first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.
- **Time of Day for Emergency Evacuation Drills.** In accordance with Section 408.3.3 of the Fire Prevention Code, 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. Evacuation drills shall not be conducted in school buildings during periods of mandatory testing required by the Virginia Department of Education.

## **EMPLOYEE & STAFF TRAINING REQUIREMENTS**

The Fire Prevention Code requires employees and staff of educational occupancies be trained in the fire emergency procedures described in their approved fire safety and evacuation plans. Training shall be based on these plans. 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 marshal upon request.

- **Fire Prevention Training.** Employees/Staff 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.
- **Evacuation Training.** Employees/Staff 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/Staff 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 requires for its safe and proper use.

## **FIRE DEPARTMENT (911) NOTIFICATION REQUIREMENTS**

In accordance with sections 401.3 and 2703.3.1 of the Fire Prevention Code, notification of emergency responders shall be as follows:

- **Fire Events.** In the event an unwanted fire occurs on a property, the owner or occupant shall immediately notify the fire to the fire department (911) and implement the evacuation plan.
- **Alarm Activations.** Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan.
- **Hazardous Materials Release.** Any person who witnesses, discovers, or otherwise has knowledge of a spill, leak or other release of a hazardous material or other material that may negatively impact the environment, regardless of quantity, shall immediately report such spill, leak, or release to the Department of Public Safety Communications (911).

## **PROHIBITED ACTIONS**

- **Delayed Notification.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.
- **False Report.** It shall be unlawful for a person to give, signal, or transmit a false alarm.
- **Interference with F.D. 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.

## **EMERGENCY EVACUATION DRILLS**

In accordance with Section 405 of the Fire Prevention Code, emergency evacuation drills complying with the provisions listed below to be conducted at least annually or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

- **Purpose.** Emergency evacuation drills shall be held to familiarize occupants, employees, and staff with the evacuation procedure.
- **Leadership.** Responsibility for planning and conducting the drills shall be assigned to a competent person(s) 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.
- **Records.** Records of required emergency evacuation drills shall be maintained and include:
  - Identity of the person conducting the drill, date, and time of the drill
  - Notification method used and staff members on duty and participating
  - Number of occupants evacuated
  - Special conditions simulated
  - Problems encountered
  - Weather conditions when occupants were evacuated
  - Time required to accomplish complete evacuation
- **Notification.** Prior notification of the emergency evacuation drill is required. Notification shall be made by calling DPSC at **703-691-2131**.
- **Initiation of Evacuation.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.
- **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 & 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.
- **Unplanned Evacuations Not a Substitute for Required Drills.** Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required drill.

In accordance with Section 405.2 of the Fire Prevention Code, required emergency evacuation drills shall be held at the intervals specified in the table below, or more frequently, where necessary to familiarize all employees and/or occupants with the evacuation procedure.

Evacuation Drill Intervals		
Occupancy Type	Frequency	Participation
All Educational Occupancies *	Monthly	All Occupants

\* In accordance with Section 408.3.1 of the Fire Prevention Code, the first emergency evacuation drill of each school year in educational occupancies shall be conducted within 10 days of the beginning of classes.

\* In accordance with Section 408.3.3 of the Fire Prevention Code, emergency evacuation drills in educational occupancies shall be conducted at different hours of the day or evening, during the change of classes, when school

is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires. Evacuation drills shall not be conducted in school buildings during period of mandatory testing required by the Va. Department of Education.

## **FIRE PROTECTION SYSTEMS OUT-OF-SERVICE**

In accordance with Section 901.7 of the Fire Prevention Code (as amended by Fairfax County), where a fire protection system is out of service, the fire department and the fire code official shall be notified immediately by calling the Fire Marshal's Office at 703-246-4821 during regular office hours. Otherwise, notification shall be made by calling DPSC at 703-691-2131.

## **HAZARD COMMUNICATION REQUIREMENTS**

The Fire Prevention Code requires the following with respect to hazardous materials:

- **MSDS.** Material Safety Data Sheets (MSDS) for all hazardous materials requiring a Fire Prevention Code Permit (FPCP) from the Fire Marshal's Office shall be readily available on the premises as a paper copy, or where approved by the fire marshal, shall be permitted to be readily retrievable by electronic access.
- **Labeling.** Individual containers of hazardous materials, cartons, or packages shall be marked or labeled in accordance with applicable deferral regulations. Buildings, rooms, and spaces containing hazardous materials shall be identified by hazard warning signs.
- **Liaison Personnel.** Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled, or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak, or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures. Liaison personnel should be identified in the written plan.

## **LOCKDOWN PLANS**

Where facilities develop a lockdown plan requiring that occupants be sheltered and secured in place within a building or occupancy when normal evacuation would put occupants at risk, the lockdown plan shall be reviewed and approved by the Fire Marshal's Office. Detailed information is available online for Lockdown Planning Requirements - <https://www.fairfaxcounty.gov/fire-ems/fire-marshal/lockdown-plans>.

## **EDUCATION & PLANNING RESOURCES**

To obtain more information which may assist you in developing a fire safety and evacuation plan, or to enhance occupant safety in educational occupancies, copy and paste any of the following web addresses into your browser, or simply search the internet for these topics.

- **Every Business Should Have an Evacuation Plan** - <https://www.ready.gov/business>
- **Make an Evacuation Plan** - <https://www.ready.gov/planning>
- **How to Create an Emergency Evacuation Map** - <http://www.steamwire.com/how-to-create-an-emergency-evacuation-map-for-your-business/>

- **NFPA Fact Sheet - Structure Fires in Educational Properties -**  
**<https://www.nfpa.org/-/media/Files/News-and-Research/Fire-statistics/Fact-sheets/EducationalFactSheet.ashx>**
- **How to Plan for Workplace Emergencies & Evacuations -**  
**<https://www.osha.gov/Publications/osh3088.pdf>**



*A publication of Fairfax County, Va.*



# **FIRE SAFETY & EVACUATION PLANNING**

# **FACTORY OCCUPANCIES**

**Fire Marshal's Office  
Plans Review Branch**  
12099 Government Center Pkwy., 3<sup>rd</sup> Floor  
Fairfax, VA 22035  
Telephone: 703-246-4806  
TTY: 711, Fax: 703-246-6043

## **OVERVIEW**

This publication outlines the fire safety and evacuation planning requirements for certain factory occupancies located within Fairfax County and the towns of Clifton, Herndon, and Vienna. Factory occupancies, also known as a Group F building or industrial occupancies, includes the use of a building or structure other than in Group H or S, or portion thereof, for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair, or processing operations.

**FIRE SAFETY & EVACUATION PLAN REQUIRED.** In accordance with Section 404.2 of the Fire Prevention Code an approved fire safety and evacuation plan shall be prepared and maintained for all factory occupancies having an occupant load of 500 or more persons for the entire occupancy or 100 or more persons for areas of the occupancy located above or below the lowest level of exit discharge. The minimum required contents of the plan, along with plan maintenance requirements, are outlined below. Specific use and occupancy-related requirements, employee training and response, emergency evacuation drills, lockdown planning, and emergency responder notification are also addressed.

## **APPROVAL REQUIRED**

Pursuant to Section 401.2 of the Fire Prevention Code, required fire safety and evacuation plans shall be approved by the Fire Marshal. To accomplish this approval, required fire safety and evacuation plans shall be submitted to the Fire Marshal's Office for review. The review is conducted to ensure the requirements of the Fire Prevention Code are addressed.

**SUBMITTAL INSTRUCTIONS.** Submit three (3) copies of the fire safety and evacuation plan, along with a self-addressed return envelope, appropriately sized for the material submitted, to the following address for review:

Fairfax County Fire Marshal's Office  
ATTN: Revenue & Records Branch (Evacuation Plans)  
12099 Government Center Parkway  
Fairfax, VA 22035

An hourly fee of \$156 will be charged for the review of the fire safety and evacuation plan. Hourly fees are charged in quarter hour increments (\$39), rounded to the next quarter hour. Do not include a payment with your plan submittal. You will be billed. Be sure to provide an accurate billing address along with contact information for the person responsible for the plan.

**RETRIEVING THE APPROVED PLAN.** After the plan is reviewed and approved, please make arrangements to retrieve copies of the approved plan. The Fire Marshal's Office will retain one

copy of the approved plan on file. Plans may be retrieved one of two ways, either picked up at our office during regular office hours or returned by mail. To find out the status of your submitted plan, contact 703-246-4803 during regular office hours, 8 a.m. to 4:30 p.m.

## **PLAN CONTENTS**

The fire safety and evacuation plan for mercantile occupancies consist of four (4) main parts:

- Cover Page
- Written Plan
- Floor Plan with Evacuation Routes Shown
- Site Plan

### **COVER PAGE** (Part 1)

The cover page shall contain the occupancy name, address, and the following information:

- Name, address, and telephone numbers of the building management company
- Name, address, and telephone numbers of the building owner (if not management)
- Type of factory occupancy including the specific processes conducted within (i.e., assembling, fabricating, finishing, manufacturing, packaging, repair, or processing, etc.)
- Square footage of occupancy and number of occupied floors above- and below-grade
- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan (404.3.1 #7)
- Emergency contact information for key operational personnel and building owner's agent

### **WRITTEN PLAN** (Part 2)

The written plan shall contain the following information and/or procedures:

#### **1. Reporting Fire Emergencies**

- Describe the preferred and any alternative means of reporting fires and other emergencies to the fire department or emergency response organizations. (404.3.1)

#### **2. Evacuation Procedures & Escape Routes**

- Designate emergency egress or escape routes, and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only. (404.3.1)
- Explain the life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance. (404.3.2)
- Describe the preferred and any alternative means of notifying occupants of a fire or emergency, and where provided, include a description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages. (404.3.1)

#### **3. Accountability of Evacuees**

- Designate the evacuation assembly area(s) on the exterior of the occupancy. (404.3.2)
- Explain the procedures for accounting for employees and occupants after evacuation has been completed. (404.3.1)

#### **4. Emergency Response Duties**

- Explain the procedures for employees who must remain to operate critical equipment before evacuating, if applicable. (404.3.1)
- Explain the procedures for assisted rescue of persons unable to use the general means of egress unassisted.
- List the identification and assignment of personnel responsible for rescue or emergency medical aid, if applicable. (404.3.1)

#### **5. Occupancy Hazards**

- List all major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures. (404.3.2)

- List the identification and assignment of personnel responsible for the fire protection systems, maintenance, housekeeping, and controlling fuel hazard sources. (404.3.2)

### **FLOOR PLAN (Part 3)**

The floor plan for each floor or area shall clearly illustrate the following information:

- Location inside building (i.e., floor, section, above-grade, below-grade)
- Location of all exit corridors, exit stairs, and exits serving the occupancy
- Primary evacuation routes leading to the designated assembly point (solid lines)
- Secondary evacuation routes leading to the designated assembly point (dashed lines)
- Accessible egress routes, areas of refuge, and exterior areas for assisted rescue \*\*
- Location of all fire alarm and fire suppression manual activation stations
- Location of all portable fire extinguishers
- Location of fire alarm display and/or control panels (if applicable)

\*\*Accessible egress route means facilities accessible to persons with physical disabilities.

### **SITE PLAN (Part 4)**

The site plan shall clearly illustrate the following information:

- Building footprint showing location of all exit discharges serving the occupancy and paths leading to the public way.
- Location of designated evacuation assembly area(s) identified in the written plans.
- Routes of fire department and emergency vehicle access (all sides of building).

Once you have completed all four (4) parts of the plan, double-check the plan to ensure that all Fire Prevention Code requirements outlined are addressed. Then, assemble three (3) copies of the completed plan, and submit for review and approval as specified.

## **AVAILABILITY & DISTRIBUTION OF PLAN**

In accordance with Section 404.5 of the Fire Prevention Code, 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. In addition, fire safety and evacuation plans shall 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 emergency.

## **MAINTENANCE & UPDATE OF PLAN**

In accordance with Section 404.4 of the Fire Prevention Code, 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.

## **EMPLOYEE & STAFF TRAINING REQUIREMENTS**

The Fire Prevention Code requires employees and staff of educational occupancies be trained in the fire emergency procedures described in their approved fire safety and evacuation plans. Training shall be based on these plans. 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 marshal upon request.

- **Fire Prevention Training.** Employees/Staff 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.



- **Evacuation Training.** Employees/Staff 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/Staff 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 requires for its safe and proper use.

## **FIRE DEPARTMENT (911) NOTIFICATION REQUIREMENTS**

In accordance with sections 401.3 and 2703.3.1 of the Fire Prevention Code, notification of emergency responders shall be as follows:

- **Fire Events.** In the event an unwanted fire occurs on a property, the owner or occupant shall immediately notify the fire to the fire department (911) and implement the evacuation plan.
- **Alarm Activations.** Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan.
- **Hazardous Materials Release.** Any person who witnesses, discovers, or otherwise has knowledge of a spill, leak or other release of a hazardous material or other material that may negatively impact the environment, regardless of quantity, shall immediately report such spill, leak, or release to the Department of Public Safety Communications (911).

## **PROHIBITED ACTIONS**

- **Delayed Notification.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.
- **False Report.** It shall be unlawful for a person to give, signal, or transmit a false alarm.
- **Interference with F.D. 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.

## **EMERGENCY EVACUATION DRILLS**

In accordance with Section 405 of the Fire Prevention Code, emergency evacuation drills complying with the provisions listed below to be conducted at least annually or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

- **Purpose.** Emergency evacuation drills shall be held to familiarize occupants, employees, and staff with the evacuation procedure.
- **Leadership.** Responsibility for planning and conducting the drills shall be assigned to a competent person(s) 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.
- **Records.** Records of required emergency evacuation drills shall be maintained and include:
  - Identity of the person conducting the drill, date, and time of the drill
  - Notification method used and staff members on duty and participating
  - Number of occupants evacuated
  - Special conditions simulated
  - Problems encountered
  - Weather conditions when occupants were evacuated
  - Time required to accomplish complete evacuation

- **Notification.** Prior notification of the emergency evacuation drill is required. Notification shall be made by calling DPSC at **703-691-2131**.
- **Initiation of Evacuation.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.
- **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 & 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.
- **Unplanned Evacuations Not a Substitute for Required Drills.** Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required drill.

In accordance with Section 405.2 of the Fire Prevention Code, required emergency evacuation drills shall be held at the intervals specified in the table below, or more frequently, where necessary to familiarize all employees and/or occupants with the evacuation procedure.

Evacuation Drill Intervals		
Occupancy Type	Frequency	Participation
All Factory Occupancies *	Annually	Employees

\* Factory occupancies having an occupant load of 500 or more persons for the entire occupancy or 100 or more persons for areas of the occupancy located above or below the lowest level of discharge.

## **FIRE PROTECTION SYSTEMS OUT-OF-SERVICE**

In accordance with Section 901.7 of the Fire Prevention Code (as amended by Fairfax County), where a fire protection system is out of service, the fire department and the fire code official shall be notified immediately by calling the Fire Marshal's Office at 703-246-4821 during regular office hours. Otherwise, notification shall be made by calling DPSC at 703-691-2131.

## **HAZARD COMMUNICATION REQUIREMENTS**

The Fire Prevention Code requires the following with respect to hazardous materials:

- **MSDS.** Material Safety Data Sheets (MSDS) for all hazardous materials requiring a Fire Prevention Code Permit (FPCP) from the Fire Marshal's Office shall be readily available on the premises as a paper copy, or where approved by the fire marshal, shall be permitted to be readily retrievable by electronic access.
- **Labeling.** Individual containers of hazardous materials, cartons, or packages shall be marked or labeled in accordance with applicable deferral regulations. Buildings, rooms, and spaces containing hazardous materials shall be identified by hazard warning signs.
- **Liaison Personnel.** Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled, or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak, or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures. Liaison personnel should be identified in the written plan.

## **LOCKDOWN PLANS**

Where facilities develop a lockdown plan requiring that occupants be sheltered and secured in place within a building or occupancy when normal evacuation would put occupants at risk, the lockdown plan shall be reviewed and approved by the Fire Marshal's Office. Detailed information is available online for Lockdown Planning Requirements - <https://www.fairfaxcounty.gov/fire-ems/fire-marshal/lockdown-plans>.

## **EDUCATION & PLANNING RESOURCES**

To obtain more information which may assist you in developing a fire safety and evacuation plan, or to enhance occupant safety in educational occupancies, copy and paste any of the following web addresses into your browser, or simply search the internet for these topics.

- **Every Business Should Have an Evacuation Plan** - <https://www.ready.gov/business>
- **Make an Evacuation Plan** - <https://www.ready.gov/planning>
- **How to Create an Emergency Evacuation Map** - <http://www.steamwire.com/how-to-create-an-emergency-evacuation-map-for-your-business/>
- **How to Plan for Workplace Emergencies & Evacuations** - <https://www.osha.gov/Publications/osh3088.pdf>



*A publication of Fairfax County, Va.*

## **FIRE SAFETY & EVACUATION PLANNING** **HIGH-RISE BUILDINGS**

**Fire Marshal's Office  
Plans Review Branch**  
12099 Government Center Pkwy., 3<sup>rd</sup> Floor  
Fairfax, VA 22035  
Telephone: 703-246-4806  
TTY: 711, Fax: 703-246-6043

### **OVERVIEW**

This publication outlines the fire safety and evacuation planning requirements for high-rise buildings located within Fairfax County and the towns of Clifton, Herndon, and Vienna. A high-rise building is a building having floors used for human occupancy which are greater than 75 feet above the lowest level of fire department vehicle access. These buildings typically include commercial occupancies such as businesses, offices, hospitals, and places of assembly, or residential occupancies such as dormitories, hotels, and multi-family dwellings (apartments and condominiums). Some high-rise buildings have both commercial and residential occupancies.

**FIRE SAFETY & EVACUATION PLAN REQUIRED.** In accordance with Section 404.2 of the Fire Prevention Code, an approved fire safety and evacuation plan shall be prepared and maintained for all high-rise buildings. The minimum required contents of the plan, along with plan maintenance requirements, are outlined on pages two and three of this publication. Specific use and occupancy-related requirements, employee training and response, emergency evacuation drills, and emergency responder notification are also addressed.

### **APPROVAL REQUIRED**

Pursuant to Section 401.2 of the Fire Prevention Code, required fire safety and evacuation plans shall be approved by the Fire Marshal. To accomplish this approval, required fire safety and evacuation plans shall be submitted to the Fire Marshal's Office for review. The review is conducted to ensure the requirements of the Fire Prevention Code are addressed.

**SUBMITTAL INSTRUCTIONS.** Submit three (3) copies of the fire safety and evacuation plan and one (1) copy of required residential emergency guides, along with a self-addressed return envelope, appropriately sized for the material submitted, to the following address for review:

Fairfax County Fire Marshal's Office  
ATTN: Revenue & Records Branch (Evacuation Plans)  
12099 Government Center Parkway  
Fairfax, VA 22035

An hourly fee of \$156 will be charged for the review of the fire safety and evacuation plan. Hourly fees are charged in quarter hour increments (\$39), rounded to the next quarter hour. Do not include a payment with your plan submittal. You will be billed. Be sure to provide an accurate billing address along with contact information for the person responsible for the plan.

**RETRIEVING THE APPROVED PLAN.** After the plan is reviewed and approved, please make arrangements to retrieve copies of the approved plan. The Fire Marshal's Office will retain one copy of the approved plan on file. Plans may be retrieved one of two ways, either picked up at our office during regular office hours or returned by mail. To find out the status of your submitted plan, contact 703-246-4803 during regular office hours, 8 a.m. to 4:30 p.m.

## **PLAN CONTENTS**

The fire safety and evacuation plan for high-rise buildings consist of five (5) main parts:

- Cover Page
- Written Plan
- Residential Emergency Guides (where applicable)
- Floor Plan with Evacuation Routes
- Site Plan

### **COVER PAGE (Part 1)**

The cover page shall contain the building name, address, and the following information:

1. Name, address, and telephone numbers of the building management company
2. Name, address, and telephone numbers of the building owner (if not management)
3. Type of occupancy (i.e., residential dwellings, hotel, office, mixed use, etc.)
4. Square footage of building and number of occupied floors above- and below-grade
5. Approximate census of occupants or maximum potential occupancy of entire building
6. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan (404.3.1 #7)
7. Emergency contact information for key operational personnel and building owner's agent

### **WRITTEN PLAN (Part 2)**

The written plan shall contain the following information and/or procedures:

1. **Reporting Fire Emergencies**
  - Describe the preferred and any alternative means of reporting fires and other emergencies to the fire department or emergency response organizations. (404.3.1)
2. **Evacuation Procedures & Escape Routes**
  - Designate emergency egress or escape routes, and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only. (404.3.1)
  - Explain the life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance. (404.3.2)
  - Describe the preferred and any alternative means of notifying occupants of a fire or emergency, and where provided, include a description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages. (404.3.1)
3. **Accountability of Evacuees**
  - Designate the evacuation assembly area(s) on the exterior of the occupancy. (404.3.2)
  - Explain the procedures for accounting for employees and occupants after evacuation has been completed. (404.3.1)
4. **Emergency Response Duties**
  - Explain the procedures for employees who must remain to operate critical equipment before evacuating, if applicable. (404.3.1)
  - Explain the procedures for assisted rescue of persons unable to use the general means of egress unassisted.

- List the identification and assignment of personnel responsible for rescue or emergency medical aid, if applicable. (404.3.1)

## 5. **Occupancy Hazards**

- List all major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures. (404.3.2)
- List the identification and assignment of personnel responsible for the fire protection systems, maintenance, housekeeping, and controlling fuel hazard sources. (404.3.2)

## **RESIDENTIAL EMERGENCY GUIDES (Part 3)**

In addition to the written portion of the plan, fire safety and evacuation plans for high-rise residential occupancies in Groups R-1 and R-2 shall also include emergency guides which shall be provided to all guest and/or tenants in accordance with the following requirements:

### **Group R-1 Occupancies (High-Rise Hotels)**

- A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each hotel, motel or dormitory guestroom. (408.8.1)
- Information shall be provided in the fire safety and evacuation plan to allow guests to decide whether to evacuate to the outside, evacuate to an area of refuge, remain in place or any combination of the three. (408.8.3)

### **Group R-2 Occupancies (High-Rise Apartments, Condominiums, College Dormitories)**

- A fire emergency guide shall be provided which describes the location, function and use of fire protection equipment and appliances accessible to residents, including fire alarm systems, smoke alarms, and portable fire extinguishers. The guide shall also include an emergency evacuation plan for each dwelling unit. (408.9.1)
- A copy of the emergency guide shall be given to each tenant prior to initial occupancy. (408.9.3)

## **FLOOR PLAN (Part 4)**

The floor plan for each (typical) floor or area shall clearly illustrate the following information:

1. Location inside building (i.e., floor, section, above-grade, below-grade)
2. Location of all exit corridors, exit stairs, and exits serving the building
3. Primary evacuation routes leading to the designated assembly point (solid lines)
4. Secondary evacuation routes leading to the designated assembly point (dashed lines)
5. Accessible egress routes, areas of refuge, and exterior areas for assisted rescue \*\*
6. Location of all fire alarm and fire suppression manual activation stations
7. Location of all portable fire extinguishers
8. Location of fire alarm display and/or control panels (if applicable)

\*\* Accessible egress route means facilities accessible to persons with physical disabilities.

## **SITE PLAN (Part 5)**

The site plan shall clearly illustrate the following information:

1. Building footprint showing location of all exit discharges serving the building and paths leading to the public way
2. Location of designated evacuation assembly area(s) identified in the written plan
3. Routes of fire department and emergency vehicle access (all sides of building)

Once you have completed all five (5) parts of the plan, double-check the plan to ensure that all Fire Prevention Code requirements outlined in this publication are addressed. Then, assemble three (3) copies of the completed plan, along with one (1) copy of each required residential emergency guide, and submit as specified on the front page of this publication.

## **AVAILABILITY & DISTRIBUTION OF PLAN**

In accordance with Section 404.5 of the Fire Prevention Code, 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. In addition, fire safety and evacuation plans shall 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 emergency.

## **MAINTENANCE & UPDATE OF PLAN**

In accordance with Section 404.4 of the Fire Prevention Code, 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.

## **USE & OCCUPANCY-RELATED REQUIREMENTS**

Tenants of high-rise buildings containing educational, high-hazard, mercantile, and institutional occupancies must prepare and maintain a separate fire safety and evacuation plan.

## **EMPLOYEE & STAFF TRAINING REQUIREMENTS**

The Fire Prevention Code requires employees and staff of high-rise buildings are to be trained in the fire emergency procedures described in their approved fire safety and evacuation plans. Training shall be based on these plans. 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 marshal upon request.

- **Fire Prevention Training.** Employees/Staff 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.
- **Evacuation Training.** Employees/Staff 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/Staff 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.

## **FIRE DEPARTMENT (911) NOTIFICATION REQUIREMENTS**

In accordance with sections 401.3 and 2703.3.1 of the Fire Prevention Code, notification of emergency responders shall be as follows:

- **Fire Events.** In the event an unwanted fire occurs on a property; the owner or occupant shall immediately notify the fire to the fire department (911) and implement the evacuation plan.
- **Alarm Activations.** Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan.
- **Hazardous Materials Release.** Any person who witnesses, discovers, or otherwise has knowledge of a spill, leak or other release of a hazardous material or other material that may negatively impact the environment, regardless of quantity, shall immediately report such spill, leak or release to the Department of Public Safety Communications (911).

## **PROHIBITED ACTIONS**

**Delayed Notification.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.

**False Report.** It shall be unlawful for a person to give, signal, or transmit a false alarm.

**Interference with F.D. 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.

## **EMERGENCY EVACUATION DRILLS**

In accordance with Section 405 of the Fire Prevention Code, emergency evacuation drills complying with the provisions listed below shall be conducted at least annually or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

- **Purpose.** Emergency evacuation drills shall be held to familiarize occupants, employees, and staff with the evacuation procedure.
- **Leadership.** Responsibility for planning and conducting the drills shall be assigned to a competent person(s) 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.
- **Records.** Records of required emergency evacuation drills shall be maintained and include:
  - Identity of the person conducting the drill, date, and time of the drill
  - Notification method used and staff members on duty and participating
  - Number of occupants evacuated
  - Special conditions simulated
  - Problems encountered
  - Weather conditions when occupants were evacuated
  - Time required to accomplish complete evacuation
- **Notification.** Prior notification of the emergency evacuation drill is required. Notification shall be made by calling DPSC at 703-691-2131.
- **Initiation of Evacuation.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.
- **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 & 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.
- **Unplanned Evacuations Not a Substitute for Required Drills.** Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required drill.

In accordance with Section 405.2 of the Fire Prevention Code, required emergency evacuation drills shall be held at the intervals specified below, or more frequently, where necessary to familiarize all employees and/or occupants with the evacuation procedure.



Evacuation Drill Intervals		
Occupancy Type	Frequency	Participation
Residential Group R-1 (e.g. High-Rise Hotels)	Quarterly/Each Shift	Employees
Residential Group R-2 (e.g. High-Rise Apartments & Condominiums)	Four Drills Annually	All Occupants
All Other High-Rise Buildings	Annually	Building Staff*

\* In accordance with Section 405.2.1 of the Fire Prevention Code, fire exit drills shall be conducted annually by building staff personnel or the owner of the building in accordance with the fire safety plan and shall not affect other current occupants.

## **FIRE PROTECTION SYSTEMS OUT-OF-SERVICE**

In accordance with Section 901.7 of the Fire Prevention Code (as amended by Fairfax County), where a fire protection system is out of service, the fire department and the fire code official shall be notified immediately by calling the Fire Marshal's Office at 703-246-4821 during regular office hours. Otherwise, notification shall be made by calling DPSC at 703-691-2131.

## **HAZARD COMMUNICATION REQUIREMENTS**

The Fire Prevention Code requires the following with respect to hazardous materials:

- **MSDS.** Material Safety Data Sheets (MSDS) for all hazardous materials requiring a Fire Prevention Code Permit (FPCP) from the Fire Marshal's Office shall be readily available on the premises as a paper copy, or where approved by the fire marshal, shall be permitted to be readily retrievable by electronic access.
- **Labeling.** Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs.
- **Liaison Personnel.** Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures. Liaison personnel should be identified in the written plan.

## **EDUCATION & PLANNING RESOURCES**

To obtain more information which may assist you in developing a fire safety and evacuation plan, or to enhance occupant safety in high-rise buildings, copy and paste any of the following web addresses into your browser, or simply search the Internet for these topics.

- **Every Business Should Have an Evacuation Plan - <https://www.ready.gov/business>**
- **Make an Evacuation Plan - <https://www.ready.gov/planning>**

- **How to Create an Emergency Evacuation Map - <http://www.steamwire.com/how-to-create-an-emergency-evacuation-map-for-your-business/>**
- **OSHA Fact Sheet on Evacuating High-Rise Buildings - [https://www.osha.gov/OshDoc/data General Facts/evacuating-highrise-factsheet.pdf](https://www.osha.gov/OshDoc/data%20General%20Facts/evacuating-highrise-factsheet.pdf)**
- **U.S. Fire Administration on High-Rise Safety - <https://www.usfa.fema.gov/>**
- **NFPA Fact Sheet - Structure Fires in Educational Properties - <https://www.nfpa.org/-/media/Files/News-and-Research/Fire-statistics/Fact-sheets/EducationalFactSheet.ashx>**
- **How to Plan for Workplace Emergencies & Evacuations - <https://www.osha.gov/Publications/osa3088.pdf>**



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# **FIRE SAFETY & EVACUATION PLANNING**

# **HYPOTHERMIA CENTERS**

**Fire Marshal's Office  
Plans Review Branch**  
12099 Government Center Pkwy., 3<sup>rd</sup> Floor  
Fairfax, VA 22035  
Telephone: 703-246-4806  
TTY: 711, Fax: 703-246-6043

## **OVERVIEW**

This publication outlines the evacuation planning requirements for facilities operating an approved temporary hypothermia center providing transient overnight sleeping accommodations as part of the Fairfax County Hypothermia Prevention Program. The content of this information is based in part on the requirements for evacuation planning outlined in Chapter 4 of the Statewide Fire Prevention Code (SFPC). Questions regarding this content for hypothermia centers should be directed to the Special Projects Unit of the Fire Inspections Branch at 703-246-4865, TTY 711.

- Facilities conditionally approved by the Fairfax County Building Official to establish and operate a temporary hypothermia center are required to prepare an evacuation plan.
- Evacuation plans shall be reviewed and approved by the Fire Marshal at the above address or at the hypothermia center location during the first annual compliance inspection. This annual inspection is conducted before the hypothermia center opening date; therefore, evacuation plans must be prepared well in advance of the hypothermia center opening date.
- The scope of the plan should include all areas of the facility associated with the operation of the approved hypothermia center. Review this entire page prior to preparing the plan.
- A sample evacuation plan is provided below. It may be used as a template.

## **PLAN CONTENTS**

The evacuation plan required for a temporary hypothermia center consists of three (3) parts:

- Facility Floor Plan
- Evacuation Diagrams
- Evacuation Plan (Narrative or Outline)

### **FACILITY FLOOR PLAN** (Part 1)

The facility floor plan does not have to be drawn by a design professional but shall clearly illustrate and label the following information:

- Location of the hypothermia center (label all associated rooms, sections, floors, and/or wings)
- Location of all exit corridors, exit stairs, and exits serving all hypothermia center areas
- Location of all designated sleeping, cooking, and material storage areas
- Entrance for emergency responders to quickly access the hypothermia center
- Primary and secondary evacuation routes leading to the designated outside assembly areas - \*\*Use solid lines to show the primary route and dashed lines to show the secondary route\*\*
- Location of all fire alarm system manual activation stations and all portable fire extinguishers

## **EVACUATION DIAGRAM** (Part 2)

A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each designated sleeping area. Evacuation routes and designated exits shall be clearly shown on each evacuation diagram.

## **EVACUATION PLAN** (Part 3)

Evacuation plans shall contain the following information:

- **Reporting Fire Emergencies & Occupant Notification**
  - Describe the preferred and any alternative means of reporting fires and other emergencies to the fire department or emergency response organizations (911). When describing the means for reporting fires and other emergencies, consider the following:
    - **Immediate Notification Required.** In the event an unwanted fire occurs on a property or upon evacuation of a fire alarm, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan.
    - **Staff Emergency Duties.** Upon discovery of a fire or suspected fire, hypothermia center staff shall activate the fire alarm system, where provided, and immediately notify the fire department (911) and implement the evacuation plan.
    - **Delayed Notification Prohibited.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department (911).
  - Describe the preferred and any alternative means of notifying occupants of a fire emergency, and where provided, include a description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages.
- **Evacuation & Accountability of Occupants**
  - Designate emergency egress or escape routes, and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only. (404.3.1)
  - Explain the life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance. (404.3.2)
  - Designate the evacuation assembly area(s) outside and away from the building. (404.3.2)
  - Explain the procedures to account for occupants after evacuation has been completed. (404.3.1)
- **Staff Emergency Response Duties & Occupancy Hazards**
  - Explain the procedures for employees who must remain to operate critical equipment before evacuating, if applicable. (404.3.1)
  - Explain the procedures for assisted rescue of persons unable to use the general means of egress unassisted, if applicable.
  - List the identification and assignment of personnel responsible for rescue or emergency medical aid, if applicable. (404.3.1)
  - List all major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures. (404.3.2)
  - List the identification and assignment of personnel responsible for the fire protection systems, maintenance, housekeeping, and controlling fuel hazard sources. (404.3.2)

## **PUTTING IT ALL TOGETHER**

Once you have completed all parts of the evacuation plan, double-check the plan to ensure that all requirements outlined in this publication are addressed as applicable to the hypothermia center. Then, assemble two (2) copies of the completed plan, along with one (1) copy of the current "Hypothermia Site Visit Report" issued by the Fairfax County Building Official, and make arrangements to have the plan approved by the Fire Marshal's Office as specified above (i.e., submit to the Fire Marshal or make available for review during the first annual inspection).

# **SAMPLE EVACUATION PLAN**

**THE NAME OF YOUR FACILITY GOES HERE**

1234 Main Street, Anywhere, USA, 98775 - Phone: 555.555.5555

**\*\* Temporary Hypothermia Center Fire Evacuation Plan \*\***

**No Smoking Policy.** Smoking shall be prohibited inside the building. However, smoking is allowed in approved, designated smoking areas outside the building; smoking materials shall only be discarded in approved receptacles. Lighted matches, cigarettes, cigars, or other burning objects shall not be discarded in a manner that could cause ignition of other combustible material. The primary strategy during a fire emergency, fire and/or smoke alarm activation, gas leak or carbon monoxide alarm activation is to preserve the life and safety of the guests, staff, and volunteers through a coordinated building evacuation process, notification of emergency responders, and to account for or identify person(s) who may not have successfully escaped the building.

**Reporting Fire Emergencies.** According to the Virginia law (i.e., Virginia Statewide Fire Prevention Code), the following must be observed with respect to the fire emergencies and alarm activations:

- **Immediate Notification Required.** In the event an unwanted fire occurs on a property or upon evacuation of a fire alarm, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan.
- **Staff Emergency Duties.** Upon discovery of a fire or suspected fire, hypothermia center staff shall activate the fire alarm system, where provided, and immediately notify the fire department (911) and implement the evacuation plan.
- **Delayed Notification Prohibited.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department (911).

**Alarm Activation, Fire, Smoke.** In the event of an odor of smoke, smoke seen, fire discovered, and/or activation of any fire alarm, smoke alarm, or fire sprinkler, immediately do the following:

- **Sound the Alarm and/or Manually Activate the Fire Alarm** *(if not already activated)*
- **Notify Occupants; Evacuate the Building**
- **Call 911** *(always call 911, regardless of whether the fire alarm has already activated)*

**Odor of Gas, Carbon Monoxide (CO) Alarm Activation.** In the event of an odor of gas, gas leak, or CO alarm activation, immediately begin an orderly evacuation of the building and call 911.

**Occupant Notification.** Staff and volunteers shall verbally direct the occupants to evacuate the building through the appropriate emergency exits, where they will be directed to the designated assembly area outside and away from the building. Staff and volunteers must be calm and focused.

**Evacuation Plan.** Evacuation of the building shall be complete; no occupants shall remain in the building during a fire emergency, fire or smoke alarm activation, gas leak, or CO alarm activation.

- The primary emergency evacuation route is...
- The secondary emergency evacuation route is...
- The outside evacuation assembly area(s) is...

**\*\*Describe the primary and secondary evacuation routes and all outside assembly areas. Evacuation routes and assembly areas must also be clearly illustrated and labeled on the facility floor plan and evacuation diagrams.**

## **Accountability of Occupants & Emergency Response Duties**

- **\*\* Specify procedures for accounting for all guest, staff, and volunteers after the evacuation. \*\***
- **\*\* Designate a staff member to meet the first arriving fire department units. \*\***
- **\*\* List staff emergency response duties and occupancy hazards; Items 3A-3E above. \*\***



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# FIRE SAFETY & EVACUATION PLANNING

## **LOCKDOWN PLANS**

**Fire Marshal's Office  
Plans Review Branch**  
12099 Government Center Pkwy., 3<sup>rd</sup> Floor  
Fairfax, VA 22035  
Telephone: 703-246-4806  
TTY: 711, Fax: 703-246-6043

### **OVERVIEW**

This publication outlines the minimum requirements for lockdown plans developed and utilized in facilities and occupancies located within Fairfax County and the towns of Clifton, Herndon, and Vienna.

**LOCKDOWN.** The Fire Prevention Code defines "lockdown" as an emergency situation, in other than a Group I-3 occupancy (i.e., Detention Center, Jail, Pre-release Center, Prison), requiring that the occupants be sheltered and secured in place within a building when normal evacuation would put occupants at risk.

**SUPPLEMENT TO FIRE SAFETY & EVACUATION PLAN.** Lockdown plans are intended to supplement approved fire safety and evacuation plans, and are not intended to serve as a stand-alone plan to protect occupants in lieu of building evacuation where appropriate. Detailed information on [fire safety and evacuation planning requirements](#) is available online.

### **APPROVAL REQUIRED**

Pursuant to Section 404.3.3.1 of the Fire Prevention Code, lockdown plans shall be approved by the Fire Marshal's Office. To accomplish this approval, lockdown plans shall be submitted to the Fire Marshal's Office for review. The review is conducted to ensure the requirements of the Fire Prevention Code are addressed.

**SUBMITTAL INSTRUCTIONS.** Submit three (3) copies of the lockdown plan along with a self-addressed return envelope, appropriately sized for the material submitted, to the following address for review:

Fairfax County Fire Marshal's Office  
ATTN: Revenue & Records Branch (Evacuation Plans)  
12099 Government Center Pkwy., 3<sup>rd</sup> Floor  
Fairfax, VA 22035

An hourly fee of \$156 will be charged for the review of the lockdown plan. Hourly fees are charged in quarter hour increments (\$39), rounded to the next quarter hour. Do not include a payment with your plan submittal. You will be billed. Be sure to provide an accurate billing address along with contact information for the person responsible for the plan.

**RETRIEVING THE APPROVED PLAN.** After the plan is reviewed and approved, please make arrangements to retrieve copies of the approved plan. The Fire Marshal's Office will retain one copy of the approved plan on file. Plans may be retrieved one of two ways, either picked up at our

office during regular office hours or returned by mail. To find out the status of your submitted plan, contact 703-246-4803 during regular office hours, 8 a.m. to 4:30 p.m.

## **PLAN CONTENTS**

The lockdown plan shall contain the following information and/or procedures:

1. **Notification of Lockdown**
  - Methods and procedures of notifying building occupants of a lockdown. The method of notification shall be separate and distinct from the fire alarm signal. (404.3.3.3)
2. **Initiation of Lockdown**
  - Instructions for reporting an emergency that requires a lockdown. (404.3.3.1 #1)
3. **Communication During Lockdown**
  - Means for two-way communication between a central location and each secured area. (404.3.3.1 #4)
4. **Accountability During Lockdown**
  - Procedures for staff to report the presence or absence of occupants. (404.3.3.1 #2)
5. **Recall From Lockdown**
  - Method or notification or pre-arranged signal for returning to normal activity. (404.3.3.1 #3)
6. **Lockdown Training Frequency**
  - Specify the frequency for lockdown training. Lockdown drills shall not be a substitute for any evacuation drills required for the occupancy. (404.3.3.3)

Please include name, address, and telephone numbers of the facility or occupancy (tenant) as well as the identification and assignment of personnel who can be contacted for further information or explanation of duties under the lockdown plan.

Once you have completed all three (3) parts of the plan, double-check the plan to ensure that all Fire Prevention Code requirements outlined in this publication are addressed. Then, assemble three (3) copies of the completed plan and submit for review and approval as specified on the front page of this publication.

Planners are encouraged to submit lockdown plans with fire safety and evacuation plans.

## **AVAILABILITY & DISTRIBUTION OF PLAN**

Copies of approved lockdown plans shall be kept with approved fire safety and evacuation plans which shall be available in the workplace for reference and review by employees. Copies shall be furnished to the fire code official for review upon request.

## **MAINTENANCE & UPDATE OF PLAN**

Lockdown plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.



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# **FIRE SAFETY & EVACUATION PLANNING**

# **MERCANTILE OCCUPANCIES**

**Fire Marshal's Office  
Plans Review Branch**  
12099 Government Center Pkwy., 3<sup>rd</sup> Floor  
Fairfax, VA 22035  
Telephone: 703-246-4806  
TTY: 711, Fax: 703-246-6043

## **OVERVIEW**

This publication outlines the fire safety and evacuation planning requirements for certain mercantile occupancies located within Fairfax County and the towns of Clifton, Herndon, and Vienna. Mercantile occupancies, also known as Group M buildings, include buildings and structures, or portions thereof, accessible to the public used primarily for the display and sale of merchandise, and involve stocks of goods, wares, or merchandise incidental to such purposes.

**FIRE SAFETY & EVACUATION PLAN REQUIRED.** In accordance with Section 404.2 of the Fire Prevention Code, an approved fire safety and evacuation plan shall be prepared and maintained for all mercantile occupancies having an occupant load of 500 or more persons for the entire occupancy or 100 or more persons for areas of the occupancy located above or below the lowest level of exit discharge. The minimum required contents of the plan, along with plan maintenance requirements, are outlined on pages two and three of this publication. Specific use and occupancy-related requirements, employee training and response, emergency evacuation drills, and emergency responder notification are also addressed.

## **APPROVAL REQUIRED**

Pursuant to Section 401.2 of the Fire Prevention Code, required fire safety and evacuation plans shall be approved by the Fire Marshal's Office. To accomplish this approval, required fire safety and evacuation plans shall be submitted to the Fire Marshal's Office for review. The review is conducted to ensure the requirements of the Fire Prevention Code are addressed.

**SUBMITTAL INSTRUCTIONS.** Submit three (3) copies of the fire safety and evacuation plan, along with a self-addressed return envelope, appropriately sized for the material submitted, to the following address for review:

Fairfax County Fire Marshal's Office  
ATTN: Revenue & Records Branch (Evacuation Plans)  
12099 Government Center Parkway  
Fairfax, VA 22035

An hourly fee of \$156 will be charged for the review of the fire safety and evacuation plan. Hourly fees are charged in quarter hour increments (\$39), rounded to the next quarter hour. Do not include a payment with your plan submittal. You will be billed. Be sure to provide an accurate billing address along with contact information for the person responsible for the plan.

**RETRIEVING THE APPROVED PLAN.** After the plan is reviewed and approved, please make arrangements to retrieve copies of the approved plan. The Fire Marshal's Office will retain one



copy of the approved plan on file. Plans may be retrieved one of two ways, either picked up at our office during regular office hours or returned by mail. To find out the status of your submitted plan, contact 703-246-4803 during regular office hours, 8 a.m. to 4:30 p.m.

## **PLAN CONTENTS**

The fire safety and evacuation plan for mercantile occupancies consist of four (4) main parts:

- Cover Page
- Written Plan
- Floor Plan with Evacuation Routes Shown
- Site Plan

### **COVER PAGE** *(Part 1)*

The cover page shall contain the occupancy name, address, and the following information:

- Name, address, and telephone numbers of the building management company
- Name, address, and telephone numbers of the building owner (if not management)
- Type of mercantile occupancy (i.e., clothing, furniture, grocery, hardware, etc.)
- Square footage of occupancy and number of occupied floors above- and below-grade
- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan *(404.3.1 #7)*
- Emergency contact information for key operational personnel and building owner's agent

### **WRITTEN PLAN** *(Part 2)*

The written plan shall contain the following information and/or procedures:

- **Reporting Fire Emergencies**
  - Describe the preferred and any alternative means of reporting fires and other emergencies to the fire department or emergency response organizations. *(404.3.1)*
- **Evacuation Procedures & Escape Routes**
  - Designate emergency egress or escape routes, and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only. *(404.3.1)*
  - Explain the life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance. *(404.3.2)*
  - Describe the preferred and any alternative means of notifying occupants of a fire or emergency, and where provided, include a description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages. *(404.3.1)*
- **Accountability of Evacuees**
  - Designate the evacuation assembly area(s) on the exterior of the occupancy. *(404.3.2)*
  - Explain the procedures for accounting for employees and occupants after evacuation has been completed. *(404.3.1)*
- **Emergency Response Duties**
  - Explain the procedures for employees who must remain to operate critical equipment before evacuating, if applicable. *(404.3.1)*
  - Explain the procedures for assisted rescue of persons unable to use the general means of egress unassisted.
  - List the identification and assignment of personnel responsible for rescue or emergency medical aid, if applicable. *(404.3.1)*
- **Occupancy Hazards**
  - List all major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures. *(404.3.2)*
  - List the identification and assignment of personnel responsible for the fire protection systems, maintenance, housekeeping, and controlling fuel hazard sources. *(404.3.2)*

### **FLOOR PLAN** (Part 3)

The floor plan for each floor or area shall clearly illustrate the following information:

- Location inside building (i.e., floor, section, above-grade, below-grade)
- Location of all exit corridors, exit stairs, and exits serving the occupancy
- Primary evacuation routes leading to the designated assembly point (solid lines)
- Secondary evacuation routes leading to the designated assembly point (dashed lines)
- Accessible egress routes, areas of refuge, and exterior areas for assisted rescue \*\*
- Location of all fire alarm and fire suppression manual activation stations
- Location of all portable fire extinguishers
- Location of fire alarm display and/or control panels (if applicable)

\*\*Accessible egress route means facilities accessible to persons with physical disabilities.

### **SITE PLAN** (Part 4)

The site plan shall clearly illustrate the following information:

- Building footprint showing location of all exit discharges serving the occupancy and paths leading to the public way
- Location of designated evacuation assembly area(s) identified in the written plans
- Routes of fire department and emergency vehicle access (all sides of building)

Once you have completed all four (4) parts of the plan, double-check the plan to ensure that all Fire Prevention Code requirements outlined on this page are addressed. Then, assemble three (3) copies of the completed plan, and submit for review and approval as specified.

## **AVAILABILITY & DISTRIBUTION OF PLAN**

In accordance with Section 404.5 of the Fire Prevention Code, 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. In addition, fire safety and evacuation plans shall 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 emergency.

## **MAINTENANCE & UPDATE OF PLAN**

In accordance with Section 404.4 of the Fire Prevention Code, 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.

## **EMPLOYEE & STAFF TRAINING REQUIREMENTS**

The Fire Prevention Code requires employees and staff of mercantile occupancies to be trained in the fire emergency procedures described in their approved fire safety and evacuation plans. Training shall be based on these plans. 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 marshal upon request.

- **Fire Prevention Training.** Employees/Staff 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.
- **Evacuation Training.** Employees/Staff 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/Staff 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 requires for its safe and proper use.

## **FIRE DEPARTMENT (911) NOTIFICATION REQUIREMENTS**

In accordance with sections 401.3 and 2703.3.1 of the Fire Prevention Code, notification of emergency responders shall be as follows:

- **Fire Events.** In the event an unwanted fire occurs on a property, the owner or occupant shall immediately notify the fire to the fire department (911) and implement the evacuation plan.
- **Alarm Activations.** Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan.
- **Hazardous Materials Release.** Any person who witnesses, discovers, or otherwise has knowledge of a spill, leak or other release of a hazardous material or other material that may negatively impact the environment, regardless of quantity, shall immediately report such spill, leak, or release to the Department of Public Safety Communications (911).

## **PROHIBITED ACTIONS**

- **Delayed Notification.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.
- **False Report.** It shall be unlawful for a person to give, signal, or transmit a false alarm.
- **Interference with F.D. 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.

## **EMERGENCY EVACUATION DRILLS**

In accordance with Section 405 of the Fire Prevention Code, emergency evacuation drills complying with the provisions listed below shall be conducted at least annually or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

- **Purpose.** Emergency evacuation drills shall be held to familiarize occupants, employees, and staff with the evacuation procedure.
- **Leadership.** Responsibility for planning and conducting the drills shall be assigned to a competent person(s) 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.
- **Records.** Records of required emergency evacuation drills shall be maintained and include:
  - Identity of the person conducting the drill, date, and time of the drill
  - Notification method used and staff members on duty and participating
  - Number of occupants evacuated
  - Special conditions simulated
  - Problems encountered
  - Weather conditions when occupants were evacuated
  - Time required to accomplish complete evacuation
- **Notification.** Prior notification of the emergency evacuation drill is required. Notification shall be made by calling DPSC at **703-691-2131**.
- **Initiation of Evacuation.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

- **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 & 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.
- **Unplanned Evacuations Not a Substitute for Required Drills.** Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required drill.

In accordance with Section 405.2 of the Fire Prevention Code, required emergency evacuation drills shall be held at the intervals specified in the table below, or more frequently, where necessary to familiarize all employees and/or occupants with the evacuation procedure.

Evacuation Drill Intervals		
Occupancy Type	Frequency	Participation
All Mercantile Occupancies *	Annually	Employees

\* Mercantile occupancies having an occupant load of 500 or more persons for the entire occupancy or 100 or more persons for areas of the occupancy located above or below the lowest level of exit discharge.

## **FIRE PROTECTION SYSTEMS OUT-OF-SERVICE**

In accordance with Section 901.7 of the Fire Prevention Code (as amended by Fairfax County), where a fire protection system is out of service, the fire department and the fire code official shall be notified immediately by calling the Fire Marshal's Office at 703-246-4821 during regular office hours. Otherwise, notification shall be made by calling DPSC at 703-691-2131.

## **HAZARD COMMUNICATION REQUIREMENTS**

The Fire Prevention Code requires the following with respect to hazardous materials:

- **MSDS.** Material Safety Data Sheets (MSDS) for all hazardous materials requiring a Fire Prevention Code Permit (FPCP) from the Fire Marshal's Office shall be readily available on the premises as a paper copy, or where approved by the fire marshal, shall be permitted to be readily retrievable by electronic access.
- **Labeling.** Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs.
- **Liaison Personnel.** Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures. Liaison personnel should be identified in the written plan.

## **LOCKDOWN PLANS**

Where facilities develop a lockdown plan requiring that occupants be sheltered and secured in place within a building or occupancy when normal evacuation would put occupants at risk, the lockdown plan shall be reviewed and approved by the Fire Marshal's Office. Detailed information is available online for Lockdown Planning Requirements - <https://www.fairfaxcounty.gov/fire-ems/fire-marshal/lockdown-plans>.

## **EDUCATIONAL & PLANNING RESOURCES**

To obtain more information which may assist you in developing a fire safety and evacuation plan, or to enhance occupant safety in mercantile occupancies, copy and paste any of the following web addresses into your browser, or simply search the internet for these topics.

- **Every Business Should Have an Evacuation Plan** - <https://www.ready.gov/business>
- **Make an Evacuation Plan** - <https://www.ready.gov/planning>
- **How to Create an Emergency Evacuation Map** - <http://www.steamwire.com/how-to-create-an-emergency-evacuation-map-for-your-business/>
- **Mercantile Occupancy Self-Inspection Guideline** - <https://www.fairfaxcounty.gov/fire-ems/fire-marshal/mercantile-occupancy-guideline>
- **How to Plan for Workplace Emergencies & Evacuations** - <https://www.osha.gov/Publications/osh3088.pdf>



*A publication of Fairfax County, Va.*



## **FIRE SAFETY & EVACUATION PLANNING**

# **RESIDENTIAL GROUP R-1**

### **HOTELS, MOTELS, & TRANSIENT BOARDING HOUSES**

**Fire Marshal's Office  
Plans Review Branch**  
12099 Government Center Pkwy., 3<sup>rd</sup> Floor  
Fairfax, VA 22035  
Telephone: 703-246-4806  
TTY: 711, Fax: 703-246-6043

## **OVERVIEW**

This publication outlines the fire safety and evacuation planning requirements for occupancies in Residential Group R-1 located within Fairfax County and the towns of Clifton, Herndon, and Vienna not located in a high-rise building. Residential Group R-1 occupancies include buildings or structures, or portions thereof, containing sleeping units where the occupants are primarily transient in nature, and where the occupancy is not classified as Institutional Group I. This includes hotels, motels, transient boarding houses, and bed and breakfast houses.

**FIRE SAFETY & EVACUATION PLAN REQUIRED.** In accordance with Section 404.2 of the Fire Prevention Code, an approved fire safety and evacuation plan shall be prepared and maintained for all Residential Group R-1 occupancies. The minimum required contents of the plan, along with plan maintenance requirements, are outlined below. Specific use and occupancy-related requirements, employee training and response, emergency evacuation drills, lockdown planning and emergency responder notification are also addressed.

## **APPROVAL REQUIRED**

Pursuant to Section 401.2 of the Fire Prevention Code, required fire safety and evacuation plans shall be approved by the Fire Marshal. To accomplish this approval, required fire safety and evacuation plans shall be submitted to the Fire Marshal's Office for review. The review is conducted to ensure the requirements of the Fire Prevention Code are addressed.

**SUBMITTAL INSTRUCTIONS.** Submit three (3) copies of the fire safety and evacuation plan and one (1) copy of required residential emergency guides, along with a self-addressed return envelope, appropriately sized for the material submitted, to the following address for review:

Fairfax County Fire Marshal's Office  
ATTN: Revenue & Records Branch (Evacuation Plans)  
12099 Government Center Parkway  
Fairfax, VA 22035

An hourly fee of \$156 will be charged for the review of the fire safety and evacuation plan. Hourly fees are charged in quarter hour increments (\$39), rounded to the next quarter hour. Do not include a payment with your plan submittal. You will be billed. Be sure to provide an accurate billing address along with contact information for the person responsible for the plan.

**RETRIEVING THE APPROVED PLAN.** After the plan is reviewed and approved, please make arrangements to retrieve copies of the approved plan. The Fire Marshal's Office will retain one

copy of the approved plan on file. Plans may be retrieved one of two ways, either picked up at our office during regular office hours or returned by mail. To find out the status of your submitted plan, contact 703-246-4803 during regular office hours, 8 a.m. to 4:30 p.m.

## **PLAN CONTENTS**

The fire safety and evacuation plan for high-rise buildings consist of five (5) main parts:

- Cover Page
- Written Plan
- Residential Emergency Guides (where applicable)
- Floor Plan with Evacuation Routes
- Site Plan

### **COVER PAGE (Part 1)**

The cover page shall contain the building name, address, and the following information:

1. Name, address, and telephone numbers of the hotel/motel occupancy (tenant)
2. Name, address, and telephone numbers of the building owner (if different than tenant)
3. Type of residential occupancy (i.e., hotel, motel, boarding house, bed & breakfast, etc.)
4. Square footage of occupancy and number of occupied floors above- and below-grade
5. Maximum potential occupancy of entire building
6. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan (404.3.1 #7)
7. Emergency contact information for key operational personnel and building owner's agent

### **WRITTEN PLAN (Part 2)**

The written plan shall contain the following information and/or procedures:

- **Reporting Fire Emergencies**
  - Describe the preferred and any alternative means of reporting fires and other emergencies to the fire department or emergency response organizations. (404.3.1)
- **Evacuation Procedures & Escape Routes**
  - Designate emergency egress or escape routes, and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only. (404.3.1)
  - Explain the life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance. (404.3.2)
  - Describe the preferred and any alternative means of notifying occupants of a fire or emergency, and where provided, include a description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages. (404.3.1)
- **Accountability of Evacuees**
  - Designate the evacuation assembly area(s) on the exterior of the occupancy. (404.3.2)
  - Explain the procedures for accounting for employees and occupants after evacuation has been completed. (404.3.1)
- **Emergency Response Duties**
  - Explain the procedures for employees who must remain to operate critical equipment before evacuating, if applicable. (404.3.1)
  - Explain the procedures for assisted rescue of persons unable to use the general means of egress unassisted.
  - List the identification and assignment of personnel responsible for rescue or emergency medical aid, if applicable. (404.3.1)
- **Occupancy Hazards**
  - List all major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures. (404.3.2)

- List the identification and assignment of personnel responsible for the fire protection systems, maintenance, housekeeping, and controlling fuel hazard sources. (404.3.2)

### **RESIDENTIAL EMERGENCY GUIDES (Part 3)**

In addition to the written portion of the plan, fire safety and evacuation plans for occupancies in Residential Group R-1 shall also include emergency guides which shall be provided to all guest and/or tenants in accordance with the following requirements:

#### **Group R-1 Occupancies (High-Rise Hotels)**

- A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each hotel, motel or dormitory guestroom. (408.8.1)
- Information shall be provided in the fire safety and evacuation plan to allow guests to decide whether to evacuate to the outside, evacuate to an area of refuge, remain in place or any combination of the three. (408.8.3)

### **FLOOR PLAN (Part 4)**

The floor plan for each (typical) floor or area shall clearly illustrate the following information:

1. Location inside building (i.e., floor, section, above-grade, below-grade)
2. Location of all exit corridors, exit stairs, and exits serving the building
3. Primary evacuation routes leading to the designated assembly point (solid lines)
4. Secondary evacuation routes leading to the designated assembly point (dashed lines)
5. Accessible egress routes, areas of refuge, and exterior areas for assisted rescue \*\*
6. Location of all fire alarm and fire suppression manual activation stations
7. Location of all portable fire extinguishers
8. Location of fire alarm display and/or control panels (if applicable)

\*\* Accessible egress route means facilities accessible to persons with physical disabilities.

### **SITE PLAN (Part 5)**

The site plan shall clearly illustrate the following information:

1. Building footprint showing location of all exit discharges serving the building and paths leading to the public way
2. Location of designated evacuation assembly area(s) identified in the written plan
3. Routes of fire department and emergency vehicle access (all sides of building)

Once you have completed all five (5) parts of the plan, double-check the plan to ensure that all Fire Prevention Code requirements outlined in this publication are addressed. Then, assemble three (3) copies of the completed plan, along with one (1) copy of each required residential emergency guide, and submit as specified on the front page of this publication.

## **AVAILABILITY & DISTRIBUTION OF PLAN**

In accordance with Section 404.5 of the Fire Prevention Code, 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. In addition, fire safety and evacuation plans shall 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 emergency.

## **MAINTENANCE & UPDATE OF PLAN**

In accordance with Section 404.4 of the Fire Prevention Code, 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.



## **USE & OCCUPANCY-RELATED REQUIREMENTS**

In accordance with Section 408.8.2 of the Fire Prevention Code, occupancies in Residential Group R-1 shall comply with the following code provisions related to emergency duties.

Upon discovery of a fire or suspected fire, hotel, motel, and dormitory employees shall perform the following duties:

1. Activate the fire alarm system, where provided.
2. Notify the public fire department.
3. Take other action as previously instructed.

## **EMPLOYEE & STAFF TRAINING REQUIREMENTS**

The Fire Prevention Code requires employees and staff of occupancies in Residential Group R-1 are to be trained in the fire emergency procedures described in their approved fire safety and evacuation plans. Training shall be based on these plans. 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 marshal upon request.

- **Fire Prevention Training.** Employees/Staff 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.
- **Evacuation Training.** Employees/Staff 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/Staff 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.

## **FIRE DEPARTMENT (911) NOTIFICATION REQUIREMENTS**

In accordance with sections 401.3 and 2703.3.1 of the Fire Prevention Code, notification of emergency responders shall be as follows:

- **Fire Events.** In the event an unwanted fire occurs on a property; the owner or occupant shall immediately notify the fire to the fire department (911) and implement the evacuation plan.
- **Alarm Activations.** Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan.
- **Hazardous Materials Release.** Any person who witnesses, discovers, or otherwise has knowledge of a spill, leak or other release of a hazardous material or other material that may negatively impact the environment, regardless of quantity, shall immediately report such spill, leak or release to the Department of Public Safety Communications (911).

## **PROHIBITED ACTIONS**

**Delayed Notification.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.

**False Report.** It shall be unlawful for a person to give, signal, or transmit a false alarm.

**Interference with F.D. 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.

## **EMERGENCY EVACUATION DRILLS**

In accordance with Section 405 of the Fire Prevention Code, emergency evacuation drills complying with the provisions listed below shall be conducted at least annually or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

- **Purpose.** Emergency evacuation drills shall be held to familiarize occupants, employees, and staff with the evacuation procedure.
- **Leadership.** Responsibility for planning and conducting the drills shall be assigned to a competent person(s) 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.
- **Records.** Records of required emergency evacuation drills shall be maintained and include:
  - Identity of the person conducting the drill, date, and time of the drill
  - Notification method used and staff members on duty and participating
  - Number of occupants evacuated
  - Special conditions simulated
  - Problems encountered
  - Weather conditions when occupants were evacuated
  - Time required to accomplish complete evacuation
- **Notification.** Prior notification of the emergency evacuation drill is required. Notification shall be made by calling DPSC at 703-691-2131.
- **Initiation of Evacuation.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.
- **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 & 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.
- **Unplanned Evacuations Not a Substitute for Required Drills.** Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required drill.

In accordance with Section 405.2 of the Fire Prevention Code, required emergency evacuation drills shall be held at the intervals specified below, or more frequently, where necessary to familiarize all employees and/or occupants with the evacuation procedure.

### **Evacuation Drill Intervals**

<b>Occupancy Type</b>	<b>Frequency</b>	<b>Participation</b>
Residential Group R-1 (e.g. High-Rise Hotels)	Quarterly/Each Shift	Employees

## **FIRE PROTECTION SYSTEMS OUT-OF-SERVICE**

In accordance with Section 901.7 of the Fire Prevention Code (as amended by Fairfax County), where a fire protection system is out of service, the fire department and the fire code official shall be notified immediately by calling the Fire Marshal's Office at 703-246-4821 during regular office hours. Otherwise, notification shall be made by calling DPSC at 703-691-2131.

## **HAZARD COMMUNICATION REQUIREMENTS**

The Fire Prevention Code requires the following with respect to hazardous materials:

- **MSDS.** Material Safety Data Sheets (MSDS) for all hazardous materials requiring a Fire Prevention Code Permit (FPCP) from the Fire Marshal's Office shall be readily available on the premises as a paper copy, or where approved by the fire marshal, shall be permitted to be readily retrievable by electronic access.
- **Labeling.** Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs.
- **Liaison Personnel.** Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures. Liaison personnel should be identified in the written plan.

## **LOCKDOWN PLANS**

Where facilities develop a lockdown plan requiring that occupants be sheltered and secured in place within a building or occupancy when normal evacuation would put occupants at risk, the lockdown plan shall be reviewed and approved by the Fire Marshal's Office. Detailed information is available online for Lockdown Planning Requirements - <https://www.fairfaxcounty.gov/fire-ems/fire-marshall/lockdown-plans>.

## **EDUCATION & PLANNING RESOURCES**

To obtain more information which may assist you in developing a fire safety and evacuation plan, or to enhance occupant safety in high-rise buildings, copy and paste any of the following web addresses into your browser, or simply search the Internet for these topics.

- **Every Business Should Have an Evacuation Plan** - <https://www.ready.gov/business>
- **Make an Evacuation Plan** - <https://www.ready.gov/planning>
- **How to Create an Emergency Evacuation Map** - <http://www.steamwire.com/how-to-create-an-emergency-evacuation-map-for-your-business/>
- **NFPA Safety Tip Sheet for Hotels & Motels** - <https://www.nfpa.org/-/media/Files/Public-Education/Resources/Safety-tip-sheets/HotelMotelSafety.ashx>



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## **FIRE SAFETY & EVACUATION PLANNING**

# **RESIDENTIAL GROUP R-2**

### **COLLEGE & UNIVERSITY RESIDENTIAL BUILDINGS/DORMITORIES**

**Fire Marshal's Office  
Plans Review Branch**  
12099 Government Center Pkwy., 3<sup>rd</sup> Floor  
Fairfax, VA 22035  
Telephone: 703-246-4806  
TTY: 711, Fax: 703-246-6043

## **OVERVIEW**

This publication outlines the fire safety and evacuation planning requirements for occupancies in Residential Group R-2 college and university buildings located within Fairfax County and the towns of Clifton, Herndon, and Vienna. Residential Group R-2 college and university buildings are occupancies containing sleeping units (dormitories, fraternity, and sorority buildings) or more than two dwelling units (apartment houses) where the occupants are primarily permanent in nature (non-transient / longer than 30 days).

**FIRE SAFETY & EVACUATION PLAN REQUIRED.** In accordance with Section 404.2 of the Fire Prevention Code, an approved fire safety and evacuation plan shall be prepared and maintained for all Residential Group R-2 college and university buildings. The minimum required contents of the plan, along with plan maintenance requirements, are outlined below. Specific use and occupancy-related requirements, employee training and response, emergency evacuation drills, lockdown planning and emergency responder notification are also addressed.

## **APPROVAL REQUIRED**

Pursuant to Section 401.2 of the Fire Prevention Code, required fire safety and evacuation plans shall be approved by the Fire Marshal. To accomplish this approval, required fire safety and evacuation plans shall be submitted to the Fire Marshal's Office for review. The review is conducted to ensure the requirements of the Fire Prevention Code are addressed.

**SUBMITTAL INSTRUCTIONS.** Submit three (3) copies of the fire safety and evacuation plans, along with a self-addressed return envelope, appropriately sized for the material submitted, to the following address for review:

Fairfax County Fire Marshal's Office  
ATTN: Revenue & Records Branch (Evacuation Plans)  
12099 Government Center Parkway  
Fairfax, VA 22035

An hourly fee of \$156 will be charged for the review of the fire safety and evacuation plan. Hourly fees are charged in quarter hour increments (\$39), rounded to the next quarter hour. Do not include a payment with your plan submittal. You will be billed. Be sure to provide an accurate billing address along with contact information for the person responsible for the plan.

**RETRIEVING THE APPROVED PLAN.** After the plan is reviewed and approved, please make arrangements to retrieve copies of the approved plan. The Fire Marshal's Office will retain one copy of the approved plan on file. Plans may be retrieved one of two ways, either picked up at our office during regular office hours or returned by mail. To find out the status of your submitted plan, contact 703-246-4803 during regular office hours, 8 a.m. to 4:30 p.m.

## **PLAN CONTENTS**

The fire safety and evacuation plan for high-rise buildings consist of five (5) main parts:

- Cover Page
- Written Plan
- Residential Emergency Guides (where applicable)
- Floor Plan with Evacuation Routes
- Site Plan

### **COVER PAGE (Part 1)**

The cover page shall contain the building name, address, and the following information:

1. Name, address, and telephone numbers of the R-2 college/university building (tenant)
2. Name, address, and telephone numbers of the building owner (if different than tenant)
3. Type of residential occupancy (i.e., dormitory, fraternity/sorority, apartment house, etc.)
4. Square footage of occupancy and number of occupied floors above- and below-grade
5. Approximate census of occupants or maximum potential occupancy of entire building
6. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan (404.3.1 #7)
7. Emergency contact information for key operational personnel and building owner's agent

### **WRITTEN PLAN (Part 2)**

The written plan shall contain the following information and/or procedures:

- **Reporting Fire Emergencies**
  - Describe the preferred and any alternative means of reporting fires and other emergencies to the fire department or emergency response organizations. (404.3.1)
- **Evacuation Procedures & Escape Routes**
  - Designate emergency egress or escape routes, and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only. (404.3.1)
  - Explain the life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance. (404.3.2)
  - Describe the preferred and any alternative means of notifying occupants of a fire or emergency, and where provided, include a description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages. (404.3.1)
- **Accountability of Evacuees**
  - Designate the evacuation assembly area(s) on the exterior of the occupancy. (404.3.2)
  - Explain the procedures for accounting for employees and occupants after evacuation has been completed. (404.3.1)
- **Emergency Response Duties**
  - Explain the procedures for employees who must remain to operate critical equipment before evacuating, if applicable. (404.3.1)
  - Explain the procedures for assisted rescue of persons unable to use the general means of egress unassisted.
  - List the identification and assignment of personnel responsible for rescue or emergency medical aid, if applicable. (404.3.1)

- **Occupancy Hazards**

- List all major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures. (404.3.2)
- List the identification and assignment of personnel responsible for the fire protection systems, maintenance, housekeeping, and controlling fuel hazard sources. (404.3.2)

### **RESIDENTIAL EMERGENCY GUIDES (Part 3)**

In addition to the written portion of the plan, fire safety and evacuation plans for occupancies in Residential Group R-2 college or university buildings shall also include emergency guides which shall be provided to all guest and/or tenants in accordance with the following requirements:

- A fire emergency guide shall be provided which describes the location, function, and use of fire protection equipment and appliances accessible to residents, including fire alarm systems, smoke alarms, and portable fire extinguishers. The guide shall also include an emergency evacuation plan for each dwelling unit. (408.9.1)
- A copy of the emergency guide shall be given to each tenant prior to initial occupancy. (408.9.3)

### **FLOOR PLAN (Part 4)**

The floor plan for each (typical) floor or area shall clearly illustrate the following information:

1. Location of occupancy inside building (i.e., floor, section, above-grade, below-grade)
2. Location of all exit corridors, exit stairs, and exits serving the building
3. Primary evacuation routes leading to the designated assembly point (solid lines)
4. Secondary evacuation routes leading to the designated assembly point (dashed lines)
5. Accessible egress routes, areas of refuge, and exterior areas for assisted rescue \*\*
6. Location of all fire alarm and fire suppression manual activation stations
7. Location of all portable fire extinguishers
8. Location of fire alarm display and/or control panels (if applicable)

\*\* Accessible egress route means facilities accessible to persons with physical disabilities.

### **SITE PLAN (Part 5)**

The site plan shall clearly illustrate the following information:

1. Building footprint showing location of all exit discharges serving the building and paths leading to the public way
2. Location of designated evacuation assembly area(s) identified in the written plan
3. Routes of fire department and emergency vehicle access (all sides of building)

Once you have completed all five (5) parts of the plan, double-check the plan to ensure that all Fire Prevention Code requirements outlined in this publication are addressed. Then, assemble three (3) copies of the completed plan, along with one (1) copy of each required residential emergency guide, and submit as specified on the front page of this publication.

## **AVAILABILITY & DISTRIBUTION OF PLAN**

In accordance with Section 404.5 of the Fire Prevention Code, 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. In addition, fire safety and evacuation plans shall 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 emergency.

## **MAINTENANCE & UPDATE OF PLAN**

In accordance with Section 404.4 of the Fire Prevention Code, 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.

## **USE & OCCUPANCY-RELATED REQUIREMENTS**

In accordance with Section 408.3 of the Fire Prevention Code, Residential Group R-2 college and university buildings shall comply with the following code provisions related to evacuation drills in addition to the general requirements for emergency planning and preparedness.

- **First Emergency Evacuation Drill.** In accordance with Section 408.3.3 of the Fire Prevention Code, the first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.
- **Time of Day for Emergency Evacuation Drills.** In accordance with Section 408.3.3 of the Fire Prevention Code, in Group R-2 college and university buildings, one required drill shall be held during hours after sunset or before sunrise.

## **EMPLOYEE & STAFF TRAINING REQUIREMENTS**

The Fire Prevention Code requires employees and staff of occupancies in Residential Group R-1 are to be trained in the fire emergency procedures described in their approved fire safety and evacuation plans. Training shall be based on these plans. 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 marshal upon request.

- **Fire Prevention Training.** Employees/Staff 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.
- **Evacuation Training.** Employees/Staff 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/Staff 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.

## **FIRE DEPARTMENT (911) NOTIFICATION REQUIREMENTS**

In accordance with sections 401.3 and 2703.3.1 of the Fire Prevention Code, notification of emergency responders shall be as follows:

- **Fire Events.** In the event an unwanted fire occurs on a property, the owner or occupant shall immediately notify the fire to the fire department (911) and implement the evacuation plan.
- **Alarm Activations.** Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan.
- **Hazardous Materials Release.** Any person who witnesses, discovers, or otherwise has knowledge of a spill, leak or other release of a hazardous material or other material that may negatively impact the environment, regardless of quantity, shall immediately report such spill, leak or release to the Department of Public Safety Communications (911).

## **PROHIBITED ACTIONS**

**Delayed Notification.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.

**False Report.** It shall be unlawful for a person to give, signal, or transmit a false alarm.

**Interference with F.D. 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.

## **EMERGENCY EVACUATION DRILLS**

In accordance with Section 405 of the Fire Prevention Code, emergency evacuation drills complying with the provisions listed below shall be conducted at least annually or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

- **Purpose.** Emergency evacuation drills shall be held to familiarize occupants, employees, and staff with the evacuation procedure.
- **Leadership.** Responsibility for planning and conducting the drills shall be assigned to a competent person(s) 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.
- **Records.** Records of required emergency evacuation drills shall be maintained and include:
  - Identity of the person conducting the drill, date, and time of the drill
  - Notification method used and staff members on duty and participating
  - Number of occupants evacuated
  - Special conditions simulated
  - Problems encountered
  - Weather conditions when occupants were evacuated
  - Time required to accomplish complete evacuation
- **Notification.** Prior notification of the emergency evacuation drill is required. Notification shall be made by calling DPSC at 703-691-2131.
- **Initiation of Evacuation.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.
- **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 & 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.
- **Unplanned Evacuations Not a Substitute for Required Drills.** Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required drill.

In accordance with Section 405.2 of the Fire Prevention Code, required emergency evacuation drills shall be held at the intervals specified below, or more frequently, where necessary to familiarize all employees and/or occupants with the evacuation procedure.



## Evacuation Drill Intervals

Occupancy Type	Frequency	Participation
Group R-2 College & University Buildings *	Four Annually	All Occupants

\* In accordance with Section 408.3.1 of the Fire Prevention Code, the first emergency evacuation drill of each school year in Group R-2 college and university buildings shall be conducted within 10 days of the beginning of classes. In accordance with Section 408.3.3 of the Fire Prevention Code, in Group R-2 college and university buildings, one required drill shall be held during hours after sunset or before sunrise.

## **FIRE PROTECTION SYSTEMS OUT-OF-SERVICE**

In accordance with Section 901.7 of the Fire Prevention Code (as amended by Fairfax County), where a fire protection system is out of service, the fire department and the fire code official shall be notified immediately by calling the Fire Marshal's Office at 703-246-4821 during regular office hours. Otherwise, notification shall be made by calling DPSC at 703-691-2131.

## **HAZARD COMMUNICATION REQUIREMENTS**

The Fire Prevention Code requires the following with respect to hazardous materials:

- **MSDS.** Material Safety Data Sheets (MSDS) for all hazardous materials requiring a Fire Prevention Code Permit (FPCP) from the Fire Marshal's Office shall be readily available on the premises as a paper copy, or where approved by the fire marshal, shall be permitted to be readily retrievable by electronic access.
- **Labeling.** Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs.
- **Liaison Personnel.** Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures. Liaison personnel should be identified in the written plan.

## **LOCKDOWN PLANS**

Where facilities develop a lockdown plan requiring that occupants be sheltered and secured in place within a building or occupancy when normal evacuation would put occupants at risk, the lockdown plan shall be reviewed and approved by the Fire Marshal's Office. Detailed information is available online for Lockdown Planning Requirements - <https://www.fairfaxcounty.gov/fire-ems/fire-marshal/lockdown-plans>.

## **EDUCATION & PLANNING RESOURCES**

To obtain more information which may assist you in developing a fire safety and evacuation plan, or to enhance occupant safety in high-rise buildings, copy and paste any of the following web addresses into your browser, or simply search the Internet for these topics.

- **Every Business Should Have an Evacuation Plan - <https://www.ready.gov/business>**
- **Make an Evacuation Plan - <https://www.ready.gov/planning>**

- **How to Create an Emergency Evacuation Map - <http://www.steamwire.com/how-to-create-an-emergency-evacuation-map-for-your-business/>**
- **NFPA Safety Tip Sheet for Hotels & Motels - <https://www.nfpa.org/-/media/Files/Public-Education/Resources/Safety-tip-sheets/HotelMotelSafety.ashx>**



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## **FIRE SAFETY & EVACUATION PLANNING**

# **RESIDENTIAL GROUP R-4**

### **RESIDENTIAL CARE/ASSISTED LIVING FACILITIES**

**Fire Marshal's Office  
Plans Review Branch**  
12099 Government Center Pkwy., 3<sup>rd</sup> Floor  
Fairfax, VA 22035  
Telephone: 703-246-4806  
TTY: 711, Fax: 703-246-6043

## **OVERVIEW**

This publication outlines the fire safety and evacuation planning requirements for occupancies in Residential Group R-4 located within Fairfax County and the towns of Clifton, Herndon, and Vienna. Residential Group R-4 occupancies are primarily residential care/assisted living facilities in buildings and structures, or portions thereof, not classified as Institutional Group I-1, which are occupied for sleeping purposes by more than five but not more than 16 occupants, excluding staff. Group I-1 includes supervised facilities housing more than 16 persons on a 24-hour basis.

**FIRE SAFETY & EVACUATION PLAN REQUIRED.** In accordance with Section 404.2 of the Fire Prevention Code, an approved fire safety and evacuation plan shall be prepared and maintained for Group R-4 residential care/assisted living facilities. The minimum required contents of the plan, along with plan maintenance requirements, are outlined below. Specific use and occupancy-related requirements, employee training and response, emergency evacuation drills, lockdown planning and emergency responder notification are also addressed.

## **APPROVAL REQUIRED**

Pursuant to Section 401.2 of the Fire Prevention Code, required fire safety and evacuation plans shall be approved by the Fire Marshal. To accomplish this approval, required fire safety and evacuation plans shall be submitted to the Fire Marshal's Office for review. The review is conducted to ensure the requirements of the Fire Prevention Code are addressed.

**SUBMITTAL INSTRUCTIONS.** Submit three (3) copies of the fire safety and evacuation plan and one (1) copy of the state license (if applicable), along with a self-addressed return envelope, appropriately sized for the material submitted, to the following address for review:

Fairfax County Fire Marshal's Office  
ATTN: Revenue & Records Branch (Evacuation Plans)  
12099 Government Center Parkway  
Fairfax, VA 22035

An hourly fee of \$156 will be charged for the review of the fire safety and evacuation plan. Hourly fees are charged in quarter hour increments (\$39), rounded to the next quarter hour. Do not include a payment with your plan submittal. You will be billed. Be sure to provide an accurate billing address along with contact information for the person responsible for the plan.

**RETRIEVING THE APPROVED PLAN.** After the plan is reviewed and approved, please make arrangements to retrieve copies of the approved plan. The Fire Marshal's Office will retain one copy of the approved plan on file. Plans may be retrieved one of two ways, either picked up at our

office during regular office hours or returned by mail. To find out the status of your submitted plan, contact 703-246-4803 during regular office hours, 8 a.m. to 4:30 p.m.

## **PLAN CONTENTS**

The fire safety and evacuation plan for high-rise buildings consist of four (4) main parts:

- Cover Page
- Written Plan
- Floor Plan with Evacuation Routes
- Site Plan

### **COVER PAGE (Part 1)**

The cover page shall contain the building name, address, and the following information:

1. Name, address, and telephone numbers of the residential care facility (tenant)
2. Name, address, and telephone numbers of the building owner (if different than tenant)
3. Description of the licensed program of care conducted in the residential care facility
4. Square footage of occupancy and number of occupied floors above- and below-grade
5. Approximate census of occupants or maximum potential occupancy of entire building
6. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan (404.3.1 #7)
7. Emergency contact information for key operational personnel and building owner's agent

### **WRITTEN PLAN (Part 2)**

The written plan shall contain the following information and/or procedures:

- **Reporting Fire Emergencies**
  - Describe the preferred and any alternative means of reporting fires and other emergencies to the fire department or emergency response organizations. (404.3.1)
- **Evacuation Procedures & Escape Routes**
  - Designate emergency egress or escape routes, and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only. (404.3.1)
  - Explain the life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance. (404.3.2)
  - Describe the preferred and any alternative means of notifying occupants of a fire or emergency, and where provided, include a description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages. (404.3.1)
- **Accountability of Evacuees**
  - Designate the evacuation assembly area(s) on the exterior of the occupancy. (404.3.2)
  - Explain the procedures for accounting for employees and occupants after evacuation has been completed. (404.3.1)
- **Emergency Response Duties**
  - Explain the procedures for employees who must remain to operate critical equipment before evacuating, if applicable. (404.3.1)
  - Explain the procedures for assisted rescue of persons unable to use the general means of egress unassisted.
  - List the identification and assignment of personnel responsible for rescue or emergency medical aid, if applicable. (404.3.1)
- **Occupancy Hazards**
  - List all major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures. (404.3.2)
  - List the identification and assignment of personnel responsible for the fire protection systems, maintenance, housekeeping, and controlling fuel hazard sources. (404.3.2)

### **FLOOR PLAN (Part 3)**

The floor plan for each (typical) floor or area shall clearly illustrate the following information:

1. Location of occupancy inside building (i.e., floor, section, above-grade, below-grade)
2. Location of all exit corridors, exit stairs, and exits serving the building
3. Primary evacuation routes leading to the designated assembly point (solid lines)
4. Secondary evacuation routes leading to the designated assembly point (dashed lines)
5. Accessible egress routes, areas of refuge, and exterior areas for assisted rescue \*\*
6. Location of all fire alarm and fire suppression manual activation stations
7. Location of all portable fire extinguishers
8. Location of fire alarm display and/or control panels (if applicable)

\*\* Accessible egress route means facilities accessible to persons with physical disabilities.

### **SITE PLAN (Part 4)**

The site plan shall clearly illustrate the following information:

1. Building footprint showing location of all exit discharges serving the building and paths leading to the public way
2. Location of designated evacuation assembly area(s) identified in the written plan
3. Routes of fire department and emergency vehicle access (all sides of building)

Once you have completed all four (4) parts of the plan, double-check the plan to ensure that all Fire Prevention Code requirements outlined in this publication are addressed. Then, assemble three (3) copies of the completed plan, along with one (1) copy of each required residential emergency guide, and submit as specified on the front page of this publication.

## **AVAILABILITY & DISTRIBUTION OF PLAN**

In accordance with Section 404.5 of the Fire Prevention Code, 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. In addition, fire safety and evacuation plans shall 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 emergency.

## **MAINTENANCE & UPDATE OF PLAN**

In accordance with Section 404.4 of the Fire Prevention Code, 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.

## **USE & OCCUPANCY-RELATED REQUIREMENTS**

In accordance with Section 408.10 of the Fire Prevention Code, Group R-4 residential care/assisted living facilities shall comply with the following code provisions related to evacuation drills in addition to the general requirements for emergency planning and preparedness.

- **Special Staff Actions.** In accordance with Section 408.10.1 of the Fire Prevention Code, the fire safety and evacuation plan required by Section 404 shall include special staff actions, including fire protection procedures necessary for residents, and shall be amended or revised upon admission of a resident with unusual needs.
- **Periodic Staff Training.** In Accordance with Section 408.10.2 of the Fire Prevention Code, employees shall be periodically instructed and kept informed of their duties and responsibilities under the plan. Such instruction shall be reviewed by the staff at least every two months. A copy of the plan shall be readily available at all times within the facility.

- **Resident Training Required.** In accordance with Section 408.10.3 of the Fire Prevention Code, residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire. The training shall include actions to take if the primary escape route is blocked. Where the resident is given rehabilitation or habilitation training, training in fire prevention and actions to take in the event of a fire shall be a part of the rehabilitation training program. Residents shall be trained to assist each other in case of fire to the extent their physical and mental abilities permit them to do so without additional personal risk.
- **Resident Participation Required.** In accordance with Section 408.10.5 of the Fire Prevention Code, emergency evacuation drills shall involve the actual evacuation of residents to a selected assembly point and shall provide residents with experience in exiting through all required exits. All required exits shall be used during emergency evacuation drills. Actual exiting from windows shall not be required. Opening the window and signaling for help shall be an acceptable alternative.

## **EMPLOYEE & STAFF TRAINING REQUIREMENTS**

The Fire Prevention Code requires employees and staff of occupancies in Residential Group R-1 are to be trained in the fire emergency procedures described in their approved fire safety and evacuation plans. Training shall be based on these plans. 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 marshal upon request.

- **Fire Prevention Training.** Employees/Staff 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.
- **Evacuation Training.** Employees/Staff 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/Staff 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.

## **FIRE DEPARTMENT (911) NOTIFICATION REQUIREMENTS**

In accordance with sections 401.3 and 2703.3.1 of the Fire Prevention Code, notification of emergency responders shall be as follows:

- **Fire Events.** In the event an unwanted fire occurs on a property; the owner or occupant shall immediately notify the fire to the fire department (911) and implement the evacuation plan.
- **Alarm Activations.** Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan.
- **Hazardous Materials Release.** Any person who witnesses, discovers, or otherwise has knowledge of a spill, leak or other release of a hazardous material or other material that may negatively impact the environment, regardless of quantity, shall immediately report such spill, leak or release to the Department of Public Safety Communications (911).

## **PROHIBITED ACTIONS**

**Delayed Notification.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.

**False Report.** It shall be unlawful for a person to give, signal, or transmit a false alarm.

**Interference with F.D. 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.

## **EMERGENCY EVACUATION DRILLS**

In accordance with Section 405 of the Fire Prevention Code, emergency evacuation drills complying with the provisions listed below shall be conducted at least annually or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

- **Purpose.** Emergency evacuation drills shall be held to familiarize occupants, employees, and staff with the evacuation procedure.
- **Leadership.** Responsibility for planning and conducting the drills shall be assigned to a competent person(s) 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.
- **Records.** Records of required emergency evacuation drills shall be maintained and include:
  - Identity of the person conducting the drill, date, and time of the drill
  - Notification method used and staff members on duty and participating
  - Number of occupants evacuated
  - Special conditions simulated
  - Problems encountered
  - Weather conditions when occupants were evacuated
  - Time required to accomplish complete evacuation
- **Notification.** Prior notification of the emergency evacuation drill is required. Notification shall be made by calling DPSC at 703-691-2131.
- **Initiation of Evacuation.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.
- **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 & 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.
- **Unplanned Evacuations Not a Substitute for Required Drills.** Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required drill.

**Evacuation Drill Frequency.** In accordance with Section 408.10.4 of the Fire Prevention Code, emergency evacuation drills in Group R-4 residential care/assisted living facilities shall be conducted at least six (6) times per year, two (2) times per year on each shift. Twelve drills shall be conducted in the first year of operation. Facilities classified a State Regulated Care Facility (SRCF) shall conduct monthly evacuation drills. Evacuation drills shall include resident participation and complete evacuation of the building.

## **FIRE PROTECTION SYSTEMS OUT-OF-SERVICE**

In accordance with Section 901.7 of the Fire Prevention Code (as amended by Fairfax County), where a fire protection system is out of service, the fire department and the fire code official shall be notified immediately by calling the Fire Marshal's Office at 703-246-4821 during regular office hours. Otherwise, notification shall be made by calling DPSC at 703-691-2131.

## **HAZARD COMMUNICATION REQUIREMENTS**

The Fire Prevention Code requires the following with respect to hazardous materials:

- **MSDS.** Material Safety Data Sheets (MSDS) for all hazardous materials requiring a Fire Prevention Code Permit (FPCP) from the Fire Marshal's Office shall be readily available on the premises as a paper copy, or where approved by the fire marshal, shall be permitted to be readily retrievable by electronic access.
- **Labeling.** Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs.
- **Liaison Personnel.** Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures. Liaison personnel should be identified in the written plan.

## **LOCKDOWN PLANS**

Where facilities develop a lockdown plan requiring that occupants be sheltered and secured in place within a building or occupancy when normal evacuation would put occupants at risk, the lockdown plan shall be reviewed and approved by the Fire Marshal's Office. Detailed information is available online for Lockdown Planning Requirements - <https://www.fairfaxcounty.gov/fire-ems/fire-marshal/lockdown-plans>.

## **EDUCATION & PLANNING RESOURCES**

To obtain more information which may assist you in developing a fire safety and evacuation plan, or to enhance occupant safety in high-rise buildings, copy and paste any of the following web addresses into your browser, or simply search the Internet for these topics.

- **Every Business Should Have an Evacuation Plan** - <https://www.ready.gov/business>
- **Make an Evacuation Plan** - <https://www.ready.gov/planning>
- **How to Create an Emergency Evacuation Map** - <http://www.steamwire.com/how-to-create-an-emergency-evacuation-map-for-your-business/>





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# **FIRE SAFETY & EVACUATION PLANNING**

# **STATE REGULATED CARE FACILITIES (SRCF)**

**Fire Marshal's Office  
Plans Review Branch**  
12099 Government Center Pkwy., 3<sup>rd</sup> Floor  
Fairfax, VA 22035  
Telephone: 703-246-4806  
TTY: 711, Fax: 703-246-6043

## **OVERVIEW**

This publication outlines the fire safety and evacuation planning requirements for residential-based state regulated care facilities (SRCF) location within Fairfax County and the towns of Clifton, Herndon, and Vienna. A SRCF is a building with an occupancy in Group R-2, R-3, R-4, or R-5 occupied by persons in the care of others where program oversight is provided by the following state agencies: Department of Social Services, Department of Behavioral Health and Development Services, Department of Education, and Department of Juvenile Justice.

**FIRE SAFETY & EVACUATION PLAN REQUIRED.** In accordance with Section 404.2 of the Fire Prevention Code, an approved fire safety and evacuation plan shall be prepared and maintained when a state license is required by the Commonwealth of Virginia agencies listed above to operate SRCF. The minimum required contents of the plan, along with plan maintenance requirements, are outlined below. Specific use and occupancy-related requirements, employee training and response, emergency evacuation drills, lockdown planning and emergency responder notification are also addressed.

## **APPROVAL REQUIRED**

Pursuant to Section 401.2 of the Fire Prevention Code, required fire safety and evacuation plans shall be approved by the Fire Marshal. To accomplish this approval, required fire safety and evacuation plans shall be submitted to the Fire Marshal's Office for review. The review is conducted to ensure the requirements of the Fire Prevention Code are addressed.

**SUBMITTAL INSTRUCTIONS.** Submit three (3) copies of the fire safety and evacuation plan and one (1) copy of the state license (if applicable), along with a self-addressed return envelope, appropriately sized for the material submitted, to the following address for review:

Fairfax County Fire Marshal's Office  
ATTN: Revenue & Records Branch (Evacuation Plans)  
12099 Government Center Parkway  
Fairfax, VA 22035

An hourly fee of \$156 will be charged for the review of the fire safety and evacuation plan. Hourly fees are charged in quarter hour increments (\$39), rounded to the next quarter hour. Do not include a payment with your plan submittal. You will be billed. Be sure to provide an accurate billing address along with contact information for the person responsible for the plan.

**RETRIEVING THE APPROVED PLAN.** After the plan is reviewed and approved, please make arrangements to retrieve copies of the approved plan. The Fire Marshal's Office will retain one copy of the approved plan on file. Plans may be retrieved one of two ways, either picked up at our office during regular office hours or returned by mail. To find out the status of your submitted plan, contact 703-246-4803 during regular office hours, 8 a.m. to 4:30 p.m.

## **PLAN CONTENTS**

The fire safety and evacuation plan for high-rise buildings consist of four (4) main parts:

- Cover Page
- Written Plan
- Floor Plan with Evacuation Routes
- Site Plan

## **COVER PAGE (Part 1)**

The cover page shall contain the building name, address, and the following information:

1. Name, address, and telephone numbers of the SRCF (tenant)
2. Name, address, and telephone numbers of the building owner (if different than tenant)
3. Description of the licensed program of care conducted by the SRCF
4. Square footage of occupancy and number of occupied floors above- and below-grade
5. Approximate census of occupants or maximum potential occupancy of entire building.
6. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan (404.3.1 #7)
7. Emergency contact information for key operational personnel and building owner's agent

## **WRITTEN PLAN (Part 2)**

The written plan shall contain the following information and/or procedures:

- **Reporting Fire Emergencies**
  - Describe the preferred and any alternative means of reporting fires and other emergencies to the fire department or emergency response organizations. (404.3.1)
- **Evacuation Procedures & Escape Routes**
  - Designate emergency egress or escape routes, and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only. (404.3.1)
  - Explain the life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance. (404.3.2)
  - Describe the preferred and any alternative means of notifying occupants of a fire or emergency, and where provided, include a description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages. (404.3.1)
- **Accountability of Evacuees**
  - Designate the evacuation assembly area(s) on the exterior of the occupancy. (404.3.2)
  - Explain the procedures for accounting for employees and occupants after evacuation has been completed. (404.3.1)
- **Emergency Response Duties**
  - Explain the procedures for employees who must remain to operate critical equipment before evacuating, if applicable. (404.3.1)
  - Explain the procedures for assisted rescue of persons unable to use the general means of egress unassisted.
  - List the identification and assignment of personnel responsible for rescue or emergency medical aid, if applicable. (404.3.1)

- **Occupancy Hazards**

- List all major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures. (404.3.2)
- List the identification and assignment of personnel responsible for the fire protection systems, maintenance, housekeeping, and controlling fuel hazard sources. (404.3.2)

### **FLOOR PLAN (Part 3)**

The floor plan for each (typical) floor or area shall clearly illustrate the following information:

1. Location of occupancy inside building (i.e., floor, section, above-grade, below-grade).
2. Location of all exit corridors, exit stairs, and exits serving the building.
3. Primary evacuation routes leading to the designated assembly point (solid lines).
4. Secondary evacuation routes leading to the designated assembly point (dashed lines).
5. Accessible egress routes, areas of refuge, and exterior areas for assisted rescue. \*\*
6. Location of all fire alarm and fire suppression manual activation stations.
7. Location of all portable fire extinguishers.
8. Location of fire alarm display and/or control panels (if applicable).

\*\* Accessible egress route means facilities accessible to persons with physical disabilities.

### **SITE PLAN (Part 4)**

The site plan shall clearly illustrate the following information:

1. Building footprint showing location of all exit discharges serving the building and paths leading to the public way
2. Location of designated evacuation assembly area(s) identified in the written plan
3. Routes of fire department and emergency vehicle access (all sides of building)

Once you have completed all four (4) parts of the plan, double-check the plan to ensure that all Fire Prevention Code requirements outlined in this publication are addressed. Then, assemble three (3) copies of the completed plan, along with one (1) copy of each required residential emergency guide, and submit as specified on the front page of this publication.

## **AVAILABILITY & DISTRIBUTION OF PLAN**

In accordance with Section 404.5 of the Fire Prevention Code, 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. In addition, fire safety and evacuation plans shall 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 emergency.

## **MAINTENANCE & UPDATE OF PLAN**

In accordance with Section 404.4 of the Fire Prevention Code, 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.

### **USE & OCCUPANCY-RELATED REQUIREMENTS (GROUP R-4 Only)**

In accordance with Section 408.10 of the Fire Prevention Code, Group R-4 residential care/assisted living facilities shall comply with the following code provisions related to evacuation drills in addition to the general requirements for emergency planning and preparedness.

- **Special Staff Actions.** In accordance with Section 408.10.1 of the Fire Prevention Code, the fire safety and evacuation plan required by Section 404 shall include special staff actions, including fire protection procedures necessary for residents, and shall be amended or revised upon admission of a resident with unusual needs.

- **Periodic Staff Training.** In Accordance with Section 408.10.2 of the Fire Prevention Code, employees shall be periodically instructed and kept informed of their duties and responsibilities under the plan. Such instruction shall be reviewed by the staff at least every two months. A copy of the plan shall be readily available at all times within the facility.
- **Resident Training Required.** In accordance with Section 408.10.3 of the Fire Prevention Code, residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire. The training shall include actions to take if the primary escape route is blocked. Where the resident is given rehabilitation or habilitation training, training in fire prevention and actions to take in the event of a fire shall be a part of the rehabilitation training program. Residents shall be trained to assist each other in case of fire to the extent their physical and mental abilities permit them to do so without additional personal risk.
- **Resident Participation Required.** In accordance with Section 408.10.5 of the Fire Prevention Code, emergency evacuation drills shall involve the actual evacuation of residents to a selected assembly point and shall provide residents with experience in exiting through all required exits. All required exits shall be used during emergency evacuation drills. Actual exiting from windows shall not be required. Opening the window and signaling for help shall be an acceptable alternative.

## **EMPLOYEE & STAFF TRAINING REQUIREMENTS**

The Fire Prevention Code requires employees and staff of occupancies in Residential Group R-1 are to be trained in the fire emergency procedures described in their approved fire safety and evacuation plans. Training shall be based on these plans. 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 marshal upon request.

- **Fire Prevention Training.** Employees/Staff 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.
- **Evacuation Training.** Employees/Staff 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/Staff 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.

## **FIRE DEPARTMENT (911) NOTIFICATION REQUIREMENTS**

In accordance with sections 401.3 and 2703.3.1 of the Fire Prevention Code, notification of emergency responders shall be as follows:

- **Fire Events.** In the event an unwanted fire occurs on a property, the owner or occupant shall immediately notify the fire to the fire department (911) and implement the evacuation plan.
- **Alarm Activations.** Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan.
- **Hazardous Materials Release.** Any person who witnesses, discovers, or otherwise has knowledge of a spill, leak or other release of a hazardous material or other material that may negatively impact the environment, regardless of quantity, shall immediately report such spill, leak or release to the Department of Public Safety Communications (911).

## **PROHIBITED ACTIONS**

**Delayed Notification.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.

**False Report.** It shall be unlawful for a person to give, signal, or transmit a false alarm.

**Interference with F.D. 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.

## **EMERGENCY EVACUATION DRILLS**

In accordance with Section 405 of the Fire Prevention Code, emergency evacuation drills complying with the provisions listed below shall be conducted at least annually or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

- **Purpose.** Emergency evacuation drills shall be held to familiarize occupants, employees, and staff with the evacuation procedure.
- **Leadership.** Responsibility for planning and conducting the drills shall be assigned to a competent person(s) 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.
- **Records.** Records of required emergency evacuation drills shall be maintained and include:
  - Identity of the person conducting the drill, date, and time of the drill
  - Notification method used and staff members on duty and participating
  - Number of occupants evacuated
  - Special conditions simulated
  - Problems encountered
  - Weather conditions when occupants were evacuated
  - Time required to accomplish complete evacuation
- **Notification.** Prior notification of the emergency evacuation drill is required. Notification shall be made by calling DPSC at 703-691-2131.
- **Initiation of Evacuation.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.
- **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 & 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.
- **Unplanned Evacuations Not a Substitute for Required Drills.** Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required drill.

In accordance with Section 405.2 of the Fire Prevention Code, required emergency evacuation drills shall be held at the intervals specified in the table below, or more frequently, where necessary to familiarize all employees and/or occupants with the evacuation procedure.

## Evacuation Drill Intervals

Occupancy Type	Frequency	Participation
All State Regulated Care Facilities (SRCF)	Monthly	All Occupants

## **FIRE PROTECTION SYSTEMS OUT-OF-SERVICE**

In accordance with Section 901.7 of the Fire Prevention Code (as amended by Fairfax County), where a fire protection system is out of service, the fire department and the fire code official shall be notified immediately by calling the Fire Marshal's Office at 703-246-4821 during regular office hours. Otherwise, notification shall be made by calling DPSC at 703-691-2131.

## **HAZARD COMMUNICATION REQUIREMENTS**

The Fire Prevention Code requires the following with respect to hazardous materials:

- **MSDS.** Material Safety Data Sheets (MSDS) for all hazardous materials requiring a Fire Prevention Code Permit (FPCP) from the Fire Marshal's Office shall be readily available on the premises as a paper copy, or where approved by the fire marshal, shall be permitted to be readily retrievable by electronic access.
- **Labeling.** Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs.
- **Liaison Personnel.** Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures. Liaison personnel should be identified in the written plan.

## **LOCKDOWN PLANS**

Where facilities develop a lockdown plan requiring that occupants be sheltered and secured in place within a building or occupancy when normal evacuation would put occupants at risk, the lockdown plan shall be reviewed and approved by the Fire Marshal's Office. Detailed information is available online for Lockdown Planning Requirements - <https://www.fairfaxcounty.gov/fire-ems/fire-marshal/lockdown-plans>.

## **EDUCATION & PLANNING RESOURCES**

To obtain more information which may assist you in developing a fire safety and evacuation plan, or to enhance occupant safety in high-rise buildings, copy and paste any of the following web addresses into your browser, or simply search the Internet for these topics.

- **Every Business Should Have an Evacuation Plan** - <https://www.ready.gov/business>
- **Make an Evacuation Plan** - <https://www.ready.gov/planning>
- **How to Create an Emergency Evacuation Map** - <http://www.steamwire.com/how-to-create-an-emergency-evacuation-map-for-your-business/>



*A publication of Fairfax County, Va.*



# **FIRE SAFETY & EVACUATION PLANNING**

# **UNDERGROUND BUILDINGS**

**Fire Marshal's Office  
Plans Review Branch**

12099 Government Center Pkwy., 3<sup>rd</sup> Floor  
Fairfax, VA 22035  
Telephone: 703-246-4806  
TTY: 711, Fax: 703-246-6043

## **OVERVIEW**

This publication outlines the fire safety and evacuation planning requirements for underground buildings located within Fairfax County and the towns of Clifton, Herndon, and Vienna. Underground buildings include building spaces having a floor level used for human occupancy more than 30 feet below the lowest level of exit discharge excluding sprinkler one-and two-family dwellings, sprinklered parking garages, fixed guide-way transit systems, grandstands, bleachers, stadiums, arenas, and where single underground level is the only qualifying level having an area not exceeded 1,500 square feet and an occupant load less than 10.

**FIRE SAFETY & EVACUATION PLAN REQUIRED.** In accordance with Section 404.2 of the Fire Prevention Code, an approved fire safety and evacuation plan shall be prepared and maintained for all high-rise buildings. The minimum required contents of the plan, along with plan maintenance requirements, are outlined on pages two and three of this publication. Specific use and occupancy-related requirements, employee training and response, emergency evacuation drills, lockdown plans, and emergency responder notification are also addressed.

## **APPROVAL REQUIRED**

Pursuant to Section 401.2 of the Fire Prevention Code, required fire safety and evacuation plans shall be approved by the Fire Marshal. To accomplish this approval, required fire safety and evacuation plans shall be submitted to the Fire Marshal's Office for review. The review is conducted to ensure the requirements of the Fire Prevention Code are addressed.

**SUBMITTAL INSTRUCTIONS.** Submit three (3) copies of the fire safety and evacuation plan and one (1) copy of required residential emergency guides, along with a self-addressed return envelope, appropriately sized for the material submitted, to the following address for review:

Fairfax County Fire Marshal's Office  
ATTN: Revenue & Records Branch (Evacuation Plans)  
12099 Government Center Parkway  
Fairfax, VA 22035

An hourly fee of \$156 will be charged for the review of the fire safety and evacuation plan. Hourly fees are charged in quarter hour increments (\$39), rounded to the next quarter hour. Do not include a payment with your plan submittal. You will be billed. Be sure to provide an accurate billing address along with contact information for the person responsible for the plan.

**RETRIEVING THE APPROVED PLAN.** After the plan is reviewed and approved, please make arrangements to retrieve copies of the approved plan. The Fire Marshal's Office will retain one

copy of the approved plan on file. Plans may be retrieved one of two ways, either picked up at our office during regular office hours or returned by mail. To find out the status of your submitted plan, contact 703-246-4803 during regular office hours, 8 a.m. to 4:30 p.m.

## **PLAN CONTENTS**

The fire safety and evacuation plan for high-rise buildings consist of five (5) main parts:

- Cover Page
- Written Plan
- Residential Emergency Guides (where applicable)
- Floor Plan with Evacuation Routes
- Site Plan

### **COVER PAGE (Part 1)**

The cover page shall contain the building name, address, and the following information:

1. Name, address, and telephone numbers of the building management company
2. Name, address, and telephone numbers of the building owner (if not management)
3. Type(s) of occupancies or processes operating underground within the building
4. Square footage of building and number of occupied floors above- and below-grade
5. Approximate census of occupants or maximum potential occupancy of entire building
6. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan (404.3.1 #7)
7. Emergency contact information for key operational personnel and building owner's agent

### **WRITTEN PLAN (Part 2)**

The written plan shall contain the following information and/or procedures:

- **Reporting Fire Emergencies**
  - Describe the preferred and any alternative means of reporting fires and other emergencies to the fire department or emergency response organizations. (404.3.1)
- **Evacuation Procedures & Escape Routes**
  - Designate emergency egress or escape routes, and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only. (404.3.1)
  - Explain the life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance. (404.3.2)
  - Describe the preferred and any alternative means of notifying occupants of a fire or emergency, and where provided, include a description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages. (404.3.1)
- **Accountability of Evacuees**
  - Designate the evacuation assembly area(s) on the exterior of the occupancy. (404.3.2)
  - Explain the procedures for accounting for employees and occupants after evacuation has been completed. (404.3.1)
- **Emergency Response Duties**
  - Explain the procedures for employees who must remain to operate critical equipment before evacuating, if applicable. (404.3.1)
  - Explain the procedures for assisted rescue of persons unable to use the general means of egress unassisted.
  - List the identification and assignment of personnel responsible for rescue or emergency medical aid, if applicable. (404.3.1)
- **Occupancy Hazards**
  - List all major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures. (404.3.2)



- List the identification and assignment of personnel responsible for the fire protection systems, maintenance, housekeeping, and controlling fuel hazard sources. (404.3.2)

### **RESIDENTIAL EMERGENCY GUIDES (Part 3)**

In addition to the written portion of the plan, fire safety and evacuation plans for high-rise residential occupancies in Groups R-1 and R-2 shall also include emergency guides which shall be provided to all guest and/or tenants in accordance with the following requirements:

#### **Group R-1 Occupancies (High-Rise Hotels)**

- A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each hotel, motel or dormitory guestroom. (408.8.1)
- Information shall be provided in the fire safety and evacuation plan to allow guests to decide whether to evacuate to the outside, evacuate to an area of refuge, remain in place or any combination of the three. (408.8.3)

#### **Group R-2 Occupancies (High-Rise Apartments, Condominiums, College Dormitories)**

- A fire emergency guide shall be provided which describes the location, function and use of fire protection equipment and appliances accessible to residents, including fire alarm systems, smoke alarms, and portable fire extinguishers. The guide shall also include an emergency evacuation plan for each dwelling unit. (408.9.1)
- A copy of the emergency guide shall be given to each tenant prior to initial occupancy. (408.9.3)

### **FLOOR PLAN (Part 4)**

The floor plan for each (typical) floor or area shall clearly illustrate the following information:

1. Location inside building (i.e., floor, section, above-grade, below-grade)
2. Location of all exit corridors, exit stairs, and exits serving the building
3. Primary evacuation routes leading to the designated assembly point (solid lines)
4. Secondary evacuation routes leading to the designated assembly point (dashed lines)
5. Accessible egress routes, areas of refuge, and exterior areas for assisted rescue \*\*
6. Location of all fire alarm and fire suppression manual activation stations
7. Location of all portable fire extinguishers
8. Location of fire alarm display and/or control panels (if applicable)

\*\* Accessible egress route means facilities accessible to persons with physical disabilities.

### **SITE PLAN (Part 5)**

The site plan shall clearly illustrate the following information:

1. Building footprint showing location of all exit discharges serving the building and paths leading to the public way
2. Location of designated evacuation assembly area(s) identified in the written plan
3. Routes of fire department and emergency vehicle access (all sides of building)

Once you have completed all five (5) parts of the plan, double-check the plan to ensure that all Fire Prevention Code requirements outlined in this publication are addressed. Then, assemble three (3) copies of the completed plan, along with one (1) copy of each required residential emergency guide, and submit as specified on the front page of this publication.

## **AVAILABILITY & DISTRIBUTION OF PLAN**

In accordance with Section 404.5 of the Fire Prevention Code, 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. In addition, fire safety and evacuation plans shall 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 emergency.

## **MAINTENANCE & UPDATE OF PLAN**

In accordance with Section 404.4 of the Fire Prevention Code, 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.

## **EMPLOYEE & STAFF TRAINING REQUIREMENTS**

The Fire Prevention Code requires employees and staff of high-rise buildings are to be trained in the fire emergency procedures described in their approved fire safety and evacuation plans. Training shall be based on these plans. 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 marshal upon request.

- **Fire Prevention Training.** Employees/Staff 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.
- **Evacuation Training.** Employees/Staff 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/Staff 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.

## **FIRE DEPARTMENT (911) NOTIFICATION REQUIREMENTS**

In accordance with sections 401.3 and 2703.3.1 of the Fire Prevention Code, notification of emergency responders shall be as follows:

- **Fire Events.** In the event an unwanted fire occurs on a property, the owner or occupant shall immediately notify the fire to the fire department (911) and implement the evacuation plan.
- **Alarm Activations.** Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department (911) and implement the evacuation plan.
- **Hazardous Materials Release.** Any person who witnesses, discovers, or otherwise has knowledge of a spill, leak or other release of a hazardous material or other material that may negatively impact the environment, regardless of quantity, shall immediately report such spill, leak or release to the Department of Public Safety Communications (911).

## **PROHIBITED ACTIONS**

**Delayed Notification.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.

**False Report.** It shall be unlawful for a person to give, signal, or transmit a false alarm.

**Interference with F.D. 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.

## **EMERGENCY EVACUATION DRILLS**

In accordance with Section 405 of the Fire Prevention Code, emergency evacuation drills complying with the provisions listed below, shall be conducted at least annually or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

- **Purpose.** Emergency evacuation drills shall be held to familiarize occupants, employees, and staff with the evacuation procedure.
- **Leadership.** Responsibility for planning and conducting the drills shall be assigned to a competent person(s) 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.
- **Records.** Records of required emergency evacuation drills shall be maintained and include:
  - Identity of the person conducting the drill, date, and time of the drill
  - Notification method used and staff members on duty and participating
  - Number of occupants evacuated
  - Special conditions simulated
  - Problems encountered
  - Weather conditions when occupants were evacuated
  - Time required to accomplish complete evacuation
- **Notification.** Prior notification of the emergency evacuation drill is required. Notification shall be made by calling DPSC at 703-691-2131.
- **Initiation of Evacuation.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.
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### **Emergency Evacuation Drills**

<b>Occupancy Type</b>	<b>Frequency</b>	<b>Participation</b>
Underground Buildings	Annually	Employees

## **FIRE PROTECTION SYSTEMS OUT-OF-SERVICE**

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- **How to Plan for Workplace Emergency & Evacuations** - <https://www.osha.gov/Publications/osh3088.pdf>