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SECTION 404

FIRE SAFETY,

EVACUATION AND LOCKDOWN PLANS

404.1 General. Where required by Section 403, fire safety, evacuation and lockdown plans shall comply with Sections

404.2 through 404.4.1.

404.2 Contents. Fire safety and evacuation plan contents shall be in accordance with Sections 404.2.1 and 404.2.2.

404.2.1 Fire evacuation plans. Fire evacuation plans shall include the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete by selected floors or areas only or with a defend-in place response.

2. Procedures for employees who must remain to operate critical equipment before evacuating.

3. Procedures for the use of elevators to evacuate the building where occupant evacuation elevators complying with Section 3008 of the International Building Code are provided.

4. Procedures for assisted rescue for persons unable to use the general means of egress unassisted.

5. Procedures for accounting for employees and occupants after evacuation has been completed.

6. Identification and assignment of personnel responsible for rescue or emergency medical aid.

7. The preferred and any alternative means of notifying occupants of a fire or emergency.

8. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.

9. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.

10. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

404.2.2 Fire safety plans. Fire safety plans shall include the following:

1. The procedure for



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reporting a fire or other emergency.

2. The life safety strategy including the following:

2.1. Procedures for notifying occupants, including areas with a private mode alarm system.

2.2. Procedures for occupants under a defend-inplace response.

2.3. Procedures for evacuating occupants, including those who need evacuation assistance.

3. Site plans indicating the following:

3.1. The occupancy assembly point.

3.2. The locations of fire hydrants.

3.3. The normal routes of fire department vehicle access.

4. Floor plans identifying

the locations of the following:

4.1. Exits.

4.2. Primary evacuation routes.

4.3. Secondary evacuation routes.

4.4. Accessible egress routes.

4.4.1. Areas of refuge.

4.4.2. Exterior areas for assisted rescue.

4.5. Refuge areas associated with smoke barriers and horizontal exits .

4.6. Manual fire alarm boxes.

4.7. Portable fire extinguishers.

4.8. Occupant-use hose stations.

4.9. Fire alarm annunciators and controls.

5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.

6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.

7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

404.2.3 Lockdown plans. Where facilities develop a lockdown plan, it shall be in accordance with Sections

404.2.3.1 through 404.2.3.3.



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404.2.3.1 Lockdown plan contents. Lockdown plans shall be approved by the fire code official and shall include the following:

1. Initiation. The plan shall include instructions for reporting an emergency that requires a lockdown.
2. Accountability. The plan shall include accountability procedures for staff to report the presence or absence of occupants.
3. Recall. The plan shall include a prearranged signal for returning to normal activity.
4. Communication and coordination. The plan shall include an approved means of two-way communication between a central location and each secured area.

404.2.3.2 Training frequency. The training frequency shall be included in the lockdown plan. The lockdown drills shall not substitute for any of the fire and evacuation drills required in Section 405.2.

404.2.3.3 Lockdown notification. The method of notifying building occupants of a lockdown shall be included in the plan. The method of notification shall be separate and distinct from the fire alarm signal.

404.3 Maintenance. Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy or the physical arrangement of the building.

404.4 Availability. Fire safety and evacuation plans shall be

available in the workplace for reference and review by employees, and copies shall be furnished to the fire code official for review upon request.

404.4.1 Distribution. The 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 other emergency.

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The International Code Council, a membership association dedicated to building safety and fire prevention, develops the codes used to construct residential and commercial buildings, including homes and schools. Most U.S. cities, counties and states that adopt codes choose the International Codes developed by the International Code Council.



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