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
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.


4.7. 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.
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.