

# **Grand Junction Fire Department Fire Safety and Evacuation Planning Guide**



## **Scope**

This document is intended as a general guideline for developing fire evacuation plans for a facility.

## **Purpose**

The purpose of this document is to provide applicable facilities with guidance in preparing a fire safety and evacuation plan. For questions regarding anything not covered within this document, please contact the Community Risk Division of the Grand Junction Fire Department.

## **Developing Your Written Plan**

The written portion of the fire safety and evacuation plan includes information regarding reporting fires/emergencies and occupant notification; evacuation and accountability of the evacuees; emergency response and crowd managements; and occupancy hazards.

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

### **Occupancy Hazards**

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

### **Floor Plans**

The floor plan portion of the fire safety and evacuation plan must identify the locations of the following:

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

### **Fire/Emergency Reporting and Occupant Notification**

- The procedure for reporting a fire or other emergency.
- The preferred and any alternative means of notifying occupants of a fire or emergency.
- A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

### **Evacuation and Accountability**

- Outdoor assembly areas shall be accessible by all occupants to include special needs occupants and staff.
  - Outdoor assembly points shall be designated and shall be located at a safe distance from the building being evacuated so as to avoid interference with the fire department operations. The assembly areas shall be arranged to provide accountability of all individuals.
- Emergency egress or escape routes and whether evacuation of the building is to be complete or will be conducted by specific areas only.
- The life safety strategy and procedures for notifying, relocating or evacuating occupants, including occupants who need assistance, in the event of unfavorable weather, extended emergency activities, or physical and/or medical needs of occupants.
- Procedures for accounting for employees and occupants after evacuation has been completed.

## **Emergency Response and Crowd Management**

- Identification of employee responsible for managing accountability of occupants, visitors, and other personnel. This employee should also be ready to communicate important information about the event and occupant accountability to GJFD upon arrival.
- Procedure for notifying identified facilities manager to shut down HVAC and electrical systems in the event of an emergency.
- Procedures for identified personnel operating fire extinguishers.
- Procedures for identified employees clearing facility.
- Procedures for identified employees assisting rescue for persons unable to use the general means of egress.
- Procedure for identified employees who must remain to operate critical equipment before evacuating.
- Identification and assignment of personnel responsible for rescue or emergency medical aid.
- Procedure for identified personnel to activate re-entry to the building. No one shall reenter the premises until authorized to do so by the official in charge.

## **Site Plans**

The last portion or site plan portion of the plan must indicate the following:

- Building footprint showing all exits and the evacuee assembly point (multiple points permitted if facility is large)
- The locations of fire hydrants
- The normal routes of fire department vehicle access (fire lanes)

## Post-Planning and Training

### Frequency

Required emergency evacuation drills shall be held as required by occupancy type or more frequently where necessary to familiarize all occupants with the drill procedure. See Table 1 below for guidance on your facility.

<b>Table 1</b>		
<b>Fire and Evacuation Drill Frequency and Participation</b>		
Group A	Quarterly	Employees
Group B	Annually	Employees
Group E	Monthly	All occupants
Group F	Annually	Employees
Group I	Quarterly on each Shift	Employees
Group R-1	Quarterly on each shift	Employees
Group R-2	Four annually	All occupants
Group R-4	Quarterly on each shift	Employees
High-rise buildings	Annually	Employees

### Leadership

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

### Employee and Staff Plan Training

Employees shall receive training in the contents of the fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter.

### Fire Prevention Training

Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed on the proper procedures for preventing fires in the conduct of their assigned duties.

### Evacuation Training

Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas and procedures for evacuation.

### Fire Safety Training

Employees assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.

### Emergency Lockdown Training

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