



A Fire Safety and Emergency Plan is a printed document that describes the emergency response procedures for a specific building during an emergency. It serves as an important information resource for both building staff and Bellevue fire fighters.

Objectives

The purpose of a building Fire Safety and Emergency Plan is to:

1. Set forth the functions and activities of building staff both before and during an emergency.
2. Ensure that these activities coordinate with those of responding fire fighters and are not counterproductive during the fire control phase.
3. Serve as an information resource to both the building staff and the Bellevue Fire Department during an emergency.

A Fire Safety and Emergency Plan must present required information in a consistent and recognizable format to be useful to building staff and to Bellevue fire fighters, particularly during a fire emergency.

Building staff can refer to the procedures and information contained in the Fire Safety and Emergency Plan to prepare staff training exercises and as a guideline to follow during a fire emergency.

The Fire Department may use the Fire Safety and Emergency Plan as a reference guide to the building during a fire emergency.

International Fire Code Requirement

The International Fire Code requires a Fire Safety and Emergency Plan for the following occupancies:

1. Group A (Assembly) buildings having an occupant load of 100 or more.
2. Group B (Business) buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
3. Group E (Educational) buildings.
4. Group F (Factory) buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
5. Group H (Hazardous) buildings used for hazardous materials storage and use.
6. Group I (Institutional) buildings used for medical care or treatment, child care, or detention centers.
7. Group M (Mercantile) buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
8. Group R-1 (Residential) buildings such as hotels and motels.
9. Group R-2 (Residential) college and university buildings, Boarding homes, group homes, and residential treatment facilities licensed by the State of Washington.
10. High-rise buildings. (A building with an occupied floor located more than 75 feet above the lowest level of fire department vehicle access).
11. Covered malls exceeding 50,000 square feet in aggregate floor area.
12. Underground buildings.
13. Buildings with an atrium and having occupancy in Group A, E, or M.

All of the above identified occupancies in Bellevue should have in place a Fire Safety and Emergency Plan. Any changes to a plan which occur through building renovations require the Fire Safety and Emergency Plan to be updated.

A copy of the approved Fire Safety and Emergency Plan shall be maintained on the premises and ideally located at or near the Fire Control Room, or other approved location as determined by the fire code official. The plan shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy or the physical arrangement of the building.

Outline for a Fire Safety and Emergency Plan Format

Fire Safety and Emergency plans must be stored in a divided notebook with the section headings labeled and following the format listed below.

SECTION 1 Responsibilities

- A. Provide the contact information for building staff assigned responsibilities during a fire emergency.
 - 1) Fire Safety Director
 - 2) Alternate Fire Safety Director
 - 3) Impairment Coordinator
 - 4) Building or Facilities Engineer
 - 5) Additional Staff
- B. Outline the frequency and methods for keeping the Fire Safety and Emergency Plan current.
- C. Detail the scope of an emergency training program for building fire safety personnel, including:
 - 1) The topics to be covered.
 - 2) The frequency of the training.
 - 3) How training records will be maintained.

SECTION 2 Fire Reporting

- A. Detail automatic fire reporting systems.
 - 1) List the types of devices that will activate the fire alarm system.
 - 2) Indicate all emergency control panel locations. Include the location of the primary control panel.
 - 3) Outline the actions of the Emergency Control Center attendant during an activation of each automatic system.
- B. List procedure for notifying 911.
 - 1) List staff member(s) responsible for contacting 911 upon alarm activation.
 - 2) List the information to be relayed, including:
 - a. The nature of the emergency.
 - b. The building address, including the nearest cross streets.
 - c. Any specific information known, i.e. floor number of problem, type of device activated.
- C. List procedures for false alarms.
 - 1) Include the procedure to be followed when reporting a false alarm to the 911 operator.

SECTION 3 Evacuation

- A. Maintain a roster of those persons assigned the duties of floor wardens, include their floor or zone assignments.
- B. Provide an outline of floor warden responsibilities during an emergency.
- C. Describe the methods to be utilized when evacuating people that are not able to leave the affected area without assistance. Include those people who are unable to use exit stairs.
- D. Include a copy of a Tenant Orientation Handout, which instructs tenants on their actions in the event of a fire emergency. Describe how and when this information will be given to all building tenants.

SECTION 4

Fire Control Procedures

- A. Outline all procedures to be followed during a fire emergency:
 - 1) Describe the assigned tasks to be carried out by the Fire Safety Director.
 - 2) Describe the duties of other staff (Alternate Fire Safety Director, Engineering and Management personnel, etc.) during a fire emergency.

SECTION 5

Post Fire Operations

- A. Describe procedures for returning the building to operating conditions once the fire emergency is over.
- B. List the contact information for all contracted individuals or companies responsible for returning the building to normal operations following a fire emergency.

SECTION 6

Confidence Testing

- A. List the systems and equipment subject to confidence testing requirements. Include the required frequency of testing and any pertinent information, such as the testing company.

SECTION 7

High Value/Hazardous Areas List

- A. Provide a list of areas that contain high value or water damage susceptible materials.
- B. Provide a list of areas containing combustible or hazardous materials.

SECTION 8

Shut Off Valve List

- A. List the locations of all utility shut off valves including water, power, gas, and sprinkler system main and sectional valves.
 - 1) Describe any unusual operating techniques.
 - 2) List all locked out floors and the location (accessible to the Bellevue Fire Department) of the master keys for them.

SECTION 9

Floor Plans and Site Plans

- A. Provide a copy of each unique floor plan showing the type of occupancy in each tenant area.
 - 1) Floor plans should indicate exits, primary evacuation routes, accessible egress routes, areas of refuge, exterior areas for assisted rescue, manual fire alarm boxes, portable fire extinguishers, occupant-use hose stations, fire alarm annunciator and controls, and areas of open office space, retail space, labs, closed office configurations, etc.
 - 2) For similar floors, you need only supply one floor plan marked to indicate applicable floors.
 - 3) Plans must include a directional indicator, north compass point, or street names.
- B. Provide a site plan which indicates the following:
 - 1) The exterior assembly point for occupants.
 - 2) The locations of fire hydrants.
 - 3) The normal routes of Fire Department vehicle access.

Review and Approval

When requested, Fire Safety and Emergency Plans must be submitted and revised in accordance to standards set forth by the Fire Marshal. The review process will identify items for revision and information to be added prior to final approval.

Questions

For questions regarding development or review of Fire and Life Safety Plans, please call the Bellevue Fire Marshal's Office at 425-452-6872.