



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.

Those occupancies identified in Bellevue that require a Fire Safety and Emergency Plan should be approved by the Fire Marshal. For buildings under construction, Fire Safety and Emergency Plans must be submitted, reviewed, and approved as part of the occupancy approval process. Any changes to a plan which occur through building renovations require the Fire Safety and

Emergency Plan to be resubmitted to the Bellevue Fire Marshal's Office for renewed approval.

Note: One copy of the approved Fire Safety and Emergency Plan shall be maintained on premise 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.

## 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.

## Format for a Fire Safety and Emergency Plan

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 EOP 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. 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/teacher 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 Employee Orientation Handout, which instructs employees 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**

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**

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**

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.

## **SECTION 10**

### **Fire Alarm, Shelter in Place and Lockdown Drills**

Provide records showing the previous year's drills to include fire evacuation, lockdown and shelter in place.

- 1) Six fire evacuation drills per school year
- 2) One shelter-in-place drill per school year
- 3) One lockdown drill per school year

**Note:** A fire drill shall be conducted within 10 days of the beginning of the school year.

### **Fire Alarm, Shelter-in-Place and Lockdown Drills**

Emergency drills are a necessary exercise designed to evaluate staff and student responses to a simulated emergency.

### **EMERGENCY DRILL FREQUENCY AND PARTICIPATION**

Educational Occupancies shall conduct at a minimum the following drills during the year.

1. Six fire evacuation drills
2. One shelter-in-place drill
3. One lockdown drill

**Exception:** In adverse weather or severe climates, the fire code official has the authority to modify the emergency evacuation drill frequency.

The drills shall be conducted monthly and all occupants must participate.

The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.

### **LEADERSHIP**

Responsibility for the planning and conduct of drills shall be assigned to competent persons 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 an emergency. (i.e., during the changing 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.

### **RECORD KEEPING**

Records shall be maintained of required emergency evacuation drills and include the following information:

1. Identity of the person conducting the drill
2. Date and time of the drill
3. Notification method used
4. Staff members on duty and participating
5. Number of occupants participating
6. Special conditions simulated
7. Problems encountered / corrective action taken
8. Weather conditions during evacuation

### **INITIATION**

Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. The fire alarm monitoring company shall be notified prior to the activation of the fire alarm system for drill purposes and again at the conclusion of the transmission and restoration of the fire alarm system to normal mode.

Audible alarm notification appliances shall be provided and emit a distinctive sound that is not to be used for any purpose other than that of a fire alarm.

### **SHELTER-IN-PLACE DRILLS**

Shelter-in-place drills shall be initiated by the shelter-in-place alert signal, generated by the alerting system. If there is no alerting system another means of 2-way communication shall be provided.

### **SHELTER-IN-PLACE**

An emergency response used to minimize exposure of facility occupants to chemical or environmental hazards by taking refuge in predetermined interior rooms or areas where actions are taken to isolate the interior environment from the exterior hazard.

### **SHELTER IN PLACE PLAN CONTENTS**

Shelter-in-place plans shall include the following:

1. Identification of the procedures of initiating the shelter-in-place plan throughout the facility or campus.
2. Identification of prearranged alert and recall signals to notify all occupants.
3. Identification of procedures for reporting the facility is sheltering-in-place to the local emergency dispatch center.
4. A means of two-way communication between a central location and each secure area and consideration for maintaining means of communication in absence of primary power..
5. Identification of protective security measures.
6. Location of emergency supplies.
7. Accountability procedures for staff to report the presence or absence of occupants.
8. Identification of crisis response team members in accordance with the National Incident Management System.
9. Actions to be taken in the event of a fire or medical emergency while sheltering-in-place.

### **LOCKDOWN DRILLS**

Lockdown drills shall be initiated by the lockdown alert signal.

### **LOCKDOWN**

An emergency situation, requiring that the occupants be sheltered and secured in place within the building when normal evacuation would put occupants at risk.

### **LOCKDOWN PLAN CONTENTS**

Lockdown plans shall include the following:

1. Identification of the procedures of initiating the lockdown plan throughout the facility or campus.
2. Identification of prearranged alert and recall signals to notify all occupants.
3. Identification of procedures for access to the facility for emergency responders.
4. Identification of procedures for reporting the facility is in lockdown to the local emergency dispatch center.

5. A means of two-way communication between a central location and each secure area, and consideration for maintaining means of communication in absence of primary power.
6. Identification of protective security measures.
7. Location of emergency supplies.
8. Accountability procedures for staff to report the presence or absence of occupants.
9. Identification of crisis response team members in accordance with the National Incident Management System.
10. Actions to be taken in the event of a fire or medical emergency while in lockdown.

### **ACCOUNTABILITY**

As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated and/or have been accounted for.

### **ASSEMBLY POINTS**

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 assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

### **MAINTENANCE**

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

### **AVAILABILITY**

Emergency 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.

### **DISTRIBUTION**

The fire safety and evacuation plans shall be distributed to the teachers and building service employees. Employers 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.

## **Employee Training and Response Procedures**

### **FREQUENCY**

Employees shall receive training in the contents of the emergency 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 code official upon request.

### **EMPLOYEE TRAINING PROGRAM**

Employees shall be trained in fire prevention, evacuation, sheltering-in-place, lockdown and fire safety

### **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 in 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.

### **EMERGENCY SHELTER –IN-PLACE AND LOCKDOWN TRAINING**

Where a facility has a shelter-in-place or lockdown plan, employees shall be trained on the alert and recall signals, communication system, location of emergency supplies, the use of the incident notification and alarm system, and their assigned duties and procedures in the event of an alarm or emergency.

### **FIRE SAFETY TRAINING**

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

## **Fire and Life Safety Plan 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.