



FIRE SAFETY AND EMERGENCY PLAN

Section 1 - Responsibilities

A. Responsibilities. 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/Facilities Engineer:*
- 5) *Additional Staff:*

**Note-Examples only. Modify, as needed.*

B. Fire Safety and Emergency Plan. The Emergency Operations Plan shall be reviewed and updated annually or as changes to building operations warrant.

C. Emergency Training Program for Building Fire Safety Personnel is:

- 1) **Topics to be covered are:**

- 2) **The frequency of the training will be:**

- 3) **Training Records are stored/saved at:**

Section 2 – Fire Reporting

A. Automatic Fire Reporting Systems. Detail automatic fire reporting systems. All general alarms are treated as “real” alarms – the appropriate floors will evacuate and not return until cleared for re-entry by Bellevue Fire Department. Updated information on the alarm conditions, including suspicion of a false alarm, will be relayed to Bellevue Fire Department via 911.

Once an alarm has been determined to be false and Bellevue Fire Department has cleared the building for re-entry, tenants may be notified that it is safe to re-enter in the building.

1) Devices that will activate the fire alarm system are:

2) The Emergency Control Panel is located:

3) Actions of the Emergency Control Center Attendant:

B. Procedure for Notifying 911:

1) List procedure for notifying 9-1-1:

2) Staff members responsible for contacting 9-1-1 upon alarm activation:

3) List the information to be relayed to 9-1-1-, including:

C. Procedure for False Alarms:

1)

Section 3 - Evacuation

A. Floor Warden Roster. Provide and maintain a roster of those persons assigned the duties of floor wardens, including their floor or zone assignments.

B. Floor Warden Responsibilities. Provide an outline of floor warden responsibilities during an emergency.

C. Mobility Impaired. Describe the method 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. Tenant Orientation Handout. 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.

1) Tenant Orientation Handout:

2) Action Plan.

Describe how and when this information will be given to all building tenants.

Section 4 – Fire Control Procedures

A. Procedures to be followed during a fire emergency. Outline all procedures to be followed during a fire emergency

1) Assigned tasks to be carried out by the Fire Safety Director:

2) Duties of other staff:

Section 5 – Post-fire Operations

A. Procedure. Describe procedures for returning the building to operating conditions once the fire emergency is over.

B. Contact Information. 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. Systems and Equipment. List the systems and equipment subject to confidence testing requirements. Include the required frequency of testing and the testing company.

System/Equipment	Test Frequency	Vendor/Responsible Party
Automatic Sprinklers	Quarterly Annually	
Standpipe System	Monthly Five Years	
Fire Pumps	Weekly Quarterly Annually	
Emergency Generator	30 minutes/monthly Annually	
Elevator Shaft Pressurization	Weekly Annually	
Fire Extinguishers	Quarterly check Annually	
Fire Panels/Alarms/Detectors	Annually	
Building Exterior Inspection	Monthly	

Section 7 – High Value/Hazardous Areas List

A. High Value Locations. Provide a list of areas that contain high value or water damage susceptible materials.

B. Hazard Locations. Provide a list of areas containing combustible or hazardous materials. **Materials listed below fit the following criteria: 5 gallons or more of flammable liquid, 25 gallons or more of combustible liquid or 55 gallons or more of corrosive material.*

Section 8 – Shut-off Valve List

A. Utilities. List the locations of all utility shut-off valves including water, power, gas and sprinkler system main and sectional valves.

1. **WATER** Identify location(s):

2. **POWER** Identify location(s):

3. **GAS** Identify location(s):

4. **SPRINKLER MAIN** Identify location(s):

5. **SECTIONAL VALVES** Identify location(s):

Section 9 – Floor Plans and Site Plans

A. Floor Plan. Provide a copy of each unique floor plan showing the type of occupancy in each tenant area.

1. Floor plans should indicate exits, elevators, stairwells, fire alarm system, fire protection systems, ventilation system, emergency equipment and systems, bathrooms, 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, 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. Site Plan. 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.

Appendix A – Floor Plan(s)

Appendix B – Site Plan(s)