

EMERGENCY OPERATION PLANS

02/6/08

The city may require additional information as needed. For preparation information, see description sheet # 1, *Standards for Plans and Drawings*. If you have any questions concerning your application, please visit or call Permit Processing (425-452-6800) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 to 4). Assistance for the hearing impaired: dial 711 (Telecommunications Relay Service).

An Emergency Operations Plan (EOP) is a printed document that describes the emergency response procedures for a specific building during a fire emergency. It serves as an important information resource for both building staff and Bellevue fire fighters. **NOTE:** *An EOP is required for all buildings covered under the Bellevue Fire Code, Chapter 4 section 404.2 (International Fire Code) as amended by the state. The EOP must be reviewed and approved by the Bellevue Fire Department prior to receipt of the Certificate of Occupancy.*

Objectives

The purpose of a building Emergency Operations Plan is to:

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

An EOP 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 EOP to prepare staff training exercises and as a guideline to follow during a fire emergency.

The Fire Department may use the EOP as a reference guide to the building during a fire emergency.

Bellevue Fire Code Requirement

Section 404.2 of the *Bellevue Fire Code* requires an Emergency Operations Plan be submitted and approved by the fire code official for all:

1. Group A buildings having an occupant load of 100 or more
2. Group B 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
4. Group H
5. Group I
6. Group R-1
7. Group R-2 college and university buildings
8. High-rise buildings
9. Group M buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge

10. Covered malls exceeding 50,000 square feet (4645 m²) in aggregate floor area
11. Underground buildings
12. Buildings with an atrium and having an occupancy in Group A, E or M

All high-rise buildings in Bellevue should have in place an EOP approved by the Fire Marshal. As new high-rise buildings are built, their EOPs are reviewed and approved as part of the occupancy approval process. Any changes to a high-rise plan which occur through building renovations require the EOP to be resubmitted to the Bellevue Fire Marshal's Office for renewed approval.

Bellevue Fire Department approval of an EOP in the form of a signed letter from the Fire Marshal is necessary to ensure compliance with the *Bellevue Fire Code*.

Note: One copy of the approved Emergency Operations Plan shall be maintained on premise and ideally located at or near the Fire Control Room. The plan should be kept current and reviewed regularly as specified in the plan.

Outline for an EOP (Submit 3 copies for review)

Emergency Operations 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) 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 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

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 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

Upon submission to the Bellevue Fire Marshal's Office, EOPs are revised in accordance to standards set forth by the Fire Marshal. These standards ensure that the necessary information is included in the EOP and that the document follows prescribed format requirements. The review process will identify items for revision and information to be added prior to final approval. A letter with the Fire Marshal's signature will document final approval of an Emergency Operations Plan.

EOP Questions

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