



District of Columbia Fire & EMS Department
Fire Prevention Division
1100 4th Street SW Suite E700
Washington, D.C. 20024
(O) 202 727-1614 (Fax) 202 727-3238



Rev: 2/2/2016

2012 INTERNATIONAL FIRE CODE
SECTION 404
EMERGENCY PLANNING AND PREPAREDNESS
FIRE SAFETY EVACUATION PLANS
CHECK LIST

404.3.1 Fire Evacuation Plans. Fire evacuation plans shall include the following:

- Page ___ 1. Emergency egress or escape routes and whether evacuation of the building is to be completed or, where approved, by selected floors or areas only.
- Page ___ 2. Procedures for employees who must remain to operate critical equipment before evacuating.
- Page ___ 3. Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
- Page ___ 4. Procedures for accounting for employees and occupants after evacuation have been completed.
- Page ___ 5. Identification and assignment of personnel responsibility for rescue or emergency medical aid.
- Page ___ 6. The preferred and any alternative means of notifying occupants of a fire or emergency.
- Page ___ 7. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
- Page ___ 8. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
- Page ___ 9. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

404.3.2 Fire Safety Plans. Fire safety plans shall include the following:

- Page ___ 1. The procedure for reporting a fire or other emergency.
- Page ___ 2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
- Page ___ 3. Site plans indicating the following:
 - Pg ___ 3.1 The occupancy assembly point.
 - Pg ___ 3.2 The locations of fire hydrants.
 - Pg ___ 3.3 The normal routes of fire department vehicles access.

(202) 727-1614 (office)

(202) 727-3238 (fax)

www.fems.dc.gov

“Fire Sprinklers and Smoke Alarms Save Lives”

~ 1 ~



District of Columbia Fire & EMS Department
Fire Prevention Division
1100 4th Street SW Suite E700
Washington, D.C. 20024
(O) 202 727-1614 (Fax) 202 727-3238



- Page ___ 4. Floor plans identifying the locations of the following:
 - Pg ___ 4.1 Exits.
 - Pg ___ 4.2 Primary evacuation routes.
 - Pg ___ 4.3 Secondary evacuation routes.
 - Pg ___ 4.4 Accessible egress routes.
 - Pg ___ 4.5 Areas of refuge.
 - Pg ___ 4.6 Exterior areas for assisted rescue.
 - Pg ___ 4.7 Manual fire alarm boxes.
 - Pg ___ 4.8 Portable fire extinguishers.
 - Pg ___ 4.9 Occupant-use hose stations.
 - Pg ___ 4.10 Fire alarm enunciators and controls.
- Page ___ 5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
- Page ___ 6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
- Page ___ 7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.
- Page ___ **404.3.3** Lockdown plans. Where facilities develop a lockdown plan, the lockdown plan shall be in accordance with Sections [404.3.3.1](#) through [404.3.3.3](#).
- Page ___ **404.3.3.1** Lockdown plan contents. Lockdown plans shall be approved by the fire code official and shall include the following:
 - Page ___ 1. Initiation. The plan shall include instructions for reporting an emergency that requires a lockdown.
 - Page ___ 2. Accountability. The plan shall include accountability procedures for staff to report the presence or absence of occupants.
 - Page ___ 3. Recall. The plan shall include a prearranged signal for returning to normal activity.
 - Page ___ 4. Communication and coordination. The plan shall include an approved means of two-way communication between a central location and each secured area.



District of Columbia Fire & EMS Department
 Fire Prevention Division
 1100 4th Street SW Suite E700
 Washington, D.C. 20024
 (O) 202 727-1614 (Fax) 202 727-3238



- Page ___ **404.4 Maintenance.** Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.
- Page ___ **404.5 Availability.** Fire safety and evacuation 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.
- Page ___ **405.1 General.** Emergency evacuation drill complying with the provisions of this section shall be conducted at least annually in the occupancies listed in Section 404.2 or when required by the fire code officials. Drills shall be designed in cooperation with the local authorities.
- Page ___ **405.2 Frequency.** Required emergency evacuation drills shall be held at the intervals specified in Table 405.2 or more frequently where necessary to familiarize all occupants with the drill procedure.
- Page ___ **405.3 Leadership.** Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.
- Page ___ **405.4 Time.** Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.
- Page ___ **405.5 Record keeping.** Records shall be maintained of required emergency evacuation drills and include the following information:
 - Page___ 1. Identify of the person conducting the drill.
 - Page___ 2. Date and time of the drill.
 - Page___ 3. Notification method used.
 - Page___ 4. Staff members on duty participating.
 - Page___ 5. Number of occupants evacuated.
 - Page___ 6. Special conditions simulated.
 - Page___ 7. Problems encountered.
 - Page___ 8. Weather conditions when occupants were evacuated.
 - Page___ 9. Time required to accomplish a complete evacuation.



District of Columbia Fire & EMS Department
 Fire Prevention Division
 1100 4th Street SW Suite E700
 Washington, D.C. 20024
 (O) 202 727-1614 (Fax) 202 727-3238



**2012 INTERNATIONAL FIRE CODE
 TABLE 405.2
 FIRE AND EVACUATION DRILL
 FREQUENCY AND PARTICIPATION**

Group or Occupancy	Frequency	Participation
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

- Page ___ **405.6 Notification.** Where required by the fire code official, prior notification of emergency evacuation drills shall be given to the fire code official.
- Page ___ **405.7 Initiation.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating fire alarm system.
- Page ___ **405.8 Accountability.** As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.
- Page ___ **405.9 Recall and reentry.** An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated under the control of the person in charge of the premises or the official in charge of the incident. No one shall reenter the premises until authorized to do so by the official in charge.



District of Columbia Fire & EMS Department
Fire Prevention Division
1100 4th Street SW Suite E700
Washington, D.C. 20024
(O) 202 727-1614 (Fax) 202 727-3238



2012 INTERNATIONAL FIRE CODE
SECTION 406
EMPLOYEE TRAINING AND RESPONSE PROCEDURES

- Page ___ **406.1 General.** Employees in the occupancies listed in Section 404.2 shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans as described in Section 404.3.
- Page ___ **406.2 Frequency.** Employees shall receive training in the contents of fire safety and evacuation 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.
- Page ___ **406.3 Employee training program.** Employees shall be trained in fire prevention, evacuation, and fire safety in accordance with Sections 406.3.1 through 406.3.3.
- Page ___ **406.3.1 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.
- Page ___ **406.3.2 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.
- Page ___ **406.3.3 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.
- Page ___ **406.3.4 Fire safety training.** Employee's 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 for equipment required for its safe and proper use.



District of Columbia Fire & EMS Department
Fire Prevention Division
1100 4th Street SW Suite E700
Washington, D.C. 20024
(O) 202 727-1614 (Fax) 202 727-3238



**2012 INTERNATIONAL FIRE CODE
SECTION 407
HAZARD COMMUNICATION**

- Page ___ **407.1 General.** The provisions of Section 407.2 through 407.7 shall be applicable where hazardous materials subject to permits and under Section 5001.5 are located on the premises or where required by the fire code official.
- Page ___ **407.2 Material Safety Data Sheets.** Material Safety Data Sheets (MSDS) for all hazardous materials shall be readily available on the premises.
- Page ___ **407.3 Identification.** Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces contained hazardous materials shall be identified by hazard warning signs in accordance with Section 5003.5.
- Page ___ **407.4 Training.** Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak, or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located, and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures.
- Page ___ **407.5 Hazardous Materials Inventory Statement.** Where required by the fire code official, each application for a permit shall include a Hazardous Materials Inventory Statement (HMIS) in accordance with Section 5001.5.2.
- Page ___ **407.6 Hazardous Materials Management Plan.** Where required by the fire code official, each application for a permit shall include a Hazardous Materials Management Plan (HMMP) in accordance with Section 5001.5.1. The fire code official is authorized to accept a similar plan required by other regulations.
- Page ___ **407.7 Facility Closure Plans.** The permit holder or applicant shall submit to the fire code official a facility closure plan in accordance with Section 5001.6.3 to terminate storage, dispensing, handling or use of hazardous materials.



District of Columbia Fire & EMS Department
Fire Prevention Division
1100 4th Street SW Suite E700
Washington, D.C. 20024
(O) 202 727-1614 (Fax) 202 727-3238



2012 INTERNATIONAL FIRE CODE
SECTION 408
USE AND OCCUPANCY-RELATED REQUIREMENTS

- Page ___ **408.1 General.** In addition to the other requirements of this chapter, the provisions of this section are applicable to specific occupancies listed herein.
- Page ___ **408.2 Group A occupancies.** Group A occupancies shall comply with the requirements of Sections 408.2.1 and 408.2.2 and Sections 401 through 406.
- Page ___ **408.2.1 Seating Plan.** The fire safety and evacuation plans for assembly occupancies shall include the information required by Section 404.3 and a detailed seating plan, occupant load, and occupant load limit. Deviations from the approved plans shall be allowed provided the occupant load limit for the occupancy is not exceeded and the aisles and exit access ways remain unobstructed.
- Page ___ **408.2.2 Announcements.** In theatres, motion picture theatres, auditoriums and similar assembly occupancies in Group A used for noncontiguous programs, an audible announcement shall be made not more than 10 minutes prior to the start of each program to notify the occupants of the location of the exits to be used in the event of a fire or other emergency.
- Page ___ **408.3 Group E occupancies and Group R-2 college and university buildings.** Group E occupancies shall comply with the requirements of Section 408.3.1 through 408.3.4 and Sections 401 through 406. Group R-2 college and university buildings shall comply with the requirements of Sections 408.3.1 and 408.3.3 and Sections 401 through 406.
- Page ___ **408.3.1 First emergency evacuation drill.** The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.
- Page ___ **408.3.3 Time of day.** Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastics periods, or during other times to avoid distinction between drills and actual fires. In Group R-2 College and university buildings, one required drill shall be held during hours after sunset or before sunrise.
- Page ___ **408.3.4 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.



District of Columbia Fire & EMS Department
Fire Prevention Division
1100 4th Street SW Suite E700
Washington, D.C. 20024
(O) 202 727-1614 (Fax) 202 727-3238



- Page ___ **408.4 Group H-5 occupancies.** Group H-5 occupancies shall comply with the requirements of Sections 408.4.1 through 408.4.4 and Sections 401 through 407.
- Page ___ **408.4.1 Plans and diagrams.** In addition to the requirements of Section 404 and Section 407.6, plans and diagrams shall be maintained in approved locations indicating the approximate plan for each area, the amount and type of HPM stored, handled and used, locations of shutoff valves for HPM supply piping, emergency telephone locations and locations of exits.
- Page ___ **408.4.2 Plan updating.** The plans and diagrams required by Section 408.4.1 shall be maintained up to date and the fire code official and fire department shall be informed of all major changes.
- Page ___ **408.4.3 Emergency response team.** Responsible persons shall be designated the on-site emergency response team and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses, identifying locations where HPM is stored, handled and used, and be familiar with the chemical nature of such material. An adequate number of personnel for each work shift shall be designated.
- Page ___ **408.4.4 Emergency drills.** Emergency drills of the on-site emergency response team shall be conducted on a regular basis but not less than once every three months. Records of drills conducted shall be maintained.
- Page ___ **408.5 Group I-1 occupancies.** Group I-1 occupancies shall comply with the requirements of Sections 408.5.1 through 408.5.5 and Sections 401 through 406.
- Page ___ **408.5.1 Fire safety and evacuation plan.** The fire safety and evacuation plan required by Section 404 shall include special staff actions including fire protection procedures necessary for residents and shall be amended or revised upon admission of any resident with unusual needs.
- Page ___ **408.5.2 Staff training.** Employees shall be periodically instructed and kept informed of their duties and responsibilities under the plan. Such instruction shall be reviewed by the staff at least every two months. A copy of the plan shall be readily available at all times within the facility.
- Page ___ **408.5.3 Resident training.** Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of fire. The training shall include actions to take if the primary escape route is blocked. Where the resident is given rehabilitation or habilitation training, training in fire prevention and actions to take in the event of a fire shall be a part of the rehabilitation training program. Residents shall be trained to assist each other in case of fire to the extent their physical and mental abilities permit them to do so without additional personal risk.



District of Columbia Fire & EMS Department
Fire Prevention Division
1100 4th Street SW Suite E700
Washington, D.C. 20024
(O) 202 727-1614 (Fax) 202 727-3238



- Page ___ **408.5.4 Drill frequency.** Emergency evacuation drills shall be conducted at least six times per year, two times per year on each shift. Twelve drills shall be conducted in the first year of operation. Drills are not required to comply with the time requirements of Section 405.4.
- Page ___ **408.5.5 Resident participation.** Emergency evacuation drills shall involve the actual evacuation of residents to a selected assembly point.
- Page ___ **408.6 Group I-2 occupancies.** Group I-2 occupancies shall comply with the requirements of Sections 408.6.1 and 408.6.2 and Sections 401 through 406. Drills are not required to comply with the time requirements of Section 405.4.
- Page ___ **408.6.1 Evacuation not required.** During emergency evacuation drills, the movement of patients to safe areas or to the exterior of the building is not required.
- Page ___ **408.7 Group I-3 occupancies.** Group I-3 occupancies shall comply with the requirements of Section 408.7.1 through 408.7.4 and Sections 401 through 406.
- Page ___ **408.7.1 Employee training.** Employees shall be instructed in the proper use of portable fire extinguishers and other manual fire suppression equipment. Training of new staff shall be provided promptly upon entrance on duty. Refresher training shall be at least annually.
- Page ___ **408.7.3 Notification.** Provisions shall be made for residents in Use Conditions 3, 4, and 5, as defined in Chapter 2, to readily notify staff of an emergency.
- Page ___ **408.8 Group R-1 occupancies.** Group R-1 occupancies shall comply with the requirements of Sections 408.8.1 through 408.8.3 and Sections 401 through 406.
- Page ___ **408.8.1 Evacuation diagrams.** A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each hotel, motel or dormitory sleeping unit.
- Page ___ **408.8.2 Emergency duties.** Upon discovery of a fire or suspected fire, hotel, motel and dormitory employees shall perform the following duties:
 - Activate the fire alarm system, where provided
 - Notify the public fire department
 - Take other action as previously instructed



District of Columbia Fire & EMS Department
Fire Prevention Division
1100 4th Street SW Suite E700
Washington, D.C. 20024
(O) 202 727-1614 (Fax) 202 727-3238



- Page ___ **408.8.3 Fire safety and evacuation instructions.** Information shall be provided in the fire safety and evacuation plan required by Section 404 to allow guests to decide whether to evacuate to the outside, evacuate to an area of refuge, remain in place, or any combination of the three.
- Page ___ **408.9 Group R-2 occupancies.** Group R-2 occupancies shall comply with the requirements of Sections 408.9.1 through 408.9.3 and Sections 401 through 406.
- Page ___ **408.9.1 Emergency guide.** A fire emergency guide shall be provided which describes the location, function and use of fire protection equipment and appliances accessible to residents, including fire alarm systems, smoke alarms, and portable fire extinguishers. The guide shall also include an emergency evacuation plan for each dwelling unit.
- Page ___ **408.9.2 Maintenance.** Emergency guides shall be reviewed and approved in accordance with Section 401.2.
- Page ___ **408.9.3 Distribution.** A copy of the emergency guide shall be given to each tenant prior to initial occupancy.
- Page ___ **408.10 Group R-4 occupancies.** Group R-4 occupancies shall comply with the requirements of Sections 408.10.1 through 408.10.5 and Sections 401 through 406.
- Page ___ **408.10.1 Fire safety and evacuation plan.** The fire safety and evacuation plan required by Section 404 shall include special staff actions including fire protection procedures necessary for residents and shall be amended or revised upon admission of any resident with unusual needs.
- Page ___ **408.10.2 Staff training.** Employees shall be periodically instructed and kept informed of their duties and responsibilities under the plan. Such instruction shall be reviewed by the staff at least every two months. A copy of the plan shall be readily available at all times within the facility.
- Page ___ **408.10.3 Resident training.** Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of fire. The training shall include actions to take if the primary escape route is blocked. Where the resident is given rehabilitation or habilitation training, training in fire prevention and actions to take in the event of a fire shall be a part of the rehabilitation training program. Residents shall be trained to assist each other in case of fire to the extent their physical and mental abilities permit them to do so without additional personal risk.



District of Columbia Fire & EMS Department
 Fire Prevention Division
 1100 4th Street SW Suite E700
 Washington, D.C. 20024
 (O) 202 727-1614 (Fax) 202 727-3238



- Page___**408.10.4 Drill frequency.** Emergency evacuation drills shall be conducted at least six times per year, two times per year on each shift. Twelve drills shall be conducted in the first year of operation. Drills are not required to comply with the time requirements of Section 405.4.
- Page___**408.10.5 Resident participation.** Emergency evacuation drills shall involve the actual evacuation of residents to a selected assembly point and shall provide residents with experience exiting through all required exits. All required exits shall be used during emergency evacuation drills.

Exception: Actual exiting from windows shall not be required. Opening the window and signaling for help shall be an acceptable alternative.

DC FEMS/FIRE PREVENTION DIVISION : Submit all required new and revised Emergency Plans

Reviewing Agency

General Comments for: _____

Please submit 2 sets of bound plans. One copy will be returned to you. Submit required plan review fee of \$150.00 to our Permit Office located on the 2nd floor of 1100 4th Street SW. Washington, DC 20024 Phone number (202)442-4447



District of Columbia Fire & EMS Department
Fire Prevention Division
1100 4th Street SW Suite E700
Washington, D.C. 20024
(O) 202 727-1614 (Fax) 202 727-3238



Reviewer

Date

Printed Name

Phone number

Email address

Owner /Risk Manager/Agent

Date

Printed Name

Phone number

Email address