



CITY OF VERNON
FIRE DEPARTMENT
Fire Prevention Bureau
Telephone: (323) 583-8811 ext. 282

EMERGENCY PLANS/PROCEDURES INFORMATION

Facility Evacuation Drill Checklist (example) included at bottom of document

PURPOSE

The following information is intended to be of assistance in complying with Title 19, Article 3, Section 3.09 California Code of Regulations, and Section 404 California Fire Code, “*Emergency Planning.*” This document is not intended to be used in place of these regulations, but is simply an easy-to-read presentation of the various provisions contained within the codes. *Portions of the code have been deleted relating to occupancies or types of businesses that do not exist within the City of Vernon.*

WHO IS REQUIRED TO PLAN

These provisions apply to the installation of emergency evacuation plans & maps in group A occupancies other than places for religious worship, all office buildings 2 or more stories in height, and B occupancies having an occupant load of 500 or more, Group E, Group H, 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.

Group A Occupancy = assemblies (restaurants)

Group M Occupancy = retail or wholesale stores, sales rooms

Group B Occupancy = civic administration, offices

Group H Occupancy = high hazard (physical/health)

Group E Occupancy = schools

REQUIRED PLAN INFORMATION

The owner(s) or operator(s) of the occupancies shall present a floor plan providing emergency procedures information to the building occupants. The floor plan shall:

- be posted at every stairway landing, at every elevator landing, and immediately inside all public entrances to the building.
- provide all ambulatory, non-ambulatory, and the physically disabled, instructions to be followed in the event of an emergency.
- include exiting procedures; (i.e. “Exit in a calm and orderly fashion. Assist injured occupants if time permits, and make sure all doors are closed behind you. Once you have evacuated to a safe location, immediately call 911.”)
- include Fire Department emergency telephone number (911).
- Include the prohibition of elevator use during emergencies, if any.
- include on a map, locations of exits and suggested exit paths of travel. (Primary and secondary) Also areas of refuge, if provided.
- include on a map, location of fire alarm initiating stations, if required.
- include on a map, location of fire suppression devices including occupant use hose stations.
- include on a map, at each location a “You Are Here” indicator pinpointing the occupants’ location.

The map information shall be representative of the floor level and be posted so that the bottom edge of such information is not located more than 4-feet above the floor, where it can be easily identified. Emergency procedures information shall be printed with a minimum of 3/16-inch non-decorative lettering providing a sharp contrast to the background.

WRITTEN PROCEDURES

Fire evacuation plans shall include the following procedures:

- Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
- Procedures for employees who must remain to operate critical equipment before evacuating.
- Procedures for accounting for employees and occupants after evacuation has been completed.
- Identification and assignment of personnel responsible for rescue or emergency medical aid.
- The preferred and any alternative means of notifying occupants of a fire or emergency.
- The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
- A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

Fire safety plans shall include the following procedures:

- The procedure for reporting a fire or other emergency.
- The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
- Site plans indicating the following:
 - The occupancy assembly point(s).
 - The locations of fire hydrants.
- The normal routes of fire department vehicle access.
- Floor plans identifying the locations of the following:
 - Exits.
 - Primary evacuation routes.
 - Secondary evacuation routes.
 - Accessible egress routes.
 - Areas of refuge.
 - Manual fire alarm boxes.
 - Portable fire extinguishers.
 - Occupant-use hose stations.
 - Fire alarm annunciators and controls.
- A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
- Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
- Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

MAINTENANCE OF PLANS

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.

AVAILABILITY OF PLANS

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.

EMERGENCY EVACUATION DRILLS

Emergency evacuation drills shall be conducted at least annually in occupancies or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

FREQUENCY

Required emergency evacuation drills shall be held at the intervals specified in the table below, or more frequently where necessary to familiarize all occupants with the drill procedure.

GROUP OR OCCUPANCY	FREQUENCY	PARTICIPATION
Group A	Quarterly	Employees
Group B (a)	Annually	Employees
Group E (b)	Monthly	All occupants
Group M (a)	Annually	Employees
Office buildings 2+ stories	Annually	Employees
High-rise buildings > 75'	Annually	Employees

a. Having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.

b. 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, typically supervisors and/or risk management personnel.

TIME

Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire or other emergencies.

RECORD KEEPING

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

- Identity of the person conducting the drill.
- Date and time of the drill.
- Notification method used.
- Staff members on duty and participating.
- Number of occupants evacuated.
- Special conditions simulated.
- Problems encountered.
- Weather conditions when occupants were evacuated.
- Time required to accomplish the complete evacuation of the facility(s).

NOTIFICATION

Where required by the fire code official, prior notification of emergency evacuation drills shall be given to the fire code official. If a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

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.

EMPLOYEE TRAINING AND RESPONSE PROCEDURES

Employees shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans.

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.

EMPLOYEE TRAINING PROGRAM

Employees shall be trained in fire prevention, evacuation 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.

FIRE SAFETY TRAINING

Employees 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 or equipment required for its safe and proper use.

FACILITY EVACUATION DRILL – CHECKLIST (example)

Complete this checklist at the conclusion of any fire/emergency evacuation drill or any actual alarm activation. Keep the document on record; provide a copy to the fire official, if requested.

- ★ Prior to conducting a drill, call the alarm company (000 000-0000) before any alarm activation.
- ★ A supervisor familiar with the fire alarm system must be present to activate system & re-set after the drill.

Business Name: _____

Address: _____ **Phone #:** _____

Person(s) conducting the drill: _____

Date of Alarm/Drill: _____ **Start/End Times:** _____

Prior to any drill:

- ★ Have floor wardens been assigned and trained?
- ★ Do floor wardens have vests or caps for identification?
- ★ Do floor wardens have clipboards, checklists and flashlights?
- ★ Have persons with disabilities been identified & assigned a “buddy” to assist evacuation to a refuge area?
- ★ Have assembly areas been designated and employees trained?
- ★ Are “Emergency Procedures” posted in work areas?
- ★ Do you want local emergency services to attend/participate in the drill?

During the drill:

- ★ Did floor wardens perform their duties?
- ★ Was evacuation orderly and quick?
- ★ The building was evacuated in _____ minutes.
- ★ Did everyone in the building leave?
- ★ Were all restrooms, conference rooms, break rooms checked?
- ★ Did employees close all office doors?
- ★ File, ledger, money, etc. protection provided?
- ★ Staff available at front of building to meet fire personnel to answer questions and provide information?

After the drill:

- ★ Were all employees and occupants accounted for?
- ★ Did police department/security officer(s) assist with traffic control?
- ★ Did all alarms and strobe lights work properly?
- ★ Did alarm system re-set properly?
- ★ Was there any significant disruption of services?

✓ If so, list any problems: _____

Notification Method Used: (*bull horn, fire alarm, air horn, etc.*) _____

Number of occupants evacuated: (*complete total count of all individuals*) _____

Staff members on duty and participating: (*names*) _____

List any deficiencies or problems noted during the drill: _____

Special conditions simulated: (*earthquake, fire, power outage, etc.*) _____

Weather conditions and temperature during evacuation drill: _____

REMINDERS:

- Move quickly and orderly to your assembly areas / Use handrails on all stairways
- Do NOT use elevators
- Take personal valuables with you
- Close doors
- Become familiar with the location of fire extinguishers and fire alarm pull-stations in your work area.
- Persons with disabilities – make arrangements for assistance NOW.
- Do not return to the building until an “all clear” is announced.