

IRVING FIRE DEPARTMENT EMERGENCY PLANS

INTERNATIONAL FIRE CODE, Selected Sections from 404.2 - 406.3

404.2 Where required.

An approved fire safety and evacuation plan shall be prepared and maintained for the following occupancies and buildings.

1. Group A, other than Group A occupancies used exclusively for purposes of religious worship that have an *occupant load* less than 2,000. (*Assembly*)
 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. (*Business*)
 3. Group E. (*Educational*)
 4. Group F buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
 5. Group H. (*High-hazard*)
 6. Group I. (*Institutional*)
 7. Group R-1. (*Hotels & Motels*)
 8. Group R-2 College and University buildings. (*Dorms, Fraternities, & Sororities*)
 9. Group R-4. (*Residential Care/Assisted Living*)
 10. High-rise buildings. (*Bldg. with floors used for human occupancy located more than 75ft above the lowest level of Fire Dept. access*)
 11. 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. (*Mercantile*)
 12. Covered malls exceeding 50,000 square feet (4645 m²) in aggregate floor area.
 13. Underground buildings.
 14. Buildings with an atrium and having an occupancy in Group A, E or M.
- 404.3.1 Emergency response plans. Emergency response plans shall include the following:
1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
 2. Procedures for employees who must remain to operate critical equipment before evacuating.

- 3. Procedures for assisted rescue for persons unable to use the general means of egress unassisted.**
- 4. Procedures for accounting for employees and occupants after evacuation has been completed.**
- 5. Identification and assignment of personnel responsible for rescue or emergency medical aid.**
- 6. The preferred means and any alternative means of notifying occupants of a fire or emergency.**
- 7. The preferred means and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.**
- 8. Identification and assignment of personnel who can be contacted for further information or explanation of duties or any other needed information under the plan.**
- 9. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where approved.**
- 10. The procedure for reporting a fire or other emergency.**
- 11. The life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance.**
- 12. Site plans indicating the following:**
 - 12.1 The occupancy assembly point, which is the location where people would assemble after an evacuation.**
 - 12.2 The locations of fire hydrants.**
 - 12.3 The normal routes of fire department vehicle access.**
- 13. Floor plans identifying the location of the following:**
 - 13.1 Exits.**
 - 13.2 Primary evacuation routes.**
 - 13.3 Secondary evacuation routes.**
 - 13.4 Accessible egress routes.**
 - 13.5 Areas of refuge.**

13.6 Exterior areas for assisted rescue.

13.7 Manual fire alarm boxes.

13.8 Portable fire extinguishers.

13.9 Occupant-use hose stations.

13.10 Fire alarm annunciators and controls.

14. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.

15. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.

16. Identification and assignment of personnel responsible for maintenance, housekeeping, and controlling fuel hazard sources.

17. A list of phone numbers for management and security.

18. Procedures for blackout or power failure.

19. Procedures for severe weather.

20. Procedures for bomb threats.

21. Emergency elevator procedures.

22. Emergency medical procedures.

23. Bio-threat procedures.

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.

404.3.3.1 Lockdown plan contents.

Lockdown plans shall be approved by the Irving Fire Department and shall include the following:

1. Initiation. The plan shall include instructions for reporting an emergency that requires a lockdown.

2. Accountability. The plan shall include accountability procedures for staff to report the presence or absence of occupants.

3. Recall. The plan shall include a prearranged signal for returning to normal activity.

4. Communication and coordination. The plan shall include an approved means of two-way communication between a central location and each secured area.

404.3.3.2 Training Frequency.

The training frequency shall be included in the lockdown plan. The lockdown drills shall not substitute for any of the fire and evacuation drills required in Section 405.2.

404.3.3.3. Lockdown notification.

The method of notifying building occupants of a lockdown shall be included in the plan. The method of notification shall be separate and distinct from the fire alarm signal.

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.

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 Irving Fire Department for review and approval.

405 Emergency Evacuation Drills.

405.2 Fire and Emergency Evacuation Drill Frequency and Participation

GROUP A (Assembly) Quarterly involving employees

GROUP B (Businesses) Annually involving employees

GROUP E (Educational) Monthly involving all occupants

GROUP F (Factory Industrial) Annually involving employees

GROUP I (Institutional) Quarterly on each shift involving employees

GROUP R-1 (Hotels, Motels, & boarding houses) on each shift involving employees

GROUP R-2 (Dorms, Fraternities, & Sororities) Quarterly involving all occupants

GROUP R-4 (Residential Care/Assisted Living Facilities) on each shift involving employees

HIGH-RISE BUILDINGS Annually involving employees

Although other occupancy types are not required by this code to conduct Emergency Evacuation Drills it is recommended that at least one Emergency Evacuation Drill be conducted each year for all other occupancy types. Emergency Evacuation Drills help to familiarize the occupants with evacuation procedures and can lessen the chance of injury or loss of life. Records should also be kept of these Emergency Evacuation Drills.

405.5 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 evacuated.**
- 6. Special conditions simulated.**
- 7. Problems encountered.**
- 8. Weather conditions when occupants were evacuated.**
- 9. Time required to accomplish complete evacuation.**

406 Employee Training Employees in; GROUPS A, other than Group A occupancies used exclusively for purposes of religious worship that have an occupant load less than 2,000, GROUP B buildings having an occupant load of 500 or more or more than 100 persons above or below the lowest level of exit discharge, E, F, H (High Hazard), I, R-1, R-2, R-4, High-rise buildings, GROUP M (Mercantile) buildings having an occupant load of 500 or more or more than 100 persons above or below the lowest level of exit discharge or having an atrium, Covered malls exceeding 50,000 square feet in aggregate floor area, underground buildings, OR buildings with an atrium and having an occupancy in Group A, E or M, shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans and as described in Section 404.3. 406.3 Employee Training Program.

Employees shall be trained in Fire Prevention, evacuation, and fire safety in accordance with Sections 406.3.1. through 406.3.4.

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.

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 areas and procedures evacuation.

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.

406.3.4 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.