

## Fire Safety, Evacuation and Fire Drill Requirements

**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.

**404.3.1 Fire Evacuation Plans.** Fire evacuation 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 accounting for employees and occupants after evacuation has been complete
4. Identification and assignment of personnel responsible for rescue or emergency medical aid
5. The preferred and any alternative means of notifying occupants of fire or emergency
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan
8. 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:

1. The procedure for reporting fire or other emergency
2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants
3. Site plans indicating the following:
  - a. The occupancy assembly point
  - b. The location of fire hydrants
  - c. The normal routes of fire department vehicle access
4. Floor plans identifying locations of the following:
  - a. Exits
  - b. Primary evacuation routes
  - c. Secondary evacuation routes
  - d. Accessible egress routes
  - e. Areas of refuge
  - f. Manual fire alarm boxes
  - g. Portable fire extinguishers
  - h. Occupant-use hose stations
  - i. Fire alarm annunciators and controls
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures

6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires
7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

For assembly occupancies (i.e. restaurants and nightclubs), the fire safety and evacuation plans shall include a detailed seating plan, occupant load, and occupant load limit. (NC Fire Code, Section 408.2.1)

*If you were noticed on your fire inspection report that you are required to conduct fire drills in accordance with the NC Fire Code, the following shall apply:*

**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

**405.7 Initiation.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

**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.