

# CITY OF HENDERSON FIRE SAFETY GUIDELINE

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**Effective Date:** July 1, 2014

**HFS#** 008

**Supersedes:** All Others

**Updated:** August 26, 2014

**Page 1** of 5

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**TITLE:** **Emergency Evacuation & Lockdown Guideline**

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## **PURPOSE:**

This guideline is to assist occupants in the evacuation of their workplace during an emergency. The information provided here is general in nature and may not include all the necessary elements that may be needed in your particular emergency evacuation plan. The effectiveness and success of this information depends upon the individual responsibility of all building occupants to study, practice and use the evacuation plan designated for their building.

**Emergency Evacuation Drills.** The sounding of a fire alarm signal and the carrying out of an emergency evacuation drill in accordance with the provisions of Section 405 shall be allowed.

**Lockdown.** An emergency situation, in other than Group I-3 occupancy, requiring that occupants be sheltered and secured in place within a building when normal evacuation would put occupants at risk.

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**REFERENCE:** **2012 IFC Chapter 4**

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## **RULES & REGULATIONS**

### **I. A FIRE EVACUATION/SAFETY PLAN SHOULD INCLUDE THE FOLLOWING:**

- A. An emergency egress or escape route which determines whether the evacuation of the building includes all floors or selected areas only.
- B. Procedures for employees who must remain to operate critical equipment before evacuating.
- C. Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
- D. Procedures for accounting for employees and occupants after evacuation has been completed.
- E. Identification and assignment of personnel responsible for rescue or emergency medical aid if applicable.
- F. The preferred and any alternative means of notifying occupants of a fire or emergency.

- G. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
- H. Identification of personnel to be contacted regarding this evacuation plan and personnel responsible for maintenance of building systems and equipment.
- I. Identification of potential fire hazards and processes within the building.
- J. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

## II. FIRE SAFETY PLANS:

- A. The procedure for reporting a fire or other emergency.
- B. The life safety strategy and procedures for notifying, relocating or evacuating occupants, including occupants who need assistance.
- C. Site plans indicating the following:
  - 1. The occupancy assembly point.
  - 2. The locations of fire hydrants.
  - 3. The normal routes of fire department vehicle access.
- D. Floor plans identifying the locations of the following:
  - 1. Exits.
  - 2. Primary evacuation routes.
  - 3. Secondary evacuation routes.
  - 4. Accessible egress routes.
  - 5. Areas of refuge.
  - 6. Exterior areas for assisted rescue.
  - 7. Manual fire alarm boxes.
  - 8. Portable fire extinguishers.
  - 9. Occupant-use hose stations.
  - 10. Fire alarm annunciators and controls.
- E. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
- F. Identification and assignment of personal responsible for maintenance of systems and equipment installed to prevent or control fires.
- G. Identification and assignment of personal responsible for maintenance, housekeeping and controlling fuel hazard sources.

### III. OCCUPANCIES REQUIRING FIRE SAFETY EVACUATION PLANS:

Approved fire safety and evacuation plans should be prepared and maintained for the following occupancies and buildings.

- A. Group A, other than Group A occupancies used exclusively for purposes of religious worship that have an occupant load less than 2,000.
- B. 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.
- C. Group E.
- D. 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.
- E. Group H.
- F. Group I.
- G. Group R-1.
- H. Group R-2 college and university buildings.
- I. Group R-4.
- J. High-rise buildings.
- K. 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.
- L. Covered malls exceeding 50,000 square feet (4645 m<sup>2</sup>) in aggregate floor area.
- M. Underground buildings.
- N. Buildings with an atrium and having an occupancy in Group A, E or M.

### IV. EMERGENCY EVACUATION DRILLS

- A. Emergency evacuation drills complying with the provisions of this section should be conducted at least annually in the occupancies listed above or when required by the fire code official. Drills should be designed in cooperation with the local authorities.
- B. Required emergency evacuation drills should be held at the intervals specified in the table below or more frequently when necessary to familiarize all occupants with the drill procedure.
- C. Responsibility for the planning and conducting of drills should be assigned to competent persons designated to exercise leadership.
- D. Drills should be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.
- E. Records should 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.

**V. FIRE AND EVACUATION DRILL FREQUENCY AND PARTICIPATION**

GROUP OR OCCUPANCY	FREQUENCY	PARTICIPATION
Group A	Quarterly	Employees
Group B <i>*c</i>	Annually	Employees
Group E	Monthly <i>*a</i>	All occupants
Group F	Annually	Employees
Group I	Quarterly on each shift	Employees <i>*b</i>
Group R-1	Quarterly on each shift	Employees
Group R-2 <i>*d</i>	Four annually	Employees
Group R-4	Quarterly on each shift	Employees <i>*b</i>
High-rise buildings	Annually	Employees

- \*a.* The frequency should be allowed to be modified due to severe weather or when added drills are necessary for familiarization purposes.
- \*b.* Fire and evacuation drills in residential care assisted living facilities should include complete evacuation of the premises to a selected assembly point and should provide residents with experience in exiting through all required exits. Where occupants receive habilitation or rehabilitation training, fire prevention and fire safety practices should be included as part of the training program.
- \*c.* This is applicable to 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.
- \*d.* This is applicable to Group R-2 college and university buildings in accordance with Section 408.3. of the ICC 2012 Fire Code.

**VI. LOCKDOWN PLANS AND CONTROLS**

- A. Where facilities develop a lockdown plan, the lockdown plans shall be in accordance with Section 404.3.3.1 through 404.3.3.3.
- B. Lockdown plans shall be approved by the Fire Code Official 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.
- C. 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.
- D. 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.

Note: Also see NRS 392.450

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