

Fire Evacuation Planning: A Code Checklist Provided by Poudre Fire Authority

Refer to the 2021 International Fire Code Section 404: Fire Safety, Evacuation, and Lockdown Plans.

404.1 General: Where required by Section 403, fire safety evacuation and lockdown plans shall comply with Sections 404.2 through 404.4.1.

404.2 Contents: Fire safety, evacuation and lockdown plan contents shall be in accordance with Sections 404.2.1 through 404.2.3.2.

404.2.1 Fire evacuation plans. Fire evacuation plans shall include the following:

- Emergency egress or escape routes and whether evacuation of the building is to be complete by selected floors or areas only or with a defend-in-place response.
- Procedures for employees who must remain to operate critical equipment before evacuating.
- Procedures for the use of elevators to evacuate the building where occupant evacuation elevators complying with Section 3008 of the International Building Code are provided.
- Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
- 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 designates 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.



404.2.2 Fire safety plans. Fire safety plans shall include the following:

- The procedure for reporting a fire or other emergency.
- The life safety strategy including the following:
 - Procedures for notifying occupants, including areas with a private mode alarm system.
 - Procedures for occupants under a defend-in-place response.
 - Procedures for evacuating occupants, including those who need evacuation assistance.
- Site plans indicating the following:
 - The occupancy assembly point.
 - 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.
 - Exterior areas for assisted rescue
 - Refuge areas associated with smoke barriers and horizontal exits.
 - 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.

