

Evacuation Plan Code Requirements

Code Requirements for Emergency Evacuation Plans

The following is based on the 2009 International Fire Code (IFC), which is adopted by the State of Colorado.

- Section 404.1 states that fire safety and evacuation plans are to comply with the requirements of this section.
- Section 404.2 states that an approved fire safety and evacuation plan is to be prepared and maintained for the following occupancies and buildings.
 1. Group A (Assembly Occupancies),
 2. Group E (Day Care and K-12th Grade),
 3. Group H (High-Hazard Occupancies),
 4. Group I (Institutional, Hospitals and Nurseries),
 5. Group R-1 (Transient Residential),
 6. Group R-2 (College and University Buildings),
 7. High-rise buildings,
 8. Group M (Mercantile) buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of discharge,
 9. Underground buildings.
- Section 404.3.1 states that fire evacuation plans are to 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 have been completed.
 5. Identification and assignment of personnel responsible for rescue or emergency medical aid.
 6. The preferred and any alternative means of notifying occupants of a fire or emergency.
 7. The preferred and any alternative means of reporting fire 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 under the plan.
 9. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.
- Section 404.3.2 states that fire safety plans are to include the following:
 1. The procedure for reporting a fire or other emergency.
 2. The life safety strategy and procedures for notifying, relocating or evacuating occupants.
 3. Site plans indicating the occupancy assembly point, the location of fire hydrants and the normal routes of fire department vehicle access.
 4. Floor plans identifying the locations of the following:
 - a. Exits
 - b. Primary evacuation routes
 - c. Secondary evacuation routes
 - d. Accessible egress routes
 - e. Areas of refuge
 - f. Exterior areas for assisted rescue
 - g. Manual fire alarm boxes
 - h. Portable fire extinguishers
 - i. Occupant-use hose stations
 - j. 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.
- Section 404.4 states that fire safety and evacuation plans are to be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.
- Section 404.5 states that fire safety and evacuation plans are to be available in the workplace for reference and review by employees, and copies are to be furnished to the fire code official for review upon request.

