

# GUIDE FOR THE DEVELOPMENT OF FIRE EVACUATION PLANS

Attached is a guide for the development of fire evacuation plans. This guide is to be used for emergency, safety, and evacuation plans. Following the guide will assist you in meeting the requirements of the Fire Code of New York State.

Once you have finalized the plan(s) for your facility, please forward a copy to the Village of Elmsford Building Department. The Building Department will review the plan to ensure it satisfies the requirements of the Code.

Completed Fire Evacuation Plans will include the following:

- ☐ Emergency Evacuation Plan
- ☐ Fire Safety Floor Plan(s)
- ☐ Fire Safety Site Plan
- ☐ Current Employee Fire Safety and Evacuation Training Records
- ☐ Recent Emergency Evacuation Drill Compliance Form
- ☐ Completed Property Owner and Tenant Form

***Village of Elmsford***

BUILDING DEPARTMENT  
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523  
TELEPHONE (914) 345-1553

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To whom it may concern,

In accordance with the New York State Uniform Fire Prevention and Building Code, the Village has been conducting annual inspections of all Assembly Spaces. Your facility is required to conduct Emergency Evacuation Drills in accordance with the Fire Code of New York State Section 405 and employees shall be trained as required by Section 406. The State Code requires the following.

## **Section 405**

**General.** Emergency evacuation drills complying with the provisions of section 405 shall be conducted. Drills shall be designed in cooperation with the local authorities.

**Frequency.** Required emergency evacuation drills shall be held at the intervals specified in Table F405.2 or more frequently where necessary to familiarize all occupants with the drill procedure.

TABLE F405.2 FIRE AND EVACUATION DRILL FREQUENCY AND PARTICIPATION		
GROUP	PARTICIPATION	FREQUENCY
Group A	Employees	Quarterly

**Leadership.** Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.

**Time.** Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

**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.

**Notification.** Where required by the code enforcement official, prior notification of emergency evacuation drills shall be given to the code enforcement official.

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

**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.

**Recall and reentry.** An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. No one shall reenter the premises until authorized to do so by the official in charge.

## **Section 406**

**General.** Employees 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 §F404.3.

**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 code enforcement official upon request.

**Employee training program.** Employees shall be trained in fire prevention, evacuation and fire safety in accordance with the following:

**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.

**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 for evacuation.

**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.

Contact this Department 48 hours prior to your next drill. If you have any questions, please do not hesitate to contact us at (914) 345-1553.

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## A, ASSEMBLY USES (Occupant Load 50 or more)

(Except for occupancies exclusively for purposes of religious worship with an occupant load less than 2,000)

Your facility is required to conduct Emergency Evacuation Drills Quarterly on each shift with all Employees in accordance with the Fire Code of New York State Section 405. The following checklist is provided for your use.

## **EMERGENCY EVACUATION DRILL COMPLIANCE FORM**

Person conducting the drill:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date and time of the drill: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notification method used: \_\_\_\_\_

Number of occupants evacuated: \_\_\_\_\_

Special conditions simulated: \_\_\_\_\_

Problems encountered: \_\_\_\_\_

Weather conditions when occupants were evacuated: \_\_\_\_\_

Time required to accomplish complete evacuation: \_\_\_\_\_ (minutes)

Staff members on duty and participating: (use additional pages as required)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Contact this Department 48 hours prior to your next drill. If you have any questions, please do not hesitate to contact us at (914) 345-1553.

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Your facility is required to train employees as required by Section 406 of the Fire Code of New York State. The following training record checklist is provided for your use.

## **EMPLOYEE FIRE SAFETY AND EVACUATION TRAINING RECORD**

Name:	Date:	Fire Prevention	Evacuation	Fire Safety
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(use additional pages as required)

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To whom it may concern,

In accordance with the New York State Uniform Fire Prevention and Building Code, the Village has been conducting annual inspections of all Assembly Spaces. Your facility has an occupant load exceeding 50 persons. A Fire Safety and Evacuation Plan is required to be prepared and maintained in accordance with the Fire Code of New York State Section 404 & 408. Submit your current Safety and Evacuation Plans to this Department. The State Code requires the following.

**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 completed.
4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
5. The preferred and any alternative means of notifying occupants of a 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.

**Fire safety plans.** Fire safety plans shall 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 following:
  - 3.1. The occupancy assembly point.
  - 3.2. The locations of fire hydrants.

3.3. The normal routes of fire department vehicle access.

4. Floor plans identifying the locations of the following:

- 4.1. Exits.
- 4.2. Primary evacuation routes.
- 4.3. Secondary evacuation routes.
- 4.4. Accessible egress routes.
- 4.5. Areas of refuge.
- 4.6. Manual fire alarm boxes.
- 4.7. Portable fire extinguishers.
- 4.8. Occupant-use hose stations.
- 4.9. Fire alarm annunciators and controls.
- 4.10. Detailed seating plan, occupant load, and occupant load limit. Deviations from the approved plans shall be allowed provided the occupant load limit for the occupancy is not exceeded and the aisles and exit accessways remain unobstructed [Section 408 requirement].

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.

**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 code enforcement official for review upon request.

If you have any questions, please do not hesitate to contact us at (914) 345-1553.

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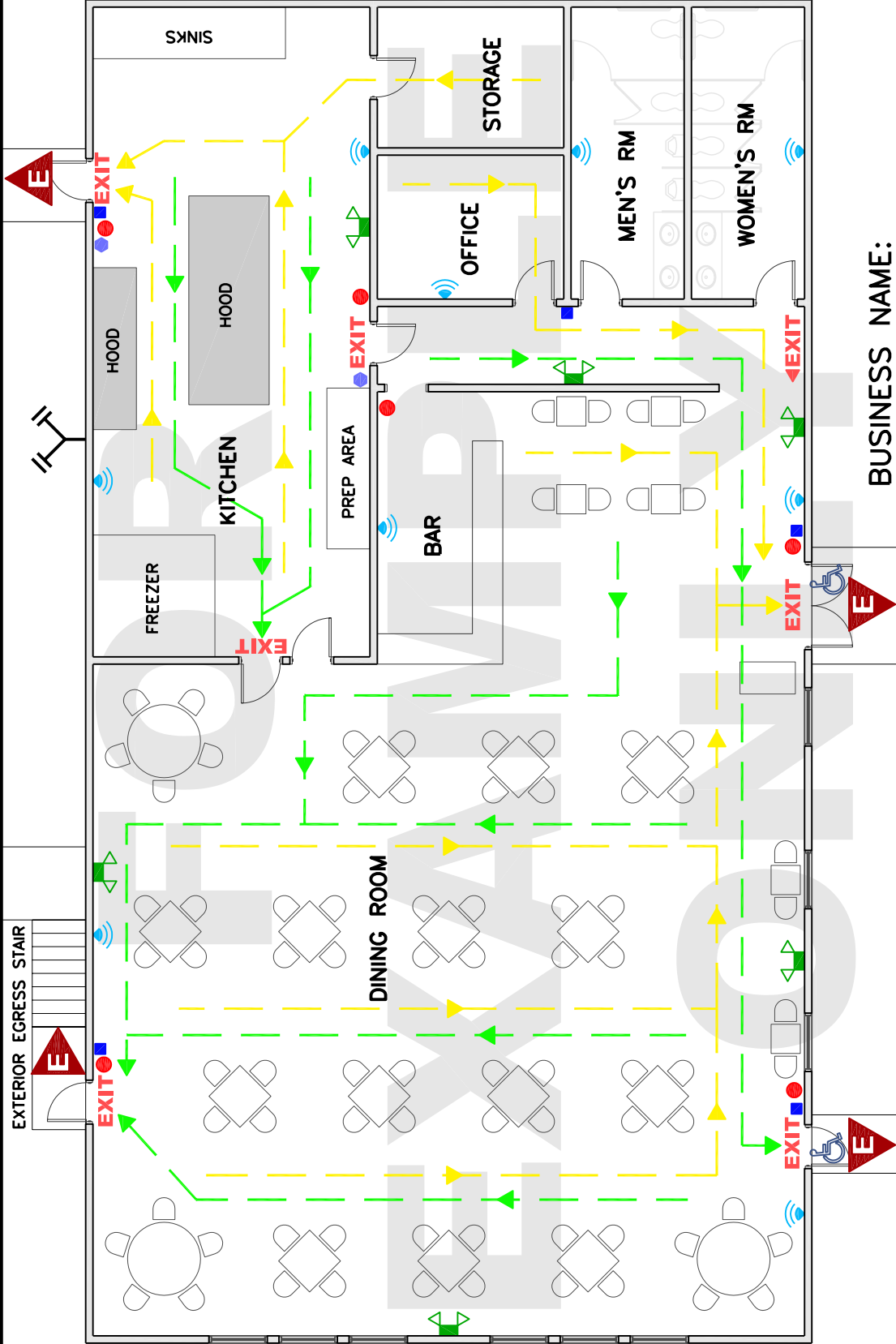
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## **Example Emergency Evacuation Plan**

1. Host/Hostess is responsible for evacuation and emergency medical aid.
2. When a fire is noticed or fire alarms sound, evacuate the building. This will be done using the primary route. Use the secondary route only if the primary route is blocked or unsafe.
  - a. Isolate the fire by closing doors (Firewall doors close automatically)
  - b. Activate fire alarm system
  - c. Call 911
  - d. Evacuate the building
2. Host/Hostess will notify occupants of fire by voice or using intercom speakers. Host/Hostess indicate location of exits.
3. After occupants have started to evacuate the building, the Host/Hostess will insure that everybody has left the building.
4. All customers and employees will go to the far north side of the parking lot. Host/Hostess will take head count at this time.
5. When Fire Department arrives, the Host/Hostess will assist as much as possible.

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**LEGEND**

- PRIMARY EVACUATION ROUTE
- SECONDARY EVACUATION ROUTE
- ILLUMINATED EXIT SIGN
- EXIT DISCHARGE
- EMERGENCY LIGHT
- FIRE EXTINGUISHER
- ALARM MANUAL PULL STATION
- ALARM ANNUNCIATOR/STROBE
- MANUAL PULL FOR HOOD
- ACCESSIBLE EGRESS
- FIRE HYDRANT
- FIRE DEPARTMENT CONNECTION

**BUSINESS NAME:**

**ADDRESS:**

**CONTACT PERSON:**

**OCCUPANT LOADS**

DINING ROOM	####
BAR	####
KITCHEN	####
STORAGE	####
OFFICE	####

**FIRE SAFETY FLOOR PLAN  
A – ASSEMBLY USES**

**FIGURE FC-1**

