

## Fire Evacuation and Safety Plans

### Fire Evacuation Plan shall include the following:

1. Emergency egress or escape routes and whether evacuation of the building will be completed by selected floors or areas or with a defend-in-place response.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for the use of elevators to evacuate the building, if the building is equipped with elevators specifically designed for occupant evacuation.
4. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.
5. Procedures for the rescue of persons unable to use the designated escape routes without assistance.
6. Procedures for accounting for employees and occupants after evacuation have been completed.
7. Identification and assignment of personnel responsible for rescue or emergency aid.
8. The preferred method and any alternative means of notifying occupants of a fire or emergency.
9. The preferred method and any alternative means of reporting fires and any other emergencies to the fire department or designated emergency response organization.
10. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
11. A description of the emergency voice/alarm communication system alert tone and pre-programmed voice messages, if provided.

### Fire Safety Plans shall include the following:

1. The procedure for reporting a fire or other emergency.
2. The life and safety strategy including the following:
  - a. Procedure for notifying occupants, including areas with private mode alarm system.
  - b. Procedures for occupants under a defend-in-place response.
  - c. Procedures for evacuating occupants, including those who need evacuation assistance.
3. Site plans indicating the following:
  - a. The occupancy assembly point.
  - b. The locations of fire hydrants.
  - c. The normal routes of fire department access.
4. Floor plans identifying the following:
  - a. Exits.
  - b. Primary evacuation routes.
  - c. Secondary evacuation routes.
  - d. Accessible egress routes.
    - i. Areas of refuge.
    - ii. Exterior areas for assisted rescue.
  - a. Refuge areas associated with smoke barriers and horizontal exits.
  - b. Manual fire alarm pull stations.
  - c. Portable fire extinguishers.
  - d. Occupant use hose stations.
  - e. 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.

OSHA has very helpful information to assist in the creation of Fire/Emergency Evacuation Plans here:

<https://www.osha.gov/SLTC/etools/evacuation/evac.html>

Some occupancies have requirements in addition to those listed above, and every building and/or business is different. Please call (435) 615-5108 or email [firemarshal@parkcity.org](mailto:firemarshal@parkcity.org) if you have any questions.

## Fire Evacuation and Safety Plans

### Fire and Evacuation Drill Frequency

<b>Business Type</b>	<b>Frequency</b>	<b>Participants</b>
Restaurants, Bars, Movie Theaters, Libraries, Concert Halls, Museums, Gyms, etc.	Quarterly	Employees
Offices, places of professional or service-type transactions	Annually	All occupants
Ambulatory Care Facilities	Quarterly on each shift	Employees
Outpatient Clinics	Annually	Employees
Residential Board & Care Facilities	Semiannually on each shift	All occupants
Hospitals	Quarterly on each shift	Employees
Day Cares	Monthly on each shift	All occupants
Hotels	Quarterly on each shift	Employees
Apartments & Condominiums	Quarterly	All occupants