



JACKSON BUREAU OF FIRE SAFETY

FIRE DISTRICT NO. 1 & 3

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Evacuation and Fire Safety Plan

Fire evacuation plans (NJ UFC Chapter 4)

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 have 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:
 1. The occupancy assembly point.
 2. The locations of fire hydrants.
 3. The normal routes of fire department vehicle access.
4. 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. Manual fire alarm boxes.
 7. Portable fire extinguishers.

8. Occupant-use hose stations.
9. Fire alarm annunciator and controls.
10. Sprinkler control valves

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.

Maintenance and availability

Fire safety and evacuation plans shall be reviewed/ updated annually or as needed because of changes to staff, occupancy or physical arrangement of the building. These plans need to be made available in the work place and posted for employee review.

Fire safety & evacuation plans shall be distributed to the tenants and building service employees by the owner/agent. Tenants shall distribute to their employees applicable parts of the fire safety plan affecting the employees action in the event of a fire or emergency. **Copy shall be provided to the Fire Bureau for approval before release to the employees**

Fire evacuations drills

Fire evacuation drills are to be conducted as required by the Uniform Fire Code. Records are to be maintained indicating the time, date, staff present, who conducted drill, weather conditions and the time to evacuate. **AND EVACUATION DRILL**

FREQUENCY AND PARTICIPATION

GROUP OR OCCUPANCY	FREQUENCY	PARTICIPATION
Group A	Quarterly	Employees
Group B c	Annually	Employees
Group E	Two drills per month a	All occupants
Group I	Monthly to include	All occupants
	Quarterly on each shift	Employees b
Group R-1	Quarterly on each shift	Employees
Group R-2 d	Four annually	All occupants
Therapeutic Residences	Monthly to include	All occupants b
	Quarterly on each shift	
High-rise buildings	Annually	All occupants
Casinos	Twice per year	Employees
Flammable Liquid Terminals	Twice per year	Employees
Group Overnight Stay	At the start of each nights activities	All occupants

- a. The frequency shall be allowed to be modified in accordance with Section 408.3.2.
- b. Fire and evacuation drills in residential care assisted living facilities shall include complete evacuation of the premises in accordance with Section 408.10.5. Where occupants receive habilitation or rehabilitation training, fire prevention and fire safety practices shall be included as part of the training program.
- c. 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. Applicable to Group R-2 college and university buildings in accordance with Section 408.3.

Employee training program

Employees shall be trained in fire emergency procedures described in their fire evacuation procedure described in their fire evacuation and fire safety plan as part of new employee orientation and at least once annually thereafter. Employee training shall include fire prevention, evacuation and fire safety as part of new employee orientation and at least annually. Records are to be kept on site and made available to the Fire Official upon request.

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 firefighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual firefighting equipment and the protective clothing or equipment required for its safe and proper use.

Seating plan

A detailed seating plan shall include the information from the fire safety and evacuation plans as described above. Deviations from the approved plans shall be allowed provided the occupant load limit for the occupancy is not exceeded and the aisles and exit access ways remain unobstructed.

Announcements

In theaters, motion picture theaters, auditoriums, sporting events and similar assembly occupancy used for non-continuous programs, an audible announcement shall be made not more than 10 minutes prior to the start of each program to notify the occupants of the location of the exits to be used in the event of a fire or other emergency. (Exception- In motion picture theaters, the announcement is allowed to be projected upon the screen in a manner approved by the Fire Official).

Institutional Group I-2 Occupancies

During emergency evacuation drills, the movement of patients to safe areas or to the exterior of the building is not required. When emergency evacuation drills are conducted after visiting hours or when patients or residents are expected to be asleep, a coded announcement is allowed instead of audible alarms

Residential Group R-2 Occupancies

A fire emergency guide shall be provided which describes the location, function and use of fire protection equipment and appliances accessible to residents, including fire alarm systems, smoke alarms, and portable fire extinguishers. The guide shall also include an emergency evacuation plan for each dwelling unit. The emergency guide shall be reviewed and approved by the Fire Official. An approved copy of the emergency guide shall be given to each tenant prior to initial occupancy

Occupancies Requiring Fire Safety Plan

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

1. Group A, other than Group A occupancies used exclusively for purposes of religious worship that have an occupant load less than 2,000.
2. 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.
3. Group E.
4. Group H.
5. Group I.
6. Group R-1.
7. Group R-2 college and university buildings.
8. Group R-4.
9. High-rise buildings.
10. 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.
11. Covered malls exceeding 50,000 square feet (4645 m²) in aggregate floor area.
12. Underground buildings.
13. Buildings with an atrium and having an occupancy in Group A, E or M.