



FOLSOM FIRE DEPARTMENT

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CITY OF
FOLSOM
DISTINCTIVE BY NATURE

PLACE OF ASSEMBLY FIRE SAFETY AND EVACUATION PLANNING REQUIREMENTS

In accordance with Folsom Fire Code Section 404.2, an approved fire safety and evacuation plan shall be prepared and maintained for places of assembly.

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.
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 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:
 - a. The occupancy assembly point.
 - b. The locations of fire hydrants.
 - c. 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. Manual fire alarm boxes.
 - g. Portable fire extinguishers.
 - h. Occupant-use hose stations.
 - i. 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.

Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.

Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the Fire Chief, or his designee, for review upon request.

Employees of places of assembly shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans.

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 fire code official upon request Employees shall be trained in fire prevention, evacuation and fire safety.

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.

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.

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.