



Bothell Fire & E.M.S.

OFFICE OF THE FIRE MARSHAL

Community Risk Reduction

City Hall Building

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Fire and Life Safety Emergency Plan: Guidance Document

WAC 51-30-1104 requires buildings to provide areas of evacuation assistance to ensure that all required exits are accessible to persons with disabilities and/or who have their mobility impaired. These areas of evacuation assistance require certain communication and construction methods. Many builders have opted to use an exception listed in the code rather than providing areas of evacuation assistance. This exception requires the use of quick-response sprinkler heads throughout the building (where allowed by the code) and a written fire- and life-safety plan that specifically addresses the evacuation of persons with disabilities.

This emergency plan must be approved by both the building official and the fire chief. Please note that for some buildings and/or certain types of occupancies this exception might not be granted. Applicants should not automatically assume they will receive approval from the fire and building departments and should contact city officials prior to building design.

Below is an example of the layout and information that we are looking for. Minimum requirements are in bold, however it is our belief that this document should be combined with other safety policies and procedures. Equivalent plans, such as Emergency Action Plans meeting the requirements of OSHA 29 CFR 1910.38 are acceptable provided persons with disabilities are addressed. For best results, plans should be reviewed and exercised regularly.

Facility Information:

- Site address
- Hours of “normal” operation
- Number of employees
- Nature of occupancy (office, manufacturing, etc.)
- Note any special hazards or equipment with their location (diesel tanks for generator, etc.)
- Building systems, such as fire alarm and sprinkler system (monitoring company, etc.)
- After-hours contact information

Key Objectives:

- Evacuation of Personnel (this will always be a stated objective, but might be the only objective identified depending on your facility).
- Other objectives as determined by your company. May include items such as facility restoration, management notification, security procedures, and/or press notification.

Personnel:

- Identify those personnel within your facility who will be responsible for ensuring evacuation assistance. Each floor (or portion of each floor depending on size of building) should have a

designated monitor and at least one backup. Give names and/or titles of responsible individuals. Review the plan periodically to make sure information is up to date.

- If desired, identify other personnel such as those with first aid training, management personnel to be notified in the event of an emergency, and an emergency response liaison to work with the fire department or other responding agencies.

Process and Procedures:

- Provide process by which persons with disabilities will be assisted with evacuation. For example; "Upon activation of the building alarm system, designated floor monitor will ensure that any individuals with decreased mobility are accounted for. Floor monitor will assist with the evacuation of such persons and obtain assistance from other personnel as necessary to assure their safe evacuation."
- List personnel responsibilities during an emergency.
- Identify the methods employees should use in reporting emergencies (i.e., call 911, activate manual pull station, etc.) Indicate if your phone system requires you to dial 9 for an outside line. If phone lines go through a central switch board that covers more than one building have employee give address to 911 dispatcher.
- Provide information regarding the evacuation route and where employees are to assemble following evacuation.
- Provide information regarding how visitors, consultants, contractors, etc. will be notified and accounted for during evacuation.
- The plan should address all types of emergencies, including fire, medical, earthquake, etc.

Documentation and Training:

- Indicate how this information shall be made available to employees. Provide information on training to floor monitors (or other personnel responsible for evacuation assistance) and general employees.
- Indicate any scheduled drills; include who is to participate, how often to be performed, process, etc.
- Indicate any additional relevant safety training.

Facility Plan:

- Provide a facility map indicating evacuation routes for each floor and areas where employees are to assemble following evacuation.

Remember, no one is expected to endanger him/herself in order to effect or assist with the evacuation of others. However, everyone has a duty to ensure that other occupants are aware of an emergency and it is expected that individuals will aid anyone requiring assistance to safely evacuate. Likewise it is expected that individuals with disabilities and/or mobility impairments to inform floor monitors or safety officers of potential evacuation needs.

For further information or assistance please contact the Community Risk Reduction at (425) 806-6250.