

## CHAPTER 4

# EMERGENCY PLANNING AND PREPAREDNESS

### SECTION 401 GENERAL

**401.1 Scope.** Reporting of emergencies, coordination with emergency response forces, emergency plans and procedures for managing or responding to emergencies shall comply with the provisions of this section.

**Exception:** Firms that have *approved* on-premises fire-fighting organizations and that are in compliance with *approved* procedures for fire reporting.

**[W] 401.2 Approval.** Where required by ~~((this code))~~ the fire code official, fire safety plans, emergency procedures and employee training programs shall be *approved* ~~((by the fire code official))~~.

**401.3 Emergency responder notification.** Notification of emergency responders shall be in accordance with Sections 401.3.1 through 401.3.3.

**401.3.1 Fire events.** In the event an unwanted fire occurs on a property, the *owner* or occupant shall immediately report such condition to the fire department.

**401.3.2 Alarm activations.** Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department.

**401.3.3 Delayed notification.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.

**401.4 Required plan implementation.** In the event an unwanted fire is detected in a building or a fire alarm activates, the emergency plan shall be implemented.

**401.5 Making false report.** A person shall not give, signal or transmit a false alarm.

**401.6 Emergency evacuation drills.** The sounding of a fire alarm signal and the carrying out of an emergency evacuation drill in accordance with the provisions of Section 405 shall be allowed.

**401.7 Unplanned evacuation.** Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required evacuation drill.

**401.8 Interference with fire department operations.** It shall be unlawful to interfere with, attempt to interfere with, conspire to interfere with, obstruct or restrict the mobility of or block the path of travel of a fire department emergency vehicle in any way, or to interfere with, attempt to interfere with, conspire to interfere with, obstruct or hamper any fire department operation.

**401.9 Evacuation required.** In the event of activation of a fire or emergency alarm, occupants of the building or portion of the building in which the alarm is activated shall make a

safe and orderly evacuation out of the building, or as provided in the building's fire safety and evacuation plan.

#### **Exceptions:**

1. Where the occupant's physical or other disability makes the occupant unable to evacuate without assistance and no assistance is immediately available; or
2. Where the presence of smoke, fire, structural collapse or other hazard or obstruction in the occupant's means of egress makes evacuation unsafe.

### SECTION 402 DEFINITIONS

**402.1 Definitions.** The following terms are defined in Chapter 2:

**[W] ALARM SIGNAL.**

**[W] ALERT SIGNAL.**

**[W] ALERT SYSTEM.**

**[W] EMERGENCY ((EVACUATION)) DRILL.**

**[W] ((LOCKDOWN.))**

**[W] SHELTER-IN-PLACE.**

**[W] RECALL SIGNAL.**

### SECTION 403 PUBLIC ASSEMBLAGES AND EVENTS

**403.1 Fire watch and standby fire personnel.** When, in the opinion of the *fire code official*, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the *owner*, agent or lessee shall provide, at no cost to the jurisdiction, one or more fire watch personnel or standby fire personnel, as required and *approved*, to remain on duty during the times such places are open to the public, or when such activity is being conducted.

**403.1.1 Duties.** Fire watch personnel shall keep diligent watch for fires, obstructions to *means of egress* and other hazards during the time such place is open to the public or such activity is being conducted and take prompt measures for remediation of hazards, extinguishment of fires that occur and assist in the evacuation of the public from the structures. Fire watch personnel and standby fire personnel are subject to the fire code official's orders at all times; shall remain on duty during the times such places are open to the public, or as otherwise required by fire code official; and shall not be required or permitted, while on duty, to perform any duties other than those specified by the fire code official.

Where a fire protection system is out of service, the procedures detailed in Administrative Rule 9.06.07, *Out-Of-Service Fire and Life Safety Systems* and any future revisions of this rule adopted by the fire code official shall be implemented.

**403.2 Public safety plan.** ~~((In other than Group A or E occupancies, where the fire code official determines that an indoor or outdoor gathering of persons))~~ An approved public safety plan shall be developed for outdoor assembly events when the projected attendance exceeds 6,000 persons and for indoor or outdoor assembly events when the fire code official believes the event may have ((has)) an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or ((where such gatherings)) may adversely affect public safety services of any kind. ((, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety.))

**403.2.1 Contents.** ~~The public safety plan ((, where required by Section 403.2.)) shall ((address such items as emergency vehicle ingress and egress, fire protection, emergency egress or escape routes, emergency medical services, public assembly areas and the directing of both attendees and vehicles (including the parking of vehicles), vendor and food concession distribution, and the need for the presence of law enforcement, and fire and emergency medical services personnel at the event.))~~ include an assessment of all of the following conditions and related ((appropriate)) safety measures:

1. Nature of the events and the participants and attendees.
2. Access and egress movement, including crowd density problems.
3. Medical emergencies.
4. Fire hazards and/or fire protection equipment provided.
5. Permanent and temporary structural systems.
6. Severe weather conditions.
7. Earthquakes.
8. Civil or other disturbances.
9. Hazardous materials incidents within and near the facility.
10. Acts of terrorism within and near the facility.
11. Relationships among facility management, event participants, emergency response agencies, and others having a role in the assembly events.

**403.3 Crowd managers.** Trained crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where *approved* by the fire code official, the ratio of crowd managers shall be permitted to be reduced where the facility is equipped throughout with an *approved automatic sprinkler system* or based upon the nature of the event.

**[W] SECTION 404  
FIRE SAFETY AND ((EVACUATION))  
EMERGENCY PLANS**

**[W] 404.1 General.** Fire safety, evacuation and ~~((lockdown))~~ shelter-in-place plans and associated drills shall comply with the requirements of Sections 404.2 through 404.5.1.

**[W] 404.2 Fire safety and evacuation plans.** Fire safety and evacuation plans shall comply with the requirements of Sections 404.2.1 through 404.2.2.2.

**[W] 404.2.1 Where required.** A ~~((n-approved))~~ fire safety and evacuation plan shall 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))~~ having an occupant load of 100 or more.
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 F buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
5. Group H.
6. Group I.
7. Group R-1.
8. Group R-2 college and university buildings ~~((,))~~ and boarding homes, group homes and residential treatment facilities licensed by the State of Washington.  
~~((9. Group R-4.))~~
- ~~((10))~~ 9. High-rise buildings.
- ~~((11))~~ 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.
- ~~((12))~~ 11. Covered malls exceeding 50,000 square feet (4645 m<sup>2</sup>) in aggregate floor area.
- ~~((13))~~ 12. Open mall buildings exceeding 50,000 square feet (4645 m<sup>2</sup>) in aggregate area within perimeter line.
- ~~((14))~~ 13. Underground buildings.
- ~~((15))~~ 14. Buildings with an atrium and having an occupancy in Group A, E or M.

**404.2.1 Point of Information**

The State of Washington does not adopt Group R-4 occupancies. Group R-4 occupancies are considered "Group R-2 occupancies licensed by the State of Washington." Special provisions may apply.

**[W] 404.((3))2.2 Contents.** Fire safety and evacuation plan contents shall be in accordance with Sections 404.((3-1))2.2.1 and 404.((3-2))2.2.2.

**[W] 404.((3))2.2.1 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 assisted rescue for persons unable to use the general *means of egress* unassisted.
4. Procedures for accounting for employees and occupants after evacuation has been completed.
5. Identification and assignment of personnel responsible for rescue or emergency medical aid.
6. The preferred and any alternative means of notifying occupants of a fire or emergency.
7. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
8. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
9. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

**[W] 404.((3))2.2.2 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, including occupants who need assistance.
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. Exterior areas for assisted rescue.
  - 4.7. Manual fire alarm boxes.
  - 4.8. Portable fire extinguishers.
  - 4.9. Occupant-use hose stations.
  - 4.10. 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.

**[W] 404.3 Shelter-in-place.** Shelter-in-place plans shall comply with the requirements of Sections 404.3.1 through 404.3.3.

**[W] 404.3.1 Where required.** A shelter-in-place plan shall be prepared and maintained for all Group E occupancies.

**Exception:** Daycares not collocated on a Group E campus.

**[W] 404.3.2 Shelter-in-place plan contents.** Shelter-in-place plans shall include the following:

1. Identification of the procedures for initiating the shelter-in-place plan throughout the facility or campus.
2. Identification of prearranged alert and recall signals to notify all occupants.
3. Identification of procedures for reporting that the facility is sheltering-in-place to the local emergency dispatch center.
4. A means of two-way communication between a central location and each secure area.
5. Identification of protective security measures.
6. Location of emergency supplies.
7. Accountability procedures for staff to report the presence or absence of occupants.
8. Identification of crisis response team members in accordance with the National Incident Management System.
9. Actions to be taken in the event of a fire or medical emergency while sheltering-in-place.

**[W] ((404.3.3 Lockdown plans.** Where facilities develop a lockdown plan, the lockdown plan shall be in accordance with Sections 404.3.3.1 through 404.3.3.3.

**404.3.3.1 Lockdown plan contents.** Lockdown plans shall be *approved* by the *fire code official* and shall include the following:

1. Initiation. The plan shall include instructions for reporting an emergency that requires a lockdown.
2. Accountability. The plan shall include accountability procedures for staff to report the presence or absence of occupants.
3. Recall. The plan shall include a prearranged signal for returning to normal activity.

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4. ~~Communication and coordination. The plan shall include an approved means of two way communication between a central location and each secured area.~~

**404.3.3.2 Training frequency.** ~~The training frequency shall be included in the lockdown plan. The lockdown drills shall not substitute for any of the fire and evacuation drills required in Section 405.2.~~

**404.3.3.3 Lockdown notification.** ~~The method of notifying building occupants of a lockdown shall be included in the plan. The method of notification shall be separate and distinct from the fire alarm signal.)~~

**[W] 404.4 Maintenance.** ~~(Fire safety and evacuation)~~ Emergency plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy or the physical arrangement of the building.

**404.5 Availability.** ~~(Fire safety and evacuation)~~ Emergency plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire code official for review upon request.

**404.5.1 Distribution.** The fire safety and evacuation plans shall be distributed to the tenants and building service employees by the owner or owner’s agent. Tenants shall distribute to their employees applicable parts of the fire safety plan affecting the employees’ actions in the event of a fire or other emergency.

**[W] SECTION 405  
EMERGENCY ((EVACUATION)) DRILLS**

**[W] 405.1 General.** Emergency ((evacuation)) drills complying with the provisions of this section shall be conducted at least annually in the occupancies listed in Section 404.2.1 or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

**[W] 405.2 Frequency.** Required emergency ((evacuation)) drills shall be held at the intervals specified in Table 405.2 or more frequently where necessary to familiarize all occupants with the drill procedure.

**[W] 405.2.1 Group E Occupancies.** At a minimum, the following drills shall be conducted during each year.

1. One drill using the school mapping information system.  
**Exception:** Daycares not collocated on a school campus.
2. Six fire evacuation drills.
3. One shelter-in-place drill.

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

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

**[W] 405.5 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)) participating.
6. Special conditions simulated.
7. Problems encountered and corrective actions taken.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish complete evacuation, or shelter-in-place.

**[W] TABLE 405.2  
((FIRE AND EVACUATION)) EMERGENCY DRILL  
FREQUENCY AND PARTICIPATION**

GROUP OR OCCUPANCY	FREQUENCY	PARTICIPATION
Group A	Quarterly	Employees
Group B <sup>c</sup>	Annually	Employees
Group E	Monthly <sup>a, c</sup>	All occupants
Group F	Annually	Employees
Group I	Quarterly on each shift	Employees <sup>(b)</sup>
Group R-1	Quarterly on each shift	Employees
Group R-2 <sup>f</sup>	Quarterly on each shift	Employees
Group R-2 <sup>d</sup>	Four annually	All occupants
((Group R-4))	((Quarterly on each shift))	((Employees <sup>b</sup> ))
High-rise buildings	Annually	Employees

- 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.
- e. [W] Daycares collocated on a Group E campus shall participate in emergency drills occurring on the campus.
- f. [W] Applicable to boarding homes, group homes, and residential treatment facilities licensed by the state of Washington.

**Table 405.2 Point of Information**  
The State of Washington does not adopt Group R-4 occupancies. Group R-4 occupancies are considered “Group R-2 occupancies licensed by the State of Washington.” Special provisions may apply.

**[W] 405.6 Notification.** Where required by the fire code official, prior notification of emergency ((evacuation)) drills shall be given to the fire code official.

**[W] 405.7 Initiation.** Emergency drills shall be initiated in accordance with Sections 405.7.1 through 405.7.3.

**[W] 405.7.1 Fire evacuation drills.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. The fire alarm monitoring company shall be notified prior to the activation of the fire alarm system for a proposed drill and again at the conclusion of the transmission and restoration of the fire alarm system to normal mode.

**Exception:** Evacuation drills conducted between the hours of 9 p.m. and 6 a.m. in Group R-2 boarding homes, group homes, and residential treatment facilities licensed by the state of Washington are not required to be initiated by the fire alarm system.

**[W] 405.7.2 Shelter-in-place drills.** Shelter-in-place drills shall be initiated by the shelter-in-place alert signal, generated by the alerting system in accordance with Section 915.

**[W] 405.8 Accountability.** As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated and/or have been accounted for in the shelter-in-place.

**[W] 405.9 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 EMPLOYEE TRAINING AND RESPONSE PROCEDURES

**[W] 406.1 General.** Employees in the occupancies listed in Section 404.2.1 shall be trained in the ~~((fire))~~ emergency procedures described in their ~~((fire evacuation and fire safety))~~ emergency plans. Training shall be based on the matters contained in the plans required and ~~((these plans and as))~~ described in Sections 404.2 and 404.3.

**[W] 406.2 Frequency.** Employees shall receive training in the contents of ~~((fire safety and evacuation))~~ emergency 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.

**[W] 406.3 Employee training program.** Employees shall be trained in fire prevention, evacuation, sheltering-in-place, and fire safety in accordance with Sections 406.3.1 through 406.3.4.

**406.3.1 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.

**406.3.2 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.

**[W] 406.3.3 Emergency (~~(lockdown)~~) shelter-in-place training.** Where a facility has a ~~((lockdown))~~ shelter-in-place plan, employees shall be trained on the alert and recall signals, communication system, location of emergency supplies, the use of the incident notification and alarm system and their assigned duties and procedures in the event of an ~~((emergency lockdown))~~ alarm or emergency.

**406.3.4 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.

## SECTION 407 HAZARD COMMUNICATION

**407.1 General.** The provisions of Sections 407.2 through 407.7 shall be applicable where hazardous materials subject to permits under Section 5001.5 are located on the premises or where required by the *fire code official*.

**407.2 Material Safety Data Sheets.** Material Safety Data Sheets (MSDS) for all hazardous materials shall be either readily available on the premises as a paper copy, or where *approved,* shall be permitted to be readily retrievable by electronic access.

**407.3 Identification.** Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs in accordance with Section 5003.5.

**407.4 Training.** Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located, and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures.

**407.5 Hazardous Materials Inventory Statement.** Where required by the *fire code official,* each application for a permit shall include a Hazardous Materials Inventory Statement (HMIS) in accordance with Section 5001.5.2.

**407.6 Hazardous Materials Management Plan.** Where required by the *fire code official,* each application for a permit shall include a Hazardous Materials Management Plan (HMMP) in accordance with Section 5001.5.1. The *fire code official* is authorized to accept a similar plan required by other regulations.

**407.7 Facility closure plans.** The permit holder or applicant shall submit to the *fire code official* a facility closure plan in accordance with Section 5001.6.3 to terminate storage, dispensing, handling or use of hazardous materials.

## SECTION 408 USE AND OCCUPANCY-RELATED REQUIREMENTS

**408.1 General.** In addition to the other requirements of this chapter, the provisions of this section are applicable to specific occupancies listed herein.

**408.2 Group A occupancies.** Group A occupancies shall comply with the requirements of Sections 408.2.1 and 408.2.2 and Sections 401 through 406.

**408.2.1 Seating plan.** The fire safety and evacuation plans for assembly occupancies shall include the information required by Section 404.((3))2.2 and a 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.

**408.2.2 Announcements.** In theaters, motion picture theaters, auditoriums and similar assembly occupancies in Group A used for noncontinuous 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 code official*.

**408.3 Group E occupancies and Group R-2 college and university buildings.** Group E occupancies shall comply with the requirements of Sections 408.3.1 through 408.3.4 and Sections 401 through 406. Group R-2 college and university buildings shall comply with the requirements of Sections 408.3.1 and 408.3.3 and Sections 401 through 406.

**408.3.1 First emergency evacuation drill.** The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.

**408.3.2 Emergency evacuation drill deferral.** In severe climates, the *fire code official* shall have the authority to modify the emergency evacuation drill frequency specified in Section 405.2.

**408.3.3 Time of day.** Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires. In Group R-2 college and university buildings, one required drill shall be held during hours after sunset or before sunrise.

**408.3.4 Assembly points.** Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be

arranged to keep each class separate to provide accountability of all individuals.

**408.4 Group H-5 occupancies.** Group H-5 occupancies shall comply with the requirements of Sections 408.4.1 through 408.4.4 and Sections 401 through 407.

**408.4.1 Plans and diagrams.** In addition to the requirements of Section 404 and Section 407.6, plans and diagrams shall be maintained in *approved* locations indicating the approximate plan for each area, the amount and type of HPM stored, handled and used, locations of shutoff valves for HPM supply piping, emergency telephone locations and locations of exits.

**408.4.2 Plan updating.** The plans and diagrams required by Section 408.4.1 shall be maintained up to date and the *fire code official* and fire department shall be informed of all major changes.

**408.4.3 Emergency response team.** Responsible persons shall be designated the on-site emergency response team and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses, identifying locations where HPM is stored, handled and used, and be familiar with the chemical nature of such material. An adequate number of personnel for each work shift shall be designated.

**408.4.4 Emergency drills.** Emergency drills of the on-site emergency response team shall be conducted on a regular basis but not less than once every three months. Records of drills conducted shall be maintained.

**408.5 Group I-1 occupancies.** Group I-1 occupancies shall comply with the requirements of Sections 408.5.1 through 408.5.5 and Sections 401 through 406.

**408.5.1 Fire safety and evacuation plan.** The fire safety and evacuation plan required by Section 404 shall include special staff actions including fire protection procedures necessary for residents and shall be amended or revised upon admission of any resident with unusual needs.

**408.5.2 Staff training.** Employees shall be periodically instructed and kept informed of their duties and responsibilities under the plan. Such instruction shall be reviewed by the staff at least every two months. A copy of the plan shall be readily available at all times within the facility.

**408.5.3 Resident training.** Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire. The training shall include actions to take if the primary escape route is blocked. Where the resident is given rehabilitation or habilitation training, training in fire prevention and actions to take in the event of a fire shall be a part of the rehabilitation training program. Residents shall be trained to assist each other in case of fire to the extent their physical and mental abilities permit them to do so without additional personal risk.

**408.5.4 Drill frequency.** Emergency evacuation drills shall be conducted at least six times per year, two times per year on each shift. Twelve drills shall be conducted in the first year of operation. Drills are not required to comply with the time requirements of Section 405.4.

**408.5.5 Resident participation.** Emergency evacuation drills shall involve the actual evacuation of residents to a selected assembly point.

**408.6 Group I-2 occupancies.** Group I-2 occupancies shall comply with the requirements of Sections 408.6.1 and 408.6.2 and Sections 401 through 406. Drills are not required to comply with the time requirements of Section 405.4.

**408.6.1 Evacuation not required.** During emergency evacuation drills, the movement of patients to safe areas or to the exterior of the building is not required.

**408.6.2 Coded alarm signal.** 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.

**408.7 Group I-3 occupancies.** Group I-3 occupancies shall comply with the requirements of Sections 408.7.1 through 408.7.4 and Sections 401 through 406.

**408.7.1 Employee training.** Employees shall be instructed in the proper use of portable fire extinguishers and other manual fire suppression equipment. Training of new staff shall be provided promptly upon entrance on duty. Refresher training shall be provided at least annually.

**408.7.2 Staffing.** Group I-3 occupancies shall be provided with 24-hour staffing. Staff shall be within three floors or 300 feet (91 440 mm) horizontal distance of the access door of each resident housing area. In Use Conditions 3, 4 and 5, as defined in Chapter 2, the arrangement shall be such that the staff involved can start release of locks necessary for emergency evacuation or rescue and initiate other necessary emergency actions within 2 minutes of an alarm.

**Exception:** Staff shall not be required to be within three floors or 300 feet (9144 mm) in areas in which all locks are unlocked remotely and automatically in accordance with Section 408.4 of the *International Building Code*.

**408.7.3 Notification.** Provisions shall be made for residents in Use Conditions 3, 4 and 5, as defined in Chapter 2, to readily notify staff of an emergency.

**408.7.4 Keys.** Keys necessary for unlocking doors installed in a *means of egress* shall be individually identifiable by both touch and sight.

**408.8 Group R-1 occupancies.** Group R-1 occupancies shall comply with the requirements of Sections 408.8.1 through 408.8.3 and Sections 401 through 406.

**408.8.1 Evacuation diagrams.** A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each hotel or motel sleeping unit.

**408.8.2 Emergency duties.** Upon discovery of a fire or suspected fire, hotel and motel employees shall perform the following duties:

1. Activate the fire alarm system, where provided.
2. Notify the public fire department.

3. Take other action as previously instructed.

**408.8.3 Fire safety and evacuation instructions.** Information shall be provided in the fire safety and evacuation plan required by Section 404 to allow guests to decide whether to evacuate to the outside, evacuate to an *area of refuge*, remain in place, or any combination of the three.

**408.9 Group R-2 occupancies.** Group R-2 occupancies shall comply with the requirements of Sections 408.9.1 through 408.9.4 and Sections 401 through 406.

**408.9.1 Emergency guide.** 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*.

**408.9.2 Evacuation diagrams in Group R-2 dormitories.** A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each Group R-2 dormitory sleeping unit.

**408.9.3 Maintenance.** Emergency guides shall be reviewed and *approved* in accordance with Section 401.2. Evacuation diagrams shall be reviewed and updated in accordance with Section 404.4.

**408.9.4 Distribution.** A copy of the emergency guide shall be given to each tenant prior to initial occupancy.

**[W] ((408.10 Group R-4 occupancies.** Group R-4 occupancies shall comply with the requirements of Sections 408.10.1 through 408.10.5 and Sections 401 through 406.

~~**408.10.1 Fire safety and evacuation plan.** The fire safety and evacuation plan required by Section 404 shall include special staff actions, including fire protection procedures necessary for residents, and shall be amended or revised upon admission of a resident with unusual needs.~~

~~**408.10.2 Staff training.** Employees shall be periodically instructed and kept informed of their duties and responsibilities under the plan. Such instruction shall be reviewed by the staff at least every two months. A copy of the plan shall be readily available at all times within the facility.~~

~~**408.10.3 Resident training.** Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire. The training shall include actions to take if the primary escape route is blocked. Where the resident is given rehabilitation or habilitation training, training in fire prevention and actions to take in the event of a fire shall be a part of the rehabilitation training program. Residents shall be trained to assist each other in case of fire to the extent their physical and mental abilities permit them to do so without additional personal risk.~~

~~**408.10.4 Drill frequency.** Emergency evacuation drills shall be conducted at least six times per year, two times per year on each shift. Twelve drills shall be conducted in the first year of operation. Drills are not required to comply with the time requirements of Section 405.4.~~

~~**408.10.5 Resident participation.** Emergency evacuation drills shall involve the actual evacuation of residents to a~~

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selected assembly point and shall provide residents with experience in exiting through all required exits. All required exits shall be used during emergency evacuation drills.

**Exception:** Actual exiting from windows shall not be required. Opening the window and signaling for help shall be an acceptable alternative.))

### 408.10 Point of Information

The state of Washington does not adopt Group R-4 occupancies. Group R-4 occupancies are considered "Group R-2 occupancies licensed by the state of Washington." Special provisions may apply.

**408.11 Covered and open mall buildings.** Covered and open mall buildings shall comply with the provisions of Sections 408.11.1 through 408.11.3.

**408.11.1 Lease plan.** A lease plan shall be prepared for each covered and open mall building. The plan shall include the following information in addition to that required by Section 404.~~((3.2.))~~2.2.2:

1. Each occupancy, including identification of tenant.
2. Exits from each tenant space.
3. Fire protection features, including the following:
  - 3.1. Fire department connections.
  - 3.2. Fire command center.
  - 3.3. Smoke management system controls.
  - 3.4. Elevators, elevator machine rooms and controls.
  - 3.5. Hose valve outlets.
  - 3.6. Sprinkler and standpipe control valves.
  - 3.7. Automatic fire-extinguishing system areas.
  - 3.8. Automatic fire detector zones.
  - 3.9. Fire barriers.

**408.11.1.1 ((Approval)) Submittal.** The lease plan shall be submitted to the *fire code official* when required, for approval, and shall be maintained on site for immediate reference by responding fire service personnel.

**408.11.1.2 Revisions.** The lease plans shall be revised annually or as often as necessary to keep them current. Modifications or changes in tenants or occupancies shall not be made without prior approval of the *fire code official* and building official.

**408.11.2 Tenant identification.** Each occupied tenant space provided with a secondary exit to the exterior or exit corridor shall be provided with tenant identification by business name and/or address. Letters and numbers shall be posted on the *corridor* side of the door, be plainly legible and shall contrast with their background.

**Exception:** Tenant identification is not required for anchor stores.

**408.11.3 Maintenance.** Unoccupied tenant spaces shall be:

1. Kept free from the storage of any materials.
2. Separated from the remainder of the building by partitions of at least 0.5-inch-thick (12.7 mm) gypsum board or an *approved* equivalent to the underside of the ceiling of the adjoining tenant spaces.
3. Without doors or other access openings other than one door that shall be kept key locked in the closed position except during that time when opened for inspection.
4. Kept free from combustible waste and be broom-swept clean.