

SEATTLE FIRE DEPARTMENT

Information Bulletin #2007-1



Fire Emergency Guides for Multi-Residential Buildings

This bulletin describes requirements for Fire Emergency Guides in apartments, condominiums and other multi-residential buildings in Seattle, in accordance with Chapter 4 of the 2003 Seattle Fire Code. This bulletin does not apply to high rise multi-residential buildings. High rise buildings are required to have an Emergency Operations Plan as defined in Section 404.2 of the Seattle Fire Code, and detailed in SFD Information Bulletin #2001-1.

Multi-Residential Buildings

Owners or property managers of multi-residential buildings (R-2) are required to develop and provide to tenants a building specific **FIRE EMERGENCY GUIDE** (SFC SEC. 408.9). Types of buildings covered by this requirement include apartments and condominiums. The guide will provide tenants with a suggested evacuation plan and information about accessible fire protection equipment in the building.

As a minimum, the Fire Emergency Guide should contain the following:

- location of manual pull fire alarms.
- location of portable fire extinguishers.
- location of single station smoke alarms.
- exit routes from each apartment using the stairs, not elevators.
- location of outside assembly area for building occupants.
- instructions for those tenants unable to evacuate the building using stairwells.

The **FIRE EMERGENCY GUIDE** should be reviewed by the building owner or manager at least once a year. A copy of the guide should be given to each tenant when they move in, or when changes are made.

Fire Emergency Guide Format

One format choice for a Fire Emergency Guide is a floor plan diagram. This visual plan can be used to designate the exit routes, as well as the location of fire extinguishers and any manual pull alarm stations. It is recommended one floor plan diagram be posted in a central location on each floor.

Additional Resources

The Seattle Fire Department Public Education Office provides the following free assistance:

- Courtesy review of fire emergency guides.
- Information bulletin's, fire fact sheets and the publication *Apartment Manager's Handbook* are available on-line at www.seattle.gov/fire