



# ONTARIO FIRE DEPARTMENT FIRE PROTECTION STANDARD

**EMERGENCY PLANNING AND PREPAREDNESS**  
STANDARD #E-004      EFFECTIVE 11/10/10      PAGES 16

Per the 2016 California Fire Code, Chapter 4, certain occupancies are required to prepare and maintain a fire safety and evacuation plan. This plan must be kept readily available in the workplace for reference and review by employees. Copies of the plan shall also be furnished to the fire code official for review upon request. These occupancies are also required to conduct emergency evacuation drills and maintain a record of each drill. The following is a list of occupancies that must comply with this requirement:

1. Group A, other than Group A occupancies used exclusively for purposes of religious worship that have an occupant load less than 2,000. (*Drills: Conduct quarterly for employees.*)
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. (*Drills: Conduct annually for employees.*)
3. Group E (*Drills: Conduct monthly \*a for all occupants.*)
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. (*Drill: Conduct annually for employees.*)
5. Group H (*Drills: Conduct annually for employees.*)
6. Group I (*Drills: Conduct quarterly- each shift for employees \*b.*)
7. Group R-1 (*Drills: Conduct quarterly- each shift for employees.*)
8. Group R-2 \*d (*Drills: Conduct four annually for all occupants.*)
9. Group R-4 (*Drills: Conduct quarterly- each shift for employees \*b.*)
10. High-rise buildings (*Drills: Conduct annually for employees.*)
11. 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. (*Drills: Conduct annually for employees.*)
12. Covered malls exceeding 50,000 square feet in aggregate floor area. (*Drills: Conduct annually \*e for employees.*)
13. Open mall buildings exceeding 50,000 square feet in aggregate area within perimeter line. (*Drills: conduct annually \*e for employees.*)
14. Underground buildings. (*Drills: Conduct annually for employees.*)
15. Buildings with an atrium and having an occupancy in Group A, E or M. (*Drills: Conduct annually for 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 building 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 No evacuation required.

Attached you will find the standard indicating what information is required to be in the fire safety and evacuation plan and what information is required to maintain record of each emergency evacuation drill. You will also find an example of an approved fire safety and evacuation plan and emergency evacuation drill form for your reference. Blank forms are provided for your use if you desire. If you have any questions, please contact us at (909) 395-2029.

## **PURPOSE**

To standardize the fire safety and evacuation plan and emergency evacuation drill.

## **AUTHORITY**

An approved fire safety and evacuation plan shall be prepared and maintained for all occupancies listed on page one. (California Fire Code 404.2)

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. (CFC 404.3)

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 code official for review upon request. (CFC 404.4)

Emergency evacuations drills shall be conducted as indicated on page one. (CFC 405.2 and CFC Table 405.2)

Records shall be maintained of required emergency evacuation drills. See approved form (CFC405.5)

## **REQUIREMENTS**

### **FIRE SAFETY PLAN (CFC 404.2.2)**

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.

\*Where facilities develop a lockdown plan, the lockdown plan shall be in accordance with Sections 404.2.3.1 through 404.2.3.3 (CFC 404.2.3)

FIRE EVACUATION PLAN (CFC 404.3.1)

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 have 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.

**See next few pages for example plan and blank form.**

**EXAMPLE**  
**FIRE SAFETY AND EVACUATION PLAN**

**Business Name:** ABC Hotel and Suites      **Phone Number:** (909) 555-2008

**Occupancy Address:** 1234 North Alhabet Way, Ontario, CA 91764

**Emergency Contact:** Jim Brown      **Phone Number:** (909) 999-1234

**Business Owner:** John Smith      **Phone Number:** (832) 555-2008

**Owner's Address/Corporate Office:** 1234 West Main Street, Houston, TX 77032

**Property Owner:** Smith Investments      **Phone Number:** (909) 555-9999

**Property Owner Address:** 2008 South Tower Drive, Suite 200  
Beverly Hills, CA 90210

**Type of Business:** Hotel (also includes restaurant and gift shop)

**Business License #** BL0002008

**Fire Protection Equipment:** (1) Building is equipped with a fire sprinkler system.  
The riser is located in the west side stairwell.  
(2) The pump house is located on the south side of the  
building.  
(3) The fire department connections (FDC) and the post  
indicator valves (PIV) are located on the west side of the  
building.  
(4) There are two private fire hydrants located in the  
east side parking lot and the north side parking lot.  
(5) There are two hose stations located on the roof of the  
building.  
(6) Fire extinguishers located throughout the building.

**Fire Alarm Monitoring Company:** Fire Safety First, Inc.

**24 Hour Phone Number:** (909) 555-2400

**Fire Protection Maintenance Company (C-16 license):** Sally Automatic Sprinkler

**Phone Number:** (909) 555-3000

**FIRE SAFETY PLAN (California Fire Code 404.3.2)**

**Procedure for reporting a fire or other emergency:** All staff members have been trained and instructed to immediately call the front desk and advise them of the incident. The front desk will then immediately call 911 to report the fire and/or emergency situation at hand.

**The life safety strategy and procedure for notifying, relocating and/or evacuating occupants:** In the event of a fire, all occupants will be notified through the fire alarm system. The system is designed to sound throughout the hotel with instruction given through the pre-recorded annunciators. All occupants are instructed to exit the hotel immediately through any exit and meet in the north parking lot. Staff members will be standing by to help assist and direct all occupants to the designated area. Each floor of the hotel is monitored by a specific staff member. This staff member is responsible for making sure all occupants on their floor have exited the building and to assist any occupant with a disability. Each staff member will then report to the General Manager and advise them of the outcome and any problems. In the event of a different type of Emergency, staff will be directed by the General Manager on whether a need to evacuate is needed or not. If it is necessary to evacuate, staff members will go door to door on their floor advising all occupants to exit the building and direct them where to relocate. Once this task is completed the staff member will report back to the General Manager. If the building is not able to be re-occupied, ABC Hotel and Suites has contracted with Main Place Hotel and The Slumber Inn to relocate all occupants.

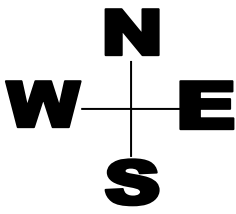
**Major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures:** Housekeeping supply carts can be located in the corridors while the housekeeper is in the process of cleaning the rooms. All housekeepers have been trained and instructed to place the carts as close to the wall as possible to help minimize the temporarily obstructed corridor. The 4<sup>th</sup> floor is the only floor where smoking is allowed. Each room is equipped with an ashtray to help minimize cigarettes being discarded elsewhere.

**Personnel responsible for maintenance of systems and equipment installed to prevent or control fires:**

Dave Wright – Building Engineer  
Cell Phone Number: (909) 555-9876  
Bob Johnson – Maintenance Supervisor  
Cell Phone Number: (909) 555-5432

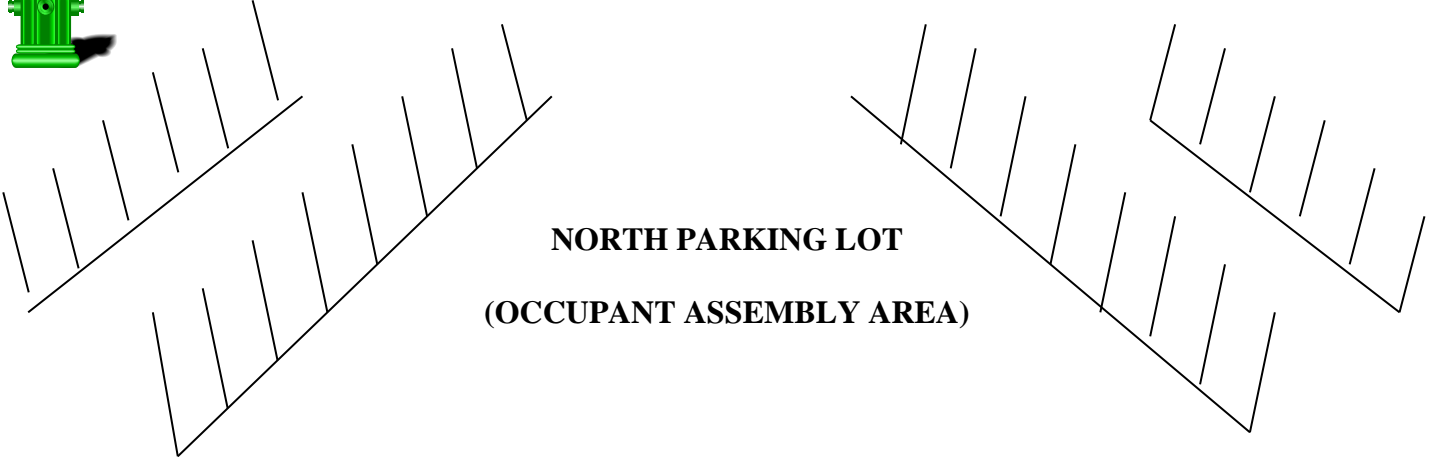
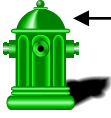
**Personnel responsible for maintenance, housekeeping and controlling fuel hazard sources:**

Bob Johnson – Maintenance Supervisor  
Cell Phone Number: (909) 555-5432  
Sandy Franco – Housekeeping Supervisor  
Cell Phone Number: (909) 555-1357  
Jim Brown – General Manager  
Cell Phone Number: (909) 999-1234



# SITE PLAN

N. Alphabet Way



**NORTH PARKING LOT**  
**(OCCUPANT ASSEMBLY AREA)**

## Fire Department Access



## Fire Department Access



Fire hydrant



PIV (post indicator valve)



FDC (fire department connection)



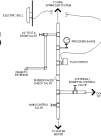
Hose station (located on the roof)

# FLOOR PLAN

- Primary evacuation route
- Secondary evacuation route



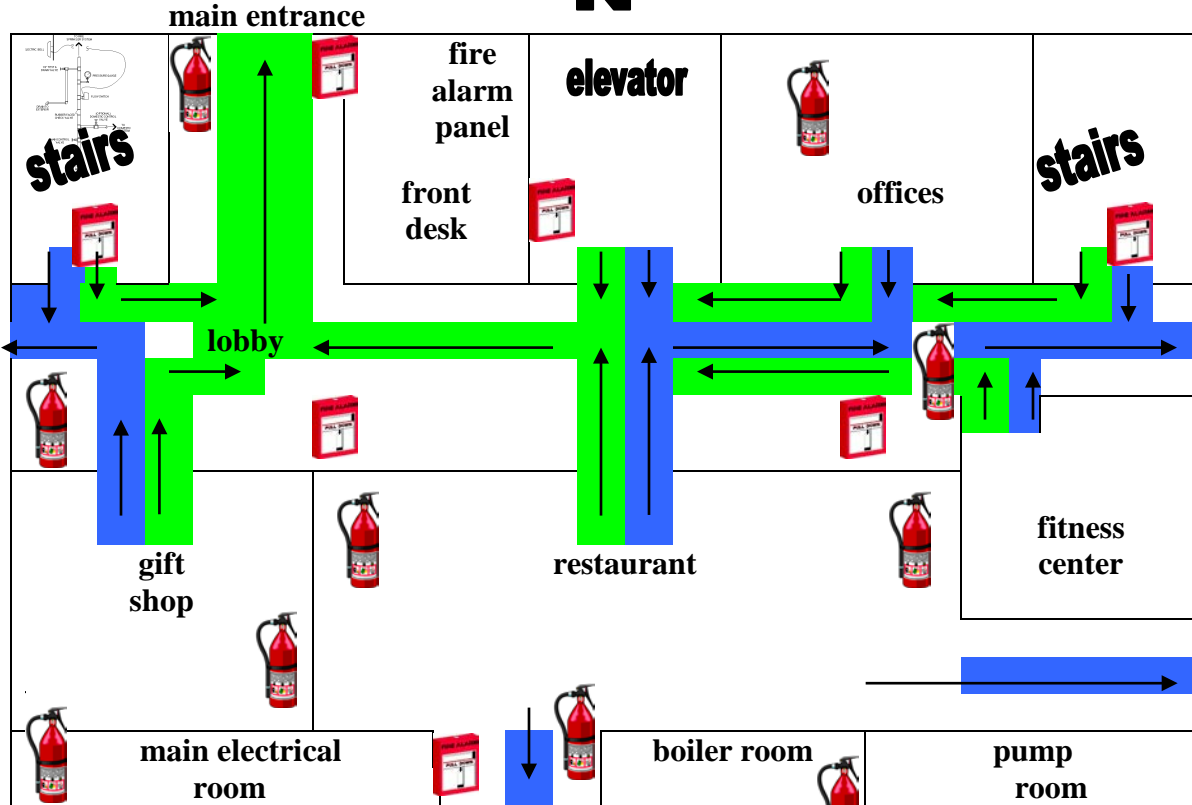
Fire extinguishers  
Manual pull stations



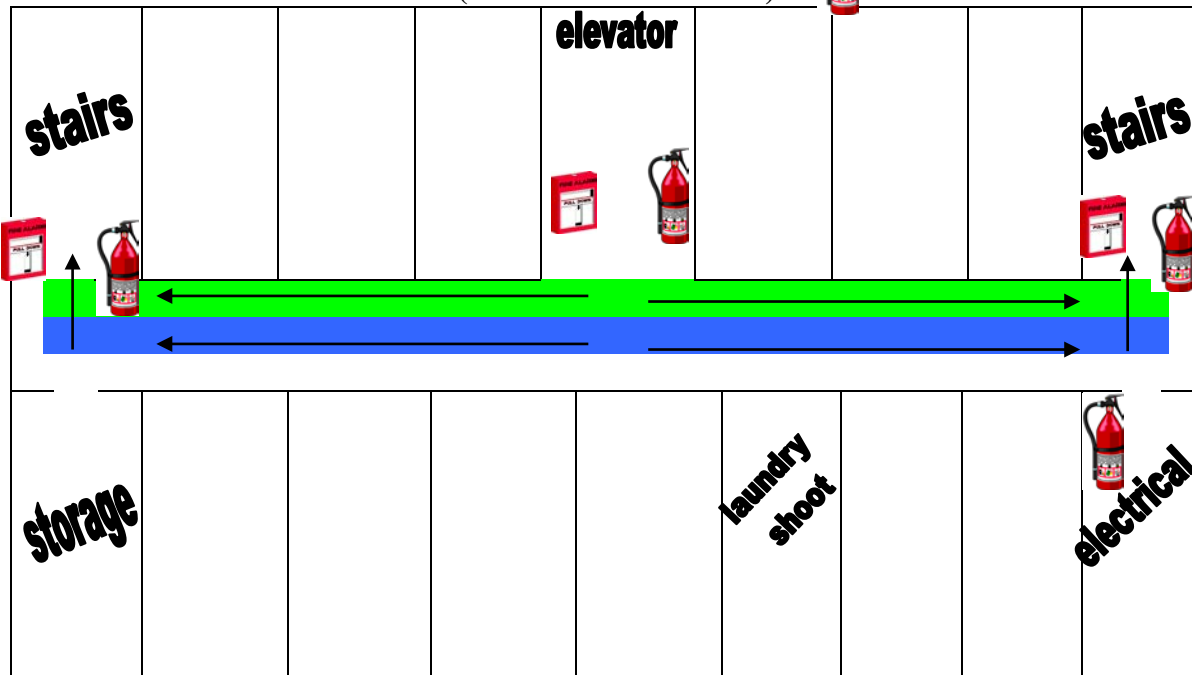
sprinkler riser

## FIRST FLOOR

**N**



## SECOND – FOURTH FLOOR (all floors are identical)



## **FIRE EVACUATION PLAN (California Fire Code 404.3.1)**

**Evacuation Procedure:** In the event of a fire anywhere in the building, all employees and occupants will completely evacuate the building and relocate to the designated meeting spot (north parking lot). All rooms have an evacuation route sign posted to assist in exiting the building in an orderly fashion. In the event of a different type emergency, with approval from the General Manager, only selected floors/rooms may be required to evacuate.

**Employees who may need to remain inside during evacuation:** Currently it is the policy of the hotel that all employees are to evacuate along with all occupants. There isn't any critical equipment to operate. The front desk has the only employees working And they may take slightly longer to exit, since it is their duty to print out a current list of occupied rooms. However, if it is a critical emergency where there is not time, the front desk will evacuate along with everyone else.

**Procedure for accounting for employees and occupants after evacuation:** A list of occupied rooms is printed out every hour, in order to keep up to date on vacancies. The front desk is trained and instructed to bring the list out with them while evacuating. If time permits, the staff will print out another list prior to evacuating the building. The list is given to the General Manager for the head count. All department heads will report to the General Manager as soon as they evacuate and account for their employees. Once all employees are accounted for, department heads will organize certain staff members to assist in organizing and accounting for all occupants. All information is reported to the General Manager in order for him to provide all necessary information to the fire and/or police department.

**Employees responsible for rescue or emergency medical aid:** Department heads are responsible for designating certain employees to assist with evacuation. Those staff members are also responsible for identifying any rescue or emergency medical aid needed. They are able to relay information to the General Manager on their hand held radios. Staff Members are trained and instructed to assist with what they can until fire and/or police arrive on scene. They are also trained and instructed to leave the situation if it will put them in harms way.

**Preferred and alternative means of notifying occupants of a fire or emergency:** In the event of a fire, all occupants will be notified through the fire alarm system. A pre-recorded message will sound through the annunciators giving instruction on what to do. If the annunciators do not sound, staff members are trained and instructed to verbally give notice to all occupants. They do have access to use a mega-phone if necessary. In the event of a different type of emergency, staff will be directed by the General Manager on whether a need to evacuate is needed or not. If it is necessary to evacuate, staff members will go door to door on their floor advising all occupants to exit the building and direct them where to relocate.



**Preferred and alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization:** All staff members have been trained and instructed to immediately call the front desk and advise them of the incident. This can be accomplished by using the phone or hand held radio. The front desk will then immediately call 911 to report the incident. If for some reason the phone system is down, the front desk does have access to a cell phone.

**Personnel who can be contacted for further information or explanation of duties under the plan:** General Manager - Jim Brown (909) 999-1234  
Building Engineer – Dave Wright (909) 555-9876

**Description of the emergency voice/alarm communication system alert tone and preprogrammed voice message:** When the fire alarm sounds, you will hear three loud and long horn like beeps (beeeeeeeep, beeeeeeeep, beeeeeeeep). You will also see all strobe lights activated. The preprogrammed voice message will sound, stating the following, “Please evacuate the building immediately; do not panic. Leave all belongings inside your rooms. Use any available exit and make your way to the north parking lot for further instruction.” This message will keep repeating while the alarm is sounding.

# FIRE SAFETY AND EVACUATION PLAN

**Business Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Occupancy Address:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Business Owner:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Owner's Address/Corporate Office:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Property Owner Address:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Business License #** \_\_\_\_\_

**Fire Protection Equipment:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fire Alarm Monitoring Company:** \_\_\_\_\_

**24 Hour Phone Number:** \_\_\_\_\_

**Fire Protection Maintenance Company (C-16 license):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_



# SITE PLAN

# FLOOR PLAN



**department or designated emergency response organization:** \_\_\_\_\_

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**Personnel who can be contacted for further information or explanation of duties under the plan:** \_\_\_\_\_

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**Description of the emergency voice/alarm communication system alert tone and preprogrammed voice message:** \_\_\_\_\_

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# EMERGENCY EVACUATION DRILL FORM

Name of drill coordinator: \_\_\_\_\_

Drill date: \_\_\_\_\_ Drill time: \_\_\_\_\_

Drill notification method: \_\_\_\_\_

Number of staff members on duty & participating:

\_\_\_\_\_

List any special conditions simulated (Ex. Blocked exit, injured person, trapped person, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method used to recall occupants after evacuation was completed and the building was cleared to be occupied again:

\_\_\_\_\_

List any problems encountered during the drill: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list what you will do to correct the problems identified during this drill:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Weather conditions: \_\_\_\_\_

Time required accomplishing complete evacuation: \_\_\_\_\_

\_\_\_\_\_  
Signature of drill coordinator

\_\_\_\_\_  
Print name of drill coordinator