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## **Fire Safety & Evacuation Plans Guidelines & Checklist**

**Important (Read):** The Fire Evacuation Plans and Fire Safety Plans in this form are from the 2015 New Jersey International Fire Code adopted by the State of New Jersey. This is a guide to creating a Fire Evacuation Plan and Fire Safety Plan that is crucial for life safety. The fire code does not require all facilities to have a plan in place, however if your facility does not have a plan in place, then a plan should be created. A plan should also be implemented when notification from the Fire Marshal has been made where there has been unintentional and/or intentional interference to Fire Department or Fire Marshal's operations in reference to an incident.

### **I. Fire Evacuation Plans**

- 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 or defend in place response.**
  - **Explanation:** Create a written section describing the emergency egress routes and write whether the building will have a complete evacuation. In most structures it will be a complete evacuation. Selected floors and areas generally apply to high rise structures, advanced industrial facilities, and/or special care facilities.
- 2. Procedures for employees who must remain to operate critical equipment before evacuating.**
  - **Explanation:** If the structure has critical equipment that requires a designee with special knowledge to secure the equipment prior to evacuation then include their procedures. This section generally applies to large scale industrial facilities with specialty equipment.
- 3. Procedures for the use of elevators to evacuate the building where occupancy evacuation elevators complying with the building subcode of the Uniform Construction Code are provided.**
- 4. Procedures for assisted rescue for person unable to use the general means of egress unassisted.**
  - **Explanation:** Write the procedures for assisting those incapable of self-rescue or evacuation.

- **5. Procedures for accounting for employees and occupants after the evacuation has been completed.**
  - **Explanation:** Written procedures on how the accountability processes take place.
    - **Example:** A checklist with the all of the students, staff's, and other occupants name is brought to the assembly point and a recall is taken. Any student missing during the recall will be reported immediately to the designated personal in charge of the fire drill, police, fire department, or any other emergency means to communicate that an individual is missing. This is not applicable to all building uses.
  
- **6. Identification and assignment of personal responsible for rescue or emergency medical aid.**
  - **Explanation:** Identify the personal that will be responsible for medical aid to the occupant(s) or have specific knowledge as to a medical condition of an individual.
  
- **7. The preferred and any alternative means of notifying occupants of a fire or emergency.**
  - **Explanation:** This section shall include how the occupants are notified in case of a fire by two methods. If the facility is equipped with a fire alarm system then utilizing the manual pull station will set the fire alarm off. Always have an alternate means of notifying the occupants in case the fire alarm system fails or is not readily accessible. Utilizing a PA system or other means should be documented in your plan.
  
- **8. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.**
  - **Explanation:** This section shall include how to contact emergency personal. Calling 911 is usually the best option and utilizing the manual pull station in the event of a fire or another emergency. Just remember that pulling a manual pull station notifies the fire department and will also activate the fire alarm system in the structure.
  
- **9. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.**
  - **Explanation:** This section shall include personnel name with appropriate the contact information which typically should include: Cell Phone, Office Phone, Email Address, and Mailing Address. If there are any questions regarding the plan or information that may need updated emergency personal will want to reach the designee promptly and efficiently streamline communication
  
- **10. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.**
  - **Explanation:** This section shall include a description for the alarm system if it has a voice feature/preprogrammed voice messages regarding evacuation and/or other features. Many fire alarm systems

do not have the added voice feature and are just a standard horns and strobes.

## II. Fire Safety Plans

- 1. The procedure for reporting a fire or other emergency.
  - 2. The life safety strategy including the following:
    - Procedures for notifying occupants, including area with a private mode alarm system.
    - Procedures for occupants under a defend-in-place response.
    - Procedures for evacuating occupants, including those who need evacuation assistance.
- 3. Site plans indicating the following:
  - **The occupancy assembly point** – *This location should be a minimum of 1 and 1 ½ times the height of the building and to avoid interference with fire department operations. Coordinate with your Fire Marshal or Fire Inspector for best areas. This location shall be designated to have occupants gather at this point during an evacuation.*
  - **The locations of fire hydrants** - Indicate the location of Fire Hydrants on the premises.
  - **The normal routes of fire department vehicle access** - Indicate the fire apparatus roads leading to the structure as well as the designated fire lanes.
- 4. Floor plans indicating the following:
  - **Exits - Label all Exits**
  - **Primary Evacuation Routes**- Identify the path of travel for the primary evacuation **Suggestion:** Indicate the path of primary egress with a solid line \*Be sure to indicate this in your legend or on the floor plan.
  - **Secondary Evacuation Routes** - Identify the path of travel for the secondary evacuation **Suggestion:** Indicate the path of secondary egress with a dotted line. \*Be sure to indicate this in your legend or on the floor plan.
  - **Accessible Egress Routes** –
  - **Areas of Refuge**- Locations where a person would await rescues inside of a building. Inside the enclosed stairway is usually the approved area of refuge. Occupants should always evacuate unless otherwise specified in the fire safety plan.
  - **Manual Fire Alarm Boxes (Pull Stations)** – Indicate the location of these devices on the floor plan. Once pulled they will activate the fire alarm system. Someone should always call 911.
  - **Portable Fire Extinguishers**- Indicate the locations of Portable fire Extinguishers
  - **Occupancy Use Hose Stations**- Applicable to facilities whom have them installed.
  - **Fire Alarm Annunciators and controls** – Indicate the location of the Fire Alarm Annunciator which is

usually similar to a key pad and the controls which is usually in a designated space or room the house the main components of the system.