

Fire and Evacuation Plan Template

New York City Fire Prevention Code requires that most university buildings, depending on size and occupancy, complete and initiate a fire safety plan and fire evacuation plan.

Fire Safety Plan – components of the *Fire Safety Plan* should include:

1. The procedure for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
3. Site plans indicating the following: occupancy assembly point, location of fire hydrants, normal routes of fire department vehicle access.
4. Floor plans should include the locations of the following: exits, primary evacuation routes, secondary, evacuation routes, areas of refuge, manual fire alarm boxes, portable fire extinguishers and fire alarm control.
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 hazard sources.

The *Fire Safety Plan* shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy or the physical arrangement of the building.

The *Fire Safety Plan* shall be available in the workplace for reference and review by employees and copies shall be furnished to Fire Safety Programs and State officials for review upon request.

Fire Evacuation Plan – components of the Fire Evacuation Plan should include:

1. Emergency egress or escape routes.
2. Procedures for employees who must remain to operate critical equipment prior to evacuating.
3. A procedure for accounting for employees and occupants after evacuation has been completed.
4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
5. The preferred and any alternative means of notifying occupants of a fire or emergency.
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
8. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

The *Fire Evacuation Plan* shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy or the physical arrangement of the building.

The *Fire Evacuation Plan* shall be available in the workplace for reference and review by employees and copies shall be furnished to Fire Safety Programs and State officials for review upon request.

Fire Safety Programs staff will initiate the process to complete planning in buildings that require a *Fire Safety and Evacuation Plan* and will assist those responsible for completing the plan, including providing information regarding fire protection systems, location of assembly area, site plans and evacuation routes.

Fire Safety Programs has designed the following template that combines the requirements of both plans into one document, called the ***Fire Safety and Evacuation Plan***. The template shall be used to provide all information needed satisfy code requirements.

Fire Safety and Evacuation Plan

Building Name: (Insert Building name and address)

List of major fire hazards associated with the normal use and occupancy of the building: (OEM-Fire Safety Programs will assist in development of list.)

Personnel responsible for maintenance of systems and equipment installed to prevent fire: (Information will be provided by OEM-Fire Safety Programs)

Procedures for employees who must remain to operate critical equipment before evacuating: (In most cases the answer will be "None")

Identification and assignment of personnel responsible for rescue or emergency medical aid: (Information will be provided by OEM-Fire Safety Programs. University Police is the primary agency providing rescue and emergency medical aid)

The preferred and any alternative means of notifying occupants of a fire or emergency: (Information will be provided by OEM-Fire Safety Programs)

The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization: (Information will be provided by OEM-Fire Safety Programs)

Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan: (List names and contact information of responsible parties)

A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided: (Information to be provided by OEM-Fire Safety Programs)

Site plan indicating:

Occupancy assembly point

Locations of nearest fire hydrants

The normal routes of fire department vehicle access

(Information to be provided by OEM- Fire Safety Programs)

Floor plans identifying the locations of the following:

Exits

Primary evacuation routes

Secondary evacuation routes

Areas of refuge

Manual fire alarm boxes

Portable fire extinguishers

Fire alarm controls

(Information to be provided by OEM- Fire Safety Programs)

Upon Completion of the ***Fire Safety and Evacuation Plan*** it shall be made available in the workplace for reference and review by employees and, on request, a copy shall be furnished to the fire code official for review