EMERGENCY PLANNING AND INFORMATION

1. Fire evacuation plans shall include the following:
   
a) Emergency egress or escape routes and whether evacuation of the building is to be complete by selected floors or areas only or with a defend-in-place response.

b) Procedures for employees who must remain to operate critical equipment before evacuating

c) Procedures for the use of elevators to evacuate the building where occupant evacuation elevators complying with Section 308 of the California Building Code are provided.

d) Procedures for assisted rescue for persons unable to use the general means of egress unassisted.

e) Procedures for accounting for employees and occupants after evacuation has been completed.

f) Identification and assignment of personnel responsible for rescue or emergency medical aid.

g) The preferred and any alternative means of notifying occupants of a fire or emergency.

h) The preferred and alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.

i) Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.

j) A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

2. Fire safety plans shall include the following:
a) The procedure for reporting a fire or other emergency

b) The life safety strategy including the following:

   i) Procedures for notifying occupants, including areas with a private mode alarm system

   ii) Procedures for occupants under a defend-in-place response.

   iii) Procedures for evacuating occupants, including those who need evacuation assistance.

c) Site plans indicating the following:

   i) The occupancy assembly point

   ii) The locations of fire hydrants

   iii) The normal routes of fire department vehicle access.

d) Floor plans identifying the locations of the following:

   i) Exits.

   ii) Primary evacuation routes.

   iii) Secondary evacuation routes.

   iv) Accessible egress routes.

      aa) Areas of refuge.

      ab) Exterior areas for assisted rescue.

   v) Refuge areas associated with smoke barriers and horizontal exits.

   vi) Manual fire alarm boxes.

   vii) Portable fire extinguishers.

   viii) Occupant use hose stations.

   ix) Fire alarm annunciators and controls.

e) A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.

f) Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
g) Identification and assignment of personnel responsible for maintenance housekeeping and controlling fuel hazard sources.

Fire Drills and Training

1. Training for Employees

a) Employees shall be trained in fire and emergency procedures based on the plans and procedures as laid forth in this document.

b) Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and not less than annually thereafter. Records of training shall be maintained.

   i) 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.

   ii) 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.

   iii) 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.

2. Emergency Evacuation Drills

a) Emergency evacuation drills shall be conducted not less than annually if a fire and life safety plan is required for the occupancy. Drills shall be designed in cooperation with the local fire authority.

b) Required emergency evacuation drills shall be held at the intervals specified for your building’s occupancy type. If you are unsure of your occupancy type, please contact the Bureau of Fire Protection and Life Safety at 650-522-7940 for clarification.

   i) Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.

   ii) Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

   iii) Records shall be maintained of required emergency evacuation drills and include the following information:

      aa) Identity of the person conducting the drill.

      ab) Date and time of the drill.

      ac) Notification method used.

      ad) Employees on duty and participating.
ae) Number of occupants evacuated.

af) Special conditions simulated.

ag) Problems encountered.

ah) Weather conditions when occupants were evacuated.

ai) Time required to accomplish complete evacuation.

iv) Where required by the fire code official, prior notification of emergency evacuation drills shall be given to the fire code official.

v) Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

vi) As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.

vii) An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal and 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. Persons shall not reenter the premises until authorized to do so by the official in charge.

SUBMITTAL AND APPROVAL

A sample color copy of all evacuation signs and temporary signs shall be submitted to San Mateo Fire Marshal for approval prior to posting. A sample of the materials (such as plastic, metal, etc.) shall be provided. Any unauthorized changes made to the sign after approval will void such approval. In addition, the owner, operator, or building management will attach with the submittal a “Letter of Compliance” in their letterhead stating that all language and Braille is true and correct (see sample).

Fax submittals are not acceptable for the final approval. Color copies of all varying floor plans shall be submitted for approval through the Inspector assigned to the building at:

Bureau of Fire Protection and Life Safety
1900 O’Farrell Street, Suite 375
San Mateo, CA 94403

Any request for an equivalency/variance to these requirements shall be addressed to the Fire Marshal.

The Fire Department recommends using the attached “FD Evacuation Sign Checklist” to assure compliance of the evacuation sign.
POSTING INFORMATION

Signs are required to be posted at each stairway entrance from the corridor or tenant area at every elevator lobby, inside every hotel guestroom, and inside the street level public entrance(s).

The signs shall be posted so that the bottom of the information is not more than 4 feet above the floor level. In all guestrooms, signs shall be posted on the interior of the entrance door or immediately adjacent to the door. The sign shall not be easily removable. The signs shall not be easily defaced: a protective cover is recommended.

AMERICAN DISABILITIES ACT (A.D.A.) REQUIREMENTS

Questions relating to A.D.A and signage requirements should be referred to the U.S. Department of Justice.
SAMPLE OF YOUR LETTER OF COMPLIANCE
(TYPE ON YOUR COMPANY’S LETTERHEAD)

(Today’s Date)

Letter of Compliance

This is to certify that ____________________________ meets the requirements of California Code of Regulations, Title 19, section 3.09, Emergency Planning and information. All languages and Braille is true and correct.

Building Management: ______________________________

Signature

Title: ____________________________________________


F.D EVACUATION SIGN CHECKLIST

(Unless specified “Preferred”, the following are “Required” items for the sign)

Text (All characters shall be of minimum 3/16” in height. Example a lower case letter shall be 3/16” in height, and the upper case letter shall be proportionally bigger)

☐ Fire/Police/Medical # (911 or 9-911) 3/16” minimum, or ½” greater preferred

☐ Physically Challenged and Visually Impaired Individuals addressed

☐ Sound of Alarm identified? (Strobes, P.A. etc.)

☐ Notice to use stairs, not Elevators in case of Fire (Underline “Do Not”)

☐ Floor number where sign is located

☐ Special Instructions? ______________

Exit Path

☐ Green in color (dashed line) preferred

☐ 1/8 minimum width preferred

☐ Arrows leading to all exits preferred

☐ Proper orientation to location

☐ All exits labeled –EXIT- 3/16” minimum height

☐ ½” minimum corridor width preferred

☐ All walls in the Exit path are to be shown

☐ Fire Escape is to be labeled – 3/16” minimum height

Symbols

☐ “YOU ARE HERE” to be a Star (contrasting color) on legend

☐ Other Fire related items (i.e. pull stations, Fire extinguishers, etc)

☐ Standpipe symbol (If location is other than stairwell or fire escape)

☐ Fire Alarm Pull Stations shown
☐ Fire Extinguishers shown preferred

☐ Symbols are to be the same size on the map as on the legend preferred

**Miscellaneous Specifications**

☐ Signs shall have contrasting colors and shall not be easily removable

☐ No unnecessary wording

Approved by:

Ray Iverson
Deputy Fire Chief