

404.1 General. Fire safety, evacuation, shelter-in-place plans and associated drills shall comply with the requirements of Sections 404.2 through 404.5.1.

404.2 Fire safety and evacuation plans. Fire safety and evacuation plans shall comply with the requirements of Sections 404.2.1 through 404.2.2.2.

404.2.1 Where required. An approved fire safety and evacuation plan shall be prepared and maintained for the following occupancies and buildings.

1. Group A having an occupant load of 100 or more.
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.
3. Group E.
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.
5. Group H.
6. Group I.
7. Group R-1.
8. Group R-2 college and university buildings, Boarding homes, group homes, and residential treatment facilities licensed by the state of Washington.
9. High-rise buildings.
10. 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.
11. Covered malls exceeding 50,000 square feet (4645 m²) in aggregate floor area.
12. Open mall buildings exceeding 50,000 square feet (4645 m²) in aggregate area within perimeter line.
13. Underground buildings.
14. Buildings with an atrium and having an occupancy in Group A, E or M.

404.2.2 Contents. Fire evacuation and safety plan contents shall be in accordance with Sections 404.2.2.1 and 404.2.2.2.

404.2.2.1 Fire evacuation plans. 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 has 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.
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.

404.2.2.2 Fire safety plans. 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.

404.3 Shelter-in-place plans. Shelter-in-place plans shall comply with the requirements of Sections 404.3.1 through 404.3.2.

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404.3.1 Where required. A shelter-in-place plan shall be prepared and maintained for all Group E occupancies.

Exception: Daycares not colocated on a Group E campus.

404.3.2 Shelter-in-place plan contents. Shelter-in-place plans shall include the following:

1. Identification of the procedures of initiating the shelter-in-place plan throughout the facility or campus.
2. Identification of prearranged alert and recall signals to notify all occupants.
3. Identification of procedures for reporting the facility is sheltering-in-place to the local emergency dispatch center.
4. A means of two-way communication between a central location and each secure area and consideration for maintaining means of communication in absence of primary power..
5. Identification of protective security measures.
6. Location of emergency supplies.
7. Accountability procedures for staff to report the presence or absence of occupants.
8. Identification of crisis response team members in accordance with the National Incident Management System.
9. Actions to be taken in the event of a fire or medical emergency while sheltering-in-place.

404.4 Maintenance. Emergency plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy or the physical arrangement of the building.

404.5 Availability. Emergency 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.

405.1 General. Emergency drills complying with the provisions of this section shall be conducted at least annually in the occupancies listed in Section 404.2.1 or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

405.2 Frequency. Required emergency drills shall be held at the intervals specified in Table 405.2 or more frequently where necessary to familiarize all occupants with the drill procedure.

405.2.1 Group E occupancies. The occupancy shall conduct at a minimum the following drills during the year:

1. One drill using the school mapping information system.
- Exception:** Day cares not colocated on a school campus.
2. Three fire evacuation drills.
3. One shelter-in-place drill.
4. Additional drills shall be as required by RCW 28A.320.125.

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405.4 Time. Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of an emergency.

405.5 Recordkeeping. Records shall be maintained of required emergency evacuation drills and include the following information:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members on duty and participating.
5. Number of occupants participating.
6. Special conditions simulated.
7. Problems encountered and corrective actions taken.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish complete evacuation, or shelter-in-place.

**TABLE 405.2
EMERGENCY DRILL FREQUENCY AND PARTICIPATION**

Group or Occupancy	Frequency	Participation
Group A	Quarterly	Employees
Group B ^c	Annually	Employees
Group E	Monthly ^{a,e}	All Occupants
Group F	Annually	Employees
Group I	Quarterly on each shift	Employees ^b
Group R-1	Quarterly on each shift	Employees
Group R-2 ^f	Quarterly on each shift	Employees
Group R-2 ^d	Four Annually	All Occupants
High-rise buildings	Annually	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 buildings 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. Day cares colocated on a Group E campus shall participate in emergency drills occurring on the campus.
- f. Applicable to boarding homes, group homes, and residential treatment facilities licensed by the state of Washington.

405.6 Notification. Where required by the fire code official, prior notification of emergency drills shall be given to the fire code official.

405.7 Initiation. Emergency drills shall be initiated in accordance with Sections 405.7.1 through 405.7.3.

405.7.1 Fire evacuation drills. Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. The fire

alarm monitoring company shall be notified prior to the activation of the fire alarm system for drill proposed and again at the conclusion of the transmission and restoration of the fire alarm system to normal mode.

Exception: Drills conducted between the hours of 9:00 p.m. and 6:00 a.m., in Group R-2 boarding homes, group homes, and residential treatment facilities licensed by the state of Washington.

405.7.2 Shelter-in-place drills. Shelter-in-place drills shall be initiated by the shelter-in-place alert signal, generated by the alerting system in accordance with Section 915.

405.8 Accountability. As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated and/or have been accounted for in the shelter-in-place.

405.9 Recall and reentry. The recall signal initiation shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. No one shall reenter the premises until authorized to do so by the official in charge.

406.1 General. Employees in the occupancies listed in Section 404.2.1 shall be trained in the emergency procedures described in their emergency plans. Training shall be based on these plans and as described in Section 404.2 and 404.3.

406.2 Frequency. Employees shall receive training in the contents of the emergency plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the fire code official upon request.

406.3 Employee training program. Employees shall be trained in fire prevention, evacuation, sheltering-in-place, and fire safety in accordance with Sections 406.3.1 through 406.3.3.

406.3.3 Emergency shelter-in-place training. Where a facility has a shelter-in-place plan, employees shall be trained on the alert and recall signals, communication system, location of emergency supplies, the use of the incident notification and alarm system, and their assigned duties and procedures in the event of an alarm or emergency.

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Effective November 2, 2013