



Emergency Plan Form



Cover Page

Name of Business/Facility. _____

Date of Submission _____ This is a: New Plan Updated Plan

Name, address, telephone numbers and email of the manager(s) of the building.

Manager _____ Address _____

Phone _____ email _____

Name, address, telephone numbers and email of the building owner (if different than Manager).

Owner _____ Address _____

Phone _____ email _____

Main occupancy classification of building. *This can be found on your Certificate of Occupancy.*

Assembly Group A occupancy includes, among others, the use of a building or structure, or a portion thereof, for the gathering of persons for purposes such as civic, social or religious functions; recreation, food or drink consumption; or awaiting transportation.

Business Group B occupancy includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts.

Educational Group E occupancy includes, among others, the use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade.

Factory Industrial Group F occupancy includes, among others, the use of a building or structure, or a portion thereof, for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations Institutional Group I occupancy includes, among others, the use of a building or structure, or a portion thereof, in which care or supervision is provided to persons who are or are not capable of self-preservation without physical assistance or in which persons are detained for penal or correctional purposes or in which the liberty of the occupants is restricted. Institutional occupancies shall be classified as Group I-1, I-2, I-3 or I-4.

Residential Group R includes, among others, the use of a building or structure, or a portion thereof, for sleeping purposes when not classified as an Institutional Group I. Examples: Apartment houses, Congregate living facilities (non-transient) with more than 16 occupants, Boarding houses (non-transient), Convents, Dormitories, Fraternities and Sororities, Monasteries, Hotels (non-transient), Live/work units, Motels (non-transient), Vacation time share properties.

Emergency Plan for Occupancies

Total square footage of occupancy (all floors, levels, mezzanines, etc) _____

Number of occupied floors: above grade ____ below-grade. ____

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

Name _____ Address _____

Phone _____ email address _____

Emergency contact information for key operational personnel and building owner's agent.

Emergency Contact _____ Address _____

After Hours Phone _____ email _____

Written Plans

Fire/Emergency Reporting and Occupant Notification

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

Alarm Monitoring Company.

Local alarm not monitored.

No fire alarm system.

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

On site fire alarm.

No monitored alarm system occupants call 9-1-1.

Emergency Plan for Occupancies

- A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, if applicable.

- The procedure for reporting a fire or other emergency.

Evacuation and Accountability

- Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.

Evacuate out of building.

Relocate to safe area. (Detail in Life Safety Strategy section)

- The life safety strategy and procedures for notifying, relocating, or evacuating occupants, including occupants who need assistance. Will this be evacuating occupants horizontally or vertically within or out of a building?

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

Emergency Plan for Occupancies

Emergency Response and Crowd Management

- Procedures for employees who must remain to operate critical equipment before evacuating.
- Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
- Identification and assignment of personnel responsible for rescue or emergency medical aid.

Your Group or Occupancy	Frequency of drills	Participation
Group A	Quarterly	Employees
Group B (General offices)	Annually	All Occupants
Group B (Ambulatory care facilities)	Annually	Employees
Group B (Clinic, outpatient)	Annually	Employees
Group E	Monthly	All Occupants
Group F	Annually	Employees
Group I -1	Semiannually on each shift	All Occupants
Group I -2	Quarterly on each shift	Employees
Group I -3	Quarterly on each shift	Employees
Group I -4	Monthly on each shift	All Occupants
Group R -1	Quarterly on each shift	Employees
Group R -2	Four Annually	All Occupants
Group R-4	Semiannually on each shift	All Occupants

To find your specific occupancy class refer to your Certificate of Occupancy or “How to Develop and maintain an emergency plan available at kitsap.gov/Developemergencyplan

Emergency Plan for Occupancies

Lockdown Plan

Specific Written Instructions to include:

- Identification of threats or situations that might cause a lockdown.

- Lockdown measures for specific threats that might affect fire response.

- Identification of individuals – by name and title who are authorized to implement a lockdown.

- Means and method for initiating a lockdown for identified threats – including:
 - The means for notifying staff and occupants of a lockdown, distinct from a fire alarm.

 - Exits and access points that will be secured during a lockdown.

 - How exits and access points will be secured or locked down.

 - A description of how the lockdown methods will remain consistent with the requirements of the fire code for emergency exiting.

- Method of reporting a lockdown situation to the fire department and emergency responders

- Method for accounting for people subject to the lockdown included presence or absence of individuals

- Method of two-way communication between staff and emergency responders during a lockdown

Emergency Plan for Occupancies

- Signal for end of lockdown.

- Procedure for assuring that all lockdown limitations are removed and access points including exits are returned to their normal operating conditions.

MAPS identifying

- Access route limitations during lockdown need to be attached to this document with a heading identifying “Lockdown” and a title description of attachment.

Hazardous Materials

Written procedures and detailed plans including:

- Hazardous Material Inventory Statements (Where required) – prepared in accordance with the provisions of the fire code <https://www.osha.gov/safer-chemicals/step2-inventory>

- Hazardous Material Management Plan (Where required) – prepared in accordance with the requirements of the fire code. Online resources can help with this plan.

- Hazard Communication Plan – per Washington State Requirements to include –
 - Labeling method

 - Access to Material Safety Data Sheets

[F413-012-000 Employer's Guide to the Hazard Communication Rule \(wa.gov\)](#)

Emergency Plan for Occupancies

- Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires if applicable.
 - Fire Alarm Maintenance Company _____
 - Phone _____
 - Sprinkler System Maintenance Company _____
 - Phone _____
 - Fire Alarm Monitoring Company _____
 - Phone _____

Floor Plans ***[Attach a PDF file or Scan of Floor Plan(s)]***

The floor plan portion of the fire safety and evacuation plan must identify the locations of the following:

- Locations of all exits, exit stairs and exit corridors.
- Primary evacuation routes from all spaces (delineate primary routes in a different manner than secondary routes).
- Secondary evacuation routes from all space (delineate secondary routes in a different manner than primary routes).
- Identify accessible egress routes and all areas of refuge.
- Exterior areas for assisted rescue.
- Locations of manual fire alarm boxes (pull stations).
- Locations of portable fire extinguishers.
- Location of hose valve/standpipe stations.
- Location of all fire alarm annunciators and controls.

Site Plans ***[Attach a PDF file or Scan of Site Plan(s)]***

The last portion or site plan portion of the plan must indicate the following:

- Building footprint showing all exits and the evacuee assembly point(s) away from fire department access routes [multiple points permitted if facility is large].
- The locations of fire hydrants.
- The normal routes of fire department vehicle access (fire lanes).

Make sure you have attached this form with:

Cover page

Floor plan(s) with evacuation routes shown.

Written plans

Site Plan(s)

E-Signature:

Submit then maintain all documents for review at the Annual Risk Check Fire Inspection, or if requested by FMO.