

FIRE SAFETY AND EVACUATION PLANS

“A TEMPLATE FOR COMMERCIAL BUILDINGS”

PREPARED BY THE CITY OF ITHACA FIRE DEPARTMENT

PURPOSE

THE PURPOSE OF THIS EMERGENCY ACTION PLAN IS TO ESTABLISH GENERAL PROCEDURES FOR THE SAFE AND EFFECTIVE MANAGEMENT OF AN EMERGENCY. ALL EMPLOYEES (INCLUDING INTERNS AND SEASONAL/ TEMPORARY), SUPERVISORS/ MANAGERS AND BUSINESS OWNERS ARE EXPECTED TO FOLLOW THE PROCEDURES OUTLINED IN THIS PLAN. THIS PLAN IS MERELY A GUIDE OF BASIC PRACTICES FOR DIFFERENT EVENTS. DUE TO THE FACT THAT EVENTS/ CIRCUMSTANCES MAY CHANGE RAPIDLY OR MAY NOT BE COVERED WITHIN THIS DOCUMENT, THIS PLAN IS NOT A SUBSTITUTE FOR GOOD REASONABLE JUDGEMENT AT THE TIME OF THE INCIDENT.

SCOPE OF THIS DOCUMENT

TO ASSIST IN THE DEVELOPMENT OF EMERGENCY EVACUATION AND FIRE PREVENTION PLANS FOR COMMERCIAL BUILDINGS IN THE CITY AND TOWN OF ITHACA NEW YORK. THIS GUIDE IS IN COMPLIANCE WITH CHAPTER FOUR (4) OF THE FIRE CODE OF NEW YORK STATE AND HAS BEEN PERMITTED FOR USE BY THE CITY OF ITHACA FIRE DEPARTMENT. ALL PLANS PREPARED USING THIS GUIDE MUST BE IMPLEMENTED AS DETAILED AND REVIEWED/ MODIFIED AS NEEDED ANNUALLY. ALL PLANS ARE SUBJECT FOR REVIEW AT ANY TIME BY THE CITY OF ITHACA FIRE DEPARTMENT'S CODES ENFORCEMENT BUREAU, CITY OF ITHACA BUILDING DEPARTMENT AND/OR BY NEW YORK STATE CODES ENFORCEMENT DIVISION.

TABLE OF CONTENTS

PAGE 1:	COVER PAGE
PAGE 2:	PLAN PURPOSE AND SCOPE OF DOCUMENT
PAGE 3:	TABLE OF CONTENTS
PAGE 4:	BUILDING INFORMATION REFERENCE
PAGE 5:	PLAN DEFINITIONS
PAGE 6:	TRAINING ACCOUNTABILITY FORM
PAGE 7:	EMERGENCY CONTACTS
PAGE 8:	INDIVIDUAL RESPONSIBILITIES
PAGE 9:	SMOKE, FIRE AND EXPLOSION PROCEDURES
PAGE 10:	EARTHQUAKE AND TORNADO PROCEDURES
PAGE 11:	TORNADO (CONT.) AND ACTIVE THREAT/ WORKPLACE VIOLENCE PROCEDURES
PAGE 12:	MEDICAL EMERGENCY AND EVACUATION ROUTES
PAGE 13:	BUILDING FLOOR PLAN
PAGE 14:	BUILDING SITE PLAN
PAGE 15:	FIRE DRILL FREQUENCY CHART
PAGE 16:	FIRE DRILL INFORMATION/ RECORD LOG
PAGE 17:	ADDITIONAL INFORMATION APPLICABLE TO YOUR BUILDING/ BUSINESS

THE FOLLOWING EVACUATION AND FIRE PREVENTION PLAN IS FOR:

LOCATED AT:

WRITTEN BY:

IMPLEMENTED ON THIS DATE:

___/___/___

DEFINITIONS

FOR THE PURPOSE OF THIS PLAN, THE FOLLOWING TERMS SHALL BE DEFINED AS FOLLOWS

ACCOUNTABILITY: A SYSTEM USED BY ADMINISTRATION, MANAGERS OR SUPERVISORS TO TRACK THE LOCATION OF EMPLOYEES/ CUSTOMERS DURING AN INCIDENT THAT REQUIRES EVACUATION OF A BUILDING/ STRUCTURE.

ACTIVE THREAT/ WORKPLACE VIOLENCE: ONE OR MORE SUBJECTS WHO PARTICIPATE IN A RANDOM OR SYSTEMATIC DEMONSTRATION OF THEIR INTENT TO HARM OTHERS.

AREA OF REFUGE: A PRE-DETERMINED SITE WITHIN THE BUILDING WHERE INDIVIDUALS WHO CANNOT EVACUATE GATHER DURING AN EMERGENCY.

BUILDING: A PERMANENT STRUCTURE SUBJECT TO THE PROVISIONS OF THIS SECTION.

BUILDING OCCUPANTS: ALL PERSONS WITHIN A BUILDING INCLUDING EMPLOYEES AND VISITORS.

EARTHQUAKE: TREMBLING OR SUDDEN MOVEMENT OF THE EARTH'S CRUST.

EMERGENCY: AN INCIDENT THAT IS SUDDEN, URGENT AND USUALLY UNEXPECTED THAT REQUIRES IMMEDIATE ACTION.

EVACUATION: THE SYSTEMATIC REMOVAL OF PERSONS FROM AN ENDANGERED AREA/ BUILDING.

IN-BUILDING RELOCATION: THE CONTROLLED MOVEMENT OF BUILDING OCCUPANTS FROM AN ENDANGERED AREA TO AN AREA OF REFUGE OR SAFE AREA WITHIN THE CONFINES OF THE BUILDING ITSELF.

OCCUPANCY ASSEMBLY POINT: A DESIGNATED AREA OUTSIDE OF A BUILDING TO WHICH BUILDING OCCUPANTS ARE DIRECTED TO REPORT UPON IMPLEMENTATION OF A PARTIAL/ FULL EVACUATION IN ACCORDANCE WITH THIS EMERGENCY ACTION PLAN.

P.A.S.S.: ACRONYM DESIGNED TO ASSIST THE PUBLIC IN THE PROCESS OF USING A PORTABLE FIRE EXTINGUISHER.

1. PULL PIN
2. AIM AT THE BASE OF THE FIRE
3. SQUEEZE THE TRIGGER
4. SWEEP FROM SIDE TO SIDE

SHELTER IN-PLACE: A PLANNED/ SYSTEMATIC APPROACH TO A CERTAIN EVENT WHERE OCCUPANTS REMAIN INSIDE THE BUILDING, ROOM OR SAFE AREA UNTIL FURTHER DIRECTION IS GIVEN BY EMERGENCY PERSONNEL.

EMERGENCY CONTACTS

	HOME	CELL
BUILDING OWNER:	_____ () ____ - ____ () ____ - ____	_____ () ____ - ____ () ____ - ____

BUSINESS OWNER:	_____ () ____ - ____ () ____ - ____	_____ () ____ - ____ () ____ - ____
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MANAGERS:	_____ () ____ - ____ () ____ - ____	_____ () ____ - ____ () ____ - ____
	_____ () ____ - ____ () ____ - ____	_____ () ____ - ____ () ____ - ____
	_____ () ____ - ____ () ____ - ____	_____ () ____ - ____ () ____ - ____
	_____ () ____ - ____ () ____ - ____	_____ () ____ - ____ () ____ - ____
	_____ () ____ - ____ () ____ - ____	_____ () ____ - ____ () ____ - ____

FIRE ALARM COMPANY:	_____ () ____ - ____ () ____ - ____	_____ () ____ - ____ () ____ - ____
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SPRINKLER COMPANY:	_____ () ____ - ____ () ____ - ____	_____ () ____ - ____ () ____ - ____
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ALTERNATIVE SUPPRESSION SYSTEM COMPANY	_____ () ____ - ____ () ____ - ____	_____ () ____ - ____ () ____ - ____
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FIRE EXTINGUISHER COMPANY	_____ () ____ - ____ () ____ - ____	_____ () ____ - ____ () ____ - ____
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ITHACA FIRE DEPARTMENT:	EMERGENCY	911
	ITHACA FIRE DEPARTMENT	(607) 272-1234
	CODES BUREAU	(607) 277-7354

ITHACA POLICE DEPARTMENT:	EMERGENCY	911
	ITHACA POLICE DEPARTMENT	(607) 272-9973

RESPONSIBILITIES

A. BUILDING/ PROPERTY OWNER

- MAINTAIN PROPERTY IN COMPLIANCE WITH THE STANDARDS OF NEW YORK STATE
- ENSURE THAT BUILDING SYSTEMS AND LIFE SAFETY EQUIPMENT ARE MAINTAINED AND TESTED PER APPLICABLE STANDARDS
- MAINTAIN UP-TO-DATE CONTACT INFORMATION WITH TENANTS/ EMERGENCY CONTACTS IN CASE OF AN EMERGENCY REQUIRING YOUR ASSISTANCE.

B. BUSINESS OWNER

- MAINTAIN PROPERTY IN COMPLIANCE WITH THE STANDARDS OF NEW YORK STATE
- ENSURE SAFE WORKING ENVIRONMENT
- MAINTAIN UP-TO-DATE INFORMATION WITHIN THIS PLAN
- CONDUCT THE APPLICABLE FIRE DRILLS THAT PERTAIN TO YOUR OCCUPANCY TYPE
- ENSURE ADEQUATE KNOWLEDGE AND TRAINING HAS BEEN RELAYED TO THE MANAGERS/ SUPERVISORS IN THE EVENT YOU ARE NOT PRESENT DURING AN EMERGENCY

C. MANAGERS/ SUPERVISORS

- BE FAMILIAR WITH THE CONTENT OF THIS PLAN
- ALERT STAFF OF EMERGENCY SITUATIONS
- ENSURE STAFF AND VISITORS ARE APPROPRIATELY EVACUATING THE BUILDING AS DIRECTED BY THE EVACUATION ROUTES
- ASSIST IN THE EVACUATION OF PERSONS WITH DISABILITIES
- PERFORM ACCOUNTABILITY ONCE ALL INDIVIDUALS HAVE EVACUATED
- REPORT FINDINGS TO RESPONDING EMERGENCY PERSONNEL

D. EMPLOYEES

- BE FAMILIAR WITH THE CONTENT OF THIS PLAN
- KNOW WHO TO AND HOW TO REPORT EMERGENCIES
- KNOW THE ASSIGNED EVACUATION ROUTES, AREAS OF REFUGE , OCCUPANCY ASSEMBLY POINTS AND THE SHELTER IN-PLACE POLICIES IF APPLICABLE
- ACTIVELY PARTICIPATE IN EMERGENCY DRILLS WHEN BEING CONDUCTED
- ASK QUESTIONS IF YOU ARE UNSURE OF OR DO NOT KNOW WHAT TO DO OR WHERE TO GO DURING AN EMERGENCY

****THE SUCCESS OF THIS FIRE SAFETY AND EVACUATION PLAN DURING AN EMERGENCY RELIES ON ALL EMPLOYEES, MANAGERS/ SUPERVISORS AND OWNERS KNOWING THE PROCEDURES OUTLINED IN THIS PLAN AND ACTING UPON THEM IN AN APPROPRIATE MANNER. ****

FIRE, SMOKE AND EXPLOSION PROCEDURES

IN THE EVENT OF ANY FIRE, SMOKE OR AN EXPLOSION YOU NEED TO

- ALERT THOSE AROUND YOU OF THE HAZARD
- NOTIFY OWNER/ MANAGER/ SUPERVISOR IMMEDIATELY
- IF POSSIBLE (WITHOUT RISK OF INJURY) TURN OFF EQUIPMENT AND SECURE OPERATIONS
- IF POSSIBLE (WITHOUT RISK OF INJURY AND AS YOU EXIT) USE APPROPRIATE FIRE EXTINGUISHER WITH THE P.A.S.S. PRINCIPAL
- EVACUATE THE AREA, CLOSING DOORS BEHIND YOU AS YOU LEAVE
- REMAIN CALM AND PROCEED TO THE NEAREST EXIT
- IF APPLICABLE AND NOT ALREADY IN ALARM- ACTIVATE ALARM SYSTEM
- IF NO ALARM IS PRESENT, CONTACT 911 AND REPORT THE SITUATION ONCE YOU'RE IN A SAFE LOCATION

****EVACUATION IS MANDATORY, DO NOT ATTEMPT TO RE-ENTER THE BUILDING FOR PERSONAL BELONGINGS... THESE ARE REPLACEABLE, YOU ARE NOT. ****

IF SMOKE IS ENCOUNTERED DURING ESCAPE, STAY LOW AND (IF POSSIBLE) USE SECONDARY EXIT.

- ONCE YOU HAVE EXITED, FIND THE APPROPRIATE MEETING AREA AND STAY THERE. A MANAGER/ SUPERVISOR OR SAFETY OFFICER WILL TAKE ACCOUNTABILITY.
- REPORT WHAT YOU WITNESSED/ SAW AS YOU LEFT (IE. WHERE THE FIRE WAS, WHAT WAS ON FIRE ETC...)
- REPORT IF ANY CO-WORKERS ARE NOT ACCOUNTED FOR AS WELL AS WHERE THEY WERE WORKING/ LAST SEEN
- REPORT ANY INJURIES TO YOUR MANAGER/ SUPERVISOR OR SAFETY OFFICER

IF YOU ARE TRAPPED WITHIN A ROOM/ BUILDING STAY CALM.

- IF POSSIBLE, FIND A ROOM THAT IS NOT ON FIRE AND ISOLATE YOURSELF/ OTHERS INSIDE.
- CLOSE ALL DOORS AND WINDOWS INSIDE THE ROOM.
- USE CLOTHING/ TOWELS TO BLOCK VOIDS AROUND DOORS/ WINDOWS OR VENTS TO LIMIT SMOKE FROM ENTERING
- IF POSSIBLE, CONTACT 911 AND REPORT WHO YOU ARE, WHERE YOU ARE TRAPPED, HOW MANY PEOPLE ARE WITH YOU AND ANY OTHER APPLICABLE INFORMATION THAT MAY BE REQUESTED.
- SIGNAL HELP WHEN RESCUERS ARE NEAR,
- IF POSSIBLE, KEEP WINDOWS CLOSED TO PREVENT THE FIRE FROM BEING DRAWN TO YOUR LOCATION.
- REMAIN CALM, STAY LOW AND BE PATIENT

EARTHQUAKE PROCEDURES

THE FOLLOWING ARE SOME USEFUL TIPS TO HELP PREPARE FOR AN EARTHQUAKE:

- KNOW YOUR SURROUNDINGS AND PRE-PLAN YOUR SAFE SPOTS SUCH AS UNDER STURDY TABLES, INSIDE DOOR FRAMES, UNDER DESKS.
- DETERMINE WHERE DANGER AREAS EXIST SUCH AS NEAR WINDOWS, UNDER HANGING OBJECTS OR NEAR TALL, UNSECURE OBJECTS SUCH AS BOOKCASES/ RACKS
- STORE HAZARDOUS AND FLAMMABLE CHEMICALS INSIDE PROPER CABINETS
- KEEP BREAKABLE AND HEAVY OBJECTS CLOSE TO THE FLOOR
- MAKE SURE COMPRESSED GAS CYLINDERS ARE SECURED AT ALL TIMES

DURING EARTHQUAKE

- GET TO THE FLOOR AND TAKE COVER UNDER SOMETHING STURDY
- HOLD ON UNTIL SHAKING CEASES
- STAY AWAY FROM DANGER AREAS
- ONCE SHAKING CEASES AND IT IS SAFE TO DO SO, HELP THOSE AROUND YOU EXIT THE BUILDING
- BE PREPARED FOR AFTERSHOCKS
- BE AWARE THAT ELECTRICITY MAY GO OUT AND THAT SPRINKLER/ FIRE ALARM SYSTEMS MAY ACTIVATE
- STAY AWAY FROM THE USE OF ELEVATORS
- ONCE OUTSIDE, STAY AWAY FROM BUILDINGS. MOVE TO OPEN AREAS AWAY FROM COLLAPSE ZONES
- ONCE EVACUATED, TAKE ACCOUNTABILITY AND DO NOT ATTEMPT TO RE-ENTER THE BUILDING UNTIL ADVISED TO BY EMERGENCY PERSONNEL.

TORNADO PROCEDURES

KNOW THE DIFFERENCE BETWEEN WATCH AND WARNING. A WATCH MEANS THAT A TORNADO HAS THE POTENTIAL OF FORMING IN YOUR AREA. A WARNING MEANS THAT A TORNADO IS IMMINENT AND THAT THERE IS AN IMMEDIATE DANGER TO LIFE AND PROPERTY.

INSIDE BUILDING:

- MOVE TO LOWEST LEVEL OF THE BUILDING
- STAY AWAY FROM WINDOWS AND DOORS
- MOVE TO AN INTERIOR CORRIDOR IF POSSIBLE
- AVOID LOBBIES, WALKWAYS, ATRIUMS AND OTHER AREAS CONTAINING GLASS STRUCTURES/ UNSECURED OBJECTS
- STAY LOW TO THE FLOOR AND COVER HEAD
- REMAIN INSIDE OF SHELTER UNTIL ADVISED BY EMERGENCY PERSONNEL

TORNADO PROCEDURES (CONT.)

OUTSIDE OF BUILDING:

- IF POSSIBLE SEEK SHELTER IMMEDIATELY
- AVOID WINDOWS
- AVOID UNSECURED DEBRIS SUCH AS PARKING LOTS, FENCES AND TREES
- IF NO SHELTER CAN BE REACHED, FIND LOWEST AREA POSSIBLE SUCH AS A DITCH OR RAVINE
- LAY FLAT AND COVER HEAD

ACTIVE THREAT/ WORKPLACE VIOLENCE

IN CASE OF AN IMMEDIATE LIFE-THREATENING EVENT, EACH INDIVIDUAL SHOULD TAKE WHATEVER ACTIONS ARE NECESSARY TO PROTECT HIS OR HER OWN LIFE. THESE ARE GUIDELINES AND SHOULD ONLY BE ATTEMPTED WHEN IT IS SAFE TO DO SO. WHEN IN DOUBT, FOLLOW YOUR OWN INSTINCTS.

THREAT INSIDE THE BUILDING:

- IF POSSIBLE, FLEE THE AREA SAFELY AND AVOID DANGER
- IF FLEEING IS NOT AN OPTION, SEPARATE YOURSELF FROM THREAT
- SECURE/ BARRICADE DOORS BY ANY MEANS POSSIBLE
- SHUT OFF LIGHTS AND MOVE TO AREA WHERE YOU CANNOT BE SEEN OR HEARD
- AS SOON AS POSSIBLE, CONTACT 911 AND REPORT WHAT YOU WITNESSED
- STAY CALM AND FOCUSED ON YOUR SURVIVAL, KEEP OTHERS AROUND YOU CALM AND FOCUSED
- DO NOT OPEN DOOR/ BARRICADE UNTIL A KNOWN EMERGENCY PERSONEL ADVISES IT IS SAFE TO DO SO

THREAT OUTSIDE OF BUILDING:

- CLOSE AND LOCK ALL DOORS AND WINDOWS
- STAY LOW TO THE GROUND AND AWAY FROM WINDOWS/DOORS
- IF POSSIBLE, TURN OFF LIGHTS TO LIMIT VISIBILITY INTO BUILDING
- CONTACT 911 IMMEDIATELY AND RELAY ALL PERTINENT INFORMATION THAT IS AVAILABLE
- REMAIN IN SAFE LOCATION UNTIL KNOWN EMERGENCY PERSONNEL ADVISES OTHERWISE

****EXPECTATION WHEN EMERGENCY PERSONNEL ARRIVE****

DUE TO RECENT EVENTS ACROSS THIS COUNTRY, POLICE HAVE CONDUCTED NUMEROUS ACTIVE THREAT/ "SHOOTER" DRILLS. OFFICERS ARE TRAINED TO RESPOND IN A "RAPID DEPLOYMENT" TECHNIQUE WHERE BY THE OFFICERS WILL GO DIRECTLY TO WHERE THEY BELIEVE THE THREAT IS. THEIR INTENT IS TO NUETRALIZE/ STOP THE THREAT BY THE QUICKEST MEANS AVAILABLE. IN THIS

STRATEGY, THE OFFICERS ARE NOT LOOKING FOR WOUNDED/ INJURED OCCUPANTS. THEY MAY ENTER THE BUILDING IN GROUPS OR TEAMS AND SWIFTLY MOVE THROUGH THE DIFFERENT AREAS. THE OFFICERS MAY HAVE A TYPICAL PATROLMAN APPEARANCE OR HAVE A MORE TACTICAL UNIFORM ON. BE ADVISED THAT THEY MAY BE VERY BLUNT WITH YOU. STAY CALM AND LISTEN TO THEIR COMMANDS. RELEASE ANY BAGS OR OBJECTS THAT YOU MAY HAVE IN YOUR HANDS AND KEEP YOUR HANDS VISIBLE AT ALL TIMES. DO NOT MOVE AROUND UNTIL DIRECTED TO DO SO BY THE OFFICERS. REPORT ANY PERTINENT INFORMATION THAT YOU MAY HAVE TO THESE OFFICERS.

MEDICAL EMERGENCY

IF YOU, OR SOMEONE NEAR YOU, IS IN NEED OF HELP USE THE FOLLOWING AS A GUIDLINE TO ASSIST

- NOTIFY MANAGER/ SUPERVISOR OF SITUATION
- CONTACT 911
- DETERMINE IF THE SCENE/ SITUATION IS SAFE AND THAT IT IS NOT GOING TO PLACE YOU OR OTHERS AT RISK OF INJURY BY ASSISTING
- STAY CALM
- IF POSSIBLE, ATTEMPT TO ISOLATE THE “PERSON IN NEED OF HELP” FROM OTHER VISITORS/ CUSTOMERS OR EMPLOYEES
- ATTEMPT TO GAIN PERTINENT INFORMATION FROM THE INDIVIDUAL OR BYSTANDERS SUCH AS PERSON’S NAME, AGE, MEDICAL HISTORY, ALLERGIES AND WHAT THE PRESENTING ISSUE IS
- IF APPLICABLE AND YOU ARE TRAINED IN CPR/ FIRST AID ATTEMPT TO RENDER CARE IF YOU ARE COMFORTABLE IN DOING SO
- STAY WITH INDIVIDUAL AND REPORT ALL FINDINGS/ INFORMATION TO EMERGENCY PERSONNEL

EVACUATION ROUTES:

THE PRIMARY AND SECONDARY EVACUATION ROUTES ARE DEPICTED IN THE FLOOR PLANS OF THIS DOCUMENT. THESE PLANS WILL HIGHLIGHT EXITS, EVACUATION ROUTES, AREAS OF REFUGE, AND EXTINGUISHER/ ALARM STATION LOCATIONS. PLEASE REFER TO THESE DOCUMENTS FOR FURTHER INSTRUCTION ON HOW TO EXIT AND WHERE TO MEET ONCE YOU HAVE EXITED THE BUILDING.

OCCUPANCY ASSEMBLY POINT:

THE OCCUPANCY ASSEMBLY POINT OR MEETING AREA FOR THIS BUILDING IS:

ONCE ACCOUNTABILITY IS ACCESSED BY AN OWNER/ MANAGER/ SUPERVISOR, RELAY ALL FINDINGS TO THE EMERGENCY PERSONNEL WHO ARE ARRIVING ON THE SCENE.

BUILDING FLOOR PLAN

REFERENCE THE DIAGRAM BELOW THAT ILLUSTRATES THE BUILDING/ BUSINESS FLOOR PLAN. THIS PLAN DEPICTS THE PRIMARY AND SECONDARY EVACUATION ROUTES AS WELL AS AREAS OF REFUGE (IF ANY) INSIDE THE BUILDING. IN ADDITION TO THESE ROUTES, THIS DIAGRAM ALSO DEPICTS THE LOCATION OF FIRE EXTINGUISHERS, FIRE ALARM PULL STATIONS, OCCUPANT USE HOSE STATIONS AND FIRE ALARM CONTROL PANELS IF PRESENT. IF APPLICABLE THE ASSEMBLY SEATING AREAS ARE ALSO DEPICTED FOR REFERENCE. IT IS YOUR RESPONSIBILITY TO KNOW THE EVACUATION ROUTES, LOCATION OF LIFE SAVING SYSTEMS AND WHERE YOUR BUSINESS HAS DESIGNATED THE OCCUPANCY ASSEMBLY AREAS TO BE IN THE EVENT OF AN EMERGENCY.

BUILDING SITE PLAN

THE SITE PLAN BELOW IS THE AERIAL VIEW OF THE BUILDING/ BUSINESS AND THE SURROUNDING ACCESS POINTS SUCH AS ROADS AND PARKING LOTS. THIS PLAN ALSO DEPICTS THE LOCATION OF ANY FIRE-HYDRANTS IN RELATION TO THE BUILDING AS WELL AS ANY STANDPIPE CONNECTIONS OR FIRE DEPARTMENT CONNECTIONS IF PRESENT. IN ADDITION TO THE PREVIOUSLY MENTIONED ITEMS, THE SITE PLAN SHALL INSTRUCT INDIVIDUALS WHERE TO GO TO ACCESS THE OCCUPANCY ASSEMBLY POINTS FROM THE PRIMARY AND SECONDARY EVACUATION ROUTES.

FIRE DRILL FREQUENCY CHART

BELOW IS THE FREQUENCY AND PARTICIPATION CHART FOR EVACUATION DRILLS THAT ARE MANDATED BY NEW YORK STATE FIRE CODES CHAPTER 4 TABLE 405.2. THIS CHART IS FOR REFERENCE ONLY AS THE FOLLOWING PAGE IS INTENDED TO BE USED FOR YOUR RECORD KEEPING.

GROUP OR OCCUPANCY	FREQUENCY	PARTICIPATION
GROUP A	QUARTERLY	EMPLOYEES
GROUP A (d)	THREE ANNUALLY	ALL OCCUPANTS
GROUP B (c)	TWO ANNUALLY	ALL OCCUPANTS
GROUP B (d)	THREE ANNUALLY	ALL OCCUPANTS
GROUP E	MONTHLY (a)	ALL OCCUPANTS
GROUP I	QUARTERLY EACH SHIFT	EMPLOYEES (b)
GROUP R-1	QUARTERLY EACH SHIFT	EMPLOYEES
GROUP R-2 (d)	FOUR ANNUALLY	ALL OCCUPANTS
GROUP R-4	QUARTERLY EACH SHIFT	EMPLOYEES (b)
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 COLLEGE AND UNIVERSITY BUILDINGS IN ACCORDANCE WITH SECTION 408.3.

ADDITIONAL INFORMATION APPLICABLE TO YOUR BUILDING/ BUSINESS:

SINCE THIS FIRE SAFETY AND EVACUATION PLAN WAS CREATED AS A TEMPLATE BASED ON THE VARIOUS COMMERCIAL BUILDINGS THAT ARE PRESENT IN THE CITY AND TOWN OF ITHACA NEW YORK, NOT ALL EMERGENCY SITUATIONS HAVE BEEN ADDRESSED. PLEASE USE THE ADDITIONAL SPACE TO CUSTOMIZE OR ADD IN ANY ADDITIONAL PROCEDURES/ POLICIES THAT YOU REQUEST TO INCLUDE. AS PREVIOUSLY ADVISED, THIS PLAN IS MERELY A GUIDE BASED ON MULTIPLE TYPES OF OCCUPANCIES AND CAN BE FORMULATED TO FIT YOUR NEEDS AS YOU SEE FIT.