



# Fire Safety & Evacuation Plans Checklist

**Rockwall Fire Department**  
Fire Marshal's Office



305 E Boydston • Rockwall TX 75087 • Phone (972) 771-7770 • Fax (972) 771-7772  
Website: [www.rockwall.com/firedepartment](http://www.rockwall.com/firedepartment) •••• Email: [fireinspections@rockwall.com](mailto:fireinspections@rockwall.com)

## Plans & Training

Fire safety and evacuation plans should be reviewed or updated annually, or as changes in staff assignments, occupancy or physical arrangement of the building necessitate.

Fire safety and evacuation plans shall be available in the workplace for reference and review by employees and a copy furnished to the fire code official for review upon request.

Approved fire safety and evacuation plans must be prepared and maintained for the following occupancies:

1. Group A (except Group A only for religious purposes with an occupant load less than 2,000)
2. Group B with an occupant load of 500 or more, or more than 100 person above or below the lowest level of exit discharge.
3. Group E
4. Group F (500 or more, or 100 above or below ground-floor exit)
5. Group H
6. Group I
7. Group R-1
8. Group R-2 college and university buildings.
9. Group R-4
10. High-rise buildings
11. Group M (500 or more, or 100 above or below ground-floor exit)
12. Covered malls exceeding 50,000 square feet in aggregate floor area.
13. Underground buildings
14. Buildings with an atrium in a Group A, E, or M occupancy.

Fire Evacuation Plans shall contain:

	Emergency egress or escape routes. If it is approved that not all floors must evacuate, instructions on selected floors or areas to evacuate.
	Procedures for employees who must remain to operate critical equipment before evacuating.
	Procedures for assisted rescue of people who require assistance.
	Procedures for accounting for all employees and occupants after evacuation.
	Identification and assignments for personnel responsible for rescue or first aid.
	The main and any alternative means of notifying occupants of a fire or other emergency.
	The main and any alternative means of reporting the fire to the fire department or other emergency organization.
	Personnel who can be contacted for further information or explanation of this plan.
	If your emergency system uses a preprogrammed voice message, include a description of the alert tone and recorded message.



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Fire Safety Plans shall contain:

	How to report a fire or other emergency.
	How to notify, relocate or evacuate occupants, including those who need assistance.
	Site plans indicating the following:
	<ul style="list-style-type: none"><li>• Assembly point</li></ul>
	<ul style="list-style-type: none"><li>• Fire hydrants</li></ul>
	<ul style="list-style-type: none"><li>• Normal routes of fire department vehicle access</li></ul>
	<ul style="list-style-type: none"><li>• Floor plans identifying the locations of the following:</li></ul>
	<ul style="list-style-type: none"><li>• Exits</li></ul>
	<ul style="list-style-type: none"><li>• Primary evacuation routes</li></ul>
	<ul style="list-style-type: none"><li>• Secondary evacuation routes</li></ul>
	<ul style="list-style-type: none"><li>• Accessible egress routes</li></ul>
	<ul style="list-style-type: none"><li>• Areas of refuge, if any</li></ul>
	<ul style="list-style-type: none"><li>• Exterior areas for assisted rescue</li></ul>
	<ul style="list-style-type: none"><li>• Manual fire alarm boxes</li></ul>
	<ul style="list-style-type: none"><li>• Portable fire extinguishers</li></ul>
	<ul style="list-style-type: none"><li>• Occupant-use hose stations, if any</li></ul>
	<ul style="list-style-type: none"><li>• Fire alarm annunciators and controls</li></ul>
	List major fire hazards that are within the normal use of the occupants and employees, including related maintenance and housekeeping procedures.
	Identification and assignment of people responsible for maintenance of systems and equipments installed to prevent or control fires.
	Identification and assignment of people responsible for maintenance, housekeeping and controlling fuel hazard sources.



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## Special Use and Occupancy-Related Requirements

The fire safety and evacuation plans shall also include:

### Group A

	Detailed seating plan
	Occupant load
	Occupant load limit
	Variations are under the occupant load limit, aisles clear, accessways clear

In theaters, motion picture theaters, auditoriums and similar occupancies used for noncontinuous programs:

	Audible announcement of exits within 10 minutes prior to the start of the program
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### Group E

	The first emergency evacuation drill of each school year must be conducted within 10 days of the beginning of classes.
	The fire code official may modify the emergency evacuation drill frequency in severe climates. Be sure to get approval before modifying the schedule.
	Evacuation drills should be conducted during different hours of the day or evening, during changing of classes, when the school is at assembly, during recess or gym, or other times to avoid the distinction between drill and actual fires.
	Outdoor assembly areas must be designated, located a safe distance from the building evacuated, and out of the way of fire department operations. It must be arranged to keep each class separate to provide accountability of all individuals.

### R-2 college and university buildings

	The first emergency evacuation drill of each school year must be conducted within 10 days of the beginning of classes.
	Evacuation drills should be conducted during different hours of the day or evening, during changing of classes, when the school is at assembly, during recess or gym, or other times to avoid the distinction between drill and actual fires.

### Group R-1: transient (short term) residential such as hotels and motels

	A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each hotel, motel or dormitory sleeping unit.
	Employees shall perform the following duties upon discovery of a fire or suspected fire:
	<ul style="list-style-type: none"> <li>• Activate the fire alarm system, where provided.</li> <li>• Notify the fire department.</li> <li>• Take other action as previously instructed.</li> </ul>
	Information must be provided to the guests to allow them to decide whether to evacuate to the outside, evacuate to an area of refuge (if present), remain in place, or any combination of the three.



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## Group R-2: nontransient (long term) residential such as apartments and dormitories

	Fire emergency guide given to each tenant prior to initial occupancy.
	Location, function and use of fire protection equipment and appliances accessible to residents, including fire alarm systems, smoke alarms, and portable fire extinguishers.
	Emergency evacuation plan for each dwelling unit

## Group R-4

	The fire safety and evacuation plan shall also include special staff actions, including fire protection procedures necessary for residents, and shall be amended or revised upon admission of a resident with unusual needs.
Staff Training	
	Employees will be instructed on their duties and responsibilities under the plan.
	These duties and responsibilities shall be reviewed by staff at least every two months.
	A copy of the plan shall be readily available at all times within the facility.
Resident Training	
	Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire.
	Training shall include the actions to take if the primary escape route is blocked.
	If the resident is given rehabilitation or habilitation training, training on fire prevention and proper actions to take in the event of a fire.
	Residents shall be trained to assist each other to the extent of their physical and mental abilities permit them to do so without additional personal risk.
Resident Participation	
	All residents shall evacuate to a selected assembly point.
	Residents shall practice using all required exits.
	All required exits shall be used during emergency evacuation drills.
	Actual exiting from windows is not required during a drill. Opening the window and signaling for help is an acceptable alternative.
Drill frequency	
	Drills do not have to be held at unexpected times nor under varying conditions.
	Conducted at least six times per year, two times per year on each shift.
	Twelve drills shall be conducted in the first year of operation.

## Lockdown Plans, optional

Lockdown plan is approved by the fire code official and includes:

	Instructions for reporting an emergency that requires a lockdown and how to alert occupants. This should be distinctly different from the fire alarm signal.
	Accountability procedures for staff to report the presence or absence of occupants.
	A signal to alert occupants to return to normal activity.
	Two-way communication between a central location and each secured area.
	Frequency of training (not to substitute for fire and evacuation drills).