

Evacuation Procedures:

Written Evacuation Procedures

Nobody expects a fire emergency or disaster – especially one that affects their current location such as home or work. However, the truth remains that emergencies can strike anywhere and at any time. The best defense is to make an emergency plan and ensure everyone is aware of their role and responsibilities.

The Fire Codes require an approved fire safety and evacuation plan be prepared and maintained for the following occupancies:

- Group A (Excluding religious worship with less than 2,000 occupant load)
- Group B having an occupant load of 500 or more; or more than 100 persons above/below the lowest level of exit discharge
- Group E
- Group H
- Group I
- Group R (1, 2, 4)
- High-rise buildings
- Group M having an occupant load of 500 or more; or more than 100 persons above/below the lowest level of exit discharge
- Covered malls exceeding 50,000 sq ft (aggregate floor area)
- Underground buildings
- Group A, E, M with an atrium

Additional Guidelines:

Federal Healthcare (NFPA 101, 2012 Edition) A written plan of protection shall be maintained by the Administration of every health care occupancy which outlines the protection plan for all persons in the event of fire, for their evacuation to a safe area of refuge, and for total building evacuation if necessary. All employees must be instructed and kept informed periodically with respect to their duties. A copy of the written plan shall be readily available. Additional Guidelines: Schools (K.A.R. 22-18-2a).

Every educational facility shall have a written policy which outlines fire drill procedures for all occupants, including those with disabilities. This policy is typically found in student and staff handbooks but can also be placed on fire drill prep plans inside classrooms.

The responsibility for students unable to evacuate the building without additional assistance rests solely with the school staff and faculty; it cannot be transferred to the student population. When writing the policy, be specific about who will be responsible for the impaired occupants. Be clear whether the responsible person will be a teacher, paraprofessional, or other staff member.

The policy should provide the exiting arrangements to be used, whether with the student's class, by way of ADA compliant ramps, to an area of refuge, or by other means. It should also include a method of accounting for individuals needing special assistance such as the designation of a specific meeting place.

Because school populations can easily change, the policy should be general and applicable to any disability that could interfere with speedy evacuation in an emergency. The disabilities being planned for should include mobile, visual, or hearing impairments, as well as impaired cognitive function.