



# Sanford Fire Department

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## Requirements for Fire Safety & Evacuation Plans

Your facility is required to develop and maintain a Fire Safety and Evacuation Plan as required by the North Carolina State Fire Code. This plan shall be submitted to the Sanford Fire Department, Fire Prevention Bureau for review and approval prior to its implementation. Since different type occupancies may require plans that can vary due to more elaborate fire protection systems, hazardous processes, storage of hazardous materials, etc., no one plan can be universal for all type occupancies. Some of the information listed below may not apply to your building, or additional information may be required. The plan(s) submitted must include the following two basics outlined below.

Building Name: \_\_\_\_\_

Address: \_\_\_\_\_

Inspector: \_\_\_\_\_ Ph. #: \_\_\_\_\_

### **Fire Evacuation Plan**

As a minimum, the Fire Evacuation Plan shall include the following elements as they apply to your building:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for accounting for employees and occupants after evacuation has been completed.
4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
5. The preferred and any alternative means of notifying occupants of a fire or emergency.
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
8. A description of the emergency voice/alarm communication system alert tone and pre-programmed voice messages, where provided.

## **Fire Safety Plan**

As a minimum, the Fire Safety Plan shall include the following elements as they apply to your building:

1. The procedure for reporting a fire or emergency.
2. The strategy and procedures for notifying, relocating, or evacuating occupants.
3. Site plans indicating the following:
  - a. The occupancy assembly point(s).
  - b. The locations of fire hydrants.
  - c. The normal routes of fire department vehicle access.
4. Floor plans identifying the locations of the following:
  - a. Exits.
  - b. Primary evacuation routes.
  - c. Secondary evacuation routes.
  - d. Accessible egress routes.
  - e. Areas of refuge.
  - f. Manual fire alarm boxes.
  - g. Portable fire extinguishers.
  - h. Occupant-use hose stations.
  - i. Fire alarm annunciator and controls.
5. Location and identification of stairways (i.e., “Stair A”, “Stair B”, etc.).
6. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
7. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
8. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

Please mail or fax your completed plan to:

**Sanford Fire Department**

**Fire Prevention Bureau**

**512 Hawkins Ave.**

**Sanford, NC 27330**

**Attn:** \_\_\_\_\_

**Fax: 919-708-5492**