



Minneapolis Fire Prevention Bureau

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## Safety Program and Procedures for Assembly Occupancies

The 2003 Edition of the Minnesota State Fire Code requires all Assembly occupancies to design and implement a Fire Safety and Evacuation Plan that will meet the requirements of the code.

This booklet has been compiled by the Fire Prevention Bureau to assist you in setting up your Emergency Action Plan.

The guidelines and requirements listed in this booklet can be used to set up a plan that is designed to your specific needs. Not all of the requirements apply to every use or structure. Your Fire Safety Director can set up a plan that is the best for his or her building.

This plan can also be used for any natural disasters, bomb threats, or other emergencies other than fire.

To have your Emergency Action Plan approved by the Bureau, it must meet the requirements of Chapter 4 of the 2003 Minnesota State Fire Code from which this booklet is derived.

Contact the Fire Prevention Bureau for assistance in designing your plan.

The purpose of an Emergency Action Plan is to have a method in place of responding to incidents that are most likely to happen. No one can plan for every type of emergency, but if a plan is set up properly, it can easily be adapted to fit most situations.

In the event of a fire or other emergency, employees must be properly trained in how to respond. They must be trained in the procedures described in their evacuation and safety plans. This should be done as part of new employee orientation and at least annually thereafter. Records need to be kept and made available to the Fire Marshal.

Employees should be familiar with the hazards and processes to which they may be exposed. Each employee must be instructed in the proper procedures for preventing fires as they carry out their normal duties.

Employees must be familiar with fire alarm and evacuation signals, their assigned duties in the event of an emergency, evacuation routes, areas of refuge, exterior re-assembly areas, and procedures for evacuation.

Employees assigned to fire-fighting duties shall be trained in the location and proper use of fire extinguishers or other manual fire-fighting equipment.

Employees must also be familiar with the "chain-of-command" concept of who or what area they are responsible for, and to whom they are to report.

### **Fire Evacuation Plans**

Fire evacuation plans shall include, at a minimum, the following:

1. Emergency or escape routes
2. Procedures for accounting of employees and occupants after evacuation.
3. Preferred and alternate means of notifying occupants of an emergency or fire.
4. Preferred and alternate means of reporting fires and other emergencies to the Fire Department.
5. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
6. A description of the emergency voice/alarm communication system alert tone and any voice messages.

### **Fire Safety Plans**

Fire safety plans shall include, at a minimum, the following:

1. The procedure for reporting a fire or emergency.
2. The procedures for notifying or evacuating employees.
3. Site plans with the following:
  - Occupancy assembly point
  - Location of fire hydrants
  - Normal routes for Fire Department access
4. Floor plans which show the locations of the following:
  - Exits

- Primary evacuation routes
  - Secondary evacuation routes
  - Accessible egress routes
  - Areas of refuge
  - Manual fire alarm boxes
  - Portable fire extinguishers
  - Location of standpipes and control valves
  - Fire alarm annunciators and controls
5. Identification and assignment of personnel responsible for housekeeping and control of fuel hazard sources, and maintenance of sprinkler and alarm systems.
  6. A detailed seating plan, to scale and with dimensions, showing all rooms and passages, for the computation of occupant load.

The plans should be updated at least annually or as needed to insure the highest level of protection. Copies of the plan should be readily available to employees and a current copy shall be given to the Fire Marshal.

Fire drills shall be conducted at least quarterly or whenever employee turnover makes them necessary. Contact the Fire Marshal for any assistance. The responsibility and planning of the drills should be assigned to a competent person(s) of leadership. Wherever possible, the drill shall be initiated by activation of the fire alarm system.

Drills shall be held at unexpected times and under varying conditions. Records shall be maintained and include the following:

- Name of the person conducting the drill
- Date and time of the drill
- Notification method used
- Staff on duty and participating
- Number of occupants evacuated
- Special conditions simulated
- Problems encountered
- Weather conditions
- Time required to complete evacuation

Any signal used to recall occupants after the evacuation is complete shall be distinct from the alarm signal.