

# Fire Safety & Evacuation Plan

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(Building/Business Name)

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(Building Address)

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**Part 1**  
**Introduction**

The 2021 International Fire Code (Fire Code) adopted into ordinance by the City of Harker Heights requires the implementation of a Fire Safety & Evacuation Plan for all Occupancies designated as an Assembly. The plan is required to be up-to-date and located onsite.

The Fire Safety & Evacuation Plan is intended to promote fire and life safety for occupants in a building or structure. The Fire Safety & Evacuation Plan should be specific for each location and notate fire and life safety equipment, features, and procedures relating to the building or structure. It is the responsibility of the building owner and business occupant to ensure that the information contained within the Fire Safety & Evacuation Plan is accurate and complete.

Section 404 of the Fire Code outlines the requirements of the Fire Safety & Evacuation Plan. These requirements are made available upon request.

This is an official document required by the Fire Code and it must be available at all times for use by staff members and members of the Harker Heights Fire Department in the event of an emergency.

The Fire Safety & Evacuation Plan is located in \_\_\_\_\_ .

**SUBMISSION PROCEDURES**

A copy of the Plan must be submitted in written and electronic formats to the Fire Marshal for review and approval.

The Fire Marshal must receive written notification within 48 hours of any changes in the approved Fire Safety & Evacuation Plan.

Contact information:  
Harker Heights Fire Department- Fire Marshal  
254.699.2688

Fire Marshal Approval:

\_\_\_\_\_  
Signature Title Date

**Part 2**  
**Emergency Contacts**

Business/Building Name:

Address:

Unit:

Business Phone:

Business Owner:

Address:

Phone:

After Hour Contacts (24 hour telephone numbers)

Emergency Contact #1 Name:

Phone:

Emergency Contact #2 Name:

Phone:

Other:

Phone:

Building Owner Name:

Address:

Phone:

Fire Alarm Monitoring Company:

Phone:

Harker Heights Fire Marshal: 254.699.2688 (Non-Emergency)

Harker Heights Police Department: 254.953.5400 (Non-Emergency)

### Part 3 Building Information

**Occupancy Type:**

**Maximum Occupancy Content:**

(Occupant Load)

**Building Access:**

Nearest Municipal Hydrant Location:

Private Hydrants:  No  Yes Location(s):

KnoxBox:  No  Yes Location(s):

Current Door Keys Provided:  No  Yes

**Building Utilities:**

Heating:  Natural Gas  Electric  Other:

Main Gas Shut-off:  No  Yes

Location(s):

Main Electrical Shut-off Location:

Main Domestic Water Shut-off Location:

**Fire Alarm System:**  No  Yes Certification Date:

Make:

Model:

Main Panel Location:

Annunciator Panel Location:

Fire Alarm Description:

**Sprinkler System:**  No  Yes Type:  Wet  Dry  Other:

Connected to the Fire Alarm System:  No  Yes

Location of Sprinkler Room/Shut Off Valves:

**Standpipe System:**  No  Yes

Location of Shutoff/Isolation Valves:

**Fire Department Connection:**  No  Yes

Location(s):

## Fire Safety & Evacuation Plan

**Spare Sprinkler Heads and Wrenches:**  No  Yes

Two (2) sprinkler heads for each type of sprinkler head: Minimum 6 heads

Appropriate wrench for each type of sprinkler head

**Fire Pump:**  No  Yes

Location(s):

Fire Pump Description:

**Commercial Cooking Operations:**  No  Yes

Type I (fire suppression system):  Type II (exhaust only):

Connected to Fire Alarm System:  No  Yes

Type I Commercial Cooking Hood requires recertification every 6 Months:  Acknowledged

Type I Commercial Cooking Hood Pull Station Location:

Type I Commercial Cooking Hood cleaned to ANSI/IKECA C-10 Standards:  No  Yes

Fuel Source:  Natural Gas  Electric  Other:

Class K Extinguisher:  No  Yes

Location(s):

**Portable Fire Extinguishers:** Labeled on floor plan?  No  Yes

Amount and Type:

(i.e. 3ea. 5lb ABC)

**Other Extinguishing Systems:**

Type:

(i.e. pre-action, sprinkler, halon, inergen, dry chemical)

Location:

**Emergency Lighting:** Labeled on floor plan?  No  Yes

**Emergency Power:**  No  Yes  Battery  Generator

**Generator:**  Diesel  Natural Gas

Fuel Supply Location:

Transfer Switch Location:

Equipment Powered by Generator:

**Panic Hardware or Crash Hardware installed on all Exit Doors:**  No  Yes

**Electromagnetic Locking Devices:**  No  Yes

## Fire Safety & Evacuation Plan

Manual switch location:

Electromagnetic Locking Devices open on power-failure:  No  Yes

Electromagnetic Locking Devices connected to Fire Alarm:  No  Yes

**Emergency Equipment Identified (labels):**  No  Yes

### **Extra Hazardous Area:**

Storage of Hazardous Materials:  No  Yes

If YES, please list the material and quantity:

**Exits:** Locations identified on floor plan:  No  Yes

**Elevators:**  No  Yes

Automatic Recall  No  Yes

Manual Recall  No  Yes

Manual Recall Switch(s)  No  Yes Location(s):

Total Number of Elevators:

Location of Operating Instructions:

**Fire Lanes:** Fire lanes are properly marked and unobstructed  No  Yes

### **ADDITIONAL INFORMATION**

Example Only:

- We have prevented or reduced fire hazards in our business by:
- We have the fire sprinkler system, fire alarm system, and fire extinguishers certified by:
- We have flashlights and a bullhorn located at:

## **Part 4**

### **Emergency Procedures for Occupants**

Emergency procedures will be posted in conspicuous locations where required.

#### **EMERGENCY PROCEDURES**

##### **In Case of Fire:**

- Leave fire area immediately and notify a staff member
- Activate Fire Alarm- if available
- Call the Fire Department at 911
- Leave building via nearest Exit

##### **Fire Alarm Activation:**

- Leave building via nearest Exit
- Close doors behind you
- Do not use elevator

#### **CAUTION**

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

**Remain Calm and follow any directions given by staff members**



## **Part 5**

### **Emergency Procedures for Staff Members**

Emergency procedures will be posted in conspicuous locations in staff areas. New staff members will be informed of these procedures during orientation

#### **In Case of Fire**

- Leave fire area immediately and close doors. Alert occupants and other staff members.
- Activate Fire Alarm and follow the fire alarm evacuation procedures.
- Exit the building via the nearest exit.
- Call 911 from a safe location.
- Wait in a safe location for the Fire Department to arrive.

#### **Fire Alarm Activation**

- Ensure that the all occupants have been notified of the emergency conditions.
- Inform occupants to immediately exit the building in a calm and safe manner.
- All staff members must safely exit the building
- Emergency Notification. Call 911.
- Upon the arrival of the Fire Department, inform the fire officer of the conditions in the building and notify Emergency Contact #1 and Emergency Contact #2 if needed.
- Remain in a safe location and follow the directions of firefighters.
- Do not reenter the building or obstruct firefighting operations.

#### **General Related Duties**

- Keep the doors closed at all times where applicable.
- Keep exit paths and EXITS, inside and outside, clear of any obstructions at all times.
- Do not allow anyone to place items in exit paths or in front of exit doors.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Regularly remove all combustible waste from areas where waste is placed for disposal.
- Do not place items in fire lanes.
- Maintain the fire protection equipment in good operating condition at all times.
- Participate in fire and emergency drills.
- Have a working knowledge of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Comply with City of Harker Heights Fire Code regulations
- Any hazard or unsafe condition must be communicated to management.
- Follow the direction of Crowd Managers.

**Crowd Managers**

Not Applicable

- Crowd Managers are required for every 250 occupants in the building.
- Crowd Managers must be properly trained and certified to perform their duties in accordance with the current Fire Code.
- Crowd Managers will be equipped with the necessary items to complete the duties listed below. For example: flashlights, whistles, reflective vests and other equipment as necessary will be provided.

**Duties of Crowd Managers:**

The duties of crowd managers shall include, but not be limited to:

1. Perform periodic inspections of the area of responsibility to identify and correct any obstructions or problems with exit pathways or exit doors. Confirm exit doors operate properly and exit paths are clear.
2. Conduct periodic inspections of the area of responsibility to identify and correct any possible fire hazards.
3. Verify and ensure compliance with all permit conditions, including those governing pyrotechnics and other special effects.
4. Direct and assist the event attendees, occupants, and employees in evacuation during an emergency.
5. Assist emergency response personnel where requested.
6. Other duties outlined by the Fire Code Official.
7. Other duties outlined in the fire safety or emergency plan.

**ADDITIONAL INFORMATION**

## **Part 6**

### **Responsibilities of the Business Owner / Occupant**

The business owner/occupant has responsibilities related to fire and life safety of staff members and occupants of the building; therefore it is important to follow the guideline listed below:

- Established emergency procedures to be followed at the time of an emergency.
- Inform and educate staff members to identify safety hazards and be aware of fire and life safety requirements.
- Insure the required numbers of Crowd Managers are present in the business.
- Conduct fire drills in accordance with the Fire Code, incorporating Emergency Procedures as required.
- Eliminate fire hazards in the building.
- Encourage staff members to comply with the Fire Code requirements.
- Maintain a safe environment for occupants in the building and immediately correct fire and life safety deficiencies.
- Notify the Fire Marshal if fire protection equipment is out of service.
- Assuring that maintenance, tests and inspections required by the Fire Code are completed on schedule. Records must be kept onsite and retained for a minimum period of three (3) years.
- Maintaining records of tests and inspections fire protection systems for the life of the systems.
- Post and maintain at least one (1) copy of the fire emergency procedures.
- Keep a copy of the approved Fire Safety & Evacuation Plan on the premises.
- Notification of the Fire Marshal within 48 hours regarding changes in the Fire Safety & Evacuation Plan.
- Ensure that the information in the Fire Safety & Evacuation Plan is current.
- Maintain current Emergency Contact information.
- Provide a current key to all doors to be stored in the KnoxBox.

## **Part 7**

### **Fire Hazards**

#### **Housekeeping:**

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific hazards that will be avoided.

- Combustible material stored in non-approved areas.
- Fire and smoke barrier door not operating properly or wedged open.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, overloading circuits, and the use of extension cords as permanent wiring.
- Clothes dryer lint collector full or improperly vented.
- Careless discarding of smoking materials.
- Kitchen hoods and filters not cleaned properly/grease laden.
- Improper disposal of oily rags.

#### **In general, staff members should:**

- Know how to notify occupants in the building, and know where exits are located.
- Call the Fire Department immediately during an emergency (911).
- Know the correct address of the building or precise geographical location.
- Notify Supervisors if special assistance is required in the event of an emergency.
- Know the location of fire extinguishers and the procedures established to implement safe evacuation.
- Report any fire hazard to management.

## Part 8 Portable Fire Extinguishers

**Note: Staff member that have not been trained in the proper use of a fire extinguisher should immediately exit the structure with occupants and notify the Fire Department by calling 911.**

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the staff member, the door to the area should be closed to confine and contain the fire. Leave the area immediately and call 911. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

### Suggested Operation of Portable Fire Extinguishers

Remember the (PASS)

P - Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

S - Sweep from side to side (watch for fire restarting)

Never re-hang extinguishers after use. Ensure they are properly recharged by a qualified technician to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

**NOTE:** Prior to using a Class K fire extinguisher, activate the Type I Commercial Cooking Hood's fire suppression system, to shut down the equipment, in order to avoid electrocution.

## Part 9

### Fire Protection System or Equipment Out of Service

If fire protection systems or equipment are out of service, the Fire Marshal must be immediately notified. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a fire sprinkler system or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of a qualified Fire Watch, bull-horns, portable radios, employed to notify occupants of emergencies. Assistance and direction for specific situations will be sought from the Fire Marshal.

Procedures to be followed in the event fire protection systems or equipment are out of service:

1. Notify Fire Department, Call **(254) 699 2688** (DO NOT USE 911). Give your name, the name of the business, address and a description of the problem and when you expect it to be corrected. The Fire Marshal is to be notified in writing of fire protection systems or equipment being out of service within 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Maintain qualified Fire Watch personnel at the business location.
4. Notify Fire Marshal when fire protection systems or equipment has been returned to operational condition.

**Note:** If fire protection systems or equipment are out of service, the business may need to temporarily cease operations.

Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

Work on fire protection systems or equipment can only be performed by qualified technicians holding a license with the Texas State Fire Marshal.

**Part 10**  
**Fire Drills**

In accordance with Section 405 of the Fire Code, fire drills will be held at least once every 3 month(s) to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

FIRST QUARTER FIRE DRILL RECORD

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Manager/Supervisor On-Duty: \_\_\_\_\_

Person Conducting Fire Drill: \_\_\_\_\_

Staff Present: \_\_\_\_\_

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\_\_\_\_\_

Weather Conditions: \_\_\_\_\_

Notification Method: \_\_\_\_\_

Simulated Conditions: \_\_\_\_\_

Amount of Occupants Evacuated: \_\_\_\_\_

Total Time to Complete Drill: \_\_\_\_\_

Deficiencies Noted \_\_\_\_\_

General Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Fire Drills

In accordance with Section 405 of the Fire Code, fire drills will be held at least once every 3 month(s) to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

### SECOND QUARTER FIRE DRILL RECORD

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Manager/Supervisor On-Duty: \_\_\_\_\_

Person Conducting Fire Drill: \_\_\_\_\_

Staff Present: \_\_\_\_\_

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Weather Conditions: \_\_\_\_\_

Notification Method: \_\_\_\_\_

Simulated Conditions: \_\_\_\_\_

Amount of Occupants Evacuated: \_\_\_\_\_

Total Time to Complete Drill: \_\_\_\_\_

Deficiencies Noted \_\_\_\_\_

General Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Fire Drills

In accordance with Section 405 of the Fire Code, fire drills will be held at least once every 3 month(s) to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

### THIRD QUARTER FIRE DRILL RECORD

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Manager/Supervisor On-Duty: \_\_\_\_\_

Person Conducting Fire Drill: \_\_\_\_\_

Staff Present: \_\_\_\_\_

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Weather Conditions: \_\_\_\_\_

Notification Method: \_\_\_\_\_

Simulated Conditions: \_\_\_\_\_

Amount of Occupants Evacuated: \_\_\_\_\_

Total Time to Complete Drill: \_\_\_\_\_

Deficiencies Noted \_\_\_\_\_

General Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Fire Drills

In accordance with Section 405 of the Fire Code, fire drills will be held at least once every 3 month(s) to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

### FOURTH QUARTER FIRE DRILL RECORD

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Manager/Supervisor On-Duty: \_\_\_\_\_

Person Conducting Fire Drill: \_\_\_\_\_

Staff Present: \_\_\_\_\_

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Weather Conditions: \_\_\_\_\_

Notification Method: \_\_\_\_\_

Simulated Conditions: \_\_\_\_\_

Amount of Occupants Evacuated: \_\_\_\_\_

Total Time to Complete Drill: \_\_\_\_\_

Deficiencies Noted \_\_\_\_\_

General Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Part 11**

### **Evacuation/Shelter Procedures**

Evacuation/Shelter Procedures will be posted in conspicuous locations in staff areas. New staff members will be informed of these procedures during orientation

#### **Evacuation**

- Notify occupants and staff member of the need to exit the building.
- Ensure that the all occupants have been notified of the need to evacuate the building.
- Inform occupants to immediately exit the building in a calm and safe manner.
- All staff members must safely exit the building
- If the evacuation is due to an emergency a staff member will call 911.
- Upon the arrival of the Police of Fire Department personnel, a staff member will inform them of the conditions in the building and notify Emergency Contact #1 and Emergency Contact #2 if needed.
- Remain in a safe location and follow the directions of police officers or firefighters.
- Do not reenter the building or obstruct emergency operations.

#### **Shelter In Place**

- Notify occupants and staff member of the need lock down the building.
- Ensure that the all occupants have been notified to move to (safe location) and discontinue work operations.
- Inform occupants to remain calm and stay in (safe location).
- If sheltering in place is due to an emergency a staff member will call 911.
- A staff member will notify Emergency Contact #1 and Emergency Contact #2 if needed of the need to shelter in place.
- Remain in (safe location) until emergency personnel inform staff members that it is safe to leave.
- Do not leave the (safe location) until it is safe to do so.

**Part 12**  
**Floor Plan**

**ATTACH FLOOR PLAN**