



Sacramento Metropolitan Fire District

Community Risk Reduction Division

www.metrofire.ca.gov

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FIRE EVACUATION PLANS AND FIRE SAFETY PLANS

In accordance with Section 403.1 of the 2022 CA Fire Code, in certain occupancies, the owner or owner's authorized agent shall be responsible for the development, implementation and maintenance of an approved, written fire safety and/or fire evacuation plan. These plans may be submitted to Metro Fire for review through the Fire Prevention Mobile Portal. The cost of review is \$1217. Review of the fire safety/evacuation plan includes review of the plan and a site visit/observation of a fire drill. Please note, a review of a fire safety plan shall not be misconstrued as Metro Fire's approval and endorsement of the plan or plans.

A review will include checking that the following items are included and comments will be provided:

- Fire safety plan/evacuation plan meets the requirements of the CA Fire Code.
- Correct contact information is provided for emergency services.
- Evacuation areas are located in a logical area, away from necessary emergency response areas.
- Verify processes are not in violation with the CA Fire Code.

The following items are required on a **Fire Evacuation Plan** in accordance with Section 404.2.1 of the 2022 CA Fire Code:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete by selected floors or areas only or with a defend-in-place response.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for the use of elevators to evacuate the building where occupant evacuation elevators complying with Section 3008 of the California Building Code are provided.
4. Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
5. Procedures for accounting for employees and occupants after evacuation has been completed.
6. Identification and assignment of personnel responsible for rescue or emergency medical aid.
7. The preferred and any alternative means of notifying occupants of a fire or emergency.
8. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
9. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
10. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

Additional items may be required on the plans in accordance with Chapter 4 of the 2022 CA Fire Code based on the use, occupancy, and occupant load of the facility.

The following items are required on a **Fire Safety Plan** in accordance with Section 404.2.2 of the 2022 CA Fire Code:

1. The procedure for reporting a fire or other emergency.
2. The life safety strategy including the following:
 - 2.1. Procedures for notifying occupants, including areas with a private mode alarm system.
 - 2.2. Procedures for occupants under a defend-in-place response.
 - 2.3. Procedures for evacuating occupants, including those who need evacuation assistance.
3. Site plans indicating the following:
 - 3.1. The occupancy assembly point.
 - 3.2. The locations of fire hydrants.
 - 3.3. The normal routes of fire department vehicle access.
4. Floor plans identifying the locations of the following:
 - 4.1. Exits.
 - 4.2. Primary evacuation routes.
 - 4.3. Secondary evacuation routes.
 - 4.4. Accessible egress routes.
 - 4.4.1. Areas of refuge.
 - 4.4.2. Exterior areas for assisted rescue.
 - 4.5. Refuge areas associated with smoke barriers and horizontal exits.
 - 4.6. Manual fire alarm boxes.
 - 4.7. Portable fire extinguishers.
 - 4.8. Occupant-use hose stations.
 - 4.9. Fire alarm annunciators and controls.
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

Additional items may be required on the plans in accordance with Chapter 4 of the 2022 CA Fire Code based on the use, occupancy, and occupant load of the facility.