The New York State Fire Code requires that your facility have a Fire evacuation plan in place.

Fire evacuation plans shall include the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas 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 preprogrammed voice messages, where provided.

**Maintenance.** Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.

**Availability.** Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the code enforcement official for review upon request.
FIRE SAFETY PLANS

The New York State Fire Code requires that your facility have a Fire safety plan in place.

Fire safety plans shall include the following:

1. The procedure for reporting a fire or other emergency.

2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.

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.
   4.5. Areas of refuge.
   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.

Maintenance. Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.

Availability. Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the code enforcement official for review upon request.
Evacuation notices

In Group R-1 occupancies, Group R-3 bed and breakfast dwellings and Group R-2 senior citizen housing occupancies, a notice shall be posted on the exit door from each sleeping unit or dwelling unit that shall include the following information:

1. Location of nearest exits and fire alarms;

2. Procedures to be followed when a fire or smoke detector gives warning; and

3. Procedures to be followed in the event of fire or smoke development.