



Unit Fire Safety Marshal Program National Fire Protection Association Life Safety Code (NFPA 101)



NFPA 101 Life Safety Code Definition of a Written Evacuation Plan

Note: This is only a guideline and is not meant to put restrictions on what can or can not be in your individual plan.

A.17.7.1 Written fire emergency response plans should include, but should not be limited to, information for employees about methods and devices available for alerting occupants of a fire emergency. Employees should know how the fire department is to be alerted. Even where automatic systems are expected to alert the fire department, the written plan should provide for backup alerting procedures by staff. Other responses of employees to a fire emergency should include the following:

- (1) Removal of clients in immediate danger to areas of safety, as set forth in the plan.
- (2) Methods of using building features to confine the fire and its byproducts to the room or area of origin.
- (3) Control of actions and behaviors of clients during removal or evacuation activities and at predetermined safe assembly areas.

The written plan should state clearly the facility policy regarding the actions staff is to take or not take to extinguish a fire. It should also incorporate the emergency egress and relocation drill procedures set forth in 16.7.2.