



# COMMUNITY RISK REDUCTION

## EMERGENCY PLANNING AND PREPAREDNESS GROUP R-1 OCCUPANCY

Emergency planning and preparedness requirements focus on helping people know what to do during a fire or other emergency. While buildings are designed with safety features such as sprinklers, fire-resistant construction, and clearly marked exits, these systems work best when occupants are prepared to respond quickly and correctly. The Fire Code requires organizations to develop emergency plans, provide training, and practice fire, evacuation, and lockdown procedures on a regular basis. Preparing occupants in advance reduces confusion, improves safety during an emergency, and helps first responders do their jobs more effectively. The following are requirements for Emergency Planning and Preparedness for Group R-1 Occupancies per Chapter 4 of the 2025 California Fire Code.

### **FIRE SAFETY AND FIRE EVACUATION PLANS**

An approved fire safety and evacuation plan shall be prepared and maintained for buildings containing a Group R-1. (CFC 403.9.1)

#### **Fire evacuation plans**

Fire evacuation plans shall include the following:

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. (CFC 404.2.1)

#### **Fire safety plans.**

Fire safety plans shall include the following:

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. (CFC 404.2.2)

### **Fire safety and evacuation instructions**

Information shall be provided in the fire safety and evacuation plan to allow guests to decide whether to evacuate to the outside, evacuate to an area of refuge, remain in place, or any combination of the three. (CFC 403.9.1.3)

### **Evacuation diagrams**

A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each hotel or motel dwelling unit or sleeping unit. (CFC 103.9.1.1)

### **Hotels, motels and lodging houses.**

Every guestroom available for rental in a hotel, motel or lodging house shall have clearly visible emergency procedures information printed on a floor plan representative of the floor level and posted on the interior of each entrance door or immediately adjacent to such door. The owner/operator of a hotel, motel or lodging house may, in lieu of posting emergency procedures information in each guestroom, provide such information through the use of leaflets, brochures, pamphlets, videotapes or any other method as approved by the authority having jurisdiction. Oral communication in itself does not fulfill the intent of this section. However, oral communication can be incorporated as a part of the transfer of emergency procedures information. When emergency procedures information signage is posted on the interior of the guestroom entrance door, the bottom of the information shall not be located more than 4-feet above the floor level. Visually impaired persons shall receive instructions of a type they will understand, for example: taping of instructions, instructions in Braille or other appropriate methods. (CFC 404.6.2)

Emergency procedures information shall provide all ambulatory, nonambulatory and the physically disabled instructions to be followed in the event of an emergency. Emergency procedures information shall include, but not be limited to, the following:

1. Location of exits.
2. Location of fire alarm initiating stations, if required.
3. What the fire alarm, if required, sounds and looks like (audible and visual warning devices).
4. Fire department emergency telephone number 911.
5. The prohibition of elevator use during emergencies, if any. (CFC 404.6.1.2)

### **Public notification**

Emergency procedures information printed on a floor plan shall be posted at every stairway landing, at every elevator landing and immediately inside all public entrances to the building. The information shall be representative of the floor level and be posted so that the bottom edge of such information is not located more than 4-feet above the floor, where it can be easily identified. Emergency procedures information shall be printed with a minimum of  $\frac{3}{16}$ -inch nondecorative lettering providing a sharp contrast to the background. (CFC 404.6.3.1)

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1. Location of exits.
2. Location of fire alarm initiating stations, if required.
3. What the fire alarm, if required, sounds and looks like (audible and visual warning devices).
4. Fire department emergency telephone number 911.
5. The prohibition of elevator use during emergencies, if any. (CFC 404.6.1.2)

### **Emergency duties**

Upon discovery of a fire or suspected fire, hotel and motel employees shall perform the following duties:

1. Activate the fire alarm system, where provided.
2. Notify the public fire department.
3. Take other action as previously instructed. (CFC 403.9.1.2)

## **EMERGENCY EVACUATION DRILLS**

### **Occupant participation**

Emergency fire and evacuation drills shall involve the actual evacuation of employees to a selected assembly point and shall provide occupants with experience in exiting through required exits. (CFC 405.2)

In hotels and motels guests are not required to participate in evacuation or relocation of the building. In hotels and motels on-duty personnel who have security or maintenance related responsibilities, and designated management personnel approved by the fire authority having jurisdiction shall not be required to participate in any drill but, they shall provide an alternate method approved by the authority having jurisdiction to measure their knowledge of their respective duties pursuant to the emergency plan. (CFC 404.6.5.3)

### **Frequency**

Required emergency evacuation drills shall be held quarterly on each shift for all employees or more frequently where necessary to familiarize all occupants with the drill procedure. (CFC 405.3)

### **Leadership**

Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership. (CFC 405.4)

### **Time**

Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire. (CFC 405.5)

## **Recordkeeping**

Records shall be maintained of required emergency evacuation drills and include the following information:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Employees on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish complete evacuation. (CFC 405.6)

## **Notification**

Where required by the fire code official, prior notification of emergency evacuation drills shall be given to the fire code official. (CFC 405.7)

## **Initiation**

Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. (CFC 405.8)

## **Accountability**

As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for. (CFC 405.9)

## **EMPLOYEE TRAINING AND RESPONSE PROCEDURES**

### **General**

Employees shall be trained in fire emergency procedures based on plans prepared in accordance with the California Fire Code. (CFC 406.1)

### **Frequency**

Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and not less than annually thereafter. Records of training shall be maintained. (CFC 406.2)

### **Fire prevention training**

Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties. (CFC 406.3.1)

### **Evacuation training**

Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas and procedures for evacuation. (CFC 406.3.2)

### **Fire safety training**

Employees assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use. (CFC 406.3.3)