**Seminole County EMS/Fire/Rescue**

**Emergency Plan Guideline**

**for Regulated Occupancies**



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# Emergency Plan Elements

An example of the basic elements of a comprehensive Emergency Plan is provided below. There is no standard or required format for the emergency plan; do what make sense for your facility. If your facility is licensed State facility, make sure you review the applicable agency guidelines, Florida Statutes and Administrative Codes that are applicable to your facility.

## Before the Emergency

1. Identify the types of emergencies that your facility may face (man-made and natural) and plan for the specific procedures to keep your clients and employees safe. Especially those emergencies that will offer no time to plan, i.e. fire, tornado, intruder, lockdown emergency.
2. Identify the staff’s response to those emergencies.
   1. It is recommended to have position or role driven assignments and avoid individual assignments by name.
3. Designate the staff position(s) that will make contact and assist the emergency responders when they arrive.
4. For facilities whose clients will not be able to self evacuate such as infants, small children, and persons with disabilities, be sure to provide specific evacuation and relocation details.
5. Develop procedures for accounting for staff, clients and visitors.
6. Develop a relocating plan in the event you cannot reoccupy the building.
7. Develop floor plan diagrams for use during training and in an emergency. Include the following:
   1. Exit from rooms to the exterior of the building.
   2. Primary evacuation site.
   3. Secondary evacuation site, if necessary.
   4. Specific plan for those who will not be able to self evacuate.
   5. Location of Fire Alarm Control Panel.
   6. Location of Fire Sprinkler Riser.
8. Develop a training plan for employees and clients on your emergency response procedures.
   1. Include the frequency of training and/or evacuation drills.

## The Emergency

1. Include the steps to take in an emergency, for example:
   1. RACE
      1. Rescue, Alarm, Contain, Extinguish
2. Include information to report specific types of emergencies.
   1. Call 911
   2. No water to facility

## After the Emergency

1. Hold a post-event (including drill) critique/evaluation.
2. Develop methods to update the plan. Add a date when the emergency plan was created/updated.
   1. Problems are identified during training or drills.
   2. Clients have any issues that could keep them from self-evacuation
   3. When changes occur to the facility.
3. Hold training for building staff and occupants in their responsibilities when problems are identified.
4. Provide information of who can staff contact for further information or explanation of duties.

R.A.C.E.

If a fire occurs, you should follow the R.A.C.E. procedure:

R - RESCUE

A - ALARM

C - CONFINE

E - EXTINGUISH

## Rescue

1. *Rescue* anyone (this includes yourself) who is in immediate danger from the fire.
2. Remove these people to the closest safe area, simultaneously notifying other staff of the fire and its location.
3. Know where alternate exits are located.

## Alarm

1. If you are the first person to discover a fire, communicate your discovery to other staff in the area, activate the closest fire *alarm* activating device.
2. Call 9-1-1 from the nearest safe location. If you are involved in rescue, send someone to call 9-1-1.

## Confine

1. *Confine* the fire by closing all of the doors in and around the fire area. This will help keep fire and smoke from contaminating the exit paths during evacuation. It also helps to keep the fire to a much smaller area and aids in preventing it from spreading to other areas.

## Extinguish

1. There is no better time to control and *extinguish* a fire than in its early stage. Utilize fire extinguishers, if you are trained to do so, if you discover a fire in its earliest stage. If a fire is well developed, however, the best thing to do is close the doors around it and get out. Do not place yourself at unnecessary risk–your greatest value is as a rescuer, not as a firefighter.

P - PULL Stand back from the fire and *pull* the pin.

A - AIM *Aim* the nozzle at the base of the flame

S - SQUEEZE *Squeeze* the handle

S - SWEEP *Sweep* the nozzle from side to side at the base of the flames until the fire is completely extinguished.

# Specific Occupancy Guidance per NFPA 101 and the Florida Administrative Code (FAC)

## Adult Family Care Homes (FAC 69A-57.006)

### Definition

Private residences that are licensed to provide housing, meals, and personal care services to older persons and disabled adults who are unable to live independently. Unlike assisted living facilities, AFCHs are owned and operated by licensed AFCH “providers” who live with the residents they serve. In addition, AFCHs are limited to a maximum of five (5) residents.

### Fire Exit Drills

(1) A fire exit drill shall be conducted by each provider at each AFCH at least three (3) times per year to assure that the evacuation capability of the facility is “prompt.” Subject to subsection 69A-57.005(2), F.A.C., each fire exit drill shall be conducted at least 30 days after the previous fire exit drill. The AHJ is permitted to require an additional fire exit drill in conjunction with an annual firesafety inspection.

(2) The purpose of each fire exit drill is to familiarize each occupant with the procedures required for the safe, orderly, and expeditious exiting of the building or structure. All occupants shall exit the building or structure to a predetermined area of safety. The climate and weather conditions shall be taken into consideration when scheduling any fire exit drill.

(3) Each fire exit drill shall be conducted at an unexpected time and under varying conditions that may occur in the case of fires.

(4) Each fire exit drill shall be applicable to all occupants of the AFCH with emphasis on the safe, orderly, and expeditious exiting under proper discipline.

(5) Any occupant subject to a fire exit drill shall proceed to a predetermined location outside the building and remain there until all occupants are accounted for. Occupants shall be allowed to return to the building only when permitted by the person conducting the fire exit drill.

(6) The provider shall keep a record of each fire exit drill on Form DFS-K3-1437, (rev. 1/2001), Fire Exit Drill Records for Adult Family Care Homes, which is hereby adopted and incorporated into these rules by reference, and shall take effect on the effective date of these rules. Copies of the form may be obtained by writing to the Department of Financial Services, Division of State Fire Marshal, Bureau of Fire Prevention, 200 East Gaines Street, Tallahassee, Florida 32399-0342. The record shall list as a minimum:

(a) The date the drill was conducted.

(b) The time of day the drill was conducted.

(c) The amount of time, in minutes and seconds, that were required for all occupants to safely exit the building.

(d) Any unusual circumstance affecting the safe, orderly and expeditious exit from the building, which shall be in narrative or outline form.

(7) If the provider does not keep the record required by subsection (6), or keeps it in a manner that is incomplete, incorrect, or otherwise does not contain the required information, the fire exit drill will be presumed to have achieved an evacuation capability that does not meet the requirement of “prompt.” Another fire exit drill must be performed as soon as possible and the results correctly recorded. In addition, the firesafety inspector shall advise the agency that the AFCH is not maintaining compliance with the firesafety requirements for an AFCH.

(8) Any firesafety inspector or special firesafety inspector completing the required annual inspection is permitted to:

(a) Use the record for a determination of the evacuation capability of the facility, or

(b) Conduct his or her own fire exit drill.

During each fire exit drill, all occupants should evacuate the building on their own or with staff assistance or any other available assistance, as needed.

## Ambulatory Health Care Occupancy (NFPA 101)

### Definition

An occupancy used to provide services or treatment simultaneously to four or more patients that provides, on an outpatient basis, one or more of the following:

1. Treatment for patients that renders the patients incapable of taking action for self-preservation under emergency conditions without the assistance of others
2. Anesthesia that renders the patients incapable of taking action for self-preservation under emergency conditions without the assistance of others
3. Emergency or urgent care for patients who, due to the nature of their injury or illness, are incapable of taking action for self-preservation under emergency conditions without the assistance of others

### Evacuation and Relocation Plan and Fire Drills

20.7.1.1    The administration of every ambulatory health care facility shall have, in effect and available to all supervisory personnel, written copies of a plan for the protection of all persons in the event of fire, for their evacuation to areas of refuge, and for their evacuation from the building when necessary.  
  
20.7.1.2    All employees shall be periodically instructed and kept informed with respect to their duties under the plan required by 20.7.1.1.  
  
20.7.1.3    A copy of the plan required by 20.7.1.1 shall be readily available at all times when the facility is open.  
  
20.7.1.4   Fire drills in ambulatory health care facilities shall include the simulation of emergency fire conditions.

20.7.1.5    Patients shall not be required to be moved during drills to safe areas or to the exterior of the building.

20.7.1.6    Drills shall be conducted quarterly on each shift to familiarize facility personnel (including but not limited to nurses, interns, maintenance engineers, and administrative staff) with the emergency action required under varied conditions.  
  
20.7.1.7    Employees of ambulatory health care facilities shall be instructed in life safety procedures and devices.  
  
Protection of Patients  
  
20.7.2.1.1    For ambulatory health care facilities, the proper protection of patients shall require the prompt and effective response of ambulatory health care personnel.

20.7.2.1.2    The basic response required of staff shall include the following:

(1) Removal of all occupants directly involved with the fire emergency.

(2) Transmission of an appropriate fire alarm signal to warn other building occupants and summon staff.

(3) Confinement of the effects of the fire by closing doors to isolate the fire area.

(4) Relocation of patients as detailed in the facility's fire safety plan.

Fire Safety Plan

20.7.2.2.   A written fire safety plan shall provide for all of the following:

(1) Use of alarms

(2) Transmission of alarms to fire department

(3) Response to alarms

(4) Isolation of fire

(5) Evacuation of immediate area

(6) Evacuation of smoke compartment

(7) Preparation of floors and building for evacuation

(8) Extinguishment of fire

Staff Response

20.7.2.3 Staff Response.

20.7.2.3.1    All personnel shall be instructed in the use of and response to fire alarms.

20.7.2.3.2    All personnel shall be instructed in the use of the code phrase to ensure transmission of an alarm under either of the following conditions:

(1) When the individual who discovers a fire must immediately go to the aid of an endangered person

(2) During a malfunction of the building fire alarm system

20.7.2.3.3    Personnel hearing the code announced shall first activate the building fire alarm using the nearest fire alarm box and then shall execute immediately their duties as outlined in the fire safety plan.

## Assisted Living Facilities (FAC 69A-40.036)

### Definition

Any institution, building, or buildings, residence, private home, boarding home, home for the aged, or any other place, whether operated for profit or not, which is an assisted living facility under the definitions of Chapter 429, F.S., and of Chapter 58A-5, F.A.C., and include the intergenerational respite care assisted living facility created pursuant to Section 429.071, F.S.

### Fire Exit Drills

(1) An existing, unsprinklered ALF shall conduct fire exit drills monthly and at least twelve fire drills shall have been conducted during the previous year (four times per year on each new shift). New facilities with eight or fewer residents and a “Prompt” evacuation capability evaluation shall follow the above guidelines. If a facility has been in operation less than one year, it shall be permitted to have conducted a fire drill for each month of its operation.

(2) A new or existing sprinklered ALF shall conduct at least six fire drills per year, one every two months, with a minimum of two drills conducted during the night when residents are sleeping.

(3) Facilities that are fully sprinklered and in compliance with other firesafety standards are not required to conduct more than one of the required fire drills between the hours of 11 p.m. and 7 a.m. per year.

(4) Residents shall be permitted to relocate to a “Point of Safety”.

## Day-Care Occupancy (NFPA 101)

An occupancy in which four or more clients receive care, maintenance, and supervision, by other than their relatives or legal guardians, for less than 24 hours per day.

Emergency Egress and Relocation Drills

16.7.2.2    Emergency egress and relocation drills shall be conducted as follows:

(1) Not less than one emergency egress and relocation drill shall be conducted every month the facility is in session, unless both of the following criteria are met:

(a) In climates where the weather is severe, the monthly emergency egress and relocation drills shall be permitted to be deferred.

(b) The required number of emergency egress and relocation drills shall be conducted, and not less than four shall be conducted before the drills are deferred.

(2) All occupants of the building shall participate in the drill.

(3) One additional emergency egress and relocation drill, other than for day-care occupancies that are open on a year-round basis, shall be required within the first 30 days of operation.

(4) Fire emergency egress and relocation drills conducted must include, at a minimum:

(a) One fire emergency egress and relocation drill using the established napping or sleeping times.

(b) One fire emergency egress and relocation drill using an alternate evacuation route. Occupants of rooms that are not on the ground level or that have a window for rescue shall be permitted to use the main classroom door to exit and then travel in a different direction from that point.

(c) One fire drill in the presence and at the request of the authority having jurisdiction.

## Educational Occupancy (NFPA 101)

### Definition

An occupancy used for educational purposes through the twelfth grade by six or more persons for 4 or more hours per day or more than 12 hours per week.

### Emergency Egress Drills

14.7.2.3    Emergency egress drills shall be conducted as follows:

(1) Not less than one emergency egress drill shall be conducted every month the facility is in session, unless both of the following criteria are met:

(a) In climates where the weather is severe, the monthly emergency egress drills shall be permitted to be deferred.

(b) The required number of emergency egress drills shall be conducted, and not less than four shall be conducted before the drills are deferred.

(2) All occupants of the building shall participate in the drill.

(3) One additional emergency egress drill, other than for educational occupancies that are open on a year-round basis, shall be required within the first 30 days of operation.

14.7.2.4    All emergency drill alarms shall be sounded on the fire alarm system.

## Health Care Occupancy (NFPA 101)

### Definition

An occupancy used to provide medical or other treatment or care simultaneously to four or more patients on an inpatient basis, where such patients are mostly incapable of self-preservation due to age, physical or mental disability, or because of security measures not under the occupants’ control.

Evacuation and Relocation Plan and Fire Drills

18.7.1.1    The administration of every health care occupancy shall have, in effect and available to all supervisory personnel, written copies of a plan for the protection of all persons in the event of fire, for their evacuation to areas of refuge, and for their evacuation from the building when necessary.  
  
18.7.1.2    All employees shall be periodically instructed and kept informed with respect to their duties under the plan   
  
18.7.1.3    A copy of the plan shall be readily available at all times in the telephone operator's location or at the security center.  
  
18.7.1.4   Fire drills in health care occupancies shall include the transmission of a fire alarm signal and simulation of emergency fire conditions.  
  
18.7.1.5    Infirm or bedridden patients shall not be required to be moved during drills to safe areas or to the exterior of the building.  
  
18.7.1.6    Drills shall be conducted quarterly on each shift to familiarize facility personnel (nurses, interns, maintenance engineers, and administrative staff) with the signals and emergency action required under varied conditions.  
  
18.7.1.7    When drills are conducted between 9:00 p.m. and 6:00 a.m. (2100 hours and 0600 hours), a coded announcement shall be permitted to be used instead of audible alarms.  
  
18.7.1.8    Employees of health care occupancies shall be instructed in life safety procedures and devices.  
  
Protection of Patients

18.7.2.1.1    For health care occupancies, the proper protection of patients shall require the prompt and effective response of health care personnel.  
  
18.7.2.1.2    The basic response required of staff shall include the following:

1. Removal of all occupants directly involved with the fire emergency
2. Transmission of an appropriate fire alarm signal to warn other building occupants and summon staff
3. Confinement of the effects of the fire by closing doors to isolate the fire area
4. Relocation of patients as detailed in the health care occupancy's fire safety plan

Fire Safety Plan

18.7.2.2  A written health care occupancy fire safety plan shall provide for all of the following:

1. Use of alarms
2. Transmission of alarms to fire department
3. Emergency phone call to fire department
4. Response to alarms
5. Isolation of fire
6. Evacuation of immediate area
7. Evacuation of smoke compartment
8. Preparation of floors and building for evacuation
9. Extinguishment of fire
10. Location and operation of doors disguised with murals as permitted by 18.2.2.2.7

Staff Response

18.7.2.3.1    All health care occupancy personnel shall be instructed in the use of and response to fire alarms.

18.7.2.3.2    All health care occupancy personnel shall be instructed in the use of the code phrase to ensure transmission of an alarm under any of the following conditions:

     (1) When the individual who discovers a fire must immediately go to the aid of an endangered person.

    (2) During a malfunction of the building fire alarm system.

18.7.2.3.3    Personnel hearing the code announced shall first activate the building fire alarm using the nearest manual fire alarm box and then shall execute immediately their duties as outlined in the fire safety plan.

Maintenance of Means of Egress

18.7.3.1    Proper maintenance shall be provided to ensure the dependability of the method of evacuation selected.

18.7.3.2    Health care occupancies that find it necessary to lock means of egress doors shall, at all times, maintain an adequate staff qualified to release locks and direct occupants from the immediate danger area to a place of safety in case of fire or other emergency.

18.7.3.3   Where required by the authority having jurisdiction, a floor plan shall be provided to indicate the location of all required means of egress corridors in smoke compartments having spaces not separated from the corridor by partitions.

## Residential Board and Care Facility (NFPA 101)

### Definition

A building or portion thereof that is used for lodging and boarding four or more residents not related by blood or marriage to the owners or operators for the purpose of providing personal care services. NFPA 101 classifies residential board and care facilities as either small (not more than 16 residents) or large (more than 16 residents).

32.7.1.1    The administration of every residential board and care facility shall have, in effect and available to all supervisory personnel, written copies of a plan for protecting all persons in the event of fire, for keeping persons in place, for evacuating persons to areas of refuge, and for evacuating persons from the building when necessary.

32.7.1.2    The emergency action plan shall include special staff response, including the fire protection procedures needed to ensure the safety of any resident, and shall be amended or revised whenever any resident with unusual needs is admitted to the home.

32.7.1.3    All employees shall be periodically instructed and kept informed with respect to their duties and responsibilities under the plan, and such instruction shall be reviewed by the staff not less than every 2 months.

32.7.1.4    A copy of the plan shall be readily available at all times within the facility.  
  
Resident Training

32.7.2.1    All residents participating in the emergency action plans shall be trained in the proper actions to be taken in the event of fire.

32.7.2.2    The training shall include actions to be taken if the primary escape route is blocked.

32.7.2.3    If a resident is given rehabilitation or habilitation training, training in fire prevention and the actions to be taken in the event of a fire shall be a part of the training program.

32.7.2.4    Residents shall be trained to assist each other in case of fire to the extent that their physical and mental abilities permit them to do so without additional personal risk.  
  
Emergency Egress and Relocation Drills

32.7.3 Emergency egress and relocation drills shall be conducted in accordance with [32.7.3.1](http://codesonline.nfpa.org/NFPA/a/c.html/nfpa_101/chapter_11_special_structures_high_rise_buildings/11_8_high_rise_buildings/7#2015_ID00101019789) through [32.7.3.6](http://codesonline.nfpa.org/NFPA/a/c.html/nfpa_101/chapter_11_special_structures_high_rise_buildings/11_8_high_rise_buildings/7#2015_ID00101019801).

32.7.3.1    Emergency egress and relocation drills shall be conducted not less than six times per year on a bimonthly basis; with not less than two drills conducted during the night when residents are sleeping.

32.7.3.2    The emergency drills shall be permitted to be announced to the residents in advance.

32.7.3.3   The drills shall involve the actual evacuation of all residents to an assembly point, as specified in the emergency action plan, and shall provide residents with experience in egressing through all exits and means of escape required by the *Code*.

32.7.3.4    Exits and means of escape not used in any drill shall not be credited in meeting the requirements of this *Code* for board and care facilities.

32.7.3.5    Actual exiting from windows shall not be required; opening the window and signaling for help shall be an acceptable alternative.

32.7.3.6    Residents who cannot meaningfully assist in their own evacuation or who have special health problems shall not be required to actively participate in the drill.

## Residential Facilities for Individuals with Developmental Disabilities (FAC 69A-38)

### Definition

Residential developmental disabilities facility required to be licensed by the Florida Agency for Persons with Disabilities.

### Documentation of Client’s Evacuation Status

Documentation of Client’s evacuation status shall be based on the speed of evacuation. Speed of Evacuation is to be determined via documentation of actual emergency egress and relocation drills conducted with the Agency for Persons with Disabilities personnel present, as evidenced by their signature on at least two emergency egress and relocation drill reports during the preceding year. As an alternative, the provisions of NFPA 101A, Chapter 5, the edition as adopted in Rule 69A-3.012, F.A.C., may be used to evaluate clients’ evacuation status.

### Emergency Egress and Relocation Drills (69A-38.035)

(1) An emergency egress and relocation drill shall be conducted by each owner at each facility at least three (3) times per year. Each emergency egress and relocation drill shall be conducted at least 90 days after the previous emergency egress and relocation drill.

(2) The purpose of each emergency egress and relocation drill is to familiarize each occupant with the procedures required for the safe, orderly, and expeditious exiting of the structure. All occupants shall exit the structure to a predetermined area of safety. The climate and weather conditions shall be taken into consideration when scheduling any emergency egress and relocation drill.

(3) Each emergency egress and relocation drill shall be conducted at an unexpected time and under varying conditions that may occur in the case of fires.

(4) During each emergency egress and relocation drill, all occupants shall evacuate the structure independently or with staff assistance or any other available assistance, as needed.

(5) Each emergency egress and relocation drill shall be applicable to all occupants of the facility with emphasis on the safe, orderly, and expeditious exiting under proper discipline.

(6) Any occupant subject to an emergency egress and relocation drill shall proceed to a predetermined location outside the building and remain there until all occupants are accounted for. Occupants are permitted to return to the structure only when allowed by the person conducting the emergency egress and relocation drill.

(7) The owner shall keep a record of each emergency egress and relocation drill on Form DFS-K3-1557, (rev. 03/20/03), “Record of Emergency Egress and Relocation Drill”.