



Authority: Title 19, California Code of Regulations, Section 3.09(d)(4); California Health and Safety Code, Section 13220; California Fire Code, Sections 1303.1, 1303.3.1 1303.3.5.3.1, 1304.4, I and Appendix I-B Section 6.1 Item 25; City of Oakland Fire Code

FACILITY EMERGENCY PLAN GUIDELINES

It is the policy of the Oakland Fire Department, Fire Prevention Bureau that whenever a Facility Emergency Plan is required, the plan shall follow the guidelines listed herein. Each plan shall be reviewed and approved by the Fire Prevention Bureau prior to implementation.

The following information shall be included in the plan:

Page 1 – FRONT COVER

- 1) Address or addresses of the building
- 2) Name of building (if applicable)\
- 3) FACILITY EMERGENCY PLAN (in large print)
- 4) Date plan is written, revised, or approved by the Fire Department

TABLE OF CONTENTS

- 1) Provide section and page number
- 2) If section requires more than one page, number pages with a letter (Example: 5a, 5b, 5c)

EMERGENCY PHONE LIST

- 1) Fire – Police –Medical – Ambulance -----**9-1-1**
- 2) Front Desk or Security -----
- 3) Building Manager’s Office -----
- 4) Police Non-Emergency Number ----- 777-3333
- 5) Fire Department Non-Emergency Number ----- 444-3322
- 6) Building Engineer -----
- 7) Fire Safety Director -----

PURPOSE OF PLAN STATEMENT (Shall be written exactly as stated below)

Purpose of Plan:

As required by Title 19, California Code of Regulation; California Fire Code; California Health and Safety Code; and the Oakland Fire Code, an emergency plan shall be prepared, implemented, maintained. This plan is a legal document.

INTRODUCTION FROM BUILDING MANAGEMENT

Briefly describe the building. Include:

- 1) Occupancy: Office Building – Hotel – Apartments – Condos – Retail Stores
- 2) Total square footage
- 3) Year building was built and/or total renovation (building gutted totally renovated and brought up to present code)
- 4) Number of stories and basements
- 5) Type of construction (i.e. Type I masonry, steel, iron, and concrete)\

BRIEFLY LIST LOCATIONS AND FUNCTIONS OF BUILDING'S LIFE SAFETY FEATURES

- 1) Sound of fire alarm (highlight or use bold lettering) (Example: loud bell, whooping horn, loud honking horn etc.)
- 2) Public Address System (if applicable). Describe instructions to be followed and special instructions to be given. (Example: evacuation/relocation instructions, false alarm, etc.)
- 3) Fire Alarm
 - Location of panel or FCC room
 - Local only or monitored by outside agency
 - Smoke detectors in elevator lobby, corridor, duct and equipment rooms
 - Manual pull stations
 - Tamper alarms
- 4) Exiting
 - Exit signs, safety lighting, evacuation signs
 - Enclosed stairs: vestibule, pressurization and stair signs
 - Open Stairs
 - Fire escapes
 - Fire doors and hardware
- 5) Fire extinguishers and 1-1/2" Fire Hoses
- 6) Automatic fire sprinklers
- 7) Elevator recall
- 8) Smoke control system
- 9) Describe sequence of operation

EMERGENCY DUTIES OF FIRE SAFETY DIRECTOR AND STAFF

Fire Safety Director, Security, Front Desk, and Building Manager

EMERGENCY FLOOR WARDEN SYSTEM

FIRE SAFETY DIRECTOR'S NON-EMERGENCY DUTIES

FIRE SAFETY DO'S, DON'T AND TIPS

- 1) List shall reflect potential hazards specific to the type of occupancy

ACTIONS OF ANYONE WHO SMELLS SMOKE OR FINDS FIRE (In this order)

- A) Pull or activate fire alarm (Usually in elevator lobby, at stair entrance or bottom of stairs)
- B) Call : (9-1-1" from safe location
- C) Assist others in exiting, if safe to do so.
- D) Evacuate/relocate and restrict spread of fire by closing doors and windows behind you.
- E) Follow all directions given by Floor Warden Staff or Fire Safety Director.
- F) Do not re-enter building until Fire Department approves re-entry

BUILDING EVACUATION: (your building exiting plan)

Note: When descending stairs, stay to your right and out of the way of ascending fire personnel. Keep calm, exit, orderly, and follow all directions. Feel doors for heat before opening and crawl low in smoke or heat.

ASSISTANCE FOR PEOPLE WITH DISABILITIES

EARTHQUAKES

MEDICAL EMERGENCY

BOMB THREATS

TOXIC HAZARDS/CIVIL DISTURBANCES

MAPS

The building Facility Emergency Plan shall be approved by the Fire Prevention Bureau – Fire Marshal

Please submit 2 copies of the plan to:

Fire Prevention Bureau – Karen Cox
250 Frank Ogawa Plaza Suite 3341
Oakland, CA 94612

Fee for submitting Evacuation Plans: \$243.00