

FIRE PREVENTION GUIDELINE

Title: Emergency Planning and Information

Number: FPG-16 | Effective Date: 01/01/2008 | Revised Date: 03/01/2009

Code References: California Fire Code (CFC), California Code of Regulations (CCR)

Title 19, Merced Municipal Code (MMC)

Note: This guideline is a summary of Fire Department clarifications and interpretations of City and State Codes and nationally recognized standards in accordance with the currently adopted edition of the Fire Code. Information contained herein applies to typical circumstances and may not address all situations.

Scope

This Guideline has been developed to assist the public and business community with requirements for multi-family buildings two or more stories in height (excluding high-rise buildings), hotels, motels and lodging houses.

Codes and Guidelines

This guideline shall apply to all new or existing office buildings two or more stories in height (excluding high-rise buildings), hotels, motels or lodging houses in accordance with the California Fire Code, California Code of Regulations, Title19 and the Merced Municipal Code.

Permits Required

A Fire Code permit is not required.

Specific Requirements

- 1. Office Buildings 2 or More Stories In Height (excluding high-rise buildings)

 Owner or operators shall employ one of the following methods to provide emergency information and procedures to the building occupants:
 - a. Emergency procedure information published in the form of a leaflet, brochure, or pamphlet shall be available to all persons entering the building. Emergency procedures information shall be located immediately inside all entrances to the building in locations that are clearly marked: or
 - b. A floor plan providing emergency procedures information shall be posted at every stairway landing, at every elevator landing, and immediately inside all public entrances to the building. The information shall be posted so that it describes the represented floor level and can be easily seen immediately upon entering the floor level of the building. Emergency procedure information shall be printed with a minimum of 3/16-inch high non-decorative lettering providing a sharp contrast to the background.



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- c. Emergency Procedures Information is a set of instructions to be used by ambulatory, non-ambulatory, and the physically disabled in the event of an emergency. It includes, but is not limited to:
 - i. Location of exits and fire alarm initiating stations.
 - ii. If there is a fire alarm- what it looks and sounds like.
 - iii. Fire Department Emergency phone number posted (911).
 - iv. Warnings not to use elevators during emergencies.

2. 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 entrance door or immediately adjacent to such door. In lieu of posting the information, the information may be provided through the use of leaflets, brochures, pamphlets, videotapes or other methods approved by the Fire Marshal.

- a. EMERGENCY PROCEDURES INFORMATION: Emergency Procedures Information: is a set of instructions to be used by ambulatory, nonambulatory, and the physically disabled in the event of an emergency. It includes, but is not limited to:
 - i. Location of exits and fire alarm initiating stations.
 - ii. If there is a fire alarm- what it looks and sounds like.
 - iii. Fire Department Emergency phone number posted (911).
 - iv. Warnings not to use elevators during emergencies.
- b. DISABLED GUESTS: A list noting the guestrooms assigned to guests with disabilities, when such guests have indicated they have special evacuation requirements shall be located at the registration desk. The innkeeper shall, at the innkeeper's option, do one of the following:
 - i. Provide a place on the registration form for physically disabled quests who have such requirements to identify themselves.
 - ii. Provide a notice on the room key jacket, advising guests with disabilities who have special emergency evacuation requirements to so notify the front desk
 - iii. Utilize such other means for allowing such guests with disabilities to identify themselves as may be approved by the Fire Marshal.
- c. FIRE SAFETY DIRECTOR: Hotels, motels, and lodging houses shall appoint a "Fire Safety Director." The Fire Safety Director shall:



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- i. Report to the owner or operator.
- ii. Coordinate fire safety activities of the facility with the authority having jurisdiction.
- iii. Conduct or cause to be conducted, all emergency procedures training for all building employees, and maintain records of dates, subjects, and attendance of each training session.
- iv. Develop and maintain a written Facility Emergency Plan acceptable to the authority having jurisdiction which shall include but not be limited to:
 - ♦ Fire emergency phone number (911).
 - Other emergency phone numbers.
 - Evacuation or relocation plan for building occupants.
 - Duties of Fire Safety Director and other designated personnel.
 - Building employee responsibility in case of emergency.
 - Procedures to identify and assist the non-ambulatory and physically disabled.
- d. EMERGENCY PROCEDURES TRAINING FOR EMPLOYEES: Emergency procedures training shall be conducted annually for all building employees.
 - i. Fire Safety Directors and their designated emergency personnel shall receive training in the identification and use of facility fire safety equipment, communication procedures, people movement procedures, fire prevention practices, and their duties outlined in their respective emergency plan.
 - ii. Other employees shall receive training covering the identification and use of fire safety equipment, fire prevention practices, and appropriate procedures to follow in the event of a fire.
 - iii. NOTE: Actual relocation and evacuation of building guests is not required in hotel/motel occupancies.