

approximate plan for each area, the amount and type of HPM stored, handled and used, locations of shutoff valves for HPM supply piping, emergency telephone locations and locations of exits.

408.4.2 Plan updating. The plans and diagrams required by Section 408.4.1 shall be maintained up to date and the fire code official and fire department shall be informed of all major changes.

408.4.3 Emergency response team. Responsible persons shall be designated the on-site emergency response team and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses, identifying locations where HPM is stored, handled and used, and be familiar with the chemical nature of such material. An adequate number of personnel for each work shift shall be designated.

408.4.4 Emergency drills. Emergency drills of the on-site emergency response team shall be conducted on a regular basis but not less than once every three months. Records of drills conducted shall be maintained.

408.5 Group I-1 occupancies. Group I-1 occupancies shall comply with the requirements of Sections 408.5.1 through 408.5.5 and Sections 401 through 406.

408.5.1 Fire safety and evacuation plan. The fire safety and evacuation plan required by Section 404 shall include special staff actions including fire protection procedures necessary for residents and shall be amended or revised upon admission of any resident with unusual needs.

408.5.2 Staff training. Employees shall be periodically instructed and kept informed of their duties and responsibilities under the plan. Such instruction shall be reviewed by the staff at least every two months. A copy of the plan shall be readily available at all times within the facility.

408.5.3 Resident training. Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire. The training shall include actions to take if the primary escape route is blocked. Where the resident is given rehabilitation or habilitation training, training in fire prevention and actions to take in the event of a fire shall be a part of the rehabilitation training program. Residents shall be trained to assist each other in case of fire to the extent their physical and mental abilities permit them to do so without additional personal risk.

408.5.4 Drill frequency. Emergency evacuation drills shall be conducted at least six times per year, two times per year on each shift. Twelve drills shall be conducted in the first year of operation. Drills are not required to comply with the time requirements of Section 405.4.

408.5.5 Resident participation. Emergency evacuation drills shall involve the actual evacuation of residents to a selected assembly point.

408.6 Group I-2 occupancies. Group I-2 occupancies shall comply with the requirements of Sections 408.6.1 and 408.6.2 and Sections 401 through 406. Drills are not required to comply with the time requirements of Section 405.4.

408.6.1 Evacuation not required. During emergency evacuation drills, the movement of patients to safe areas or to the exterior of the building is not required.

408.6.2 Coded alarm signal. When emergency evacuation drills are conducted after visiting hours or when patients or residents are expected to be asleep, a coded announcement is allowed instead of audible alarms.

408.7 Group I-3 occupancies. Group I-3 occupancies shall comply with the requirements of Sections 408.7.1 through 408.7.4 and Sections 401 through 406.

408.7.1 Employee training. Employees shall be instructed in the proper use of portable fire extinguishers and other manual fire suppression equipment. Training of new staff shall be provided promptly upon entrance on duty. Refresher training shall be provided at least annually.

408.7.2 Staffing. Group I-3 occupancies shall be provided with 24-hour staffing. Staff shall be within three floors or 300 feet (91 440 mm) horizontal distance of the access door of each resident housing area. The arrangement shall be such that the staff involved can start release of locks necessary for emergency evacuation or rescue and initiate other necessary emergency actions within 2 minutes of an alarm.

Exception: Staff shall not be required to be within three floors or 300 feet (9144 mm) in areas in which all locks are unlocked remotely and automatically in accordance with the building subcode of the *Uniform Construction Code*.

408.7.3 Notification. Provisions shall be made for residents in Use Conditions 3, 4 and 5, as defined in Chapter 2, to readily notify staff of an emergency.

408.7.4 Keys. Keys necessary for unlocking doors installed in a means of egress shall be individually identifiable by both touch and sight.

408.8 Group R-1 occupancies. Group R-1 occupancies shall comply with the requirements of Sections 408.8.1 through 408.8.3 and Sections 401 through 406.

408.8.1 Evacuation diagrams. A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each hotel, motel or dormitory sleeping unit.

408.8.2 Emergency duties. Upon discovery of a fire or suspected fire, hotel, motel and dormitory 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.

408.8.2.1 Bed and breakfasts. Each bed and breakfast shall have at least one dwelling unit occupied by the owner of the facility or his agent as his place of residence during any time that the facility is being used for the lodging of guests or the owner or agent of the owner shall be within 15 minutes travel distance of the facility while guests are lodging there. The owner or agent shall carry out the applicable duties described in this chapter. If the owner or agent is not on site, there shall be a clearly legible sign, conspicuously displayed in the area where guests register, containing the owner's or agent's name, address (including unit number or apartment number) and a 24-hour emergency telephone number."

408.8.3 Fire safety and evacuation instructions. Information shall be provided in the fire safety and evacuation plan required by Section 404 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.

408.9 Group R-2 occupancies. Group R-2 occupancies located in high-rise buildings shall comply with the requirements of Sections 408.9.1 through 408.9.3 and Sections 401 through 406.

408.9.1 Emergency guide. A fire emergency guide shall be provided which describes the location, function and use of fire protection equipment and appliances accessible to residents, including fire alarm systems, smoke alarms, and portable fire extinguishers. The guide shall also include an emergency evacuation plan for each dwelling unit.

408.9.2 Maintenance. Emergency guides shall be reviewed and approved in accordance with Section 401.2.

408.9.3 Distribution. A copy of the emergency guide shall be given to each tenant prior to initial occupancy.

408.10 Therapeutic residences. Therapeutic residences shall comply with the requirements of Sections 408.10.1 through 408.10.5 and Sections 401 through 406.

408.10.1 Fire safety and evacuation plan. The fire safety and evacuation plan required by Section 404 shall include special staff actions, including fire protection procedures necessary for residents, and shall be amended or revised upon admission of a resident with unusual needs.

408.10.2 Staff training. Employees shall be periodically instructed and kept informed of their duties and responsibilities under the plan. Such instruction shall be reviewed by the staff at least every two months. A copy of the plan shall be readily available at all times within the facility.

408.10.3 Resident training. Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire. The training shall include actions to take if the primary escape route is blocked. Where the resident is given rehabilitation or habilitation training, training in fire prevention and actions to take in the event of a fire shall be a part of the rehabilitation training program. Residents shall be trained to assist each other in case of fire to the extent their physical and mental abilities permit them to do so without additional personal risk.

408.10.3.1 Admission. Within 24 hours of admission, each new occupant shall participate in a fire drill to ensure compliance with this chapter.

408.10.3.2 Self-evacuation. Self-evacuation pursuant to the *Uniform Construction Code* means capable of self-evacuation with a prompt egress time not exceeding 3 minutes.

408.10.3.3 Exceeding allotted time. If any resident exceeds the allotted time, the facility manager shall relocate clients or take other action to ensure that the required time is met. If the fire official finds that the required time is not being met, the fire official shall refer the matter to the construction official as a possible change in use.

408.10.4 Drill frequency. Emergency evacuation drills shall be conducted monthly, four times per year on each shift.

408.10.5 Resident participation. Emergency evacuation drills shall involve the actual evacuation of residents to a selected assembly point and shall provide residents with experience in exiting through all required exits. All required exits shall be used during emergency evacuation drills.

Exception: Actual exiting from windows shall not be required. Opening the window and signaling for help shall be an acceptable alternative.

408.11 Covered mall buildings. Covered mall buildings shall comply with the provisions of Sections 408.11.1 through 408.11.3.

408.11.1 Lease plan. A lease plan shall be prepared for each covered mall building. The plan shall include the following information in addition to that required by Section 404.3.2:

1. Each occupancy, including identification of tenant.
2. Exits from each tenant space.
3. Fire protection features, including the following:
 - 3.1. Fire department connections.
 - 3.2. Fire command center.
 - 3.3. Smoke management system controls.
 - 3.4. Elevators and elevator controls.
 - 3.5. Hose valves outlets.
 - 3.6. Sprinkler and standpipe control valves.
 - 3.7. Automatic fire-extinguishing system areas.
 - 3.8. Automatic fire detector zones.
 - 3.9. Fire barriers.

408.11.1.1 Approval. The lease plan shall be submitted to the fire code official for approval, and shall be maintained on site for immediate reference by responding fire service personnel.

408.11.1.2 Revisions. The lease plans shall be revised annually or as often as necessary to keep them current. Modifications or changes in tenants or occupancies shall not be made without prior approval of the fire code official and building official.

408.11.2 Tenant identification. Each occupied tenant space provided with a secondary exit to the exterior or exit corridor shall be provided with tenant identification by business name and/or address. Letters and numbers shall be posted on the corridor side of the door, be plainly legible and shall contrast with their background.

Exception: Tenant identification is not required for anchor stores.

408.11.3 Maintenance. Unoccupied tenant spaces shall be:

1. Kept free from the storage of any materials.
2. Separated from the remainder of the building by partitions of at least 0.5-inch-thick (12.7 mm) gypsum board or an approved equivalent to the underside of the ceiling of the adjoining tenant spaces.
3. Without doors or other access openings other than one door that shall be kept key locked in the closed position except during that time when opened for inspection.
4. Kept free from combustible waste and be broom-swept clean.