

405.2 Frequency. Required emergency evacuation drills shall be held at the intervals specified in Table 405.2 or more frequently where necessary to familiarize all occupants with the drill procedure.

**TABLE 405.2
FIRE AND EVACUATION DRILL
FREQUENCY AND PARTICIPATION**

GROUP OR OCCUPANCY	FREQUENCY	PARTICIPATION
Group A	Quarterly	Employees
Group B ^c	Annually	Employees
Group E	Monthly ^a	All occupants
Group I	Monthly to include	All occupants ^e
	Quarterly on each shift	Employees ^b
Group R-1	Quarterly on each shift	Employees
Group R-2 ^d	Four annually	All occupants
Therapeutic Residences	Monthly to include	All occupants ^b
	Quarterly on each shift	
High-rise buildings	Annually	All occupants
Casinos	Twice per year	Employees
Flammable liquid terminals	Twice per year	Employees
Group overnight stay	At the start of each night's activities	All occupants

- a. The frequency shall be allowed to be modified in accordance with Section 408.3.2.
- b. Fire and evacuation drills in residential care assisted living facilities shall include complete evacuation of the premises in accordance with Section 408.10.5. Where occupants receive habilitation or rehabilitation training, fire prevention and fire safety practices shall be included as part of the training program.
- c. Group B buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
- d. Applicable to Group R-2 college and university buildings in accordance with Section 408.3.
- e. Applicable to Group I day care centers in accordance with Section 408.3.

405.3 Leadership. Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.

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.

405.5 Record keeping. Records shall be maintained of required emergency evacuation drills and unplanned evacuation to include the following information:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members 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.

405.5.1 Casino fire command center. The casino fire command center shall maintain a comprehensive log which shall include the information required in Sections 405.5.1.1 and 405.5.1.2 below.

405.5.1.1. The name and signature of each employee on duty in the fire command center along with the date and time of arrival and departure.

405.5.1.2. A description of each incident occurring within the casino or hotel, including the date, time, location and action taken. An incident shall include, but not be limited to, fire, alarm activation, trouble signal, fire protection equipment malfunction, and any unrecorded communication pertaining to fire or life safety which is made to or from the fire command center.

405.6 Notification. Where required by the fire code official, prior notification of emergency evacuation drills shall be given to the fire code official.

405.7 Initiation. Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

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.

405.9 Recall and reentry. An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. No one shall reenter the premises until authorized to do so by the official in charge.

**SECTION 406
EMPLOYEE TRAINING
AND RESPONSE PROCEDURES**

406.1 General. Employees in the occupancies listed in Section 404.2 shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans and as described in Section 404.3.

406.2 Frequency. Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the fire code official upon request.

406.3 Employee training program. Employees shall be trained in fire prevention, evacuation and fire safety in accordance with Sections 406.3.1 through 406.3.3.

406.3.1 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.

406.3.2 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.

406.3.3 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.

SECTION 407 HAZARD COMMUNICATION

407.1 General. The provisions of Sections 407.2 through 407.7 shall be applicable where hazardous materials subject to permits under N.J.A.C. 5:70-2.7 or LHU registration under N.J.A.C. 5:70-2.4 are located on the premises or where required by the fire code official.

407.2 Material Safety Data Sheets. Material Safety Data Sheets (MSDS) for all hazardous materials shall be readily available on the premises.

407.3 Identification. Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs in accordance with Section 2703.5.

407.4 Training. Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located, and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures.

407.5 Hazardous Materials Inventory Statement. Where required by the fire code official, each application for a permit shall include a Hazardous Materials Inventory Statement (HMIS) in accordance with Section 2701.5.2.

407.6 Hazardous Materials Management Plan. Where required by the fire code official, each application for a permit shall include a Hazardous Materials Management Plan (HMMP) in accordance with Section 2701.5.1. The fire code official is authorized to accept a similar plan required by other regulations.

407.7 Facility closure plans. The permit holder or applicant shall submit to the fire code official a facility closure plan in accordance with Section 2701.6.3 to terminate storage, dispensing, handling or use of hazardous materials.

SECTION 408 USE AND OCCUPANCY-RELATED REQUIREMENTS

408.1 General. In addition to the other requirements of this chapter, the provisions of this section are applicable to specific occupancies listed herein.

408.2 Group A occupancies. Group A occupancies shall comply with the requirements of Sections 408.2.1 and 408.2.2 and Sections 401 through 406.

408.2.1 Seating plan. The fire safety and evacuation plans for assembly occupancies shall include the information required by Section 404.3 and a detailed seating plan, occupant load, and occupant load limit. Deviations from the approved plans shall be allowed provided the occupant load limit for the occupancy is not exceeded and the aisles and exit accessways remain unobstructed.

408.2.2 Announcements. In theaters, motion picture theaters, auditoriums and similar assembly occupancies in Group A used for noncontinuous programs, an audible announcement shall be made not more than 10 minutes prior to the start of each program to notify the occupants of the location of the exits to be used in the event of a fire or other emergency.

Exception: In motion picture theaters, the announcement is allowed to be projected upon the screen in a manner approved by the fire code official.

408.3 Group E occupancies, Group I day care centers and Group R-2 college and university buildings. Group E and Group I occupancies shall comply with the requirements of Sections 408.3.1 through 408.3.4 and Sections 401 through 406. Group R-2 college and university buildings shall comply with the requirements of Sections 408.3.1 and 408.3.3 and Sections 401 through 406.

408.3.1 First emergency evacuation drill. The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes for Group E and Group I. The first drill for Group R-2 shall be conducted within 10 days of the start of each semester.

408.3.2 Emergency evacuation drill deferral. In severe climates, the fire code official shall have the authority to modify the emergency evacuation drill frequency specified in Section 405.2.

408.3.3 Time of day. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires. In Group R-2 college and university buildings, one required drill shall be held during hours after sunset or before sunrise and one shall be held during daylight hours.

408.3.4 Assembly points. Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

408.4 Group H-5 occupancies. Group H-5 occupancies shall comply with the requirements of Sections 408.4.1 through 408.4.4 and Sections 401 through 407.

408.4.1 Plans and diagrams. In addition to the requirements of Section 404 and Section 407.6, plans and diagrams shall be maintained in approved locations indicating the