



Workplace Evacuation Planning

As a business or workplace, you are responsible for both the safety of employees and customers. It's important that everyone knows what to do in the event of fire. Certain occupancies and building types may have specific fire code requirements, learn more at: www.seattle.gov/fire/FMO/firecode/cam/default.htm.



Fire Safety Evacuation Plans

- Certain occupancies and building types are required by the fire code to develop a specific **Fire Safety and Evacuation Plan**.
- If it's not required for your business, having and practicing a plan can help you and employees better prepare for an emergency.

Fire Extinguishers

- The type, placement and amount of **fire extinguisher(s) required** in your workplace is determined by the type of business and materials found in the building.
- Fire Extinguishers must be serviced each year by a Seattle Fire Department certified technician to ensure that they will work properly when needed.



Know the Code.

Your business may have planning and safety requirements set by the Seattle Fire Code.

Be prepared!

Develop a plan, train employees and practice regularly.

Getting started with an Emergency Plan—Identify the **fire and life safety systems** present—including smoke detectors, sprinklers, fire extinguishers and manual pull alarms. Consider the building occupants; are they familiar with the facility or is it a changing population, like customers? Make a list of concerns regarding the evacuation routes, special hazards associated with the business and special needs of employees or guests.

Create a map—design a basic plan of each floor indicating all fire exits, manual pull stations and extinguishing equipment. **Post the floor plan, mark location and the two nearest fire exits.**

Develop evacuation procedures—Train employees to stop what they are doing and evacuate the building whenever the fire alarm sounds. **Employees should exit via the stairs and move away from the building to the designated meeting spot.**

Ensure that your meeting place is far enough away from the building to keep employees out of the way of firefighting activities and falling glass or debris. If an employee or customer is unable to negotiate exit stairs, they should enter the stairwell with one or two assistants, securely close the door and wait on the landing for the fire department.

Schedule regular employee training—Training employees is the best way to prevent and prepare for the possibility of fire. Fire fact sheets can help prepare and present fire prevention and safety information to your employees, visit:

www.seattle.gov/fire/pubEd/factsheets.htm.

Conduct fire drills—Fire drills should be scheduled and conducted **for all shifts and employees**. Fire drills may be pre-announced or unannounced—either way, employees should duplicate as closely as possible the actions they would take if a fire occurred. Certain occupancies are required to conduct and record evacuation drills, for information on fire code requirements visit CAM 5051:

www.seattle.gov/fire/FMO/firecode/cam/default.htm.



Fire Prevention Division

www.seattle.gov/fire | fireinfo@seattle.gov | 220 3rd Avenue S, Seattle, WA 98104