

NFPA[®] 2800

Standard on Facility Emergency Action Plans

2023 Edition



NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471
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NFPA® 2800

Standard on

Facility Emergency Action Plans

2023 Edition

This edition of NFPA 2800, *Standard on Facility Emergency Action Plans*, was prepared by the Technical Committee on Building Fire and Life Safety Directors. It was issued by the Standards Council on November 29, 2022, with an effective date of December 19, 2022.

This edition of NFPA 2800 was approved as an American National Standard on December 19, 2022.

Origin and Development of NFPA 2800

The Technical Committee on Building Fire and Life Safety Directors was formed in 2015 to address the duties, requirements, competencies, and professional qualifications required of building fire and life safety directors and establish minimum requirements for emergency action plans addressing all-hazard emergencies within occupied structures having an occupant load of greater than 500.

This standard was developed to provide guidance on the development of emergency action plans for all-hazard emergencies in facilities with more than 500 persons, with the exception of industrial occupancies. The standard outlines key roles; occupant response strategies; accommodations for persons with disabilities; post-EAP activation analysis; and training, drills, and exercises for emergency action plans.

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NOTE: Membership on a committee shall not in and of itself constitute an endorsement of the Association or any document developed by the committee on which the member serves.

Committee Scope: This committee shall have primary responsibility for documents related to the duties, requirements, competencies and professional qualifications required of Building Fire and Life Safety Directors. This committee shall also have primary responsibility for the establishment of minimum requirements for emergency action plans addressing all-hazard emergencies within occupied structures having an occupant load of greater than 500. This committee shall not have responsibility of such qualifications, roles, responsibilities, or emergency action plans within industrial occupancies.

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NOTICE: An asterisk (*) following the number or letter designating a paragraph indicates that explanatory material on the paragraph can be found in Annex A.

A reference in brackets [] following a section or paragraph indicates material that has been extracted from another NFPA document. Extracted text may be edited for consistency and style and may include the revision of internal paragraph references and other references as appropriate. Requests for interpretations or revisions of extracted text shall be sent to the technical committee responsible for the source document.

Information on referenced and extracted publications can be found in Chapter 2 and Annex B.

Chapter 1 Administration

1.1* Scope. This standard shall establish minimum requirements for emergency action plans (EAPs) addressing all-hazard emergencies for occupied facilities with an occupant load greater than 500.

1.2 Purpose. The purpose of this standard shall be to provide requirements for the development of an EAP that will provide procedures for the protection of life for occupants of a facility during emergencies from hazards defined in a risk assessment.

1.3 Application. This standard shall not apply to facilities or portions of facilities that are classified as industrial occupancies.

1.4 Equivalency.

1.4.1 Nothing in this standard is intended to prevent the use of systems, methods, or devices of equivalent or superior qual-

ity, strength, resistance, effectiveness, durability, and safety over those prescribed by this standard.

1.4.2 Technical documentation shall be submitted to the authority having jurisdiction (AHJ) to demonstrate equivalency.

1.4.3 The system, method, or device shall be approved for the intended purpose by the AHJ.

Chapter 2 Referenced Publications

2.1 General. The documents or portions thereof listed in this chapter are referenced within this standard and shall be considered part of the requirements of this document.

2.2 NFPA Publications. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.

NFPA 1, *Fire Code*, 2021 edition.

NFPA 51B, *Standard for Fire Prevention During Welding, Cutting, and Other Hot Work*, 2019 edition.

NFPA 72®, *National Fire Alarm and Signaling Code*®, 2022 edition.

NFPA 99, *Health Care Facilities Code*, 2021 edition.

NFPA 101®, *Life Safety Code*®, 2021 edition.

NFPA 241, *Standard for Safeguarding Construction, Alteration, and Demolition Operations*, 2022 edition.

NFPA 1082, *Standard for Facilities Fire and Life Safety Director Professional Qualifications*, 2023 edition.

NFPA 1600®, *Standard on Continuity, Emergency, and Crisis Management*, 2019 edition.

NFPA 1616, *Standard on Mass Evacuation, Sheltering, and Re-entry Programs*, 2020 edition.

NFPA 1620, *Standard for Pre-Incident Planning*, 2020 edition.

NFPA 3000®, *Standard for an Active Shooter/Hostile Event Response (ASHER) Program*, 2021 edition.

2.3 Other Publications.

Merriam Webster's Collegiate Dictionary, 11th edition, Merriam-Webster, Inc., Springfield, MA, 2003.

2.4 References for Extracts in Mandatory Sections.

NFPA 72®, *National Fire Alarm and Signaling Code*®, 2022 edition.

NFPA 101®, *Life Safety Code*®, 2021 edition.

NFPA 450, *Guide for Emergency Medical Services and Systems*, 2021 edition.

NFPA 470, *Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders*, 2022 edition.

NFPA 1026, *Standard for Incident Management Personnel Professional Qualifications*, 2018 edition.

NFPA 1140, *Standard for Wildland Fire Protection*, 2022 edition.

NFPA 1225, *Standard for Emergency Services Communications*, 2022 edition.

NFPA 1451, *Standard for a Fire and Emergency Service Vehicle Operations Training Program*, 2018 edition.

Chapter 3 Definitions

3.1 General. The definitions contained in this chapter shall apply to the terms used in this standard. Where terms are not defined in this chapter or within another chapter, they shall be defined using their ordinarily accepted meanings within the context in which they are used. *Merriam-Webster's Collegiate Dictionary*, 11th edition, shall be the source for the ordinarily accepted meaning.

3.2 NFPA Official Definitions.

3.2.1* Approved. Acceptable to the authority having jurisdiction.

3.2.2* Authority Having Jurisdiction (AHJ). An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

3.2.3* Code. A standard that is an extensive compilation of provisions covering broad subject matter or that is suitable for adoption into law independently of other codes and standards.

3.2.4 Shall. Indicates a mandatory requirement.

3.2.5 Standard. An NFPA standard, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and that is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions are not to be considered a part of the requirements of a standard and shall be located in an appendix, annex, footnote, informational note, or other means as permitted in the NFPA manuals of style. When used in a generic sense, such as in the phrases “standards development process” or “standards development activities,” the term “standards” includes all NFPA standards, including codes, standards, recommended practices, and guides.

3.3 General Definitions.

3.3.1 Deputy Facilities Fire and Life Safety Director (DFLSD). A qualified person designated by the owner or the facilities fire and life safety director (FLSD), under the supervision an FLSD, to perform the duties of the position.

3.3.2 Emergency. A condition or situation in which a prudent layperson perceives a need for immediate response. [450, 2021]

3.3.2.1 All-Hazard. Any incident or event, natural or human-caused, that warrants action to protect life, property, environment, public health, or safety, and to minimize disruption of government, social, or economic activities. [1026, 2018]

3.3.3 Emergency Action Plan (EAP). A written plan of designated actions by employers, employees, and other facility occupants during an emergency.

3.3.4 Emergency Assembly Area (EAA). A designated area of relative safety inside or outside a facility to which occupants are directed to report as part of an emergency response.

3.3.5 Emergency Command Center (ECC). The room(s) or area(s) staffed during any emergency event by assigned emergency management staff. The room or area contains system communications and control equipment serving one or more buildings where responsible authorities receive information

from premises sources or systems or from (higher level) regional or national sources or systems and then disseminate appropriate information to individuals, a building, multiple buildings, outside campus areas, or a combination of these in accordance with the emergency response plan established for the premises. The room or area contains the controls and indicators from which the emergency communications systems located in the room or area can be manually controlled as required by the emergency response plan and the emergency management coordinator. [72, 2022]

3.3.6 Emergency Resource Materials (ERM). Documentation, plans, equipment, and so forth prepared and required for the implementation of the EAP or a portion of the EAP.

3.3.7 Emergency Response Agency. Organizations providing law enforcement, emergency medical, fire, rescue, communications, and related support services. [1225, 2022]

3.3.8 Evacuation. See 3.3.23.3, Partial Evacuation, and 3.3.23.5, Total Evacuation.

3.3.9* Facilities Fire and Life Safety Director (FLSD). A qualified person designated to perform the duties of the position as outlined in this document.

3.3.10* Facility. All and any portion of buildings, structures, and interior or exterior occupiable areas located on a site under the jurisdiction of a single FLSD.

3.3.11* Facility Emergency Response Team (FERT). The individuals identified in the EAP as responsible for the implementation of the plan, including the facilities fire and life safety director (FLSD), deputy facilities fire and life safety director (DFLSD), floor wardens, deputy floor wardens, and other members of the response team.

3.3.12 Fire Command Center. The principal attended or unattended room or area where the status of the detection, alarm communications, control systems, and other emergency systems is displayed and from which the system(s) can be manually controlled. [72, 2022]

3.3.13 Fire Protection System. Any fire alarm device or system or fire-extinguishing device or system, or a combination thereof, that is designed and installed for detecting, controlling, or extinguishing a fire or otherwise alerting occupants, or the fire department, or both, that a fire has occurred. [1140, 2022]

3.3.14* Floor Warden. A facility occupant trained to perform assigned duties on a floor, area, or zone in the event of an emergency.

3.3.15 Incident Commander (IC). The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. [470, 2022]

3.3.16 Means of Egress. A continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three separate and distinct parts: (1) the exit access, (2) the exit, and (3) the exit discharge. [101, 2021]

3.3.16.1 Exit. That portion of a means of egress that is separated from all other spaces of the building or structure by construction, location, or equipment as required to provide a protected way of travel to the exit discharge. [101, 2021]

3.3.16.2 Exit Access. That portion of a means of egress that leads to an exit. [101, 2021]

3.3.16.3 Exit Discharge. That portion of a means of egress between the termination of an exit and a public way. [101, 2021]

3.3.16.4 Public Way. A street, alley, or other similar parcel of land essentially open to the outside air deeded, dedicated, or otherwise permanently appropriated to the public for public use and having a clear width and height of not less than 10 ft (3050 mm). [101, 2021]

3.3.17 Neighboring Facility. A facility that is located adjacent to the facility subject to this plan.

3.3.18 Occupant. A person within a facility, including an employee, facility personnel, or visitor.

3.3.19 Owner. Any person, agent, firm, or corporation having a legal or equitable interest in a facility.

3.3.20 Personal Emergency Evacuation Plan (PEEP). An individual's evaluation of his or her own evacuation capabilities and the effect on the facility evacuation.

3.3.21 Qualified Person. A person who, by possession of a recognized degree, certificate, professional standing, or skill, and who, by knowledge, training, and experience, has demonstrated the ability to deal with problems related to the subject matter, the work, or the project. [1451, 2018]

3.3.22 Risk Assessment. The process of identifying threats and hazards to life and the analysis of probabilities, vulnerabilities, and impacts.

3.3.23 Total Evacuation, Remain-in-Place, In-Facility Relocation, and Partial Evacuation (TRIP). Instructional strategies given to occupants.

3.3.23.1 In-Facility Relocation. The relocation of occupants within a portion of a facility or an entire facility to an in-facility relocation area (INFRA).

3.3.23.2 In-Facility Relocation Area (INFRA). A designated area within a facility to which occupants can be relocated.

3.3.23.3 Partial Evacuation. The withdrawal of a group of occupants from a portion of a building or facility.

3.3.23.4 Remain in Place. An instruction given to occupants to remain at their current location until given further instruction.

3.3.23.5 Total Evacuation. The withdrawal of all occupants from a building or facility.

3.3.24* Transportation Mode. A facility element that allows travel from one point within a facility to another point within the facility.

Chapter 4 General Requirements for Emergency Action Plans (EAPs)

4.1 Authority Having Jurisdiction (AHJ). The AHJ shall be authorized to do the following:

- (1) Review the EAP
- (2) Approve the EAP

(3) Require additional information to be incorporated in the EAP

(4)* Determine the minimum qualifications for the FLSD

4.2* Responsibilities. The EAP shall identify and describe the responsibilities and expectations for all parties involved with, and impacted by, the development and execution of the EAP, including the following:

- (1) Facility owner
- (2) Facilities fire and life safety director (FLSD)
- (3) Facility emergency response team (FERT)
- (4) Employers

4.2.1 Owner.

4.2.1.1 The owner, or designated representative, shall ensure all of the following:

- (1) Facility is provided with an accepted or approved EAP
- (2) EAP is reviewed and updated as required by Chapter 7
- (3) EAP is filed with the AHJ, where required
- (4) Appointment of a qualified person as FLSD

4.2.1.2 The owner shall be responsible for fire and life safety of the facility.

4.2.2 Facilities Fire and Life Safety Director (FLSD).

4.2.2.1 The FLSD shall meet the professional qualifications and job performance requirements in NFPA 1082.

4.2.2.2 Under the authority of the owner, the FLSD shall be responsible for all of the following tasks:

- (1) Establishing and implementing the EAP
- (2)* Appointing a facility emergency response team (FERT)
- (3) Planning and executing trainings, drills, and exercises as designated in the EAP
- (4) Maintaining all documentation required by the EAP
- (5) Creating and maintaining facility data records
- (6) Maintaining the readiness of ERM
- (7)* Maintaining knowledge and awareness of established injury or death notification policies and procedures
- (8) Maintaining knowledge and awareness of established procedures for occupation or return to operations after activation of the EAP
- (9) Attending pre-planning meetings with emergency response organizations

4.2.2.3 The tasks included in the responsibilities of the FLSD shall be permitted to be assigned to deputy facilities fire and life safety directors (DFLSD) or other designated qualified persons as identified in the EAP.

4.2.2.4 The FLSD shall be present on-site during all times that the facility is occupied or expected to be occupied by more than 500 persons.

4.2.2.5* The FLSD shall be given the stated authority and resources to take responsibility for the day-to-day safety management of the facility and to ensure that essential life safety systems are maintained and repaired as necessary, which includes the following:

- (1) Maintenance of means of egress in accordance with NFPA 1 and NFPA 101
- (2) Monitoring of inspection, testing, and maintenance (ITM) of fire protection and life safety systems

- (3) Monitoring of rehabilitation work to confirm that effective fire and life safety measures are in place for facility occupants
- (4) Monitoring, supervision, or issuing of facility permits for all hot work operations in accordance with NFPA 51B
- (5) Where provided, maintenance of the readiness of the fire command center (FCC) in accordance with NFPA 72 or emergency command center (ECC) in accordance with NFPA 1
- (6) Other tasks required to ensure compliance with local building and fire codes

4.2.2.6* During an emergency event, the FLSD shall be responsible for the following tasks:

- (1) Implement the EAP
- (2) Communicate emergency-specific instructions to the FERT
- (3) Communicate emergency-specific instructions to occupants

4.2.2.7 During an emergency event, the FLSD shall be a liaison with the responding incident commander (IC), with responsibilities that include the following:

- (1) Establish a working location
- (2) Provide input on the facility's resources
- (3) Upon arrival of the IC, brief the IC on the current status of the following:
 - (a) Incident
 - (b) Incident response
 - (c) Facility systems
 - (d) Status of evacuation, where applicable
 - (e) Occupant locations and conditions
 - (f) Special occupant needs and requirements
 - (g) Special facility hazards
 - (h) Continued operations of the FERT
- (4) Cooperate with the IC staff
- (5) Oversee the well-being and safety of the FERT and other life safety facility staff assigned to the incident

4.2.3* Floor Wardens.

4.2.3.1 Where required in the EAP, floor wardens shall be a designated occupant on that floor or area.

4.2.3.2* The tasks included in the responsibilities of the floor warden shall be permitted to be assigned to deputy floor wardens or other designated qualified persons as identified in the EAP.

4.2.3.3 The floor warden, a deputy floor warden, or other designated qualified person shall be present on the floor during all times that the assigned floor of the facility is occupied during normal business hours or after-hour special circumstances. (See A.6.2.2 for recommended floor warden training program.)

4.2.3.4 The floor warden shall be responsible for the following on a designated floor, or portion of a floor, under normal operating conditions:

- (1) Maintaining equipment designated in the EAP, issued by the FLSD
- (2) Assessing the availability of the means of egress components within their designated area
- (3) Notifying the FLSD of deviation from normal status of their designated area

4.2.3.5 The floor warden shall be responsible for the following on a designated floor, or portion of a floor, during an activation of the EAP:

- (1) Establishing a means of communication with the FLSD, as outlined in the EAP
- (2) Assisting in the implementation of a TRIP order
- (3) Assessing the availability of the means of egress components within their designated area and redirecting occupants as necessary
- (4)* Providing the FLSD information pertaining to the status of the following:
 - (a) TRIP status
 - (b) Occupant locations and conditions
 - (c) Special occupant needs

4.2.4 Employers. Where applicable, in coordination with the FLSD, employers shall be responsible for all of the following tasks:

- (1)* Provide orientation on life safety instruction after the hiring of an employee
- (2) Provide employees with materials regarding pertinent portions of the facility's EAP, as provided to the employer by the FLSD
- (3) Ensure employees are provided with required instruction on emergency procedures as outlined in the EAP
- (4) Maintain records for employer-provided instruction
- (5) Draft and maintain an accurate list of employees
- (6) Establish and maintain a system of assigning responsibility for accounting for employees present in the facility
- (7) Establish procedures for incident reporting procedures for any facility-related issues that should be reported to the owner

4.3 Risk Assessment.

4.3.1* A risk assessment shall be completed and identify hazards specific to the facility to be included in the EAP.

4.3.2* The risk assessment shall address the impacts on occupant life safety during each identified hazard.

4.3.3 A life safety evaluation in accordance with NFPA 101 shall be considered acceptable.

4.3.4* A risk assessment in accordance with NFPA 1600 shall be considered acceptable.

4.3.5 Risk assessments for active shooter/hostile events (ASHE incidents) shall be conducted in accordance with NFPA 3000.

4.3.6 The elements of a risk assessment in accordance with NFPA 99 shall be considered and included where applicable for health care occupancies.

4.4 Emergency Response.

4.4.1* The EAP shall include a response for each identified hazard.

4.4.2 The response shall include the following minimum information for each specific hazard identified in the risk analysis, where applicable:

- (1) Procedures for reporting of emergencies
- (2) Notification strategy and messaging
- (3) FERT, occupant, and staff response

- (4) Occupant TRIP procedures, including the use of the following:
 - (a) Elevators
 - (b) Stairways
 - (c) Other transportation modes (*see A.3.3.24*)
- (5) Design and conduct of drills
- (6) Facility access for emergency response agencies
- (7) Ventilation system operation, including air-handling equipment, heating, ventilation, and air conditioning (HVAC) equipment, and smoke-management systems
- (8) Use of portable fire extinguishers
- (9) Use of fire protection systems, including the following:
 - (a) Fire suppression systems
 - (b) Fire alarm systems
 - (c) Other notification systems
- (10) Use of interior doors
- (11) Use of exterior windows
- (12) Electrical, natural gas, steam, water, and other utility operations
- (13) Fuel oil storage system and associated pumps and piping
- (14) Other items required by the AHJ

4.4.3 Response for ASHE incidents shall be in accordance with NFPA 3000.

4.4.4 The AHJ or local emergency response organizations shall be contacted for specific standard operating procedures relative to local or regional hazards.

4.5 Occupant Communication.

4.5.1 Procedures for Reporting Emergencies.

4.5.1.1 The EAP shall include procedures for facility occupants to report emergencies.

4.5.1.2* Occupants shall be provided with information on how to report emergencies in the facility.

4.5.2 Occupant Notification.

4.5.2.1* The EAP shall include plans for how and when emergency and TRIP information will be provided to facility occupants and FERT members.

4.5.2.2* The occupant notification shall consist of accurate, informative, and concise messaging for each identified hazard.

4.6* Total Evacuation, Remain-in-Place, In-Facility Relocation, and Partial Evacuation (TRIP) Strategy.

4.6.1 General.

4.6.1.1* The EAP shall designate one or more appropriate TRIP strategy(s) outlined in Table 4.6.1.1 for each identified emergency.

4.6.1.2 Mass evacuation, sheltering, and re-entry programs in accordance with NFPA 1616 shall be permitted.

4.6.2 Remain-in-Place (No Evacuation). Where remain-in-place strategy is utilized, the EAP shall include all of the following:

- (1) Actions for occupants to safeguard themselves
- (2)* Means of communication to provide occupants with instruction

Table 4.6.1.1 TRIP Strategies and Response

TRIP Strategy*	Response
Total facility evacuation	Withdrawal of all occupants from the facility
Remain-in-place	No movement — occupants remain at current location
In-facility relocation	Relocate occupants to another portion of the facility, on the same floor or a different floor
Partial facility evacuation	Withdrawal of occupants from a portion of the facility

*See 3.3.23 for TRIP definitions.

4.6.3 In-Facility Relocation. Where in-facility relocation strategy is utilized, the EAP shall include all of the following:

- (1) Anticipated number of occupants
- (2) In-facility relocation area (INFRA) locations, including the following for each INFRA:
 - (a)* Use of the INFRA
 - (b) Location of the INFRA, including floor and room number where applicable
 - (c) Type of protection the INFRA offers
 - (d)* Maximum number of occupants the INFRA can accommodate, providing a minimum 3 ft² (0.28 m²) per person
 - (e) Access to water, lavatories or other facilities, and equipment or supplies, including prepositioned equipment of supplies from the INFRA, where applicable
- (3) Designated routes by which occupants would be directed, if such areas are on a different floor, stairwells and elevators to be utilized and their capacity
- (4) Identified actions to be taken with response to building components or systems in the event of an in-building relocation, including types of systems and locations
- (5) Means of communication
- (6) Means of accounting for persons within the INFRA

4.6.4* Total Evacuation and Partial Evacuation. The EAP shall identify means of evacuating occupants from the facility or portions of the facility.

4.6.4.1 The EAP shall include the following for both a partial evacuation and a total evacuation:

- (1) Number of occupants on each floor or evacuation zone of the facility
- (2) Location of the following, if provided:
 - (a) Exits
 - (b) Stairways
 - (c) Elevators and their capacities
 - (d) Evacuation devices
- (3) Actions to be taken with respect to facility components or systems in the event of a total or partial evacuation, including the types of systems and locations
- (4)* Identification of primary egress routes for evacuation from each floor or evacuation zone and alternative egress routes in the event that the primary egress routes are inaccessible

- (5) Whether occupants will be directed to leave the site or report to a designated emergency assembly area (EAA)
- (6) Procedures by which occupants will be accounted for

4.6.4.2 Where occupants are instructed to evacuate to an EAA, the area(s) shall have the following characteristics and provisions:

- (1)* Be a safe distance from the facility
- (2) Be of sufficient number and size to accommodate the facility occupants and provide at least 3 ft² (0.28 m²) per person [see A.4.6.3(2)(d)]
- (3) Allow facility occupants a clear, unobstructed, and accessible path to a public way
- (4) Identify alternative locations in case the primary location is inaccessible
- (5) Not obstruct access to the facility or the EAA for emergency vehicles and emergency response agencies

4.7 FERT Member Identification.

4.7.1* All FERT members shall be provided with meaningful identification.

4.7.2 The FLSD shall be provided with meaningful identification differentiated from other FERT members.

4.8 Accommodations for Persons with Disabilities.

4.8.1 General. The EAP shall include procedures for all identified responses for occupants with disabilities that could impact their ability to participate in the response.

4.8.2* Personal Emergency Evacuation Plans (PEEP). PEEPs shall be offered to all occupants who have self-identified to the FLSD as requiring assistance in the event of an emergency and regularly use the facility.

4.8.2.1 The PEEPs shall be kept confidential and secure, and provided only to authorized facility personnel and emergency response agencies in the event of an emergency.

4.8.2.2 A primary and a secondary assistance monitor shall be designated by the individual and identified to the FLSD to assist each occupant that has self-identified as requiring evacuation assistance.

4.8.2.3 PEEPs shall be reviewed annually by the individual and the FLSD.

4.8.2.4 PEEPs shall be permitted to be updated or withdrawn at any time by the individual.

4.8.2.5 The PEEP shall include the following information for each self-identified occupant:

- (1) Name
- (2) Primary location, including floor and room number where applicable
- (3) Phone number
- (4) Type of assistance required
- (5) Name of primary and secondary assistance monitors
- (6)* Signed acknowledgement form(s) from the occupant and each assistance monitor

4.9 Post-EAP Activation Analysis.

4.9.1 The FLSD shall be involved in a post-EAP activation analysis and development of a damage assessment report.

4.9.2 The FLSD shall be involved in the development of a restoration plan based upon the post-EAP activation analysis and damage assessment report.

4.9.3 If determined necessary by the AHJ or the FLSD, the EAP shall be updated based on the post-EAP activation analysis.

Chapter 5 Facility Services

5.1 Facility Services and Fire Protection. The EAP shall identify all mechanical, electrical, and fire protection systems and equipment in the facility.

5.1.1 Utilities.

5.1.1.1 The EAP shall address utilities, including the following:

- (1) Gas
- (2) Electrical systems
- (3) Emergency generators and standby power systems
- (4) Stored electrical energy systems
- (5) Steam
- (6) Water
- (7) Sanitary sewer

5.1.1.2 The following shall be provided in the EAP for each identified utility system and associated equipment:

- (1) Location, size, and type
- (2) Control equipment, point of entry, and shutoff
- (3) Contact information for service providers

5.1.2 Heating, Ventilation, and Air-Conditioning (HVAC).

5.1.2.1 The EAP shall address HVAC systems, including the following:

- (1) Air conditioning
- (2) Ventilating or heat-producing equipment
- (3) Commercial cooking ventilation systems
- (4) Ventilation systems in laboratories using chemicals

5.1.2.2* The following shall be provided in the EAP for each identified HVAC systems and associated equipment:

- (1) Type of systems
- (2) Location of control equipment
- (3) Areas served
- (4) Interaction of HVAC systems with other fire and life safety systems

5.1.3 Fire Protection and Life Safety Systems.

5.1.3.1 The EAP shall address fire protection and life safety systems and equipment, including the following:

- (1) Smoke control
- (2) Fire detection, alarm, and communication systems
- (3) Mass notification systems
- (4) Sprinkler systems
- (5) Standpipe systems
- (6) Other fire suppression systems
- (7) Carbon monoxide (CO) and other gas detection systems and warning equipment
- (8) Portable fire extinguishers

5.1.3.2 The following shall be provided in the EAP for each identified fire protection or life safety system and associated equipment:

- (1) Type and scope of each system
- (2) Location of control equipment
- (3) Area(s) served
- (4) Contact information for service provider

5.1.4 Mechanical Transportation Modes. The EAP shall address mechanical transportation modes, including the following:

- (1) Elevators
- (2) Escalators
- (3) Moving walkways
- (4) Accessible route devices

5.1.5 Refrigeration System.

5.1.5.1* The EAP shall address refrigeration systems and refrigerant storage where regulated under a fire code.

5.1.5.2 The EAP shall identify the following:

- (1) Type and quantity of refrigerant(s)
- (2) Location of all refrigeration equipment and refrigerant storage
- (3) Location of all refrigerant detection and alarm equipment
- (4) Location of all control and shutoff equipment

5.2 Emergency Resource Materials (ERM).

5.2.1 Location.

5.2.1.1 Where the facility is provided with a fire command center (FCC) in accordance with *NFPA 72* or an emergency command center (ECC) in accordance with *NFPA 1*, the ERM shall be located in either the FCC or the ECC.

5.2.1.2* In facilities that do not have an FCC or ECC, the ERM shall be located in a single, on-site location.

5.2.1.3 The ERM shall be in a location readily accessible to emergency response agencies, unless otherwise permitted by the AHJ.

5.2.1.4 Sensitive information required to be secured shall be readily accessible to the FLSD and emergency response agencies.

5.2.2 Content.

5.2.2.1 Where applicable, the ERM shall include the following:

- (1) Emergency action plan document
- (2)* Facility data records as required by 5.2.2.2
- (3) Facility master keys or access cards
- (4) Facility floor plans, which include the following:
 - (a) Occupancy classification(s)
 - (b) Maximum occupant load
 - (c) Fire protection and life safety systems provided, including the following:
 - i. Fire alarm and annunciator panel locations
 - ii. Fire sprinkler and standpipe control valve locations
 - iii. Location of all control equipment
 - (d) Emergency assembly area(s)
 - (e) Fire department connection(s)

- (f) Exits
- (g) Hazardous materials storage areas
- (h) Stairway locations and designations
- (i) Electrical room location
- (j) Mechanical room location
- (k) INFRAs

- (5) Method of communication with facility occupants, FERT, and emergency response agencies
- (6) PEEPs
- (7) Documentation for training, drills, and exercises required by Chapter 6
- (8) Other items required by the AHJ

5.2.2.2* Facility data records, as set forth in *NFPA 1620*, shall be maintained with the capability of being transmitted in an electronic format.

5.3 Construction, Alteration, and Demolition Operations.

5.3.1 Construction, alteration, and demolition operations shall comply with *NFPA 241*.

5.3.2* Prior to the commencement of construction, alteration, or demolition procedures, the FLSD shall assess the impact on the EAP.

5.3.3 The FLSD shall maintain communication with the fire prevention program manager (FPPM) required by *NFPA 241* during the duration of the construction, alteration, and demolition operations.

Chapter 6 Training, Drills, Exercises, and Education

6.1 General.

6.1.1 Training, drills, exercises, and education shall comply with this chapter.

6.1.2 All training, drills, exercises, and education shall be evaluated for effectiveness in accordance with Section 6.5.

6.1.3 Training, drills, exercises, and education for ASHE incidents shall be in accordance with *NFPA 3000*.

6.2 FERT Training.

6.2.1 General. All FERT members shall receive appropriate training and resources to carry out their designated task(s).

6.2.2* Education.

6.2.2.1 FERT member education shall include the following:

- (1) Laws, regulations, and policies applicable to the EAP for the facility
- (2) Organizational structure of the FERT
- (3)* FERT roles and responsibilities
- (4) Configuration and characteristics of the facility and its occupancies
- (5) Facility systems and components outlined in Section 7.2
- (6) Role of the risk assessment in the establishment of the EAP
- (7) Hazards identified in the EAP
- (8) Emergency procedures identified in the EAP
- (9) Methods and procedures for communications
- (10) Emergency supplies
- (11) ERM

6.2.2.2 FERT education shall be permitted to include any of the following methods:

- (1) Live instructor-lead
- (2) Prerecorded video
- (3) Online learning programs

6.2.3 Discussion-Based Exercises.

6.2.3.1* General. Discussion-based exercises shall simulate all-hazard incidents that are identified in the EAP.

6.2.3.2 Frequency.

6.2.3.2.1 FERT members shall receive initial training upon assignment.

6.2.3.2.2 FERT members shall receive a minimum 1-hour training annually, after their initial training.

6.2.4 Facilitation.

6.2.4.1* FERT training shall be permitted to include any of the following methods:

- (1) Live instructor-lead
- (2) Prerecorded video
- (3) Online learning programs

6.2.4.2 Training shall be permitted to be conducted by any qualified person designated by the FLSD.

6.2.4.3 The FLSD or designated qualified person shall be available during the training to answer questions related to the training.

6.2.5 Participation.

6.2.5.1 Exercises shall include the FLSD, FERT members, and other people or agencies identified in the EAP as having a policy, planning, or response role.

6.2.5.2 All occupant drills complying with 6.3.2 shall include the participation of relevant FERT members.

6.3 Occupant Training.

6.3.1 Education.

6.3.1.1 General.

6.3.1.1.1 Education shall include all-hazard incidents that are identified in the EAP.

6.3.1.1.2 Education shall address the implementation of the EAP during regular business hours and off-business hours — times at which FERT members and other EAP staff are not present in the facility.

6.3.1.2 Facilitation.

6.3.1.2.1 Education shall be permitted to include any of the following methods:

- (1) Live instructor-lead
- (2) Prerecorded video
- (3) Online learning programs

6.3.1.2.2 Education shall be permitted to be conducted by any qualified person designated by the FLSD.

6.3.1.3 Participation.

6.3.1.3.1 All occupant education shall include the participation of the FERT.

6.3.1.3.2* All facility occupants shall be offered education, unless otherwise permitted by 6.3.1.3.3.

6.3.1.3.3 Occupants who are transient in nature shall be permitted to be exempt from education.

6.3.1.4 Frequency.

6.3.1.4.1 Education shall be provided at least once annually to all persons identified in 6.3.1.3.

6.3.1.4.2 Education shall be provided to all new facility occupants, unless otherwise permitted by 6.3.1.3.3.

6.3.2* Drills.

6.3.2.1 General.

6.3.2.1.1 Drills shall be permitted to include instructional exercises, means of egress familiarization, and TRIP drills in accordance with Section 6.4.

6.3.2.1.2 The AHJ shall be permitted to participate in any drill or instructional exercise.

6.3.2.1.3 Fire drills and emergency egress and relocation drills required by NFPA 101 or other codes shall be in addition to drills required by 6.3.2.

6.3.2.2 Facilitation.

6.3.2.2.1* Drills shall include the active participation of occupants.

6.3.2.2.2* Drills shall be conducted in areas where all participants are capable of participating.

6.3.2.3 Participation.

6.3.2.3.1 All occupant drills shall include the participation of the FERT.

6.3.2.3.2 A drill shall be permitted to be conducted throughout a facility or a portion of the facility as determined by the FLSD.

6.3.2.3.3* All facility occupants present in the facility, or the portion of the facility conducting the drill, shall be required to participate in the drill, unless otherwise permitted by 6.3.2.3.4.

6.3.2.3.4* The following occupants shall be permitted to be exempt from participation:

- (1) Occupants whose participation might cause injury
- (2) Occupants whose participation might result in significant hardship
- (3) Occupants who are transient in nature

6.3.2.3.5* Education shall be made available to all occupants exempt from the drill.

6.3.2.4 Frequency.

6.3.2.4.1 The frequency, number, and type of drills shall be determined by the AHJ, unless required by 6.3.2.4.2.

6.3.2.4.2 A minimum of one drill shall be conducted annually, unless otherwise required by 6.3.2.4.3.

6.3.2.4.3* In facilities that have multiple shifts, drills shall be conducted for each shift.

6.3.2.4.4 Drills of any type outlined in Section 6.4 shall be permitted, unless otherwise required by the AHJ.

6.3.2.4.5 A means of egress familiarization drill shall be conducted a minimum of once every three years.

6.3.2.4.6* Drills shall be conducted at times when the facility is occupied by regular facility occupants.

6.4 Type of Drill.

6.4.1* Means of Egress Familiarization.

6.4.1.1 General.

6.4.1.1.1 Means of egress familiarization drills shall be conducted to familiarize occupants with the locations of the means of egress.

6.4.1.1.2 Means of egress familiarization drills shall include stairwell familiarization drills, where applicable.

6.4.1.2 Facilitation.

6.4.1.2.1 Means of egress familiarization drills shall be conducted live.

6.4.1.2.2 Where stairwell familiarization drills are required, occupants shall enter a facility stairwell and then navigate several levels as identified in the EAP, unless otherwise permitted by 6.4.1.2.3.

6.4.1.2.3 Occupants unable to navigate stairs shall report to an area of refuge or other safe area as identified in the EAP.

6.4.1.2.4* Where areas of refuge are used in a drill, communications equipment and other safety equipment designated in the EAP shall be tested at the time of the drill.

6.4.1.2.5 Means of egress drills shall be permitted to be facilitated by any qualified person designated by the FLSD.

6.4.2 TRIP.

6.4.2.1 General.

6.4.2.1.1* TRIP drills shall be based on a scenario.

6.4.2.1.2 The scenario shall be based on an identified hazard in the EAP that uses one or more TRIP strategies.

6.4.2.1.3* The following shall be communicated to the drill participants at the start of the drill:

- (1) Type of hazard
- (2) Location of hazard
- (3) Appropriate TRIP strategy(ies)

6.4.2.2 Facilitation. TRIP drills shall be conducted live.

6.4.2.3 Notification.

6.4.2.3.1 The FLSD shall not be required to notify occupants and FERT members in advance of drills.

6.4.2.3.2* The AHJ shall be notified not less than 72 hours in advance of all drills.

6.4.2.3.3* The owners of neighboring facilities that could be affected shall be notified not less than 72 hours in advance of any facility evacuation drills.

6.5 Evaluation.

6.5.1 Evaluations shall be conducted to assess the preparedness and capabilities of the FERT and occupants.

6.5.2* The use of the following shall be permitted to assess the knowledge and skills of FERT members to conduct their assigned duties:

- (1) Written knowledge evaluations
- (2) Practical skills evaluations

6.5.3 The use of a stair monitoring system video shall be permitted to be used to assess the performance of occupants.

6.5.4 The evaluation shall be conducted to assess the performance and attain realistic expectations of an actual emergency response.

6.5.5 If deemed necessary by the FLSD or the AHJ, the EAP shall be updated based on the results of the evaluation.

6.6 Documentation.

6.6.1 The FLSD shall document all evaluations.

6.6.2 Evaluation documentation shall be considered ERM.

6.6.3 The documentation shall include the following:

- (1) Date
- (2) Type of training, drill, or exercise
- (3) Participants
- (4)* Metrics for evaluation
- (5)* Corrective actions, if necessary

Chapter 7 Documentation

7.1 General. This chapter outlines the required documentation that shall be included in the EAP.

7.1.1 The information in the EAP shall be reviewed annually and updated as necessary, unless otherwise required by AHJ, the FLSD, or 7.1.2.

7.1.2 The EAP shall be updated within 30 days if any of the following occur:

- (1) Change in facility owner
- (2) Change in tenant(s), where applicable
- (3) Change in essential facility personnel
- (4) Change in emergency contact information
- (5) Facility modification, reconstruction, change of use or change of occupancy in accordance with NFPA 101
- (6) Modification to any facility system identified in the EAP
- (7) Other changes to the facility deemed significant by the AHJ

7.1.3* The EAP shall be assigned a revision indicator.

7.1.4 The EAP shall include a log of all revisions.

7.1.5 Changes in the EAP shall be submitted to the AHJ, as outlined in Chapter 4.

7.2 Facility Systems and Equipment.

7.2.1 The EAP shall include the following information for facilities systems outlined in 7.2.2:

- (1) Type of system
- (2) Area(s) served
- (3) Control and shutoff equipment
- (4) Service provider
- (5) System maintainer

7.2.2 The EAP shall include information on the following systems:

- (1) Fire protection system(s), including the following:
 - (a) Sprinkler systems
 - (b) Standpipe systems
 - (c) Special suppression systems
 - (d) Fire pumps
 - (e) Fire department connection (FDC) locations
 - (f) Private fire service mains and hydrant locations
 - (g) Fire protection water storage tank locations
- (2) Fire alarm system(s), including the following:
 - (a) Fire alarm monitoring station
 - (b) Control panel and annunciator panel locations
 - (c) Initiating device types and locations
 - (d) Evacuation notification zones
- (3) Facility security systems
- (4) Emergency generator equipment
- (5) Emergency lighting
- (6) Utility service main shut-off equipment locations and tools required
- (7) Fire department lock box locations
- (8) Fire department key switch locations
- (9) Smoke control systems
- (10) Hazardous material storage and distribution systems
- (11) Energy storage systems
- (12) Mechanical or electrical systems which pose a hazard to life safety

7.3 Facility Plans.

7.3.1 Accurate plans for the facility and systems shall be readily accessible from the ERM location, including the following:

- (1) Floor plans or architectural plans
- (2) Fire protection system plans
- (3) Mechanical, electrical, and plumbing plans
- (4) Life safety plans, where provided

7.3.2 Facility plans shall include location of control/shutoff equipment for all facility systems, including the following:

- (1) Main and sub electrical panels
- (2) Electrical disconnect switches
- (3) Disconnect switches for power generating systems
- (4) Energy storage systems and universal power systems
- (5) Fire alarm control panels and annunciators
- (6) Fire protection system control panels and valves
- (7) Fuel system emergency shutoffs and control valves
- (8) HVAC system equipment and controls
- (9) Elevator and escalator controls
- (10) Other critical controls for facility operations

7.4 Emergency Contact Information. Current emergency contact information for the following shall be included in the EAP:

- (1) Police, fire, and paramedics
- (2) FLSD
- (3) Facility security, both on- and off-site where applicable
- (4) Security monitoring company
- (5) Security system maintenance company(s)
- (6) Facility owner or designated representative
- (7) Facility maintenance/engineering
- (8) Fire alarm monitoring company
- (9) Fire protection system maintenance company(s)
- (10) FERT members

- (11) Utility service providers
- (12) Other emergency contacts

Annex A Explanatory Material

Annex A is not a part of the requirements of this NFPA document but is included for informational purposes only. This annex contains explanatory material, numbered to correspond with the applicable text paragraphs.

A.1.1 NFPA 101 provides the minimum fire and life safety requirements for new and existing facilities and should be referenced when developing an EAP.

This document can be used as a guideline or a best practice in facilities that have occupant loads less than the thresholds in the scope.

A.3.2.1 Approved. The National Fire Protection Association does not approve, inspect, or certify any installations, procedures, equipment, or materials nor does it approve or evaluate testing laboratories. In determining the acceptability of installations or procedures, equipment, or materials, the “authority having jurisdiction” may base acceptance on compliance with NFPA or other appropriate standards. In the absence of such standards, said authority may require evidence of proper installation, procedure, or use. The “authority having jurisdiction” may also refer to the listings or labeling practices of an organization that is concerned with product evaluations and is thus in a position to determine compliance with appropriate standards for the current production of listed items.

A.3.2.2 Authority Having Jurisdiction (AHJ). The phrase “authority having jurisdiction,” or its acronym AHJ, is used in NFPA standards in a broad manner because jurisdictions and approval agencies vary, as do their responsibilities. Where public safety is primary, the authority having jurisdiction may be a federal, state, local, or other regional department or individual such as a fire chief; fire marshal; chief of a fire prevention bureau, labor department, or health department; building official; electrical inspector; or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the authority having jurisdiction. In many circumstances, the property owner or his or her designated agent assumes the role of the authority having jurisdiction; at government installations, the commanding officer or departmental official may be the authority having jurisdiction.

A.3.2.3 Code. The decision to designate a standard as a “code” is based on such factors as the size and scope of the NFPA standard, its intended use and form of adoption, and whether it contains substantial enforcement and administrative provisions.

A.3.3.9 Facilities Fire and Life Safety Director (FLSD). The FLSD should be designated by the facility owner to perform the duties of the position. The AHJ should have the ability to deem if the FLSD has met the professional qualification and job performance requirements set forth in NFPA 1082.

A.3.3.10 Facility. A facility can consist of multiple buildings, structures, or occupiable areas where deemed appropriated by the AHJ.

A.3.3.11 Facility Emergency Response Team (FERT). Other members of the FERT can include property managers, chief engineers, elevator mechanics, security directors, or, in their

absence, their qualified designees, and other facility personnel, employees, or other facility occupants designated to assist in the implementation of the EAP. In health care facilities, the FERT should include members of the emergency management committee, where required by NFPA 99.

A.3.3.14 Floor Warden. The term *floor warden* is used to describe the role identified in the definition and in this document and can have regional specific terms including *floor captain* and *fire warden*. A floor warden can be assigned to an area of a building, a zone in a facility, or a single floor in a building.

A.3.3.24 Transportation Mode. Transportation modes can include stairways, ramps, sidewalks, elevators, escalators, moving walkways, accessible route devices, and trams.

A.4.1(4) The qualifications for FLSD should be in accordance with NFPA 1082.

A.4.2 Behaviors in emergencies can be understood as logical attempts to deal with a complex, rapidly changing situation in which minimal information as how to act is available. The effective leadership by the FLSD and the FERT are effective mechanisms for dealing with such complex, rapidly changing situations.

A.4.2.2.2(2) FERT members should be appointed based on the specific needs of the facility and its occupants. Appointment requirements for the FERT should consider typical staffing of the facility, the specific occupancy, the height of the facility, and occupants.

A.4.2.2.2(7) The FLSD should consult with their local fire and law enforcement agencies about any local laws or standard operating procedures regarding notifications. Notification of serious injury or death to next of kin should be made by a trained qualified person such as law enforcement officer, medical examiner, or other trained entity.

A.4.2.2.5 It is not the intent of this standard to dictate that the FLSD is responsible for the maintenance of the facility; however, it is vital to the role of the FLSD that he or she has the authority to ensure that the fire protection and life safety systems of the facility are maintained and in proper working condition.

A.4.2.2.6 Depending on the type of incident, the occupant response can include a total evacuation, remain-in-place, in-facility relocation, or partial evacuation (TRIP).

A.4.2.3 This standard does not require a floor warden program. Owners should, in cooperation with the FLSD, consider whether a floor warden program is viable for the facility, or if required by the AHJ.

Where utilized, floor wardens are to perform the duties as assigned and directed to by the FLSD and as detailed in the EAP. At least one floor warden should be assigned to each area, floor, or facility. More than one floor warden could be required if deemed necessary by the FLSD or AHJ due to the facility conditions, area(s) covered, or complexity of the facility or area.

The role of the floor warden is to assist in the movement of occupants during a TRIP strategy initiated by the FLSD. This can include directing occupants to the appropriate exit, emergency assembly area, in-facility relocation area, or other area as directed by the FLSD. The floor warden should notify occu-

pants on appropriate emergency procedures including the use of elevators or other transportation modes. Where there is an evacuation or occupants are instructed to relocate to another area within the facility, the floor warden should check their assigned area to ensure that all occupants have left the area and all procedures detailed in the EAP have been completed.

The floor warden is responsible for accounting for all occupants within their designed area and providing reports to the FLSD as designated in the EAP.

A.4.2.3.2 Another qualified person can include a security guard, housekeeping porter, or other person that has received training for the roles and duties for a floor warden.

A.4.2.3.5(4) This is not intended to dictate reporting procedures. Reporting procedures should be developed by the FLSD and communicated to floor wardens during training.

A.4.2.4(1) An employee can include full-time, part-time, temporary, volunteer, or contract workers that are assigned to work in the facility on a regular basis. Orientation on life safety instruction should be developed in coordination with the FLSD to ensure consistent instruction to all facility employees.

A.4.3.1 The risk assessment should identify potential hazards for the facility and the likelihood and severity of the occurrences. The risk assessment should use a variety of sources to detect and identify threats. The assessment should include risk of the following hazards:

- (1) *Geological:* Earthquake, landslide, mudslide, subsidence, tsunami, and volcano
- (2) *Meteorological:* Drought, extreme temperatures (e.g., hot, cold), famine, flood, flash flood, seiche, tidal surge, geomagnetic storm, lightning, snow, ice, hail, sleet, avalanche, wildland fire, windstorm, tropical cyclone, hurricane, tornado, water spout, dust storm, and sandstorm
- (3) *Biological:* Food-borne illnesses and infectious/communicable/pandemic diseases
- (4) *Accidental human-caused:* Building/structure collapse, entrapment, explosion/fire, fuel/resource shortage, hazardous material spill or release, equipment failure, nuclear reactor incident, radiological incident, transportation incident, unavailability of essential employee(s), water control structure failure, and misinformation
- (5) *Intentional human-caused:* Incendiary fire, bomb threat, demonstrations/civil disturbance/riot/insurrection, discrimination/harassment, disinformation, kidnapping/hostage, acts of war, missing person, cybersecurity incidents, product defect or contamination, robbery/theft/fraud, strike or labor dispute, suspicious package, terrorism, vandalism/sabotage, and workplace/school/university violence
- (6) *Technological:* Hardware, software, and network connectivity interruption, disruption, or failure, utility interruption, disruption, or failure, IoT (internet of things), including social media and other related technologies

A.4.3.2 The risk assessment should also include any local or regional hazards.

A.4.3.4 The risk assessment in *NFPA 1600* includes provisions for business continuity for public, private, and nonprofit and nongovernmental entities.

A.4.4.1 The emergency response plans can be part of the EAP or an annex to the EAP. It is not the intent of this document to create an individual plan for every hazard. A response plan can be applicable for multiple hazards which have similar impacts or outcomes. For EAPs with multiple response plans, the EAP should include a hazard/response matrix.

A.4.5.1.2 When an emergency is reported it can either be directly to an emergency response agency or through an internal telecommunication system. The emergency reporting protocol should also include a means to notify the FLSD of the emergency.

A.4.5.2.1 Timely and accurate communication with facility occupants during emergencies can help avoid apprehension and reinforce the perceived reliability of the FERT. Causes of false alarms and other system activations should be explained to facility occupants.

Information including updates on the emergency and TRIP information should be provided to facility occupants in a timely manner to provide facility occupants adequate time to react to the emergency situation.

The use of non-fire-alarm-system PA systems, telecommunication systems, portable radios, social media, text messaging, mobile applications, or email can all be forms of communication.

A.4.5.2.2 The EAP should include sample messages for different emergencies. The FLSD should assess the need to provide messaging in multiple languages.

A.4.6 Various potential threats to a facility can require best-practice procedures so as not to delay moving people to a safe area. This includes provisions for an effective means of initiating, monitoring, and managing such movement. The four types of movement that should be evaluated in the development of the EAP — total evacuation, remain-in-place, in-facility relocation, and partial evacuation — are referred to by this document as the TRIP strategy of movement.

Where a TRIP strategy is implemented, occupants should be monitored to facilitate effective management of egress capacity, including prioritization of egress for those occupants in the greatest danger. Different parts of the facility can be evacuated in controlled phase sequences, with the original incident area being evacuated first. The FLSD should announce a directive message as to which type of TRIP mode will be used.

A.4.6.1.1 During an emergency, more than one TRIP strategy can be appropriate. Due to the dynamic nature of emergencies, it is not expected that the EAP outline all possible situations, but instead provide general outlines of applicable strategies for a given emergency. For example, in a fire event in a high-rise building, occupants on the fire floor and within a certain number of floors above and below are instructed to evacuate, and occupants in the remainder of the building are instructed to remain-in-place. The TRIP strategy(s) in the EAP should be based on an analysis of the nature of the emergency in which such action would best provide for the safety of the facility occupants and the manner in which that action could best be implemented in the facility.

A.4.6.2(2) Occupants should be provided with instructions on a timely basis. During a remain-in-place scenario, occupants should be notified at regular intervals as outlined in the EAP.

A.4.6.3(2)(a) Examples of uses can include office, lobby, or conference room.

A.4.6.3(2)(d) The area provided per person can be increased based on the specific use of the facility, the demographics of the occupants, or the anticipated duration of the emergency. The use of 3 ft² (0.28 m²) per person is consistent with requirements in NFPA 101 for the clear floor area for horizontal exits and waiting spaces for assembly occupancies.

A.4.6.4 The EAP should prioritize evacuation from floors or areas of the facility most at risk of harm, and in designation of egress routes, to the avoidance of congestion that would delay the movement of those with priority.

A.4.6.4.1(4) The identification often includes stairwell designations. Occupants should be provided with timely notification if an egress route becomes inaccessible.

A.4.6.4.2(1) The safe distance from the facility should be determined by the FLSD in conjunction with the AHJ based on factors that include the use of the facility, the construction of the facility, the height of the facility, and the nature of the incident.

A.4.7.1 The purpose of meaningful identification is to allow FERT members to be readily identifiable by facility occupants and emergency responders. The use of colored vests with reflective striping is recommended as an effective means for identifying FERT members.

A.4.8.2 It is not always feasible to create individual PEEPs for all visitors to a facility. Therefore, 4.8.2 only requires PEEPs to be created when requested by an occupant such as an employee, contractor, tenant, or resident that regularly uses the facility. Occupants can be unaware that there is a program to provide them with special assistance, therefore it is important to include information about the PEEP program in training, drills, and exercises.

A.4.8.2.5(6) The purpose of the acknowledgement form(s) is to ensure that the occupant and the assistance monitors are all informed of the specific procedures established in the PEEP.

A.5.1.2.2 The intent of 5.1.2.2 is to identify integrated HVAC systems whose operation could impact life safety during an emergency.

A.5.1.5.1 See Chapter 53 of NFPA 1.

A.5.2.1.2 The ERM is intended to be stored in a location where the FLSD and other FERT members can access all documentation and tools relating to the EAP during an emergency. Locations that could store the ERM can include an office, security desk, sprinkler valve room, or location adjacent to the fire alarm panel. This is not intended to prohibit redundant locations.

A.5.2.2.1(2) In some jurisdictions this can be referred to as a building information card (BIC). See NFPA 1620.

A.5.2.2.2 Electronic transmission of pre-incident/building information cards provides emergency response agencies with critical facility information on their initial response in a timely manner.

A.5.3.2 The assessment should include impact to egress facilities, fire protection systems, other facility systems, and communications.