



Fire Safety and Evacuation Plan

Submittal Date: _____

Business/Property Information:

Facility: _____

Address: _____

Contact Person: _____ Phone No.: _____

Plan Type	
New	<input type="checkbox"/>
Annual update	<input type="checkbox"/>
Major Revision:	<input type="checkbox"/>

To facilitate the most efficient review of your Fire Safety and Evacuation plan, please submit this form electronically to [Kathy Barker](#) as a *.pdf with the "Commenting" feature turned on.

Note: Plans and one re-submittal will be reviewed free of charge. Additional resubmittals will be reviewed at the rate of \$140.56/hour.

An approved fire safety and evacuation plan shall be prepared and maintained for the following occupancies and buildings.

- Assembly occupancies with an occupant load of 100 or more.
- Group B (business) buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
- All Group E (Educational), H (Hazardous), I (Institutional), R-1 (transient), R-2 (college and university buildings), R-4 (4016 residence in a supervised environment receiving custodial care), high-rise buildings and underground buildings
- Group F (Factory) buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
- Group M (Mercantile) buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
- Covered malls exceeding 50,000 square feet (4645 m2) in aggregate floor area.
- Open mall buildings exceeding 50,000 square feet (4645 m2) in aggregate area within perimeter line.
- Buildings with an atrium and having an occupancy in Group A, E or M.

For high-rise buildings, Fire Safety and Evacuation Plans must contain the information identified in Bellevue City Code [23.11.404.3.2 \(8\)](#) in the prescribed order (see reverse).

For Department Use Only

Public Education Coordinator Review:	Date:	Recommendation
Comments:		<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Fire Prevention Officer:	Date:	Recommendation
Comments:		<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Fire Marshal:	Date:	Recommendation
Comments:		<input type="checkbox"/> Approve <input type="checkbox"/> Deny

Fire Prevention Division
P.O. Box 90012
Bellevue, Washington 98009-9012

23.11.404.3.2 International Fire Code
Section 404.3.2 amended – Fire safety
and evacuation plans.

Section 404.3.2 of the International Fire
Code is hereby amended to read as
follows:

404.3.2 Fire safety and evacuation plans.
Fire safety and evacuation plans shall
include the following:

1. The procedure for reporting a fire or
other emergency.
2. The life safety strategy and procedures
for notifying, relocating or evacuating
occupants, including occupants who
need assistance.
3. Site plans indicating the following:
 - 3.1. The occupancy assembly point.
 - 3.2. The locations of fire hydrants.
 - 3.3. The normal routes of fire
department vehicle access.
4. Floor plans identifying the locations of
the following:
 - 4.1. Exits.
 - 4.2. Primary evacuation routes.
 - 4.3. Secondary evacuation routes.
 - 4.4. Accessible egress routes.
 - 4.5. Areas of refuge.
 - 4.6. Exterior areas for assisted rescue.
 - 4.7. Manual fire alarm boxes.
 - 4.8. Portable fire extinguishers.
 - 4.9. Occupant-use hose stations.
 - 4.10. Fire alarm annunciators and
controls.

5. A list of major fire hazards associated
with the normal use and occupancy of
the premises, including maintenance
and housekeeping procedures.
6. Identification and assignment of
personnel responsible for maintenance
of systems and equipment installed to
prevent or control fires.
7. Identification and assignment of
personnel responsible for maintenance,
housekeeping and controlling fuel
hazard sources.
8. High-rise emergency operations plan
required. In addition to fire safety and
evacuation plans set forth in 404.3.2
subsections 1-7, all high-rise buildings
shall prepare a high-rise emergency
operations plan.

The high-rise emergency operations
plan must be approved by the fire code
official.

The plan shall be prepared as specified
in the Bellevue Fire Department High
rise Emergency Handbook and shall
include the following sections:

- Section 1. Responsibilities.
- Section 2. Fire Reporting.
- Section 3 Evacuation.
- Section 4. Fire Control Procedures.
- Section 5 Post-Fire Operations.
- Section 6. Confidence Testing.
- Section 7. High Value List.
- Section 8. Shutoff Valve List.
- Section 9. Floor Plans.