



Newton County Fire Prevention Bureau
4136 GA Hwy 278
Covington, GA 30014
678-625-5015

Emergency Planning and Preparedness

NFPA 101- 15.7.1(Modifications). " Educational occupancies (Group E) shall develop policies, procedures, plans, staff training, and safety practices for the protection of life prior to and during an emergency condition. Such policies, procedures, plans, staff training, and safety practices shall be developed and implemented in accordance with applicable provisions of Chapter 4 of the International Fire Code, as adopted by the Rules and Regulations of the Safety Fire Commissioner."

Evacuation Plans - Posted floor plans indicating each of the following ;

- **Exits out of the building- show on an 8 x 11 or 8 x 14 card. These plans will be placed at conspicuous locations in the school.**
- **Exit pathways to the assembly areas- show on an 8 x 11 or 8 x 14 card. These will be placed at each required exit.**

***Ref. 2012 International Fire Code:**

404.5 Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire code official for review upon request.

404.3 Contents. Fire safety and evacuation plan contents shall be in accordance with Sections 404.3.1 and 404.3.2.

404.3.1 Fire evacuation plans. Fire evacuation plans shall include the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for accounting for employees and occupants after evacuation has been completed.
4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
5. The preferred and any alternative means of notifying occupants of a fire or emergency.
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
8. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

404.3.2 Fire safety plans. Fire safety 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.
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. Manual fire alarm boxes.
- 4.7. Portable fire extinguishers.
- 4.8. Occupant-use hose stations.
- 4.9. 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.
7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

404.4 Maintenance. Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.

***Web enabled fire drill reporting system -**

<https://www.oci.ga.gov/PublicEducation/SchoolFireDrills.aspx>

Two fire drills must be conducted and reported online within the first 30 days of school opening, with the 1st within 10 days of opening.

**THANKS FOR HELPING TO KEEP OUR COMMUNITY
SAFE!**