



# Northville Township Fire Department

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## Emergency Planning and Preparedness

### Referenced Standards:

- 2015 International Fire Code (IFC) as adopted

### Commentary:

This document outlines the requirements of the International Fire Code (IFC) in regards to Emergency Planning and Preparedness (IFC Chapter 4). The following also outlines smart safety practices and emergency response guidelines to make sure that your business provides a safe environment for residents, guests, and staff. This is not an all-inclusive list and Chapter 4 of the IFC provides additional considerations based on the type of use of your facility. These requirements may include: concentration of people, physical and mental capabilities of the occupants, lack of familiarity of the building, size and complexity of the structure and more. Please also take into account business requirements, insurance requirements and emergency plans already in place.

The primary goal is to always prevent fires, but it is also important to learn how to manage your staff and occupants if a fire or other emergency were to occur. This includes medical emergencies, hazardous conditions, lockdown drills, etc. It is important to consider the following when designing fire and life safety programs in your building. You must evaluate the **(1) number and capability of the building occupants, (2) the type, location and arrangement of building exits, (3) the fire and its effects on the people and the building, and (4) the number, capability and training of staff to manage emergencies**. Once you have evaluated these areas, it is important to train your staff and residents to your safety plans. Additional considerations include coordinating your safety measures with the fire department including fire protection systems, fire protection features and capabilities to help determine if occupants need to be evacuated, moved or sheltered in place.

### Standards:

- Emergencies**
  - The owner or occupant must report any unwanted fire to the fire department (401.3.1).
  - Upon activation of the fire alarm, staff shall immediately notify the fire department (401.3.2).
  - A person shall not require any delay in the reporting of a fire to the fire department (401.3.3.)
  - Interfering with fire department operations or signaling false reports are unlawful (401.5, 401.8).
- Fire drills**
  - Evacuation of the building due to an unplanned activation of the fire alarm or other emergency shall not be a substitute for required evacuation training (401.7).
- Fire watch (403.1)**. See Fire Watch Guidelines.
- Public safety plan (403.2)** (other than group A or E). Where the FD determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, hydrants or access roads, they may require development of a prescribed safety plan. (May include outdoor festivals, demonstrations or receptions).
  - **Plan requirements (403.2.1)**. Emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas, directing of both attendees and vehicles (including parking), vendor and food concession an distribution, the need for law enforcement, and fire and emergency medical personnel at the scene.

- **Maintenance.** Plans must be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy or the physical arrangement of the building (404.4)
- **Availability.** Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the FCO upon request (404.5).
- **Distribution.** Fire safety and evacuation plans must be distributed to the tenants and building service employees by the owner or owner's agent. The individual tenants are responsible for training their staff of the plan (404.5.1).
- **Crowd managers (403.3)** Trained crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. There shall be one (1) crowd manager for every 250 persons. Where approved by the FCO, the ratio may be reduced where the facility is equipped with an approved automatic sprinkler system or based upon the nature of the event. (It is the intent of the code that the crowd managers may be current employees of the facility but must also be trained as crowd managers. The goal is to reduce panic and fear among large numbers of people.
- **Fire Safety and Evacuation Plans (404)**
  - All fire safety, evacuation and lockdown plans and drills must comply with Section 404.
  - Where required (404.2).
    - (1) Group A, other than religious uses with an occupancy load under 2,000.
    - (2) Group B having an occupant load of 500 or more or more than 100 persons above or below the lowest level of exit discharge.
    - (3) Group E.
    - (4) Group F having an occupant load of 500 or more or more than 100 persons above or below the lowest level of exit discharge.
    - (5) Group H.
    - (6) Group I.
    - (7) Group R-1.
    - (8) Group R-2 college and university buildings
    - (9) Group R-4
    - (10) High-rise buildings
    - (11) Group M having an occupant load of over 500 or more than 100 persons above or below the lowest level of exit discharge.
    - (12) Covered malls exceeding 50,000 sq. ft.
    - (13) Underground buildings
    - (14) Buildings with an atrium and having an occupancy in Group A, E or M.
- **Evacuation Plans must include (404.3)**
  - (1) Emergency escape routes and whether evacuation of the building is to be complete or, where approved by selected floors and areas only.
  - (2) Procedures for employees who must remain to operate critical equipment before evacuating.
  - (3) Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
  - (4) Method for accounting for employees and occupants after an evacuation is completed.
  - (5) Identification and assignment of those responsible for rescue or emergency medical aid.
  - (6) The preferred and any alternative means of notifying occupants of a fire or emergency.
  - (7) The preferred and any alternative means of reporting fires and emergencies to the FD.
  - (8) Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
  - (9) A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages where provided.

- **Fire Safety Plans must include (404.3.2)**
  - (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:
    - The occupancy assembly point.
    - The locations of fire hydrants.
    - The normal routes of fire department vehicle access.
  - (4) Floors plans identifying the following:
    - Exits
    - Primary evacuation routes
    - Secondary evacuation routes
    - Accessible egress routes
    - Areas of refuge
    - Exterior areas for assisted rescue
    - Manual fire alarm boxes
    - Portable fire extinguishers
    - Occupant-use hose stations
    - 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.
- **Lockdown Plans** (see 404.3.3-403.3.3.3) for requirements, frequency and notification.
- **Emergency Evacuation Drills (Section 405)**
  - 405.1 If not specified in 405.2 emergency evacuation drills complying with the provisions of section 405 must be conducted at least annually in the occupancies listed in 404.2 or where required by the FCO. Drills shall be designed in cooperation with the local authority.
    - (1) Group A, Quarterly, Employees
    - (2) Group B, Annually, Employees (when occupancy load is over 500 or more than 100 persons above or below the level of exit discharge
    - (3) Group E, Monthly, All occupants (may be modified by 408.3.2. and deferred due to severe climate)
    - (4) Group F, Annually, Employees
    - (5) Group I, Quarterly on each shift, Employees. (Per 408.10.5 residents must participate in residential care assisted living facilities and a full evacuation of residents to a selected assembly point is required. Must utilize a variety of exits, use windows only for demonstration, do not egress through windows during drill.)
    - (6) Group R-1, Quarterly on each shift, Employees
    - (7) Group R-2, Four annually, All occupants (only in cases of R-2 colleges and dorms)
    - (8) Group R-4, Quarterly on each shift, Employees
    - (9) High-rise, Annually, Employees
  - Responsibility for planning and conducting drills shall be assigned to competent persons designated to exercise leadership (405.3).

- Drill shall be held at unexpected times and under varying conditions to simulate unusual conditions that occur in case of a fire (405.4).
- Records shall be maintained of all required emergency evacuation drills and include the following (405.4):
  - (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.
- If required, contact the fire department at (248) 348-5807 and notify them of the drill (405.6).
- Fire alarm drills should be initiated by the fire alarm system. Good practices include using a pull station to activate the alarm. Please make sure you have the proper keys to reset the alarm prior to activation (405.7).
- Please attempt to determine if all occupants are out of the building and accounted for (405.8).
- **Employee Training and Response Procedures**
  - Employees must be trained in their fire evacuation and fire safety plans (406.1).
  - Employees must be trained as part of a new employee orientation and then at least annually. Records must be kept and made available upon request (406.2).
  - Employees must be trained in:
    - (1) Fire prevention. Trained to the hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures to prevent fires (406.3.1).
    - (2) Evacuation training. Employees must be trained to the fire alarm and evacuation signals, their assigned duties in the event of an emergency or alarm, evacuation routes, areas of refuge, exterior assembly areas and procedures for evacuation (406.3.2).
    - (3) Emergency lockdown training. Where a facility has a lockdown plan, employees shall be trained on their assigned duties and procedures in the event of an emergency lockdown (406.3.3).
    - (4) Fire safety training. Employees assigned fire-fighting duties such as the use of a portable fire extinguisher shall be trained to that practice (406.3.4).
- **Hazardous Materials Coordination**
  - If you have hazardous materials on site, utilize the Hazardous Materials guidance documents as well as any local, state or federal standard.

If you have any questions, please contact us at (248) 348-5807 or via email at [thughes@twp.northville.mi.us](mailto:thughes@twp.northville.mi.us).

Respectfully,



Thomas M. Hughes, Jr.  
Fire Marshal