

Evacuation & Fire Safety Plans

All apartment facilities in Travis County ESD No. 2 greatly benefit from having an Emergency Evacuation Plan for their residents in the case of a fire or other emergency, which is:

- communicated in advance to residents
- trained at least semi-annually by staff and
- drilled annually by everyone at your facility.

Your facility also benefits from developing and sharing a Fire Safety Plan that further details the fire hazards and resources on your property.

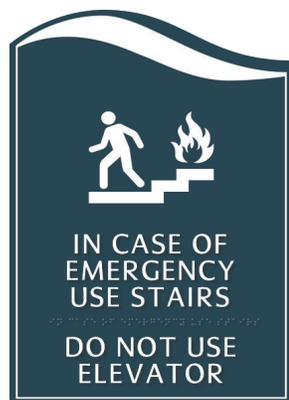


Among residential facilities, we require these plans and drills for (a) hotels, and (b) multi-story residential facilities whose occupants are primarily seniors age 55 and up. Our Prevention Division personnel will work directly with hotels and multi-story senior facilities to help you design your plans and support your annual drills. Other apartment facilities are strongly urged to likewise have these plans and drills, which are proven to save lives while also making your residents feel truly valued by management! Here are the key components (detailed further in IFC § 404):

EVACUATION PLANS

Information to be distributed by the property owner/manager to ALL RESIDENTS (as well as employees) and reviewed with them when they first move in AND again annually:

- **Emergency Egress or Escape Routes**, and whether evacuation of the building is to be complete or only by selected floors/areas
- **Means of Notifying Occupants of a Fire or Emergency**, both preferred and alternative
- **Assisted Rescue Procedures** for occupants unable to use the general means of emergency egress unassisted
- **Emergency Voice/Alarm Communication System** alert tone description and preprogrammed voice messages, where provided



Additional Evacuation Plan information to be distributed by the property owner/manager to ALL EMPLOYEES upon hiring and trained with them at least semi-annually:

- **Means and Procedure for Reporting Fire/Emergency** to the Fire Department, both preferred and alternative, including false alarms
- **Critical Equipment Procedures** for employees who must remain to operate this equipment before evacuating
- **Procedures to Account for Occupants/Employees** after the evacuation is complete
- **Employees Responsible for Rescue or Emergency Medical Aid** identified and assigned
- **Contact Information for Employees** who can be contacted for further information or explanation of duties under the Plan



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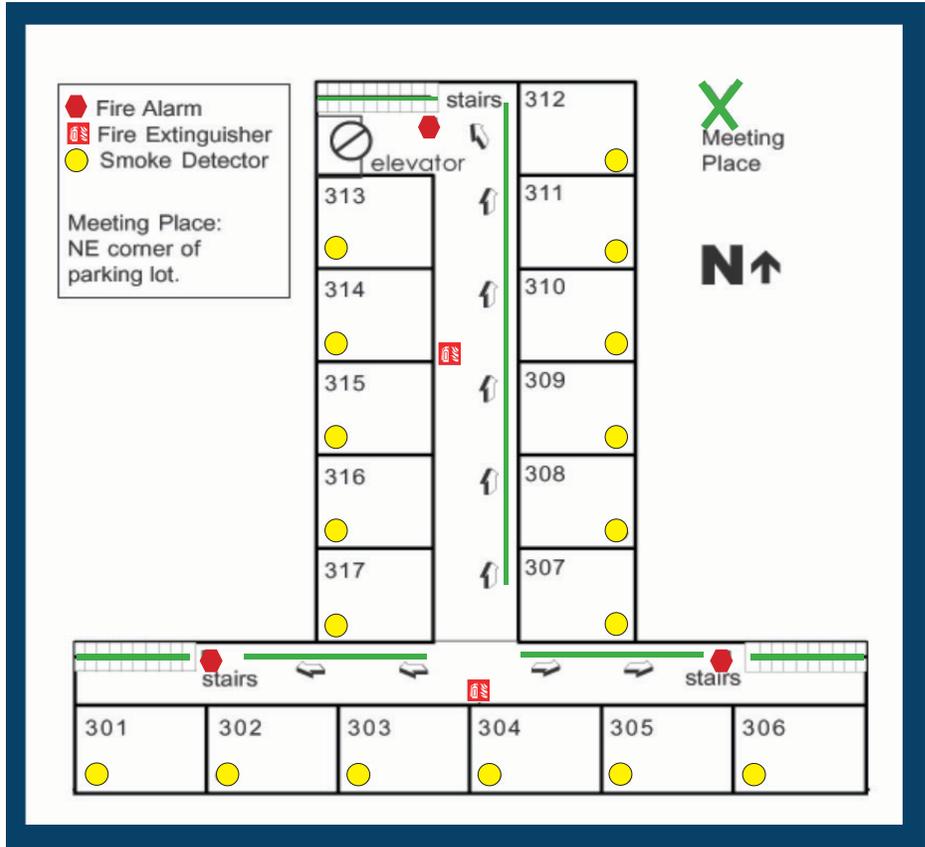
FIRE SAFETY PLANS

Information to be distributed by the property owner/manager to ALL RESIDENTS (as well as employees) and reviewed with them when they move in and annually:

- **Floor Plans** including: exits, primary and secondary evacuation routes, assembly/meeting points for occupants, 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.
- **Site Plans** including: assembly points, locations of fire hydrants, normal routes of Fire Department vehicle access
- **Life Safety Strategy and Procedures** for notifying, relocating, or evacuating occupants – including occupants who need assistance

Additional information to be distributed by the property owner/manager to ALL EMPLOYEES upon hiring and reviewed with them at least semi-annually:

- **List of Major Fire Hazards** associated with the normal use and occupancy of the premises, including maintenance and housekeeping
- **Employees Responsible for Maintaining Fire-Control/Prevention Systems and Equipment** identified and assigned
- **Employees Responsible for Maintaining and Controlling Fuel Hazards** identified and assigned



The safety of your residents is in your hands, and drills are crucial to keeping them safe!



Fire and Emergency Drills should replicate as closely as possible the activities and needs expected in an actual emergency. Beforehand, review the plan and responsibilities with all employees and encourage them to discuss any concerns or questions they have about fire response and evacuation procedures. Afterward, debrief with the participating staff to assess the strengths and weaknesses of the drill. We recommend you keep a record of the drill in your **Fire Safety Folder** we've provided, including the following at a minimum:

1. Name and position of the person conducting the drill
2. Staff members on duty and participating
3. Date and start time of the drill
4. Time required to complete the drill
5. Notification method(s) used
6. Number of occupants evacuated
7. Special conditions simulated
8. Problems encountered