

ASSISTED LIVING FACILITY FIRE SAFETY, EVACUATION & LOCKDOWN CHECKLIST

The following Fire Safety, Evacuation & Lockdown Plan Checklist is an educational tool to help area Assisted Living facilities in the development of their plans and to ensure that they have incorporated the 2015 Colorado Springs Fire Code requirements and the 2018 Code of Colorado Regulations 6 CCR 1011-1 Chapter 07.



ASSISTED LIVING

ASSISTED LIVING FACILITY DEFINITION:

Buildings, structures, or portions thereof that have more than 16 persons, excluding staff, who reside on a 24-hour basis in a supervised environment and receive custodial care. All persons receiving custodial care who, without any assistance, or who require limited verbal or physical assistance, are capable of responding to an emergency situation to complete building evacuation.

THINGS TO KNOW ABOUT THE PLANS:

- Fire safety plans, emergency procedures, and employee training programs shall be approved by the fire code official.
- An approved fire safety and evacuation plan shall be prepared and maintained at the facility at all times.
- The fire safety and evacuation plan required shall include special employee actions, including fire protection procedures necessary for residents, and shall be amended or revised upon admission of any resident with unusual needs.
- A copy of the plans shall be maintained at the facility at all times and 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.

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FIRE SAFETY PLANS NEED TO INCLUDE:

- The location and number of resident sleeping rooms.
- The location of special locking or egress control arrangements.
- The procedure for reporting a fire or other emergency.
- The life safety strategy including:
 - Procedures for notifying occupants including areas with a private mode alarm system.
 - Procedures for occupants under a defend-in-place response.
 - Procedures for evacuating occupants, including those who need evacuation assistance.
- Site plans indicating the following:
 - The occupancy assembly point.
 - The locations of fire hydrants.
 - The normal routes of fire department vehicle access.
- Floor plans identifying the locations of the following:
 - Exits.
 - Primary evacuation routes.
 - Secondary evacuation routes.
 - Accessible egress routes.
 - Areas of refuge.
 - Exterior areas for assisted rescue.
 - Refuge areas associated with smoke barriers and horizontal exits.
 - Manual fire alarm boxes.
 - Portable fire extinguishers.
 - Hose valve / standpipe stations.
 - Fire alarm annunciators and controls.
- A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
- Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
- Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

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FIRE EVACUATION PLANS NEED TO INCLUDE:

- Occupancies that have residents that require limited verbal or physical assistance and are capable of responding to an emergency situation to complete building evacuation must include procedures for evacuation through a refuge area in an adjacent smoke compartment and then to an exterior assembly point.
- Emergency egress or escape routes and whether evacuation of the building is to be complete by selected floors or areas only or with a defend-in-place response.
- Procedures for employees who must remain to operate critical equipment before evacuating.
- Procedures for the use of elevators to evacuate the building where occupant evacuation elevators complying with Section 3008 of the International Building Code are provided.
- Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
- Procedures for accounting for employees and occupants after evacuation has been completed.
- Identification and assignment of personnel responsible for rescue or emergency medical aid.
- The preferred and any alternative means of notifying occupants of a fire or emergency.
- The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
- A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.
- Outdoor assembly areas shall be accessible by all occupants. Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations.



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LOCKDOWN PLANS NEED TO INCLUDE:

- Initiation. The plan shall include instructions for reporting an emergency that requires a lockdown.
- Accountability. The plan shall include accountability procedures for staff to report the presence or absence of occupants.
- Recall. The plan shall include a prearranged signal for returning to normal activity.
- Communication and coordination. The plan shall include a means of two-way communication between a central location and each secured area.
- The training frequency shall be included in the lockdown plan. The lockdown drills shall not substitute for any of the fire and evacuation drills required.
- The method of notifying building occupants of a lockdown shall be included in the plan. The method of notification shall be separate and distinct from the fire alarm signal.



For More Information:

Colorado Springs Fire Department
Community Education & Outreach Unit
coloradosprings.gov/carelink