



Emergency Evacuation Requirements for Businesses

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Approved by:
RWM

These guidelines have been taken from the 2016 California Fire Code, Chapter 4 and may be used as reference. An approved fire safety and evacuation plan shall be prepared and maintained for buildings containing a Group B occupancy where the Group B occupancy has an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge and for buildings having an ambulatory care facility. As a part of this evacuation plan, all occupants will be required to participate in a fire drill conducted annually.

Owner(s) or operator(s) of office buildings shall employ either one of the following methods of providing emergency procedures and information to the building occupants:

1. Emergency procedures information published in the form of a leaflet, brochure, or pamphlet shall be available to all persons entering the building. Emergency procedures information shall be located immediately inside all entrances to the building, as determined by the authority having jurisdiction. Locations shall be clearly marked.
2. A floor plan providing emergency procedures information shall be posted at every stairway landing, at every elevator landing and immediately inside all public entrances to the building. The information shall be posted so that it describes the represented floor level and can be easily seen immediately upon entering the floor or level of the building. Emergency procedures information shall be printed with a minimum of 3/16 inches high non-decorative lettering providing a sharp contrast to the background. Emergency procedures information shall not be posted more than 4 feet from the ground.
3. Emergency procedures information shall provide all ambulatory, non-ambulatory, and the physically disabled instructions to be followed in the event of an emergency. Emergency procedures information shall include, but not be limited to, the following:
 - Location of exits.
 - Location of fire alarm initiating stations, if required.
 - What the fire alarm, if required, sounds and looks like (audible and visual warning devices).
 - Fire department emergency telephone number 911.
 - The prohibition of elevator use during emergencies, if any.