



CITY OF PHILADELPHIA

Philadelphia Fire Code

SHELTERING-IN-PLACE REQUIREMENTS

The Philadelphia Fire Code requires various buildings to develop a plan to shelter occupants inside the building in the event of a hazardous material, biological or other emergency outside the building. The following are the requirements and a sample shelter-in-place plan that building owners can use as a guide in preparing the plan for their building. Persons having additional questions can call the Fire Department's Fire Code Unit at 215-686-1356.

F-409.1 General. All occupancy groups and buildings that are required to have a fire safety and evacuation plan (See F-404.2) shall also prepare and maintain a specific plan for sheltering occupants in place (inside the building). The plan shall be placed into effect when notified by local, state or federal officials that an outdoor hazardous materials or biological emergency exists that makes it unsafe for occupants to leave buildings.

F-409.2 Shelter-in-place plan. Shelter-in-place plans shall provide for the safety of building occupants from outdoor contaminants. Building managers shall identify suitable pre-determined rooms or areas with as few windows, vents and doors as possible. Shelter areas shall contain a water supply for both drinking and toilet facilities. Plans shall require that all doors and windows be shut (and locked where locking provides a tighter seal) and all air handling equipment (heating, ventilation and air conditioning systems) be shut down. To provide necessary protection, sealing windows, doors and vents with tape is permitted.

F-409.3 Training. A copy of the shelter-in-place plan shall be given to all employees and tenants. Employees required to assist in carrying out the plan shall receive training at least annually. A record of all training shall be maintained at the building.

F-409.5 Shelter-in-place drills. A shelter-in-place drill shall be conducted once annually for all occupancies required to have a plan and twice annually for Group E (educational) occupancies. Each required shelter-in-place drill for Group E occupancies can be substituted for one fire drill.

F-404.2 Fire Safety and Evacuation Plan. A fire safety and evacuation plan (and a shelter-in-place plan) shall be maintained for the following occupancies and buildings:

High-rise buildings.

Assembly, other than those used exclusively for purposes of religious worship that have an occupant load less than 2,000.

Educational.

High Hazard.

Institutional.

Hotels, motels and short term (30 days or less) boarding homes.

Residential care/assisted living facilities with more than five occupants excluding staff.

Mercantile buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.

Covered malls exceeding 50,000 square feet in aggregate floor area.

Underground buildings.

(FACILITY'S NAME)
(ADDRESS)
(TELEPHONE NUMBER)

FIRE EVACUATION PROCEDURE

1. If you discover a fire or smell smoke; follow **R.A.C.E.**

REMOVE- Remove anyone from immediate danger
ALARM- Sound the alarm; know the location the closest fire alarm box and how to operate it
CONTAIN- Close the door to the room on fire
EVACUATE- Use primary or secondary exit route
2. The Director/Assistant Director will immediately notify the Fire Department by dialing 9-1-1.
3. Feel the door that leads from the bedroom/office, etc. before opening it. If it is hot or smoke is seeping in, do not open. If you become trapped and cannot reach an exit, keep the door closed and seal off any cracks. Use any available telephone to call the Fire Department, dial 9-1-1 and give the name and location of the building. If the door is cool, open cautiously and proceed with the evacuation procedure.
4. When the fire alarm sounds **LEAVE AT ONCE!** Close doors behind you. Proceed to the nearest exit, leave the building and go to your designated meet area.
5. If caught in smoke or heat, stay low where the air is better. Take short breaths (through nose) until you reach the exit.
6. **DISABLED PERSONS:** A responsible person will be assigned to assist any disabled adults in the event of a fire.
7. When exiting the building, please meet at the designated meeting area, away from the building as not to interfere with the Fire Department apparatus or personnel.
8. Remember to take the attendance log/roll book; a roll call and head count will be conducted to account for all persons in the building.

Designated Meeting Area: _____

IMPORTANT: Fire exit doors are to be kept closed at all times to prevent the spread of smoke throughout the facility. If at any time, you observe fire exit doors being tied or propped open, please report it to the Director or Administrator.



Sample

CITY OF PHILADELPHIA
FIRE DEPARTMENT

240 SPRING GARDEN STREET, PHILADELPHIA, PA 19123-2991

LLOYD AYERS
FIRE COMMISSIONER

(215) 686-1300
FAX (215) 922-3952

OFFICIAL SUPERVISED FIRE DRILL

NAME OF BUILDING _____ DATE: _____

ADDRESS _____ ZIP: _____

FLOOR _____ TIME OF ALARM _____ ALL CLEAR _____

SIMULATED FIRE AREA

YES NO

- Did personnel know procedure to follow upon discovery of fire? _____
- Was alarm sounded promptly? _____
- Was telephone operator notified? _____
- Were doors closed? _____
- Did personnel know location of nearest extinguisher? _____
- Did personnel respond with extinguisher in hand? _____
- Were all personnel knowledgeable and in control? _____

NON-FIRE AREA AND OTHER CONDITIONS

- Were employees notified (in advance) of drill? _____
- Did the alarm operate correctly? _____
- Was the P.A. System audible? _____
- Did personnel know the location of the fire area? _____
- Was personnel attitude cooperative? _____
- Were patients and visitors cleared of the corridors? _____
- Did automatic fire doors close? _____
- Were other personnel standing by for evacuation? _____
- Were exits marked and lighted? _____
- Were elevators grounded? _____
- Was floor plan posted? _____
- Do employees know smoking policy? _____

COMMENTS: _____

