

# Section 405 Emergency Evacuation Drills

## 405.1 General

Emergency evacuation drills complying with Sections 405.2 through 405.9 shall be conducted not less than annually where fire safety and evacuation plans are required by Section 403 or where required by the *fire code official*. Drills shall be designed in cooperation with the local authorities.

## 405.2 Frequency

Required emergency evacuation drills shall be held at the intervals specified in Table 405.2 or more frequently where necessary to familiarize all occupants with the drill procedure.

[NY] TABLE 405.2

**FIRE AND EVACUATION DRILL FREQUENCY AND PARTICIPATION**

GROUP OR OCCUPANCY	FREQUENCY	PARTICIPATION
Group A	Quarterly	Employees
Group A (College and University Buildings)	Three annually	All occupants
Group B <sup>b</sup>	Annually	All occupants
Group B (College and University Buildings)	Three annually	All occupants
Group B <sup>c</sup> (Ambulatory care facilities)	Quarterly on each shift <sup>a</sup>	Employees
Group B <sup>b</sup> (Clinic, outpatient)	Annually	Employees
Group E	Monthly <sup>a</sup>	All occupants
Group F	Annually	Employees
Group I-1	Semiannually on each shift <sup>a</sup>	All occupants
Group I-2	Quarterly on each shift <sup>a</sup>	Employees
Group I-3	Quarterly on each shift <sup>a</sup>	Employees
Group I-4	Monthly on each shift <sup>a</sup>	All occupants
Group R-1	Quarterly on each shift	Employees
Group R-2 <sup>d</sup>	Four annually	All occupants
Group R-4	Semiannually on each shift <sup>a</sup>	All occupants

- a. In severe climates, the fire code official shall have the authority to modify the emergency evacuation drill frequency.
- b. Emergency evacuation drills are required in Group B buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
- c. Emergency evacuation drills are required in ambulatory care facilities in accordance with Section 403.3.
- d. Emergency evacuation drills in Group R-2 college and university buildings shall be in accordance with Section 403.10.2.1. Other Group R-2 occupancies shall be in accordance with Section 403.10.2.2.

## 405.3 Leadership

Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.

## 405.4 Time

Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

## 405.5 Record Keeping

Records shall be maintained of required emergency evacuation drills and include the following information:

1. Identity of the person conducting the drill.

2. Date and time of the drill.
3. Notification method used.
4. Employees 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.

**405.6 Notification**

Where required by the fire code official, prior notification of emergency evacuation drills shall be given to the fire code official.

**405.7 Initiation**

Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

**405.8 Accountability**

As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.

**405.9 Recall and Reentry**

An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. Persons shall not reenter the premises until authorized to do so by the official in charge.