

# REQUIREMENTS OF THE CITY OF MILWAUKEE EMERGENCY PREPAREDNESS CODE

## Requirements for

- **Plan Preparation**
- **Record Keeping**
- **Plan Execution**
- **Property Owners Responsibility**
- **Fire Safety Plan**



**City of  
Milwaukee  
Department of  
Neighborhood  
Services**

**Commercial Section  
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286-3874**

that are in compliance with approved procedures for fire reporting you would be exempt from having to prepare a plan.

If your business is exempt from providing a plan, the Department of Neighborhood Services would strongly recommend that your office, business or place of employment have an emergency planning and preparedness plan should it be necessary.

Please note! If you are not sure you need a plan or are exempt you may contact the Department at 286-3874 or our web site at [www.city.milwaukee.gov/dns](http://www.city.milwaukee.gov/dns)

IFC 405 Drills are required to occur per this chart.

GROUP or Occupancy	Frequency	Participation
Group A	Quarterly	Employees
Group B <sup>c</sup> & F	Annually	Employees
Group E	Monthly <sup>a</sup>	All occupants
Group I	Quarterly on each Shift	Employees <sup>b</sup>
Group R-1	Quarterly on each Shift	Employees
Group R-2	Quarterly on each Shift	Employees
Group R-4	Quarterly on each Shift	Employees <sup>b</sup>
High-rise Buildings	Annually	Employees

- The frequency shall be permitted to be modified in accordance with Section 408.3.2.
- Fire and evacuation drills in residential care assisted living facilities shall include complete evacuation of the premises in accordance with Section 408.10.5. Where occupants receive habilitation or rehabilitation training, fire prevention and fire safety practices shall be included as part of the training program.
- 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.
- Applicable to Group R-2 college and university buildings in accordance with Section 408.3.

7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

## EMERGENCY PLANNING AND PREPAREDNESS PLANS

**IFC 404.4 Maintenance.** Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.

**IFC 404.5 Availability.** Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the code official for review upon request.

**IFC 408.11.1 Covered Mall Buildings.** A lease plan shall be prepared for each covered mall building and include the information required by section 408.11

**IFC 407.7 Facility Closure Plans.** The permit holder or applicant shall submit to the fire code official a facility closure plan in accordance to section 2701.6.3 to terminate storage, dispensing, or use of hazardous materials.

**IFC 403 Public Assemblages and Events.** Fire watch plans, Public Safety plans, fire watch personnel, and crowd managers are required when, in the opinion of the Fire Code Official, it is essential for public safety, because of the number of persons, or nature of the performance, exhibition, display, contest or activity.

## EXEMPTIONS—Other than what is outlined in the Group Occupancies

Should your business or firm have approved on-premises fire fighting organizations and

8. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.

9. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

## Safety/Reporting

IFC 404.3.2 Fire safety plans. Fire safety plans shall include the following:

1. The procedure for reporting a fire or other emergency.

2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.3. Site plans indicating the following:

3.1. The occupancy assembly point.

3.2. The locations of fire hydrants.

3.3. The normal routes of fire department vehicle access.

4. Floor plans identifying the locations of the following:

- 4.1. Exits.
- 4.2. Primary evacuation routes.
- 4.3. Secondary evacuation routes.
- 4.4. Accessible egress routes.
- 4.5. Areas of refuge.
- 4.6. Exterior areas for assisted rescue.
- 4.7. Manual fire alarm boxes.
- 4.8. Portable fire extinguishers.
- 4.9. Occupant-use hose stations.
- 4.10. Fire alarm annunciators and controls.

5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.

6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.



*produced by the*  
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## Emergency Planning & Preparedness

In the event of an unwanted emergency which could require the immediate evacuation of a building or structure, the City of Milwaukee now requires all high rise buildings and certain businesses in low rise buildings to have an Emergency Planning and Preparedness plan. Per the International Fire Code (which was adopted by the City in July 2002) an Emergency Planning and Preparedness plan should encompass a fire evacuation plan, a fire safety plan, emergency evacuation drill plan and an employee training and response plan.

The Department of Neighborhood Services has prepared this pamphlet in an effort to assist owners and managers with these new code requirements.

## CODE ORDINANCE- Who has to prepare a plan?

IFC.404.2 Where required. An approved fire safety and evacuation plan shall be prepared and maintained for the following occupancies and buildings.

**Group A. Assembly** - Assembly occupancies includes the use of a building or structure, or a portion thereof, for the gathering together of persons for purposes such as civic, social, or religious functions. Examples of assembly occupancies includes movie or performance theaters, banquet halls, night clubs, taverns, restaurants, art galleries, arcades, bowling alleys, funeral parlors, gymnasiums, indoor swimming pools, libraries, museums, arenas, skating rinks, etc. Group A Occupancies exempt from this requirement include spaces used for assembly purposes by less than 50 persons and accessory to the other occupancy (i.e. small cafeteria or

small screening room in an office area). Also assembly occupancies used exclusively for purposes of religious worship that have an occupant load of less than 2,000 persons.

Some group A occupancies require a seating plan for aisles and seating arrangements.

**Group B. Business** - Business occupancies having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.

**Group E. Educational** - Educational groups, includes, the use of a building or structure, by six or more persons at any one time for educational purposes through the 12th grade. This includes day care services for more than 5 children older than 2 1/2 years of age. For education above 12th grade, see Group B.

**Group F. Factory** - Factory occupancies having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.

**Group H. Hazardous** - Buildings and structures or portions thereof, which involves the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities which contain materials that are health hazards, such as corrosives, and all toxic materials. (see Section 307 of the IBC)

**Group I. Institutional** - Institutional occupancies, include buildings or structures or a portion thereof, in which people having physical limitations because of health or age are harbored for medical treatment or other care or treatment, or which people are detained for penal or correctional purposes or in which the liberty of the

occupants is restricted. This also includes daycares that provide care for 5 children or more aged 2 1/2 years or less. Example- Hospitals, jails, nursing homes, halfway houses.

**Group R-I.** Residential occupancies where the occupants are primarily transient in nature (less than 30 days) including rooming houses, hotels and motels.

**Group R-4.** Shall include buildings arranged for occupancy as Residential Care/Assisted Living Facilities including more than five but not more than 16 occupants, excluding staff.

## High-rise buildings. New and existing buildings, (IBC 403.1)

High rise buildings shall include buildings having occupied floors located more than 75 ft. above to the lowest level of fire department vehicle access.

Group R-2 occupancies (apartment buildings, dormitories) meeting the definition of high-rise . Per IFC 408.9, the owners shall also create a fire emergency guide which describes the location, function and use of fire protection equipment and appliances accessible to residents including fire alarm systems, smoke alarms and portable fire extinguishers. The guide shall also include an emergency evacuation plan for each dwelling unit. A copy of the emergency guide shall be given to each tenant prior to initial occupancy.

**Group R-2** Residential occupancies, college and university buildings only. (Generally, dormitories)

**Group M. Mercantile** - Mercantile buildings having an occupant load of 500 or more persons or more than 100 person above or below the

lowest level of exit discharge. Example- Occupancies include department stores, retail or wholesale stores.

## Additional Occupancies Requiring a Plan

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

Underground buildings.

Buildings with an atrium and having an occupancy in Groups A, E or M including churches that have less than 2,000 persons.

## Fire Evacuation Plan:

IFC 404.3.1 Fire evacuation plans. Fire evacuation plans shall include the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
4. Procedures for accounting for employees and occupants after evacuation has been completed.
5. Identification and assignment of personnel responsible for rescue or emergency medical aid.
6. The preferred and any alternative means of notifying occupants of a fire or emergency.
7. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.