

**To Be Rescinded**

1301:7-7-07

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1301:7-7-07 Emergency planning and preparedness.**(A) Section FM-701.0 General**

(1) FM-701.1 Scope: The development of emergency plans and the training and conducting of fire exit drills shall comply with this rule.

(2) FM-701.2 Information: Written reports submitted to the code official pertaining to fire exit drills shall contain the following information, as applicable, where fire drills are required by 1301:7-7-07 of the Administrative Code:

- (a) Time of drill;
- (b) Date of drill;
- (c) Weather conditions when occupants were evacuated;
- (d) Number of occupants evacuated;
- (e) Total time for evacuation; and
- (f) Other information relevant to the drill.

**(B) Section FM-702.0 Assembly occupancies**

(1) F-702.1 General: The employees or attendants of assembly occupancies shall be trained and drilled in the duties to be performed in case of fire, panic or other emergency.

(2) FM-702.2 Egress plan: A plan showing the occupant load, seating diagram and location of exits and aisles leading thereto shall be submitted to the code official, and an approved copy shall be kept on the premises.

Exception: Temporary deviation from the specifics of the approved seating diagram shall be permitted, provided the occupant load is not increased and the intent of rule 1301:7-7-06 of the Administrative Code is maintained.

(3) F-702.3 Announcements: In theaters, motion picture theaters, auditoriums and other similar assembly occupancies where there are noncontinuous programs, an audible announcement shall be made not more than ten minutes prior to the start of each program to notify occupants of the location of the exits to be utilized in case of a fire or other emergency.

(4) F-702.4 Fire extinguisher training: Employees or attendants of assembly occupancies shall be instructed in the proper utilization of portable fire extinguishers and other manual fire suppression equipment, where provided.

(C) Section FM-703.0 Educational occupancies

(1) FM-703.1 General: A principal or person in charge of a public or private school or educational institution and a person in charge of a children's home or orphanage shall comply with section 3737.73 of the Revised Code.

FM-703.1.1 The operator of a home, as defined in section 3721.01 of the Revised Code, shall instruct and train all patients and residents by means of fire drills or rapid dismissals.

(2) FM-703.2 Frequency: There shall be at least two exit fire drills during the first two weeks of a school term and eight additional fire exit drills per year. In climates where the weather is severe during the winter months, at least six drills shall be held at the beginning of the school term and four drills after the winter months to complete the ten required drills. When such school, institution, children's home or child care facility is in operation fire drills shall be conducted at least once a month.

(3) FM-703.3 Records: A record of fire exit drills shall be kept on the premises and the person(s) responsible for such occupancies shall file written reports with the code official not less than twice a year. Each report shall contain the information listed in paragraph(A)(2)(FM-701.2) of this rule.

(4) FM-703.4 Evacuation: In public or private schools or education institutions and in children's homes or orphanages, fire drills shall include the complete evacuation of all persons from the building.

(D) Section F-704.0 Use group I-1 -- residential care

(1) F-704.1 Evacuation plan: In occupancies in use group I-1 there shall be in effect and available to all supervisory personnel written copies of a plan for the protection of all persons in the event of a fire and, where necessary, for evacuation to areas of refuge and from the structure. The plan shall include special staff actions, including fire protection procedures necessary to ensure the safety of any resident, and shall be amended or revised upon admission of any resident with unusual needs. All employees shall be periodically instructed and kept informed with respect to their duties and responsibilities under the plan. Such instruction shall be reviewed by the staff at least every two months. A copy of the plan shall be readily available at all times within the facility.

(2) F-704.2 Resident training: All residents capable of assisting in their evacuation shall be trained in the proper actions to take in the event of a fire. The training shall include actions to take if the primary escape route is blocked. If the resident is given rehabilitation or habilitation training, training in fire prevention and actions to take in the event of a fire shall be part of the rehabilitation training program. Residents shall be trained to assist each other in the event of a fire to the extent their physical and mental abilities enable them to do so without additional personal risk.

(3) F-704.3 Fire exit drills: Fire exit drills shall be conducted not less than six times per year, two times a year on each shift. Twelve drills shall be conducted in the first year of operation. The drills are not required to be unannounced.

(4) F-704.4 Records: A record of fire drills shall be kept on the premises and persons responsible for such occupancies shall file written reports with the code official not less than twice a year. Each report shall contain the information listed in paragraph (A)(2)(FM-701.2) of this rule.

(5) F-704.5 Evacuation: Fire exit drills shall involve the evacuation of all residents to a selected area and provide residents with experience in exiting through all approved exits. All approved exits shall be utilized during fire drills.

Exception: Exiting from emergency escape windows shall not be required. Opening the window and signaling for help shall be an acceptable alternative.

(E) Section FM-705.0 Use group I-2 -- incapacitated care

(1) F-705.1 Evacuation plan: In occupancies in Use Group I-2 there shall be in effect and available to all supervisory personnel written copies of a plan for the protection of all persons in the event of a fire and, when necessary, for evacuation to areas of refuge and from the structure. All employees shall be periodically instructed and kept informed of their duties under the plan. A copy of the plan shall be readily available at all times in the telephone operator's position or at the security center.

(2) F-705.2 Bed mobility: Every bed utilized by health care occupants shall be easily movable under conditions of evacuation and equipped with the type and size of casters to allow easy mobility, such as over expansion plates and elevator thresholds.

Exception: Beds utilized in areas limited to patients, including convalescent, self-care or mental health patients.

(3) F-705.3 Fire exit drills: Fire exit drills in occupancies in Use Group I-2 shall include the transmission of a fire alarm signal and simulation of emergency fire conditions except that the movement of infirm or bedridden patients to safe areas or to the exterior of the structure is not required. Drills shall be conducted at least every three months on each shift to familiarize facility personnel with signals and emergency action required under varied conditions. At least 12 drills shall be held every year. When drills are conducted between 9 p.m. (2100 hours) and 6 a.m. (0600 hours),



a coded announcement shall be permitted instead of audible alarms.

(4) FM-705.4 Records: A record of all fire exit drills shall be kept on the premises and persons responsible for such occupancies shall file written reports with the code official at least twice a year, citing the information indicated in paragraph (A)-(2)(FM-701.2) of this rule.

(5) F-705.5 Employee training: Employees shall be instructed in life safety procedures and devices.

(F) Section FM-706.0 Use group I-3 -- restrained

(1) F-706.1 Emergency plan: In occupancies in use group I-3 there shall be in effect and provided to all supervisory personnel written copies of a plan for the protection of all persons in the event of a fire and, where necessary, for evacuation to areas of refuge and from the structure. All employees shall be instructed and drilled with respect to their duties under the plan. The plan shall be coordinated with and reviewed by the code official.

(2) F-706.2 Employee training: Employees shall be instructed in the proper utilization of portable fire extinguishers and other manual fire suppression equipment. New staff shall be provided with training upon entrance on duty. Existing staff shall be provided with refresher training at least once a year.

3) F-706.3 Fire exit drills: Fire exit drills shall include the transmission of a fire alarm signal and simulation of emergency fire conditions, except that the release of the incarcerated to safe areas or to the exterior of the building is not required. Drills shall be conducted every three months on each shift to familiarize facility personnel with signals and emergency action required under varied conditions. At least 12 drills shall be held every year. When drills are conducted between 9:00 p.m. (2100 hours) and 6:00 a.m. (0600 hours), a coded announcement shall be permitted instead of audible alarms.

(4) F-706.4 Records: A record of fire drills shall be kept on the premises and persons responsible for such occupancies shall file written reports with the code official not less than twice a year. Each report shall contain the information listed in paragraph (A)(2)(FM-701.2) of this rule.

(5) FM-706.5 Staffing: Occupancies in use group I-3 shall be provided with 24-hour staffing. Staff shall be located within three floors or 300 feet (91440 mm) horizontal distance of the access door of each resident housing area. In occupancy conditions III, IV and V as defined in the building code listed in rule 1301:7-7-44 of the Administrative Code, the staff arrangement shall be such that the staff involved is capable of releasing the locks necessary for emergency evacuation or rescue and other necessary emergency actions are initiated within 2 minutes of the alarm.

(6) FM-706.6 Notification: Provisions shall be made so the staff in occupancy conditions III, IV and V as defined in the building code listed in rule 1301:7-7-44 of the Administrative Code, are readily notified by the residents in an emergency.

(7) F-706.7 Keys: All keys necessary for unlocking doors in the means of egress shall be individually identified by both touch and sight.

(G) Section FM-707.0 High-rise buildings

(1) FM-707.1 General: The owner or other person responsible for buildings identified as high-rise buildings in the building code listed in rule 1301:7-7-44 of the Administrative Code shall be required to prepare and submit for review and approval a fire safety plan and evacuation procedure in accordance with this section.

(2) FM-707.2 Fire safety plan: The fire safety plan shall be distributed to the tenants and building service employees by the owner or agent. Tenants shall distribute to their employees applicable parts of the fire safety plan affecting the employees' actions in the event of a fire or other emergency.

(3) FM-707.3 Responsibility to update fire safety plan: The owner or agent shall promptly update the fire safety and evacuation procedures upon changes in occupancy or physical arrangement.

(H) Section FM-708.0 Tornado shelters in schools

(1) FM-708.1 Pursuant to section 3737.73 of the Revised Code, principals or persons in charge of public or private primary and secondary schools or educational institutions having an average daily attendance of fifty or more pupils shall designate appropriate locations in their respective facilities to be used to shelter pupils in case of a tornado, tornado alert, or tornado warning. The designation of such locations shall be in accordance with the standards prescribed by the fire marshal, as set forth herein. However, nothing in these rules shall be construed as requiring a school or institution to construct or improve a facility or area thereof for use as a tornado shelter, or to install a tornado alarm system.

(2) FM-708.2 Specific safety requirement

(a) The fire alarm system shall not be used to alert building occupants of a tornado, tornado alert, or tornado warning.

(b) The principal or person in charge of the school shall submit a clear, comprehensive, detailed, and legible drawing to the local fire official, showing the building floor plan(s) and designated tornado shelter area(s). Each room or area shown on the plan shall be clearly indicated as to its particular use.

(c) The drawing required by paragraph (H)(2)(b)(FM-708.1) of this rule, shall be submitted to the local fire official for his information. A copy shall be maintained in the office of each school, for examination by the fire safety inspector.

(d) Tornado drills shall be conducted at least once a month whenever school is in session during the tornado season. For the purpose of this rule, "tornado season" is the period from the first day of April to the last day of July. A record of such drills shall be maintained in the office of each school for examination by the fire safety inspector.

(e) The occupants of modular classroom facilities shall be moved out of such facilities and to the designated tornado shelter area(s) in the event of a tornado, tornado alert, or tornado warning.

(f) EACH LOCAL FIRE OFFICIAL CONDUCTING THE ANNUAL INSPECTION OF EACH SCHOOL OR INSTITUTION SHALL BE DESIGNATED PURSUANT TO SECTION 3737.73(C) OF THE REVISED CODE TO VERIFY COMPLIANCE WITH THE TORNADO SAFETY PROVISIONS OF THIS RULE.

(3) FM-708.3 Standards for shelter designation

It is recommended that the designation of areas to be used as tornado shelters be in accordance with the following criteria:

(a) Whenever possible, designate areas which are located below ground level, in the core of the building, in rooms or spaces with short ceiling spans, and on the leeward side. The farther the area is below ground level, the greater the protection. In any event, the area should be on the lowest floor, in the center of the building, and in a corridor or small room.

(b) First aid kits and supplies should be in or close to the tornado shelter area(s).

(c) Avoid walls of glass, windows, skylights, and areas containing trophy cases or other fixtures of glass.

(d) Avoid load-bearing walls and exterior walls, especially those on the windward side or facing the south, southwest, or west.

(e) Avoid corridors which are not baffled with a wall or walls and which open to the south, southwest, or west.

(f) Avoid an area with only one exit, unless overriding considerations should prevail.

(g) Avoid rooms or areas which are locked, since they may not be readily accessible during an emergency.

(h) Avoid, absolutely, chimneys and the use of cars, buses, and modular classroom buildings.

(i) Avoid rooms or spaces with long ceiling spans, which are opposite openings or doorways which lead into rooms with windows in exterior walls, or which are within the unprotected, falling radius of higher building components.

(4) FM-708.4 General considerations.

Every building is different and contains some vulnerable elements which cannot be counted upon to withstand a tornado. Portions of buildings which contain one or more of these elements should be avoided wherever possible.

(a) Windows, skylights, and other components of glass, should be avoided. Glass is no match for tornado force winds and usually breaks into many jagged pieces which are blown into interior spaces from the windward side. Acrylic or poly carbonate plastics are more resistant to impact than glass, but large panes will pop out. Tempered glass will shatter into thousands of cube-like pieces which will be propelled by the winds like shrapnel. Windows at the ends of corridors, particularly those facing south, southwest, and west, are very dangerous. They will probably be blown down the corridor in a wind tunnel effect.

(b) Windward side walls, which usually are on the south and west, receive the full strength of the winds. It is assumed that windows on these sides will be broken and blown into the rooms on the windward side. This often results in increased air pressure, which aids in raising the roof.

(c) Wind tunnels occur in unprotected corridors facing the oncoming winds, which usually come from the south or west. Openings facing these directions allow the winds to penetrate into interior spaces. The winds apparently occupy almost the entire volume of such a wind tunnel, as debris marks have been found to cover the full height of the walls. If entrances are baffled with a solid massive wall, this effect is much less serious.

(d) Lightweight roofs such as steel deck plate, wood planks, or plywood will usually be lifted up by the wind and partially carried away, with some roof debris falling below.

(e) Heavier roofs, especially precast concrete planks, may lift up and move slightly and then fall, but not always returning to their original support location. If the support has collapsed, the heavy roof may fall into the area below.

(f) Long-span rooms almost always have high ceilings. The exterior walls are usually higher than the typical one-story wall. Often these walls, especially those with southern or western exposures, will collapse into the long span. If they are load-bearing walls, the roof will cave in on the area also. Avoid rooms such as gyms, auditoriums and cafeterias.

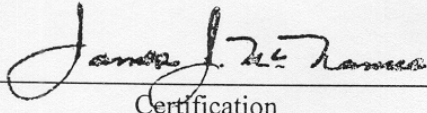
(g) Load-bearing walls are the sole support for floors or roofs above. If winds cause the supporting walls to fail, part or all of the roof or floors above will collapse. The most dangerous locations of



a building are usually along the south and west sides, and at all corners.

(h) Masonry construction is not immune to wall collapse. Most masonry walls are not vertically reinforced, and can fail when high horizontal forces occur, such as those caused by winds.

Effective: November 20, 1998

  
Certification

November 9, 1998

Date

Promulgated under: R.C. Section 119.03

Rule amplifies: R.C. Section 3737.22

Authorized by: R.C. Section 3737.82

R.C. Section 3737.73

R.C. 119.032 Review Date: 1/01/03

Prior effective date: 7/01/79;6/01/85;6/15/92;7/1/93;9/1/95;1/09/98



Effective:

R.C. 119.032 review dates: 11/23/2004

WITHDRAWN ELECTRONICALLY

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Certification

06/10/2005

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Date

Promulgated Under:	119.03
Statutory Authority:	3737.82, 3737.86
Rule Amplifies:	N/A
Prior Effective Dates:	7/1/79, 6/1/85, 6/15/92, 7/1/93, 9/1/95, 1/9/98, 11/20/98