

Highrise HR-3

Fire Drills – Training - Access

BIR #

I acknowledge that a highrise building visit was performed at the property located at the following address:

1. Drills

<u>Y</u>	<u>N</u>	<u>NA</u>	<u>Item</u>
<input type="checkbox"/>	<input type="checkbox"/>		405.2 Drills Conducted: Required emergency evacuation drills shall be held at the intervals specified in Table 405.2 of this rule or more frequently where necessary to familiarize all occupants with the drill procedure. <i>See Page 2</i>
<input type="checkbox"/>	<input type="checkbox"/>		They have conducted _____ number of drills in the last 12 months. Required number of drills_____.

3. Employee Training

<u>Y</u>	<u>N</u>	<u>NA</u>	<u>Item</u>
<input type="checkbox"/>	<input type="checkbox"/>		406.3 Employee/tenant training program. Employees shall be trained in fire prevention, evacuation and fire safety in accordance with paragraphs (406.3.1) to (406.3.4) of this rule.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	406.3.1 Fire prevention training. Employees/tenants shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	406.3.2 Evacuation training. Employees/tenants shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas and procedures for evacuation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	406.3.3 Fire safety training. Employees/tenants assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	406.3.4 Emergency lockdown training. Where a facility has a lockdown plan, employees/tenants shall be trained on their assigned duties and procedures in the event of an emergency lockdown

4. Rapid Key Entry

<u>Y</u>	<u>N</u>	<u>NA</u>	<u>Item</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	506.1 Where required. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037 as listed in rule 1301:7-7-80 of the Administrative Code, and shall contain keys to gain necessary access as required by the fire code official.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gates: An approved lock shall be installed on gates or similar barriers where required by the fire code official.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevator keys. Key boxes for fire service elevator keys. Key boxes provided for fire service elevator keys shall comply with CFD Guidelines.
<input type="checkbox"/>			<i>I have provided a copy of the CFD Rapid Key Entry Guidelines to the Fire and Life Safety Director?</i>
<input type="checkbox"/>			<i>I have provided a copy of the Knox Product information to the Fire and Life Safety Director?</i>



If the answer is “No” to any questions above this is a code violation that needs corrected as soon as possible.

If the answer is “Yes” please review the records for each of the items indicated.

If the answer is “NA” that is an indication that the building / property does not have that type of need and is not required by the Ohio Fire Code.

High Rise Safety Director Signature

High Rise Safety Director Printed Name

Date

High Rise Officer Signature

High Rise Officer Printed Name

Date

**TABLE 405.2
FIRE AND EVACUATION DRILL FREQUENCY AND PARTICIPATION**

GROUP OR OCCUPANCY	FREQUENCY	PARTICIPATION
Group A	Quarterly	Employees
Group B ^b	Annually	All occupants
Group B ^{b,c} (Ambulatory care facilities)	Annually	Employees
Group B ^b (Clinic, outpatient)	Annually	Employees
Group E	Monthly ^a	All occupants
Group F	Annually	Employees
Group I-1	Semiannually on each shift ^a	All occupants
Group I-2	Quarterly on each shift ^a	Employees
Group I-3	Quarterly on each shift ^a	Employees
Group I-4	Monthly on each shift ^a	All occupants
Group R-1	Quarterly on each shift	Employees
Group R-2 ^d	Four annually	All occupants
Group R-4	Semiannually on each shift ^a	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 *paragraph (C)(3)(403.3) of this rule.*
- d. Emergency evacuation drills in Group R-2 college and university buildings shall be in accordance with *paragraph (C)(10)(b)(i)(403.10.2.1) of this rule.* Other Group R-2 occupancies shall be in accordance with *paragraph (C)(10)(b)(ii)(403.10.2.2) of this rule.*