

**JAMES MADISON UNIVERSITY**  
**EVENT MANAGEMENT REQUIREMENTS FOR COMPLIANCE**  
**WITH SECTION 401 THROUGH 406 OF THE**  
**2015 VIRGINIA STATEWIDE FIRE PREVENTION CODE**

**Fire evacuation plans (404.2.1 – 2015 VSFPC)** Fire evacuation plans shall include the following:

1. Emergency egress or escape routes and whether evacuation of the entire 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
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

**Fire safety plans (404.2.2 2015 VSFPC)** Fire safety plans shall include the following:

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1. The procedure for reporting a fire or other emergency
2. The life safety strategy and procedures for notifying, relocating or evacuating occupants, including occupants who need assistance
3. Site plans indicating the following:
  - a. The occupancy assembly points
  - b. The locations of fire hydrants
  - c. The normal routes of fire department vehicle access
4. Floor plans indentifying the location of the following
  - a. Exits
  - b. Primary evacuation routes
  - c. Secondary evacuation routes
  - d. Accessibility egress routes
  - e. Areas of refuge
  - f. Exterior areas for assisted rescue
  - g. Manual fire alarm boxes
  - h. Portable fire extinguishers
  - i. Occupant-use hose stations
  - j. Fire alarm annunciates 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
7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources

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**Employee fire response training (406.3 2015 VSFPC):** employees responsible for event and crowd management for events with a potential attendance in excess of 999 persons total shall be trained in fire prevention, evacuation and fire safety to include the following:

1. **Fire prevention training** - Employees 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
2. **Evacuation training** – employees 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
3. **Fire safety training** employees 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