



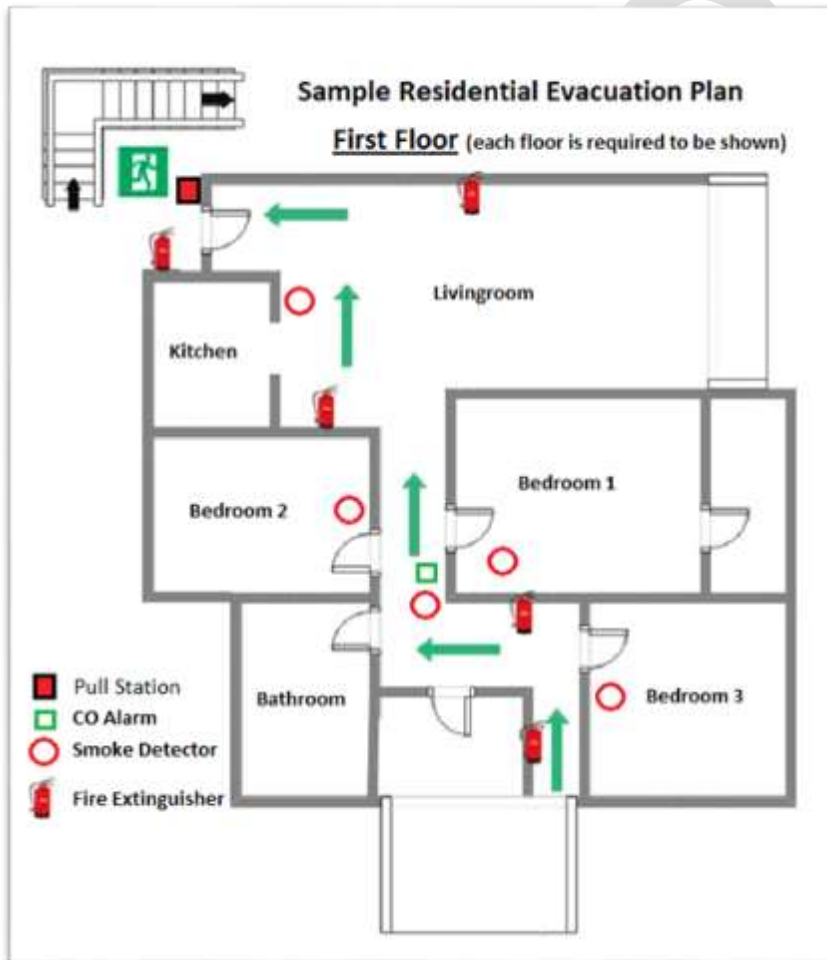
**This sample guide has been created to assist apartment owners in drafting a proper emergency guide as required by the 2019 CFC. Your submitted guide is only expected to resemble this document & meet code highlighted below.*

415-380-1120

SAMPLE- Emergency Guide for Residential Multi-Family Dwellings

408.9.1 Emergency Guide - A fire **emergency guide** shall be provided 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.**

SAMPLE EMERGENCY EVACUATION PLAN



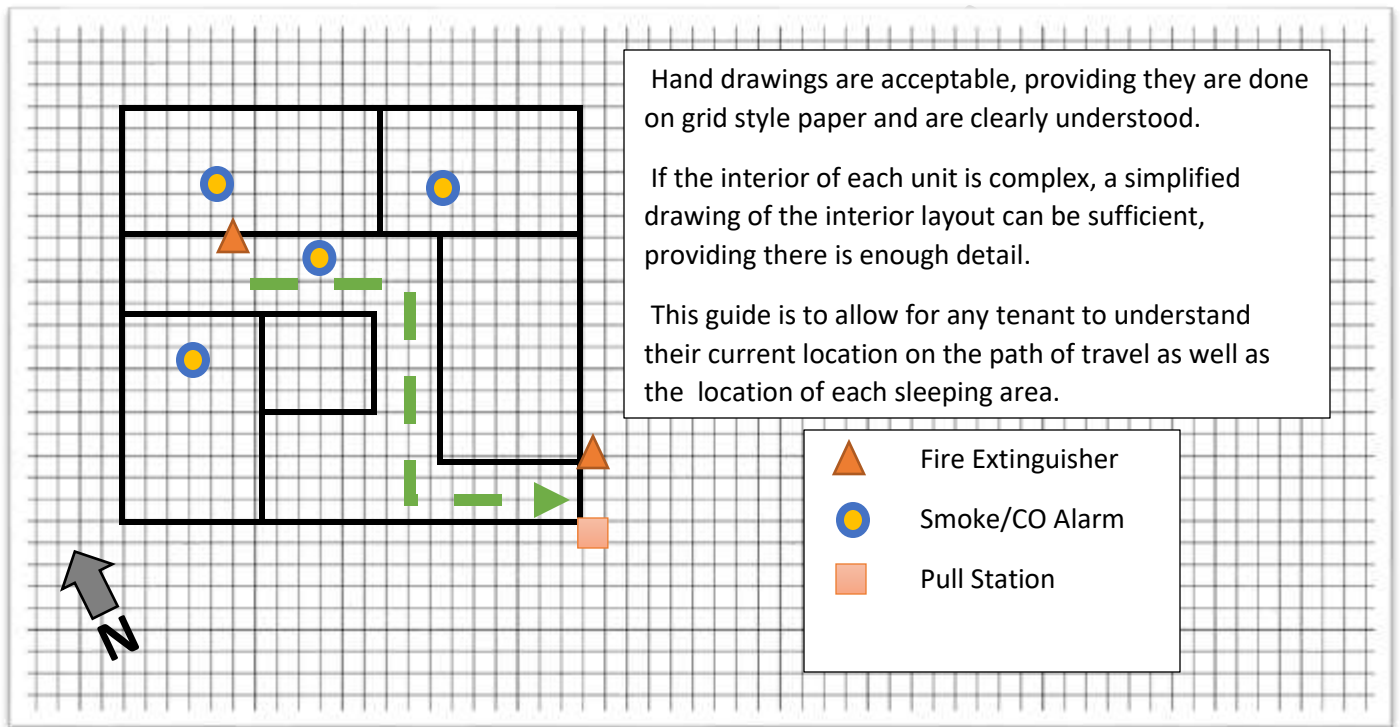
The evacuation plan will be provided to each new tenant for review. The information provided within the plan is designed to give a clear evacuation plan for any resident. These plans may also be combined with signage in the building at the discretion of the building owner or direction of the code official.

If the signage in place depicts an alternate route, there should be an "Alternate Route" listed separate from a "Primary Route" in the guide.

The primary route should show the quickest path from the most distant sleeping area. Primary routes are typically monitored by smoke detectors and are provided with at least one portable fire extinguisher.



EMERGENCY EVACUATION PLAN INSTRUCTIONS



PROVIDE THE FOLLOWING PROTECTION EQUIPMENT & APPLIANCES:

- Portable fire extinguishers and/or manual pull station/s.
- Smoke detectors and CO detectors.
- Arrows showing the suggested route.
- Current floor number, or number of floors that have a mirrored layout.
- Fire protection equipment and appliances.

Keep in mind that this is designed for a resident/tenant to use as an informational guide while preparing their own emergency plan for the building. Provide the pertinent and required information that would assist and encourage the tenant to be prepared in the event of a life-threatening emergency.

Additionally, all sprinkler systems, alarms, ladders, and other protection appliances are required to be included to provide a more complete guide. Detailed instructions should be provided for each appliance. A sample of this instructional or operational guide can be found on the next page.



SAMPLE OPERATIONAL GUIDE



Fig. 1.1

FIRE EXTINGUISHER USAGE:

- Be sure to have called **9-1-1** in the event of a fire.
- Fire Extinguishers are all easily removeable from their hangers and cases. **NOTE:** Use the provided striking device to obtain access to cases in an emergency.
- Follow the **P.A.S.S.** instructions provided in Fig. 1.1.
- Keep a safe distance from the fire when using the extinguisher.

Fig. 1.2

Operation

To activate the pull station, push in and pull down on the handle. The word 'ACTIVATED' appears after the handle is pulled down. This will remain until the pull station is reset.



The pull station includes one Double Pole, Single Throw (DPST) Normally Open (N/O) switch which closes upon activation of the pull station.

MANUAL PULL STATION USAGE:

- Be sure to use this activating device when 9-1-1 is required for FIRE.
- Be sure that **9-1-1** has also been dialed, if no audible device is heard.
- Follow the directions as provided in Fig. 1.2.
- **NOTE:** This device will alert the local dispatch center for a FIRE response.



***SAMPLE EMERGENCY CONTACT LIST/INFORMATION:**

- In the Event of an Emergency: **DIAL 9-1-1**
- Fire Prevention Main Office: (415) 380-1120
- Marin Municipal Water District: (415) 945-1455
- Grounds Maintenance:
- Property Management:
- Additional Contacts:

- Name: _____ Phone: _____
- Name: _____ Phone: _____
- Name: _____ Phone: _____
- Name: _____ Phone: _____
- Name: _____ Phone: _____
- Name: _____ Phone: _____
- Name: _____ Phone: _____
- Name: _____ Phone: _____
- Name: _____ Phone: _____
- Name: _____ Phone: _____

**This page is not required, yet provides additional information for a tenant to build an emergency plan from.*