



MIAMI BEACH FIRE DEPARTMENT FIRE PREVENTION DIVISION

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Dear Owner/Operator,

The fire and life safety responsibility of assembly occupancies lie solely in the hands of the owners, operators and managers. As a way to assist with these responsibilities, the following information is being presented as a guideline for a Fire Safety and Evacuation Plan. The Plans are now being required by the Miami Beach Fire Department, Fire Prevention Division for all assembly, nightclubs, bars and lounges or similar occupancy uses with an occupant content of 300 persons or greater.

Fire Safety and Evacuation Plan:

The goal of a Fire safety and Evacuation Plan is to provide a safe environment for people in any place of assembly. The assembly safety plan shall be prepared by management in accordance with the requirements of the local fire department and applicable codes. Management shall distribute to their employees and have a copy readily available on site.

The safety plan shall incorporate the following two primary components:

- 1. Fire Safety Plan**
- 2. Fire Evacuation Plan**

Fire Safety Plan – components of the Fire Safety Plan should include:

1. Identification and assignment of personnel who can be contacted for further information or explanation of the duties under the plan. (Include Certified Crowd Managers)
 - a. Name
 - b. Position
 - c. Phone Number
 - d. Email Address
2. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires. (Include certified contractors)
 - a. Fire Alarm System
 - b. Fire Sprinkler system
 - c. Fire Suppression and Hood Exhaust System
 - d. Fire Extinguishers
3. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling hazard sources.
4. The procedure for reporting a fire or other emergency.
 - a. Sounding the fire alarm
 - b. Notifying the fire department
5. The procedures for notifying, relocating, or evacuating occupants.

- a. Instructing occupants on procedures to be followed when the fire alarm sounds.
 - b. The procedure for crowd management and evacuating occupants, including special provisions for persons requiring assistance.
 - c. The procedure for use of elevators.
 - d. A procedure for accounting for employees and occupants after evacuation has been completed.
6. The training of supervisory staff and instruction of other occupants in their responsibilities for fire safety.
 - a. The procedure for preventing, confining, controlling and extinguishing the fire.
 - b. Staff shall be familiar with the fire alarms and evacuation signals, their assigned duties in the case of an emergency, evacuation routes, area of refuge, exterior assembly areas and evacuation procedures.
 - c. Employees shall know the location and proper use of fire extinguishers.
 7. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
 8. The provision of alternative measures for the safety of occupants during any shutdown of fire protection equipment and systems or part thereof.
 9. Describe the procedures for monitoring and controlling the doors to ensure occupant content certificate is not exceeded. List personnel responsible.
 10. Describe procedure and frequency for testing of additional life safety components. List personnel responsible.
 - a. Emergency exit signs
 - b. Emergency lighting
 11. Describe the procedures for performing life safety checks before the doors open and safety walks throughout the night. List personnel responsible.
 - a. Exits are clear and unobstructed
 - b. All exit door hardware working properly

Fire Evacuation Plan – components of the Fire Evacuation Plan should include:

1. A description of the type and operations of emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.
2. **Site plan indicating:**
 - a. Occupancy assembly point
 - b. Locations of nearest fire hydrants
 - c. The normal routes of fire department vehicle access
 - d. Fire Department connections
3. **Floor plans identifying the locations of the following:**
 - a. Exits
 - b. Primary evacuation routes
 - c. Secondary evacuation routes
 - d. Areas of refuge
 - e. Manual fire alarm boxes
 - f. Portable fire extinguishers
 - g. Fire alarm control panel
 - h. Gas shut-off valves

- i. Automatic sprinkler system valves
- j. Standpipes
- k. Kitchen hood systems
- l. Seating arrangements
- m. Calculated occupant content

The *Fire Safety and Evacuation Plan* shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy or the physical arrangement of the building.

The *Fire Safety and Evacuation Plan* shall be available in the workplace for reference and review by employees and copies shall be furnished to Miami Beach Fire Prevention Department.

All employees shall be trained in the fire emergency procedures described in their Fire Safety and Evacuation Plans. This training shall be done at the time of hire.