First Revision No. 6719-NFPA 101-2024 [Detail]

Change title to:

14.7.1 Emergency Action Planning.

Submitter Information Verification

Committee: SAF-END
Submittal Date: Wed Jul 24 09:50:00 EDT 2024

Committee Statement

Committee Statement: This revision changes the title of 14.7.1 for consistency with the action in FR-6713.
Response Message: FR-6719-NFPA 101-2024

First Revision No. 6724-NFPA 101-2024 [Detail]

Change title to:

15.7.1 Emergency Action Planning.

Submitter Information Verification

Committee: SAF-END

Submittal Date: Wed Jul 24 10:24:28 EDT 2024

Committee Statement

Committee Statement: This revision changes the title of 15.7.1 for consistency with the action in FR-6720.

Response Message: FR-6724-NFPA 101-2024

First Revision No. 6621-NFPA 101-2024 [Section No. 3.3.154.1]

3.3.155.1* Day-Care Home.

A building or portion of a building in which more than 3 but not more than 12 clients receive care, maintenance, and supervision, by other than their relative(s) or legal guardians(s), for less than 24 hours per day. (SAF-END)

A.3.3.155.1 Day-Care Home.

A ~~While~~ day ~~care home is generally located~~ -care homes are often found within a dwelling unit, any facility with more than 3 but not more than 12 clients receiving care, maintenance, and supervision is considered a day-care home. This term is not meant to specify the type of building the day care is in, but the number of clients in the day care .

Submitter Information Verification

Committee: SAF-END

Submittal Date: Wed Jul 17 15:43:53 EDT 2024

Committee Statement

Committee Statement: This change is to clarify the definition of a day-care home and that they are not limited to residential buildings. No changes to the definition have been made.

Response Message: FR-6621-NFPA 101-2024

First Revision No. 6619-NFPA 101-2024 [Section No. 14.2.2.2.2]

14.2.2.2.2*

Any door in a required means of egress from an area having an occupant load of 100 or more persons shall be permitted to be provided with a latch or lock only if the latch or lock is panic hardware or fire exit hardware complying with 7.2.1.7.

A.14.2.2.2.2

This requirement is not intended to prohibit the use of the special locking provisions in 14.2.2.2.3 in addition to the panic hardware or fire exit hardware.

Submitter Information Verification

Committee: SAF-END

Submittal Date: Wed Jul 17 15:17:57 EDT 2024

Committee Statement

Committee Statement: This addition intends to clarify a perceived misinterpretation of the existing code language.

Response Message: FR-6619-NFPA 101-2024

First Revision No. 6713-NFPA 101-2024 [New Section after 14.7.1.1]

14.7.1.2

A hazard/risk assessment shall be performed for all educational occupancies as part of the development of the emergency action plan.

Submitter Information Verification

Committee: SAF-END

Submittal Date: Tue Jul 23 20:37:12 EDT 2024

Committee Statement

Committee Statement: This proposal codifies one of the important best practices frequently identified in the November 2021 Life Safety and Security Challenges in the K-12 Space Workshop sponsored by the Fire Protection Research Foundation. This addition provides the guidance needed to address the risks associated with any given facility.

Detail FR-6719 is related to this FR and changes the title of 14.7.1.

Response Message: FR-6713-NFPA 101-2024

Public Input No. 341-NFPA 101-2024 [New Section after 14.7.1.1]

First Revision No. 6714-NFPA 101-2024 [Section No. 14.7.1.1]

14.7.1.1*

Emergency action plans shall be provided in accordance with Section 4.8 and as required in 14.7.1 .

A.14.7.1.1

While Section 4.8 in includes general requirements, the language in 14.7.1 deals with planning that is more specific to educational occupancies, including the following:

(1) The definition and assignment of roles and responsibilities for direction and control, with specific reference to the chain of command, designated backup for each role, and other critical functions (whether by reliance on the incident command system outlined in “National Incident Management System” of March 1, 2004, published by the US Department of Homeland Security or by implementation of other strategies and methods having the same goals), including the following:

- (a) Responsibilities of individuals who discover an emergency or crisis
- (b) Responsibilities of the leader/commander and other members of the emergency team
- (c) Responsibilities of monitors who will ensure the proper execution of the planned response
- (d) Responsibility for communicating with first responders, building occupants, families, representatives of the media, and other members of the community
- (e) Responsibility for maintaining emergency-related records

(2) The description of the responses planned (i.e., what should happen, when, and at whose direction) to address various emergencies or crises that are known to occur in or affect schools, including at least the following:

- (a) Severe weather
- (b) Fire
- (c) Bomb threats or the discovery of suspicious items
- (d) Structural failure
- (e) Failure of utilities or loss of utility service
- (f) Bus accidents
- (g) Release of hazardous materials, both indoors and outdoors
- (h) Presence of an intruder, use of a weapon, or taking of a hostage
- (i) Public health or medical emergencies
- (j) Earthquakes
- (k) Nuclear power plant accidents (if located within 25 miles of such a plant)

(3) The inventory of resources that are available when responding to emergencies, including the following:

- (a) Emergency contact lists
- (b) Methods for accounting for the whereabouts and status of all students and the process established for releasing students into the care of their parents and others
- (c) Response guidance material and the method of providing it to students and staff, including support personnel such as bus drivers, secretaries, and custodians
- (d) Emergency supplies and equipment (e.g., first aid kits, food, water, emergency lighting, fuel, battery-operated radio, and other communication equipment) maintained for students and staff to use during an emergency or crisis

Supplemental Information

File Name	Description	Approved
101_Ch14_FR-6714.docx		
101_Ch14_FR-6714_END.docx	For prod use	

Submitter Information Verification

Committee: SAF-END

Submittal Date: Tue Jul 23 20:48:41 EDT 2024

Committee Statement

Committee Statement: It was felt that guidance was needed for educational occupancies related to emergency action plans, such as who should be involved in their development and the topics that should be covered.

Response Message: FR-6714-NFPA 101-2024

First Revision No. 6715-NFPA 101-2024 [New Section after 14.7.1.2]

14.7.1.4*

Emergency action plans shall be reviewed and approved annually by the appropriate stakeholders.

A.14.7.1.4

The appropriate stakeholders can include the following:

(1) School board or the board's designee

(2) School district representative or official designee

(3) School principal

(4) Education-related organization or association deemed appropriate by the school district

(5) Representatives from all local first responder organizations to participate, advise, and consult in the review process, including, but not limited to the following:

(a) Local fire department

(b) Local law enforcement

(c) Local emergency medical services

(d) Other member of the first responder or emergency management community

The purpose of this annual review should be to review and update the emergency action plans, protocols, and procedures and the emergency egress drill programs and each of its school buildings. The plan should also include the description of actions taken (i.e., the training provided and the materials used) to ensure all students, staff members, first responders, and visitors, both inside and outside the school building, are provided with the following information:

(1) An alert to the fact that an emergency exists.

(2) Instructions on how to proceed, including supplemental instructions from first responders, and respond appropriately to the directions given. (Each drill is to test whether the notification system and those operating it are prepared to provide emergency notification and appropriate direction to everyone on the property, based on the emergency conditions that exist and whether those present respond accordingly.)

(3) When evacuation is called for, instructions to ensure that evacuation of the building and adjacent areas is complete; that alternate exit routes are used if primary routes are obstructed; and that individuals with physical impairments reach safe areas. (Each drill is to test whether and how quickly a building's occupants vacate it in an orderly and safe manner, regardless of any obstructions encountered, and whether staff is prepared to provide assistance effectively to those who are unable to evacuate on their own.)

(4) When sheltering in place is called for, instructions to ensure that all the building's occupants reach designated safe areas in a reasonable amount of time. (Each drill is to test whether students are prepared to respond without hesitation to instructions.)

The report submitted should indicate whether each component listed in the plan is present and up to date and should describe the revisions, if any, that are needed in each. If any component is deemed inapplicable by the review participants, the report should include the rationale for this determination. The plan should be stored in locations where it can be easily obtained during times of emergency, whether hard copies, electronic, or both.

Supplemental Information

File Name	Description	Approved
101_Ch.14_FR-6715.docx		
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Submitter Information Verification

Committee: SAF-END

Submittal Date: Tue Jul 23 20:55:40 EDT 2024

Committee Statement

Committee Statement: It was felt that guidance was needed for educational occupancies related to emergency action plans, such as who should be involved in their development and the topics that should be covered. The need for an annual review was considered important because educational occupancies and the relevant stakeholders are subject to change.

Response Message: FR-6715-NFPA 101-2024

Public Input No. 192-NFPA 101-2024 [Section No. 14.7.1]

First Revision No. 6716-NFPA 101-2024 [New Section after 14.7.1.2]

14.7.1.5*

A wayfinding graphic map of the educational occupancy shall be provided.

A.14.7.1.5

The wayfinding graphic map should include all items critical to the emergency action plan.

14.7.1.6

The wayfinding graphic map layout and elements shall be reviewed and approved by the authority having jurisdiction.

14.7.1.7

All required wayfinding graphic maps shall be readily accessible to responding personnel.

14.7.1.8

All required wayfinding graphic maps shall be located as required by the authority having jurisdiction to facilitate an efficient response to the situation.

Submitter Information Verification

Committee: SAF-END

Submittal Date: Tue Jul 23 21:03:11 EDT 2024

Committee Statement

Committee Statement: While many authorized persons may be familiar with the educational facility, other authorities, including responding fire and police, school resource officers, and the like may not be familiar with the layout of the facility. A graphic map is a simple, cost-effective way to communicate a large amount of information in a short amount of time. These provisions are more properly placed under the Emergency Action Plan section of the chapter.

Response Message: FR-6716-NFPA 101-2024

Public Input No. 114-NFPA 101-2024 [New Section after 14.3.4.5]

Public Input No. 115-NFPA 101-2024 [New Section after 14.3.4.5]

Public Input No. 116-NFPA 101-2024 [New Section after A.14.3.4.2.3.2]

First Revision No. 6707-NFPA 101-2024 [Section No. 15.2.2.2.2]

15.2.2.2.2*

Any required exit door subject to use by 100 or more persons shall be permitted to be provided with a latch or lock only if the latch or lock is panic hardware or fire exit hardware complying with 7.2.1.7.

A.15.2.2.2.2

This requirement is not intended to prohibit the use of the special locking provisions in 15.2.2.2.3 in addition to the panic hardware or fire exit hardware.

Submitter Information Verification

Committee: SAF-END

Submittal Date: Tue Jul 23 14:22:48 EDT 2024

Committee Statement

Committee Statement: This addition intends to clarify a perceived misinterpretation of the existing code language.

Response Message: FR-6707-NFPA 101-2024

First Revision No. 6720-NFPA 101-2024 [New Section after 15.7.1.1]

15.7.1.2

A hazard/risk assessment shall be performed for all existing educational occupancies as part of the development of the emergency action plan.

Submitter Information Verification

Committee: SAF-END

Submittal Date: Wed Jul 24 09:58:55 EDT 2024

Committee Statement

Committee Statement: This proposal codifies one of the important best practices frequently identified in the November 2021 Life Safety and Security Challenges in the K-12 Space Workshop sponsored by the Fire Protection Research Foundation. This addition provides the guidance needed to address the risks associated with any given facility.

Detail FR-6720 is related to this FR and changes the title of 15.7.1.

Response Message: FR-6720-NFPA 101-2024

Public Input No. 342-NFPA 101-2024 [New Section after 15.7.1]

First Revision No. 6721-NFPA 101-2024 [Section No. 15.7.1.1]

15.7.1.1*

Emergency action plans shall be provided in accordance with Section 4.8 and as required in 15.7.1 .

A.15.7.1.1

While Section 4.8 includes general requirements, the language in 15.7.1 deals with planning that is more specific to educational occupancies, including the following:

(1) The definition and assignment of roles and responsibilities for direction and control, with specific reference to the chain of command, designated backup for each role, and other critical functions (whether by reliance on the incident command system outlined in "National Incident Management System" of March 1, 2004, published by the US Department of Homeland Security or by implementation of other strategies and methods having the same goals), including the following:

- (a) Responsibilities of individuals who discover an emergency or crisis
- (b) Responsibilities of the leader/commander and other members of the emergency team
- (c) Responsibilities of monitors who will ensure the proper execution of the planned response
- (d) Responsibility for communicating with first responders, building occupants, families, representatives of the media, and other members of the community
- (e) Responsibility for maintaining emergency-related records

(2) The description of the responses planned (i.e., what should happen, when, and at whose direction) to address various emergencies or crises that are known to occur in or affect schools, including at least the following:

- (a) Severe weather
- (b) Fire
- (c) Bomb threats or the discovery of suspicious items
- (d) Structural failure
- (e) Failure of utilities or loss of utility service
- (f) Bus accidents
- (g) Release of hazardous materials, both indoors and outdoors
- (h) Presence of an intruder, use of a weapon, or taking of a hostage
- (i) Public health or medical emergencies
- (j) Earthquakes
- (k) Nuclear power plant accidents (if located within 25 miles of such a plant)

(3) The inventory of resources that are available when responding to emergencies, including the following:

- (a) Emergency contact lists
- (b) Methods for accounting for the whereabouts and status of all students and the process established for releasing students into the care of their parents and others
- (c) Response guidance material and the method of providing it to students and staff, including support personnel such as bus drivers, secretaries, and custodians
- (d) Emergency supplies and equipment (e.g., first aid kits, food, water, emergency lighting, fuel, battery-operated radio, and other communication equipment), maintained for students and staff to use during an emergency or crisis

Supplemental Information

File Name	Description	Approved
101_Ch15_FR-6721.docx		
101_Ch15_FR-6721_END.docx	For prod use	

Submitter Information Verification

Committee: SAF-END

Submittal Date: Wed Jul 24 10:01:20 EDT 2024

Committee Statement

Committee Statement: It was felt that guidance was needed for educational occupancies related to emergency action plans, such as who should be involved in their development and the topics that should be covered.

Response Message: FR-6721-NFPA 101-2024

First Revision No. 6722-NFPA 101-2024 [New Section after 15.7.1.2]

15.7.1.4*

Emergency action plans shall be reviewed and approved annually by the appropriate stakeholders.

A.15.7.1.4

The appropriate stakeholders can include the following:

(1) School board or the board's designee

(2) School district representative or official designee

(3) School principal

(4) Education-related organization or association deemed appropriate by the school district

(5) Representatives from all local first responder organizations to participate, advise, and consult in the review process, including, but not limited to the following:

(a) Local fire department

(b) Local law enforcement

(c) Local emergency medical services

(d) Other member of the first responder or emergency management community

The purpose of this annual review should be to review and update the emergency action plans, protocols, and procedures and the emergency egress drill programs and each of its school buildings. The plan should also include the description of actions taken (i.e., the training provided and the materials used) to ensure all students, staff members, first responders, and visitors, both inside and outside the school building, are provided with the following information:

(1) An alert to the fact that an emergency exists.

(2) Instructions on how to proceed, including supplemental instructions from first responders, and respond appropriately to the directions given. (Each drill is to test whether the notification system and those operating it are prepared to provide emergency notification and appropriate direction to everyone on the property, based on the emergency conditions that exist and whether those present respond accordingly.)

(3) When evacuation is called for, instructions to ensure that evacuation of the building and adjacent areas is complete; that alternate exit routes are used if primary routes are obstructed; and that individuals with physical impairments reach safe areas. (Each drill is to test whether and how quickly a building's occupants vacate it in an orderly and safe manner, regardless of any obstructions encountered, and whether staff is prepared to provide assistance effectively to those who are unable to evacuate on their own.)

(4) When sheltering in place is called for, instructions to ensure that all the building's occupants reach designated safe areas in a reasonable amount of time. (Each drill is to test whether students are prepared to respond without hesitation to instructions.)

The report submitted should indicate whether each component listed in the plan is present and up to date and should describe the revisions, if any, that are needed in each. If any component is deemed inapplicable by the review participants, the report should include the rationale for this determination. The plan should be stored in locations where it can be easily obtained during times of emergency, whether hard copies, electronic, or both.

Supplemental Information

File Name	Description	Approved
101_Ch.15_FR-6722.docx		
101_Ch.15_FR-6722_END.docx	For prod use	

Submitter Information Verification

Committee: SAF-END

Submittal Date: Wed Jul 24 10:06:02 EDT 2024

Committee Statement

Committee Statement: It was felt that guidance was needed for educational occupancies related to emergency action plans, such as who should be involved in their development and the topics that should be covered. The need for an annual review was considered important because educational occupancies and the relevant stakeholders are subject to change.

Response Message: FR-6722-NFPA 101-2024

Public Input No. 193-NFPA 101-2024 [Section No. 15.7.1]

First Revision No. 6723-NFPA 101-2024 [New Section after 15.7.1.2]

15.7.1.5*

A wayfinding graphic map of the educational occupancy shall be provided.

A.15.7.1.5

The wayfinding graphic map should include all items critical to the emergency action plan.

15.7.1.6

The wayfinding graphic map layout and elements shall be reviewed and approved by the authority having jurisdiction.

15.7.1.7

All required wayfinding graphic maps shall be readily accessible to responding personnel.

15.7.1.8

All required wayfinding graphic maps shall be located as required by the authority having jurisdiction to facilitate an efficient response to the situation.

Submitter Information Verification

Committee: SAF-END

Submittal Date: Wed Jul 24 10:07:44 EDT 2024

Committee Statement

Committee Statement: While many authorized persons may be familiar with the educational facility, other authorities, including responding fire and police, school resource officers, and the like may not be familiar with the layout of the facility. A graphic map is a simple, cost-effective way to communicate a large amount of information in a short amount of time. These provisions are more properly placed under the Emergency Action Plan section of the chapter.

Response Message: FR-6723-NFPA 101-2024

Public Input No. 118-NFPA 101-2024 [New Section after 15.3.4.5]

Public Input No. 119-NFPA 101-2024 [New Section after A.15.3.4.3.1.2]

Public Input No. 117-NFPA 101-2024 [New Section after 15.3.4.5]

First Revision No. 6708-NFPA 101-2024 [Section No. 16.2.2.2.2]

16.2.2.2.2* Panic Hardware or Fire Exit Hardware.

Any door in a required means of egress from an area having an occupant load of 100 or more persons shall be permitted to be provided with a latch or lock only if the latch or lock is panic hardware or fire exit hardware complying with 7.2.1.7.

A.16.2.2.2.2

This requirement is not intended to prohibit the use of the special locking provisions in 16.2.2.2.3 in addition to the panic hardware or fire exit hardware.

Submitter Information Verification

Committee: SAF-END

Submittal Date: Tue Jul 23 14:25:38 EDT 2024

Committee Statement

Committee Statement: This addition intends to clarify a perceived misinterpretation of the existing code language.

Response Message: FR-6708-NFPA 101-2024

First Revision No. 6717-NFPA 101-2024 [Section No. 16.7.1]

16.7.1* Emergency Action Plans.

16.7.1.1*

Emergency action plans shall be provided in accordance with Section 4.8 and as required in 16.7.1 .

A.16.7.1.1

While Section 4.8 includes general requirements, the language in 16.7.1 deals with planning that is more specific to day-care occupancies, including the following:

(1) The definition and assignment of roles and responsibilities for direction and control, with specific reference to the chain of command, designated backup for each role, and other critical functions (whether by reliance on the incident command system outlined in "National Incident Management System" of March 1, 2004, published by the US Department of Homeland Security or by implementation of other strategies and methods having the same goals), including the following:

- (a) Responsibilities of individuals who discover an emergency or crisis
- (b) Responsibilities of the leader/commander and other members of the emergency team
- (c) Responsibilities of monitors who will ensure the proper execution of the planned response
- (d) Responsibility for communicating with first responders, building occupants, families, representatives of the media, and other members of the community
- (e) Responsibility for maintaining emergency-related records

(2) The description of the responses planned (i.e., what should happen, when, and at whose direction) to address various emergencies or crises that are known to occur in or affect schools, including at least the following:

- (a) Severe weather
- (b) Fire
- (c) Bomb threats or the discovery of suspicious items
- (d) Structural failure
- (e) Failure of utilities or loss of utility service
- (f) Bus accidents
- (g) Release of hazardous materials, both indoors and outdoors
- (h) Presence of an intruder, use of a weapon, or taking of a hostage
- (i) Public health or medical emergencies
- (j) Earthquakes
- (k) Nuclear power plant accidents (if located within 25 miles of such a plant)

(3) The inventory of resources that are available when responding to emergencies, including the following:

- (a) Emergency contact lists
- (b) Methods for accounting for the whereabouts and status of all clients and the process established for releasing clients into the care of their parents and others
- (c) Response guidance material and the method of providing it to clients and staff, including support personnel such as bus drivers, secretaries, and custodians
- (d) Emergency supplies and equipment (e.g., first aid kits, food, water, emergency lighting, fuel, battery-operated radio, and other communication equipment), maintained for clients and staff to use during an emergency or crisis

16.7.1.2*

The operation of security features, fire protection systems, and life safety systems shall be documented in the building's emergency action plan.

16.7.1.3*

Emergency action plans shall be reviewed and approved annually by the appropriate stakeholders.

A.16.7.1.3

The appropriate stakeholders can include the following:

(1) Day-care board or the board's designee

(2) School district representative or official designee (if day-care center is associated with a school district)

(3) Day-care administrator or owner

(4) Representatives from all local first responder organizations to participate, advise, and consult in the review process, including, but not limited to the following:

(a) Local fire department

(b) Local law enforcement

(c) Local emergency medical services

(d) Other member of the first responder or emergency management community

The purpose of this annual review should be to review and update the emergency action plans, protocols, and procedures and the day care's emergency egress and relocation drill programs of each of its buildings. The plan should also include the description of actions taken (i.e., the training provided and the materials used) to ensure all clients, staff members, first responders, and visitors, both inside and outside the building, are provided with the following information:

(1) An alert to the fact that an emergency exists.

(2) Instructions on how to proceed, including supplemental instructions from first responders, and respond appropriately to the directions given. (Each drill is to test whether the notification system and those operating it are prepared to provide emergency notification and appropriate direction to everyone on the property, based on the emergency conditions that exist and whether those present respond accordingly.)

(3) When evacuation is called for, instructions to ensure that evacuation of the building and adjacent areas is complete; that alternate exit routes are used if primary routes are obstructed; and that individuals with physical impairments reach safe areas. (Each drill is to test whether and how quickly a building's occupants vacate it in an orderly and safe manner, regardless of any obstructions encountered, and whether staff is prepared to provide assistance effectively to those who are unable to evacuate on their own.)

(4) When sheltering in place is called for, instructions to ensure that all the building's occupants reach designated safe areas in a reasonable amount of time. (Each drill is to test whether clients are prepared to respond without hesitation to instructions.)

The report submitted should indicate whether each component listed in the plan is present and up to date and should describe the revisions, if any, that are needed in each. If any component is deemed inapplicable by the review participants, the report should include the rationale for this determination. The plan should be stored in locations where it can be easily obtained during times of emergency, whether hard copies, electronic, or both.

Supplemental Information

File Name	Description	Approved
101_Ch.16_FR-6717.docx		
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Submitter Information Verification

Committee: SAF-END

Submittal Date: Tue Jul 23 21:10:35 EDT 2024

Committee Statement

Committee Statement: It was felt that guidance was needed for day-care occupancies related to emergency action plans, such as who should be involved in their development and the topics that should be covered. The need for an annual review was considered important because day-care occupancies and the relevant stakeholders are subject to change.

Response Message: FR-6717-NFPA 101-2024

Public Input No. 194-NFPA 101-2024 [Section No. 16.7.1]

First Revision No. 6709-NFPA 101-2024 [Section No. 17.2.2.2.2]

17.2.2.2.2* Panic Hardware or Fire Exit Hardware.

Any door in a required means of egress from an area having an occupant load of 100 or more persons shall be permitted to be provided with a latch or lock only if the latch or lock is panic hardware or fire exit hardware complying with 7.2.1.7.

A.17.2.2.2.2

This requirement is not intended to prohibit the use of the special locking provisions in 17.2.2.2.3 in addition to the panic hardware or fire exit hardware.

Submitter Information Verification

Committee: SAF-END

Submittal Date: Tue Jul 23 14:26:45 EDT 2024

Committee Statement

Committee Statement: This addition intends to clarify a perceived misinterpretation of the existing code language.

Response Message: FR-6709-NFPA 101-2024

First Revision No. 6718-NFPA 101-2024 [Section No. 17.7.1]

17.7.1* Emergency Action Plans.

17.7.1.1*

Emergency action plans shall be provided in accordance with Section 4.8 and as required in 17.7.1 .

A.17.7.1.1

While Section 4.8 includes general requirements, the language in 17.7.1 deals with planning that is more specific to day-care occupancies, including the following:

(1) The definition and assignment of roles and responsibilities for direction and control, with specific reference to the chain of command, designated backup for each role, and other critical functions (whether by reliance on the incident command system outlined in "National Incident Management System" of March 1, 2004, published by the US Department of Homeland Security or by implementation of other strategies and methods having the same goals), including the following:

(a) Responsibilities of individuals who discover an emergency or crisis

(b) Responsibilities of the leader/commander and other members of the emergency team

(c) Responsibilities of monitors who will ensure the proper execution of the planned response

(d) Responsibility for communicating with first responders, building occupants, families, representatives of the media, and other members of the community

(e) Responsibility for maintaining emergency-related records

(2) The description of the responses planned (i.e., what should happen, when, and at whose direction) to address various emergencies or crises that are known to occur in or affect schools, including at least the following:

(a) Severe weather

(b) Fire

(c) Bomb threats or the discovery of suspicious items

(d) Structural failure

(e) Failure of utilities or loss of utility service

(f) Bus accidents

(g) Release of hazardous materials, both indoors and outdoors

(h) Presence of an intruder, use of a weapon, or taking of a hostage

(i) Public health or medical emergencies

(j) Earthquakes

(k) Nuclear power plant accidents (if located within 25 miles of such a plant)

(3) The inventory of resources that are available when responding to emergencies, including the following:

(a) Emergency contact lists

(b) Methods for accounting for the whereabouts and status of all clients and the process established for releasing clients into the care of their parents and others

(c) Response guidance material and the method of providing it to clients and staff, including support personnel such as bus drivers, secretaries, and custodians

(d) Emergency supplies and equipment (such as first aid kits, food, water, emergency lighting, fuel, battery-operated radio, and other communication equipment), maintained for clients and staff to use during an emergency or crisis

17.7.1.2*

The operation of security features, fire protection systems, and life safety systems shall be documented in the building's emergency action plan.

17.7.1.3*

Emergency action plans shall be reviewed and approved annually by the appropriate stakeholders.

A.17.7.1.3

The appropriate stakeholders can include the following:

(1) Day-care board or the board's designee

(2) School district representative or official designee (if day-care center is associated with a school district)

(3) Day-care administrator or owner

(4) Representatives from all local first responder organizations to participate, advise, and consult in the review process, including, but not limited to the following:

(a) Local fire department

(b) Local law enforcement

(c) Local emergency medical services

(d) Other member of the first responder or emergency management community

The purpose of this annual review should be to review and update the emergency action plans, protocols, and procedures and the day care's emergency egress and relocation drill programs of each of its buildings. The plan should also include the description of actions taken (i.e., the training provided and the materials used) to ensure all clients, staff members, first responders, and visitors, both inside and outside the building, are provided with the following information:

(1) An alert to the fact that an emergency exists.

(2) Instructions on how to proceed, including supplemental instructions from first responders, and respond appropriately to the directions given. (Each drill is to test whether the notification system and those operating it are prepared to provide emergency notification and appropriate direction to everyone on the property, based on the emergency conditions that exist and whether those present respond accordingly.)

(3) When evacuation is called for, instructions to ensure that evacuation of the building and adjacent areas is complete; that alternate exit routes are used if primary routes are obstructed; and that individuals with physical impairments reach safe areas. (Each drill is to test whether and how quickly a building's occupants vacate it in an orderly and safe manner, regardless of any obstructions encountered, and whether staff is prepared to provide assistance effectively to those who are unable to evacuate on their own.)

(4) When sheltering in place is called for, instructions to ensure that all the building's occupants reach designated safe areas in a reasonable amount of time. (Each drill is to test whether clients are prepared to respond without hesitation to instructions.)

The report submitted should indicate whether each component listed in the plan is present and up to date and should describe the revisions, if any, that are needed in each. If any component is deemed inapplicable by the review participants, the report should include the rationale for this determination. The plan should be stored in locations where it can be easily obtained during times of emergency, whether hard copies, electronic, or both.

Supplemental Information

File Name	Description	Approved
101_Ch.17_FR-6718.docx		
101_Ch.17_FR-6718_END.docx	For prod use	

Submitter Information Verification

Committee: SAF-END

Submittal Date: Tue Jul 23 21:23:32 EDT 2024

Committee Statement

Committee Statement: It was felt that guidance was needed for day-care occupancies related to emergency action plans, such as who should be involved in their development and the topics that should be covered. The need for an annual review was considered important because day-care occupancies and the relevant stakeholders are subject to change.

Response Message: FR-6718-NFPA 101-2024

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