



# CITY OF PHILADELPHIA

## FIRE DEPARTMENT

Fire Administration Building  
240 Spring Garden Street  
Philadelphia, PA 19123-2991



Fire Code Unit  
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### EVACUATION PLAN CHECKLIST

In order to comply with the Philadelphia Fire Code (Chapter 4, Section F-403.11.2 and F-404.2-405.9) for emergency preparedness in high-rise buildings, the following must be submitted to the Fire Department for approval. It is essential that this information be on your building's letterhead.

- \_\_\_ (1) Evacuation plan (to be completed on one page) **(1 copy)**
- \_\_\_ (2) Procedures for property manager and staff **(1 copy)**
- \_\_\_ (3) Emergency evacuation (Fire) drill plan **(1 copy)**
- \_\_\_ (4) Evacuation procedures with floor diagrams **(1 color copy)**
- \_\_\_ (5) Proposed voice messaging for alarm system **(1 copy)**
- \_\_\_ (6) Floor diagram at elevator call button (does not require building letterhead) **(1 color copy)**
- \_\_\_ (7) Sequence of operation for three-floor plan **(1 copy)**
- \_\_\_ (8) Lockdown plan **(1 copy)**

**Note:** According to the 2018 Philadelphia Fire Code, Section F-404.1, all occupancy groups and buildings required to have a fire safety and evacuation plan, shall prepare and maintain an approved lock-down plan for sheltering occupants inside the building. A copy of the lock-down plan shall be given to all employees and tenants. Emergency evacuation drills shall be performed in accordance with PFC Section F-405. A record of training and drills shall be maintained.

These plans must be renewed every 10 years or following major building renovations or ownership changes.

\_\_\_ Vital Building Information forms are to be filled out by the building's maintenance engineer if possible and submitted along with your evacuation plans.