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## EMPLOYEE TRAINING AND RESPONSE

Employees who work in buildings or occupancies that require a fire safety and evacuation plan are required by the IFC to be trained to properly respond when a fire occurs or an evacuation is required. The training must occur as part of the new-hire orientation and then at least annually thereafter. The IFC-required employee training and response procedures must address:

- Recognition of fire hazards and procedures to prevent fires,
- The procedures for reporting a fire or emergency,
- The life safety plan for notifying, relocating or evacuating employees and occupants,
- A review of the site plan illustrating fire department access, fire hydrant locations and assembly point(s) for evacuees,
- A review of the floor plans, including primary and secondary egress paths, areas of refuge, location of portable fire extinguishers, manual fire alarm boxes and hose stations,
- A review of procedures for emergency lock down and defend-in-place strategies, and
- A review of the major fire hazards associated with the normal building use and occupancy. [\[Ref. 406.1, 404.3.2\]](#)

In addition to training on implementing the fire safety and evacuation plan, some businesses will require employees to be trained in the proper use and operation of portable fire extinguishers, or businesses may maintain their own structural fire brigade. If personnel are trained to use portable fire extinguishers for incipient fire fighting, the IFC requires they be properly trained and know the locations of fire-fighting equipment and required personal protective clothing (Figure 4-4). [\[Ref. 406.3.4\]](#)



**FIGURE 4-4** Plant employees training to correctly use a portable fire extinguisher to extinguish an incipient flammable liquid fire (Courtesy of Tyco/Ansul Inc., Marinette, WI)