



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES AND FIRE DEPARTMENT
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TO: Development Services and Fire Department Customers

SUBJECT: **INFORMATION BULLETIN 198**
Lockdown Plans, 2012 International Fire Code (IFC)

DATE: December 16, 2010/*Revised August 1, 2014*

CREATED BY: Development Services and San Antonio Fire Departments

Purpose:

As a customer service initiative, the Development Services Department (DSD) and the San Antonio Fire Department (SAFD) created this **revised** bulletin to update Information Bulletin (IB) 198 on the 2012 IFC lockdown plans. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

SAFD has developed the following bulletin to clarify the requirements of the 2012 Edition of the *International Fire Code (IFC) Section 404.3.3 Lockdown Plans* and the 2012 City of San Antonio IFC Amendments *Section 404.3.3.1 Lockdown Plan Contents*. Facilities that develop lockdown plans are required, by code, to have the plans approved by the fire code official prior to implementation. This bulletin will clarify the requirements of the code and provide customers with the procedures for plan submittal for approval.

Scope:

This Informational Bulletin (IB) applies to all occupancies engaged in the practice of a "lockdown" as defined in the 2012 IFC.

Definition:

"Lockdown" is defined in the 2012 IFC as *"Any emergency situation, in other than a Group 1-3 occupancy, requiring that the occupants be sheltered and secured in place within a building when normal evacuation would put occupants at risk"*

Procedure:

Any facility that develops a lockdown plan pursuant to the 2012 *International Fire Code* section **404.3.3 Lockdown Plans** will submit (2) two hardcopies of the plan to the San Antonio Fire Department Fire Prevention Division (1901 S. Alamo St., San Antonio, Texas 78204), Office of Community Safety, for review and approval. Only the sections pertaining to "lockdowns" in a facility's safety plan will need to be submitted for approval under this program. Approved plans will be stamped, signed by the fire code official, and retained by the facility for review by employees or furnished to the fire code official for review upon request.

Mandatory Lockdown Plan Contents (from the 2012 IFC):

404.3.3.1 Lockdown Plan Contents. *Lockdown plans shall be approved by the fire code official prior to implementation and shall include the following.*

- 1. Initiation. The plan shall include instructions for reporting an emergency that requires a lockdown.*
- 2. Accountability. The plan shall include accountability procedures for staff to report the presence or absence of occupants.*
- 3. Recall. The plan shall include a prearranged signal for returning to normal activity.*
- 4. Communication and coordination. The plan shall include an approved means of two-way communication between a central location and each secured area.*

Examples of approved means of two-way communication include, but are not limited to, two-way intercom systems, portable hand held radios, and cell phones.

Training Frequency:

The training frequency guideline must be included in the lockdown plan and is not a substitute for other code required evacuation drills. The training frequency shall be at the discretion of the facility manager but shall not be less than (1) one per year or as required by state or federal law. Training shall be provided to all staff to include all shift workers as necessary so that all employees and occupants have an opportunity to participate in the drill.

Lockdown Notification:

The method of notifying building occupants of the lockdown shall be included in the plan and shall be separate and distinct from the fire alarm signal. The fire alarm signal may not be used for notification of a lockdown.

Maintenance of the Plan and Distribution:

The plan shall be reviewed or updated annually or if there are changes to staffing, employee responsibilities, or physical arrangement of the building or occupancy. The plan shall be distributed to all tenants and employees by the owner or owner's agent. Tenants shall distribute portions of the plan that affect the employees' actions and/or responsibilities in the event of an emergency. The plan must be made available in the workplace for review and reference by employees and staff.

NOTE: Any questions regarding lockdown plans or this bulletin shall be directed to the San Antonio Fire Department, Fire Prevention Division, Community Safety Division Chief at 210- 207-1438 or the Fire Prevention Main Line at 210-207-8410.

Summary:

This Information Bulletin is for informational purposes only.

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