

**MINNEAPOLIS FIRE DEPARTMENT  
FIRE PREVENTION BUREAU POLICY # 4-2  
EVACUATION PROCEDURES FOR BUILDINGS**

Original Issue 7-26-06

Last Revision

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**ISSUE:**

The MSFC and the Minneapolis High-rise Building Safety Ordinance require certain buildings to have established emergency procedures and plans.

**CODE REQUIREMENTS:**

*The MSFC identifies the types of occupancy that require emergency plans and indicates what issues must be addressed.*

**PROBLEM:**

The MSFC and Minneapolis Ordinance do not dictate when a building is required to be evacuated or when a phased or staged evacuation may be used.

**ACCEPTABLE MEANS of COMPLIANCE:**

Each building manager is to determine how that particular building will be evacuated and under what circumstances a defend in place or relocation within the building strategy is to be used.

The building manager should consider the building height, type of construction, abilities of the occupants, fire safety features, etc. when making that determination.

Pre-recorded, automatic voice messages, when provided, must match the intent of the emergency plan; e.g. the message should not tell the occupants to leave the building if the emergency plan states that occupants of upper floors are to move down three floors and re-enter the building.