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EMERGENCY PLANNING AND PREPAREDNESS GUIDE

The Virginia Statewide Fire Prevention Code (SFPC) requires certain occupancy types (Use Group) to develop and maintain Fire Safety and Evacuation plans. All requirements set forth in the SFPC for requiring these plans are driven by the "Use Group" of structures as defined by the Virginia Uniform Statewide Building Code (USBC). The SFPC requires that an approved fire safety and evacuation plan be prepared and maintained for the following occupancies and buildings.

1. Group A, other than Group A occupancies used exclusively for purposes of religious worship that have an occupant load less than 2,000.
2. Group E.
3. Group H.
4. Group I.
5. Group R-1.
6. Group R-4.
7. High-rise buildings.
8. Group M buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
9. Covered malls exceeding 50,00 square feet (4645 m²) in aggregate floor area.
10. Underground buildings.
11. Buildings with an atrium and having an occupancy in Group A, E or M.

A brief description of all "Use Groups" as defined by the USBC are as follows:

I. USE GROUP

A. "Use Group" of structures is defined by the USBC. A brief description of Use Groups are as follows:

1. **Assembly Group A.** Assembly Group A occupancy includes, among others, the use of a building or structure, or a portion thereof, for the gathering together of persons for purposes such as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation. A room or space used for assembly purposes by less than 50 persons and accessory to another occupancy shall be included as a part of that occupancy. Assembly occupancies shall include the following:
 - A-1 Assembly uses, usually with fixed seating, intended for the production and viewing of the performing arts or motion pictures.
 - A-2 Assembly uses intended for food and/or drink consumption.

- A-3 Assembly uses intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A.
 - A-4 Assembly uses intended for viewing of indoor sporting events and activities with spectator seating.
 - A-5 Assembly uses intended for participation in, or viewing, outdoor activities.
2. **Business Group B.** Business Group B occupancy includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service-type transactions.
 3. **Educational Group E.** Educational Group E occupancy includes, among others, the use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade.
 - Day care. The use of a building or structure, or portion thereof, for educational, supervision or personal care services for more than five children older than 21/2 years of age, shall be classified as a Group E occupancy.
 4. **Factory Industrial Group F.** Factory Industrial Group F occupancy includes, among others, the use of a building or structure, or a portion thereof, for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations that are not classified as a Group H hazardous occupancy.
 - Factory Industrial F-1 Moderate-Hazard Occupancy. Factory Industrial uses which are not classified as Factory Industrial F-2 Low Hazard shall be classified as F- 1 Moderate Hazard.
 - Factory Industrial F-2 Low-Hazard Occupancy. Factory industrial uses that involve the fabrication or manufacturing of noncombustible materials which during finishing, packing or processing do not involve a significant fire hazard shall be classified as F-2 occupancies.
 5. **Hazardous Group H.** Hazardous Group H occupancy includes, among others, the use of a building or structure, or a portion thereof, that involves the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of those allowable as found in USBC Tables 307.7(1) and 307.7(2). H use groups are further classified as H-1, H-2, H-3, H-4, and H-5 according to degree of hazard.
 6. **Institutional Group I.** Institutional Group I occupancy includes, among others, the use of a building or structure, or a portion thereof, in which people having physical limitations because of health or age are harbored for medical treatment or other care or treatment, or in which people are detained for penal or correctional purposes or in which the liberty of the occupants is restricted. Institutional occupancies shall be further classified as Group I-1, I-2, I-3 or I-4.

- Group I-1. This occupancy shall include a building or part thereof housing more than 16 persons, on a 24-hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment that provides personal care services. The occupants are capable of responding to an emergency situation without physical assistance from staff.
 - Group I-2. This occupancy shall include buildings and structures used for medical, surgical, psychiatric, nursing or custodial care on a 24-hour basis of more than five persons who are not capable of self-preservation.
 - Child care facility. A child care facility that provides care on a 24-hour basis to more than five children 2 1/2 years of age or less shall be classified as Group I-2.
 - Group I-3. This occupancy shall include buildings and structures that are inhabited by more than five persons who are under restraint or security. An I-3 facility is occupied by persons who are generally incapable of self-preservation due to security measures not under the occupants' control.
 - Group I-4, day care facilities. This group shall include buildings and structures occupied by persons of any age who receive custodial care for less than 24 hours by individuals other than parents or guardians, relatives by blood, marriage, or adoption, and in a place other than the home of the person cared for. A facility such as the above with five or fewer persons shall be classified as a Group R-3. Places of worship during religious functions are not included.
7. **Mercantile Group M.** Mercantile Group M occupancy includes, among others, buildings and structures or a portion thereof, for the display and sale of merchandise, and involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public.
8. **Residential Group R.** Residential Group R occupancy includes, among others, the use of a building or structure or a portion thereof, for sleeping accommodations when not classed as an Institutional Group I. Residential occupancies shall include the following:
- R-1 Residential occupancies where the occupants are primarily transient in nature (less than 30 days).
 - R-2 Residential occupancies containing more than two dwelling units where the occupants are primarily permanent in nature.
 - R-3 Residential occupancies where the occupants are primarily permanent in nature and not classified as R-1, R-2 or I and where buildings do not contain more than two dwelling units, or adult and child care facilities that provide accommodations for five or fewer persons of any age for less than 24 hours.
 - R-4 Residential occupancies shall include buildings arranged for occupancy as Residential Care/Assisted Living Facilities including more than five but not more than 16 occupants, excluding staff.

9. **Storage Group S.** Storage Group S occupancy includes among others, the use of a building or structure, or a portion thereof, for storage that is not classified as a hazardous occupancy, and shall be further classified as follows.
 - Moderate-hazard storage, Group S-1. Buildings occupied for storage uses which are not classified as Group S-2, but which are considered combustible and burn moderately.
 - Low-hazard storage, Group S-2. Includes, among others, buildings used for the storage of noncombustible materials such as products on wood pallets or in paper cartons with or without single thickness divisions; or in paper wrappings. Such products may have a negligible amount of plastic trim such as knobs, handles or film wrapping.
10. **Utility and Miscellaneous Group U** - Buildings and structures of an accessory character and miscellaneous structures not classified in any specific occupancy shall be constructed, equipped and maintained to conform to the requirements of this code commensurate with the fire and life hazard incidental to their occupancy.

In other than Group A or E occupancies, where the Fire Marshal determines that an indoor or outdoor gathering of persons (public assemblages and events) has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety.

The following is a guide to assist in the development of a fire safety, evacuation or public safety plan:

I. PUBLIC SAFETY PLAN

- A. A public safety plan, where required by Section 403.1 of the SFPC, shall address such items as emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas and the directing of both attendees and vehicles (including the parking of vehicles), vendor and food concession distribution, and the need for the presence of law enforcement, and fire and emergency medical services personnel at the event.

II. FIRE SAFETY AND EVACUATION PLANS

A. Where required.

1. Fire safety and evacuation plans shall comply with the requirements of section 404 of the SFPC. Where required by the SFPC, fire safety plans, emergency procedures, and employee training programs shall be approved by the Fire Marshal.
2. Fire safety and evacuation plan contents shall be in accordance with Sections 404.3.1 and 404.3.2 of the SFPC.

B. Fire evacuation plans shall include the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for accounting for employees and occupants after evacuation has been completed.
4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
5. The preferred and any alternative means of notifying occupants of a fire or emergency.
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
8. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

C. Fire safety plans shall include the following:

1. The procedure for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
3. Site plans indicating the following:
 - The occupancy assembly point.
 - The locations of fire hydrants.
 - The normal routes of fire department vehicle access.
4. Floor plans identifying the locations of the following:
 - Exits.
 - Primary evacuation routes.
 - Secondary evacuation routes.
 - Accessible egress routes.
 - Areas of refuge.
 - Manual fire alarm boxes.
 - Portable fire extinguishers.
 - Occupant-use hose stations.
 - Fire alarm annunciators and controls.
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

- D. **Maintenance** of the fire safety and evacuation plans shall be a responsibility of the occupant. Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.
- E. Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the Fire Marshal for review upon request.

III. EMERGENCY EVACUATION DRILLS

- A. Emergency evacuation drills (as defined by the SFPC is an exercise performed to train and evaluate the efficiency or effectiveness of occupants and staff in carrying out emergency evacuation procedures) complying with the provisions of the SFPC shall be conducted in the occupancies listed below:
 1. Group A, other than Group A occupancies used exclusively for purposes of religious worship that have an occupant load less than 2,000.
 2. Group E.
 3. Group H.
 4. Group I.
 5. Group R-1.
 6. Group R-4.
 7. High-rise buildings.
 8. Group M buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
 9. Covered malls exceeding 50,00 square feet (4645 m²) in aggregate floor area.
 10. Underground buildings.
 11. Buildings with an atrium and having an occupancy in Group A, E or M.
 12. Or **when required** by the Fire Marshal.

Drills shall be designed in cooperation with the Chesapeake Fire Department.

- B. Required emergency evacuation drills shall be held at the intervals specified below or more frequently where necessary to familiarize all occupants with the drill procedure.

GROUP OR OCCUPANCY	FREQUENCY	PARTICIPATION
Group A	Quarterly	Employees
Group E	Monthly(a)	All occupants
Group I	Quarterly	on each shift Employees(b)
Group R-1	Quarterly	on each shift Employees
Group R-4	Quarterly	on each shift Employees(b)

- a. The frequency shall be permitted to be modified in accordance with Section 408.3.2 of the SFPC.
- b. Fire and evacuation drills in residential care assisted living facilities shall include complete evacuation of the premises in accordance with Section 408.10.5 of the SFPC. Where occupants receive habilitation or rehabilitation training, fire prevention and fire safety practices shall be included as part of the training program.

- C. Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.
- D. Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.
- E. Records shall be maintained of required emergency evacuation drills and include the following information:
 - 1. Identity of the person conducting the drill.
 - 2. Date and time of the drill.
 - 3. Notification method used.
 - 4. Staff members on duty and participating.
 - 5. Number of occupants evacuated.
 - 6. Special conditions simulated.
 - 7. Problems encountered.
 - 8. Weather conditions when occupants were evacuated.
 - 9. Time required to accomplish complete evacuation.
- F. When required by the Fire Marshal, prior notification of emergency evacuation drills shall be given to the Fire Department.
- G. Where a fire alarm system is provided in the building all emergency evacuation drills shall be initiated by activating the fire alarm system.
- H. As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.
- I. An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. No one shall reenter the premises until authorized to do so by the official in charge.

IV. EMPLOYEE TRAINING AND RESPONSE PROCEDURES

- A. Employees in the occupancies listed below shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans.
 - 1. Group A, other than Group A occupancies used exclusively for purposes of religious worship that have an occupant load less than 2,000.
 - 2. Group E.
 - 3. Group H.
 - 4. Group I.
 - 5. Group R-1.
 - 6. Group R-4.
 - 7. High-rise buildings.
 - 8. Group M buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.

9. Covered malls exceeding 50,00 square feet (4645 m²) in aggregate floor area.
 10. Underground buildings.
 11. Buildings with an atrium and having an occupancy in Group A, E or M.
 12. Or **when required** by the Fire Marshal.
- B. Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the Fire Marshal upon request.
- C. Employees shall be trained in fire prevention, evacuation and fire safety in accordance with Sections 406.3.1 through 406.3.3.
1. Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.
 2. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.
 3. Employees assigned firefighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.

V. HAZARD COMMUNICATION

- A. The following provisions are applicable where hazardous materials subject to permits under the SFPC are located on the premises or where required by the Fire Marshal.
1. Material Safety Data Sheets (MSDS) for all hazardous materials shall be readily available on the premises.
 2. Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs in accordance with the SFPC.
 3. Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the Fire Department. These persons shall aid the Fire Department in preplanning emergency responses and identification of the locations where hazardous materials are located, and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures.
 4. Where required by the Fire Marshal, each application for a permit shall include a Hazardous Materials Inventory Statement (HMIS) in accordance with Section 2701.4.2 of the SFPC.

5. Where required by the Fire Marshal, each application for a permit shall include a Hazardous Materials Management Plan (HMMP) in accordance with Section 2701.4.1. The Fire Marshal is authorized to accept a similar plan required by other regulations.
6. The permit holder or applicant shall submit to the Fire Marshal a facility closure plan in accordance with Section 2701.5.3 to terminate storage, dispensing, handling or use of hazardous materials.

VI. SPECIFIC USE AND OCCUPANCY-RELATED REQUIREMENTS

A. Use Group “A” occupancies shall also comply with the following requirements:

1. The fire safety and evacuation plans for assembly occupancies shall include a detailed seating plan, occupant load, and occupant load limit. Deviations from the approved plans shall be allowed provided the occupant load limit for the occupancy is not exceeded and the aisles and exit access ways remain unobstructed.

and Sections 401 through 406 of the SFPC.

B. In theaters, motion picture theaters, auditoriums and similar assembly occupancies in Group A used for non-continuous programs, an audible announcement shall be made not more than 10 minutes prior to the start of each program to notify the occupants of the location of the exits to be used in the event of a fire or other emergency.

3. **Exception:** In motion picture theaters, the announcement is allowed to be projected upon the screen in a manner approved by the Fire Marshal.

C. Group E occupancies shall comply with the following requirements:

1. The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.
2. In instances of severe weather conditions, the Fire Marshal shall have the authority to modify the emergency evacuation drill frequency specified in Section 405.2 of the SFPC. A written request must be made by the occupancy or facility before a modification will be granted.
3. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.
4. Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with Fire Department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

and Sections 401 through 406 of the SFPC.

D. Group H-5 occupancies shall comply with the following:

1. In addition to the requirements of Section 404 and Section 407.6 of the SFPC, plans and diagrams shall be maintained in approved locations indicating the approximate plan for each area, the amount and type of HPM stored, handled and used, locations of shutoff valves for HPM supply piping, emergency telephone locations and locations of exits. These plans and diagrams shall be maintained up to date and the Fire Marshal and Fire Department shall be informed of all major changes.
2. Responsible persons shall be designated the on-site emergency response team and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses, identifying locations where HPM is stored, handled and used, and be familiar with the chemical nature of such material. An adequate number of personnel for each work shift shall be designated.
3. Emergency drills of the on-site emergency response team shall be conducted on a regular basis but not less than once every three months. Records of drills conducted shall be maintained.

and Sections 401 through 407 of the SFPC.

E. Group I-1 occupancies shall comply with the following:

1. The fire safety and evacuation plan required by Section 404 of the SFPC shall include special staff actions including fire protection procedures necessary for residents and shall be amended or revised upon admission of any resident with unusual needs.
2. Employees shall be periodically instructed and kept informed of their duties and responsibilities under the plan. Such instruction shall be reviewed by the staff at least every two months. A copy of the plan shall be readily available at all times within the facility.
3. Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire. The training shall include actions to take if the primary escape route is blocked. Where the resident is given rehabilitation or habilitation training, training in fire prevention and actions to take in the event of a fire shall be a part of the rehabilitation training program. Residents shall be trained to assist each other in case of fire to the extent their physical and mental abilities permit them to do so without additional personal risk.
4. Emergency evacuation drills shall be conducted at least six times per year, two times per year on each shift. Twelve drills shall be conducted in the first year of operation. Drills are not required to comply with the time requirements of Section 405.4 of the SFPC.
5. Emergency evacuation drills shall involve the actual evacuation of all residents to a selected assembly point.

and Sections 401 through 406 of the SFPC.

F. Group I-2 occupancies shall comply with the following:

1. During emergency evacuation drills, the movement of patients to safe areas or to the exterior of the building is not required.

2. When emergency evacuation drills are conducted after visiting hours or when patients or residents are expected to be asleep, a coded announcement is allowed instead of audible alarms.

and Sections 401 through 406.

NOTE: Drills are not required to comply with the time requirements of Section 405.4 of the SFPC.

G. Group I-3 occupancies shall comply with the following:

1. Employees shall be instructed in the proper use of portable fire extinguishers and other manual fire suppression equipment. Training of new staff shall be provided promptly upon entrance on duty. Refresher training shall be provided at least annually.
2. Group I-3 occupancies shall be provided with 24-hour staffing. Staff shall be within three floors or 300 feet (91 440 mm) horizontal distance of the access door of each resident housing area. In Use Conditions 3, 4 and 5, as defined in Chapter 2 of the SFPC, the arrangement shall be such that the staff involved can start release of locks necessary for emergency evacuation or rescue and initiate other necessary emergency actions within 2 minutes of an alarm.
 - **Exception:** Staff shall not be required to be within three floors or 300 feet (9144 mm) in areas in which all locks are unlocked remotely and automatically in accordance with Section 408.4 of the USBC.
3. Provisions shall be made for residents in Use Conditions 3, 4 and 5, as defined in Chapter 2 of the SFPC, to notify readily staff of an emergency.
4. Keys necessary for unlocking doors installed in a means of egress shall be individually identifiable by both touch and sight.

and Sections 401 through 406 of the SFPC.

H. Group R-1 occupancies shall comply with the following:

1. A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each hotel, motel or dormitory guestroom.
2. Upon discovery of a fire or suspected fire, hotel, motel and dormitory employees shall perform the following duties:
 - a. Activate the fire alarm system, where provided.
 - b. Notify the public fire department.
 - c. Take other action as previously instructed.
3. Information shall be provided in the fire safety and evacuation plan required by Section 404 OF THE SFPC, to allow guests to decide whether to evacuate to the outside, evacuate to an area of refuge, remain in place, or any combination of the three.

and Sections 401 through 406 of the SFPC.

I. Group R-2 occupancies shall comply with the following:

1. A fire emergency guide shall be provided which describes the location, function and use of fire protection equipment and appliances accessible to residents, including fire alarm systems, smoke alarms, and portable fire extinguishers. The guide shall also include an emergency evacuation plan for each dwelling unit.
2. Emergency guides shall be reviewed and approved in accordance with Section 401.2 of the SFPC.
3. A copy of the emergency guide shall be given to each tenant prior to initial occupancy.

and Sections 401 through 406 of the SFPC.

J. Group R-4 occupancies shall comply with the following:

1. The fire safety and evacuation plan required by Section 404 of the SFPC, shall include special staff actions, including fire protection procedures necessary for residents, and shall be amended or revised upon admission of a resident with unusual needs.
2. Employees shall be periodically instructed and kept informed of their duties and responsibilities under the plan. Such instruction shall be reviewed by the staff at least every two months. A copy of the plan shall be readily available at all times within the facility.
3. Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire. The training shall include actions to take if the primary escape route is blocked. Where the resident is given rehabilitation or habilitation training, training in fire prevention and actions to take in the event of a fire shall be a part of the rehabilitation training program. Residents shall be trained to assist each other in case of fire to the extent their physical and mental abilities permit them to do so without additional personal risk.
4. Emergency evacuation drills shall be conducted at least six times per year, two times per year on each shift. Twelve drills shall be conducted in the first year of operation. Drills are not required to comply with the time requirements of Section 405.4 of the SFPC.
5. Emergency evacuation drills shall involve the actual evacuation of all residents to a selected assembly point and shall provide residents with experience in exiting through all required exits. All required exits shall be used during emergency evacuation drills.
 - **Exception:** Actual exiting from windows shall not be required. Opening the window and signaling for help shall be an acceptable alternative.

and Sections 401 through 406 of the SFPC.

K. Covered mall buildings shall comply with the following:

1. A lease plan shall be prepared for each covered mall building. The plan shall include the following information in addition to that required by Section 404.3.2 of the SFPC:
 - a. Each occupancy, including identification of tenant.
 - b. Exits from each tenant space.

- c. Fire protection features, including the following:
 - Fire department connections.
 - Fire command center.
 - Smoke management system controls.
 - Elevators and elevator controls.
 - Hose valves outlets.
 - Sprinkler and standpipe control valves.
 - Automatic fire-extinguishing system areas.
 - Automatic fire detector zones.
 - Fire barriers.
2. The lease plan shall be submitted to the Fire Marshal for approval, and shall be maintained on site for immediate reference by responding Fire Department personnel.
3. The lease plans shall be revised annually or as often as necessary to keep them current. Modifications or changes in tenants or occupancies shall not be made without prior approval of the Fire Marshal and building code official.
4. Each occupied tenant space provided with a secondary exit to the exterior or exit corridor shall be provided with tenant identification by business name and/or address. Letters and numbers shall be posted on the corridor side of the door, be plainly legible and shall contrast with their background.
 - **Exception:** Tenant identification is not required for anchor stores.
5. Unoccupied tenant spaces shall be:
 - a. Kept free from the storage of any materials.
 - b. Separated from the remainder of the building by partitions of at least 0.5-inch-thick (12.7 mm) gypsum board or an approved equivalent to the underside of the ceiling of the adjoining tenant spaces.
 - c. Without doors or other access openings other than one door that shall be kept key locked in the closed position except during that time when opened for inspection.
 - d. Kept free from combustible waste and be broom swept clean.