

Sample Evacuation / Fire Safety Plan

Sample Building Name
555 Main Street
Grand Rapids, MI 49503

Facility Emergency Coordinator: John Doe, 616-456-XXXX

Fire Evacuation Plan

Fire Alarm Description-This facility has a fire alarm system that will be utilized to notify the occupants of a fire emergency. The fire alarm contains manual hand pulls and smoke detectors to initiate an alarm. When the alarm sounds a 3-pulse audible sound accompanied by strobe lights will notify occupants of an alarm. Since this facility is a high-rise, the fire alarm only sounds on the floor of the emergency and the floors immediately above and below (in many buildings, including high-rise structures, the fire alarm sounds on all floors, regardless of where the alarm is initiated). The fire alarm is monitored by a 3rd party who will contact the fire department. **9-1-1 must still be contacted to ensure the fire has been reported.**



If you discover a fire

- Isolate the fire by closing doors as you exit the building
- Verbally notify those around you of a fire as you move towards the exit
- Sound the fire alarm by pulling the closest manual hand pull-located next to each exit door
- Use the stairs-NEVER use the elevators when the fire alarm is sounding.
- Get to a safe place and CALL **9-1-1** to report the fire
- Evacuate the building utilizing the primary or secondary evacuation routes (see attached maps)
- Report to the post evacuation assembly point, the northeast parking lot, to be accounted for by your floor warden



If you hear/see the fire alarm, evacuate following these guidelines

- STAY LOW-smoke and heat rise
- Feel doors for heat with the back of your hand before opening
 - If the door is hot, keep it closed. Place a wet towel at the base of the door to prevent smoke from entering and call 9-1-1 to report you location.
 - If the door is not hot, slowly open it while staying low.
- Check the hallway for smoke or fire
 - If smoke or fire is in the hallway, close the door. Place a wet towel at the base of the door to prevent smoke from entering and call 9-1-1 to report you location.
 - If no smoke or fire, continue to the nearest exit
- Prevent the spread of smoke and fire by closing doors as you exit the building
- Use the stairs-NEVER use the elevators when the fire alarm is sounding
- Evacuate the building utilizing the primary or secondary evacuation routes (see attached maps)
- Report to the post evacuation assembly point, the northeast parking lot, to be accounted for by your floor warden



If you are unable to use the stairs

- Contact management when you move in to form a plan of what to do in the event of a fire
- Management will leave any necessary information at the fire alarm panel for the fire department

Accountability



- Each floor will have a designated floor warden and an alternate floor warden
 - The designated floor wardens will be assigned a floor roster and reflective yellow vest
 - Floor wardens are to be used for accountability purposes only and not life safety
- Once at the post evacuation assembly point, residents must find their floor warden to be accounted for
 - Floor wardens can be identified by their yellow vest
- Floor wardens will report their findings to the Facility Emergency Coordinator

Medical Treatment

- If at any time you need medical treatment dial 9-1-1
- If you need medical treatment while at the post evacuation assembly point, you may also advise the Facility Emergency Coordinator

Fire Safety Plan

- To report a fire, residents and employees must pull a fire alarm manual hand pull and call 9-1-1. Follow the evacuation plan.
- The life safety strategy for [Sample Business] is to evacuate occupants on the floor where the alarm is sounding. Since the building is a high-rise, the alarm will sound on the fire floor, the floor above and the floor below, with all other remaining in place. Once the fire department arrives, they may choose to evacuate the entire building.
- Attached are site plans that indicate
 - Post evacuation assembly point
 - Location of fire hydrants
 - Normal routes of Fire Department access
- Attached are floor plans that indicate
 - Exits
 - Primary and secondary evacuation routes
 - Accessible egress routes
 - Areas of refuge
 - Manual fire alarm boxes
 - Portable fire extinguishers
 - Fire alarm controls

Floor plans are posted throughout the building for occupant use

List of Major Fire Hazards

The following is a list of major fire hazards and associated prevention strategies:

Fire Hazards	Location	Prevention Strategy
Diesel Generator	NW corner of basement	Maintain generator room free of storage. Keep fire door closed at all times
Gasoline	Maintenance Room	Keep gasoline in fuel cabinets. Never fuel equipment in the building.
Ranges/Cooking	All residential units	Never leave cooking unattended. Keep stovetops clean.
Laundry	All residential units	Clean lint traps after each use. Keep surrounding area clean and free of combustibles.

Preventative Maintenance

Maintenance will be responsible for the following:

- Ensure automatic sprinkler system is inspected annually by a certified contractor and all deficiencies found are corrected
- Ensure the fire alarm system is inspected annually by a certified contractor and all deficiencies found are corrected
- Inspect all fire extinguishers monthly and ensure all fire extinguishers are inspected annually by a certified contractor and all deficiencies found are corrected
- Test emergency lighting and exit signs and make any necessary repairs
- Test generator and upkeep the generator log
- File all testing and inspection paperwork and have available at the request of the fire department

Staff Responsibilities

All employees can be contacted at phone number 616-XXX-XXXX to answer any questions

Name	Responsibilities
Facility Emergency Coordinator	<ul style="list-style-type: none">• Ensures that the basic provisions of the plan are disseminated to all persons in the building.• Ensures that appropriate training courses are set up and that arrangements are made for obtaining assistance from local fire and police departments, and other sources, as required, to train the organization staff.• Coordinates arrangements for and directs fire evacuation drills with the approval and cooperation of the agencies, the building manager, building security, and the building owner.• Takes all necessary actions to ensure that the facility's organization operates safely and efficiently in emergencies.• Exercises command responsibility for the accountability procedures in accordance with the Plan.• Meet the Fire Department at south entrance and act as a liaison during an event.

Maintenance	<ul style="list-style-type: none"> • Ensure 9-1-1 has been called • Be available to control building systems as requested by the fire department
All employees	<ul style="list-style-type: none"> • Ensure areas are evacuating • Close all doors while exiting the building • Assist any occupants with special needs if able

EMERGENCY EVACUATION DRILLS:

Emergency evacuation drills/fire drills are conducted minimally, on an annual basis, without notice and under varying conditions. **IT IS MANDATORY THAT ALL OCCUPANTS AND EMPLOYEES PARTICIPATE.** Prior to each drill, the Fire Department will be contacted via the non-emergency number, and notified of the impending drill activity.

Records of each drill will be kept on file in the main administration area; a fire drill record sheet is affixed to this plan.

Upon completion of the drill, the employee supervising will call for the distinct “all clear” signal to sound, signifying that the building is safe to re-enter. **No person** will re-enter the building prior to the signal.

The supervising employee will also notify the Fire Department when the drill has concluded and the facility has resumed normal operations.

EMPLOYEE TRAINING:

All employees, upon being hired and prior to regularly assigned duties will receive training relative to this fire safety/emergency evacuation plan, its procedures, and employee specific duties. Additionally, all employees are required to receive annual training and updates as a contingency for continued employment.

Employee training records are maintained and are kept on file at the main administration area.

Evacuation Drill Record

Date: _____ Time: _____ Notification Method: _____

Supervising Employee: _____

Participating Staff Members:

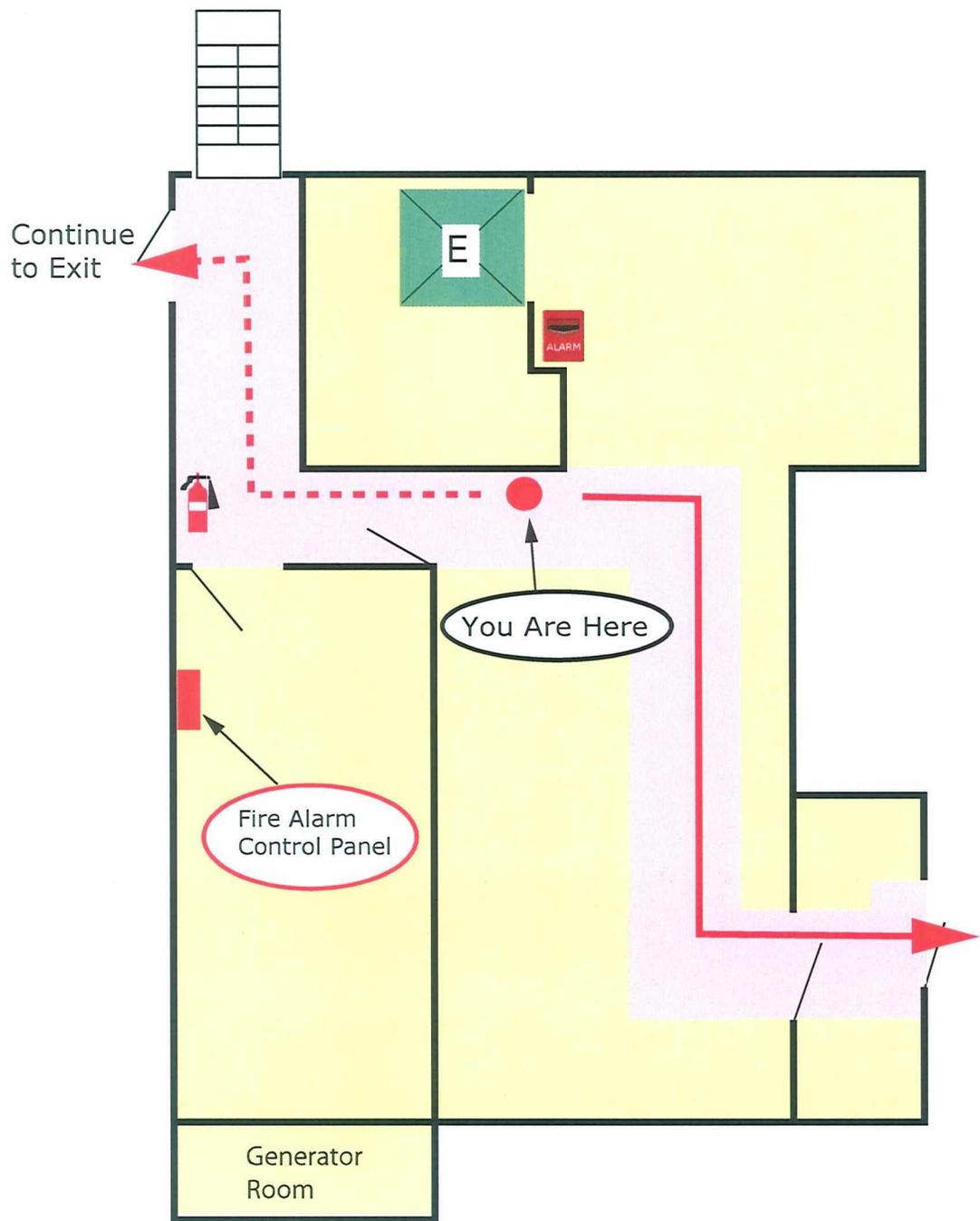
Number of occupants evacuated: _____

Special conditions simulated: _____

Problems Encountered: _____

Weather Conditions: _____

Time to Complete Evacuation: _____



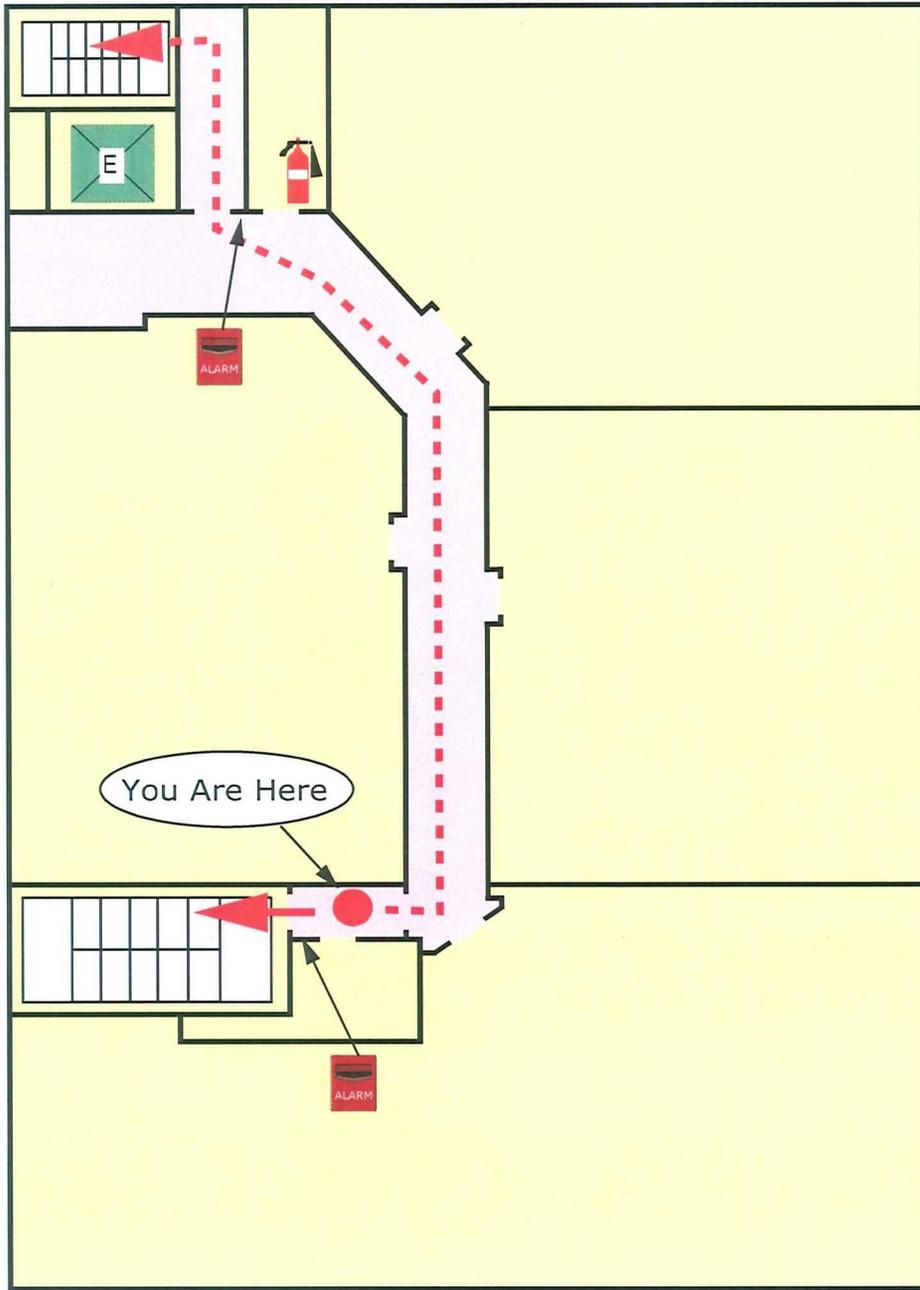
LEGEND

-  You Are Here
-  Elevator
-  Exit route
-  Alternate Exit route
-  Stairs
-  Fire Alarm Pull Station
-  Fire Extinguisher
-  Hallway



Location:
Lobby

Use Stairs in Fire
Do not Use Elevator



LEGEND

-  You Are Here
-  Elevator
-  Exit route
-  Alternate Exit route
-  Stairs
-  Fire Alarm Pull Station
-  Fire Extinguisher
-  Hallway



Location:
3rd Floor, East

Use Stairs in Fire
Do not Use Elevator

Site Plan-555 Main Avenue SE

