



FIRE SAFETY & EVACUATION PLAN



I. Location and Identification

Business Name:	Address:
Main Business Phone:	After hours emergency phone:
Plan Author:	Official in charge of emergency preparedness:
Approx. number of employees:	Posted occupant load:

II. Notification Procedures

In case of an emergency I will notify the Fire Department using the following methods: <i>(calling 911, activating a manual fire alarm pull station, etc.)</i>

In case of an emergency I will notify employees and patrons using the following methods: <i>(fire alarm, overhead announcements, etc.)</i>

III. Identification and Assignments

The following individuals are responsible for this plan:	

The following individuals are responsible for assisting with evacuation, rescue and medical aid:	

The following individuals are responsible for maintenance, housekeeping and controlling fuel hazard sources:	



FIRE SAFETY & EVACUATION PLAN



The following individuals are responsible for maintenance of systems and equipment installed to prevent or control fires:

The following individuals are responsible for conducting and managing fire drills:

IV. Fire Protection Systems

This occupancy has the following fire protection systems:

- | | |
|---|---|
| ☐ Fire alarm | ☐ Commercial hood system |
| ☐ Sprinkler system | ☐ Fire pump |
| ☐ Fire Extinguishers | ☐ Occupant-use hose stations |

The fire alarm is activated by the following methods:

- | | |
|--|---|
| ☐ Pull stations | ☐ Heat Detectors |
| ☐ Smoke detectors | ☐ Water flow |

Description of fire alarm alert tone and voice communication system:

V. Identification of Potential Fire Hazards

The following are identified as potential fire hazards related to this occupancy, its use, and maintenance and housekeeping procedures:



FIRE SAFETY & EVACUATION PLAN



--

--

VI. Procedures

The following are the procedures for relocating or evacuating occupants:

The following are the procedures for accounting for employees and occupants after an evacuation:



FIRE SAFETY & EVACUATION PLAN



The following are the procedures for employees who must remain to operate critical equipment before evacuating:

VII. FLOOR PLANS

Attach floor plan for each floor of occupancy. The following information shall be included in each floor plan:

1. Exits.
2. Primary evacuation routes.
3. Secondary evacuation routes.
4. Accessible egress routes.
5. Areas of refuge.
6. Manual fire alarm boxes.
7. Portable fire extinguishers.
8. Occupant-use hose stations.
9. Fire alarm annunciators and controls.

VII. SITE PLANS

Attach a site plan for the occupancy. The following information shall be included in the site plan:

1. The occupancy assembly point.
2. The location of fire hydrants.
3. The normal routes of fire department vehicle access.

Plan prepared by:	Preparer's job title:
Signature:	Date: