FIRE SAFETY EVENT 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: *(calling 911, activating a manual fire alarm pull station, etc.)*

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

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:	

Modified July 2025 twj

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:

Modified July 2025 twj

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:

Modified July 2025 twj

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

VII. <u>FLOOR PLANS</u>

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. <u>SITE PLANS</u>

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:

Modified July 2025 twj