



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:		

The following individuals are responsible for maintenance of systems and equipment installed to prevent or control fires:		
The following individuals are responsible for conducting	ng and managing fire drills:	
IV. <u>Fire Protection Systems</u>		
This occupancy has the following fire protection system	ns:	
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. <u>Identification of Potential Fire Hazards</u>		
The following are identified as potential fire hazards related to this occupancy, its use, and maintenance and housekeeping procedures:		

VI. <u>Procedures</u>

The following are the procedures for relocating or evacuating occupants:		
The following are the procedures for accounting for employees and occupants after an evacuation:		
The following are the procedures for employees who must remain to operate critical equipment before		
evacuating:		
G. C.		

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: