



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

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: