

**Table of Contents**

1. Overview xx
2. Objective xx
3. General Information xx
4. Evacuation Plan xx

1. **Overview**

This fire emergency evacuation plan has been developed based on the fire risk assessment of [INSERT BUILDING NAME AND LOCATION] and pursuant to [INSERT LAW OR ORDINANCE]. The building’s fire risk assessment is conducted yearly and the company’s fire emergency evacuation plan is modified according to the requirements and findings of the yearly assessment. Records of the assessment are kept by the company’s safety and health committee and are available for inspection by the state fire department, governmental agencies, and other stakeholders in general including the company’s employees. As a legal requirement, this plan requires that the company designate individuals who will be responsible in establishing, enforcing, and implementing the effective and efficient procedures and safety drills to be followed in the event of a fire emergency. Such requirement also includes the necessary training of company employees to give effect to the said procedures. A copy of this plan will be made available to the stakeholders upon their request.

1. **Objective**

The objective of this fire emergency evacuation plan is to:

* Ensure the safety of all employees, guests, and other persons inside the building in case of a fire
* Ensure compliance with [INSERT LAW OR ORDINANCE]
* Ensure compliance with other basic safety, emergency, and evacuation standards.

1. **General Information**

|  |  |
| --- | --- |
| Building Address | [INSERT COMPLETE ADDRESS] |
| Building Owner and Occupant |  |
| Building Use |  |
| Responsible Person |  |
| Contact Details |  |

1. **Evacuation Plan**

|  |  |
| --- | --- |
| 1. Fire alarm sound | In the event of a fire, the sound of the alarm will be:   * A continuous ringing bell coupled with wailing siren sounds * A shouted warning or blow of whistles * [INSERT OTHER FIRE ALARM SOUNDS] |
| 1. Raising the fire alarm | In the event of a fire, the fire alarm will be raised by:   * Manual pulling of the fire alarm system located at the left side of the first door on the left of every floor of the building * Automatic activation upon detection by installed fire detectors * Blowing of whistles and shouted warnings * [INSERT OTHER MEANS OF RAISING FIRE ALARMS] |
| 1. Actions to be taken upon hearing the fire alarm | Upon hearing the fire alarm, the following actions must be taken in order to ensure a safe and orderly evacuation:   * Stay calm and look for the nearest fire exit * Dial 911 and report the fire incident * Trained employees must direct everyone to the nearest fire exits * Trained employees must contain the small fires, if possible, using fire extinguishers and other fire neutralizing agents * Do not use the elevators in the event of evacuation as power may be cut off during this time * Electrical mains and gas supplies must be switched off, if possible * Avoid areas where smoke emanates. In case of smoke, stay low and avoid inhaling it by covering the mouth and nose with a damp cloth. * Trained employees must direct everyone to meet at an assembly point at a safe distance from the building. * Trained employees must ensure that no one re-enters the building. * Trained employees must liaise with the fire department upon their arrival. * [INSERT OTHER ACTIONS TO BE TAKEN] |
| 1. Fire exits and other escape routes | The following are the fire exits and other escape routes from the building:   * [INSERT FIRE EXITS AND OTHER ESCAPE ROUTES] |
| 1. Assembly Point | The fire assembly point after exiting the building will be at:   * [INSERT LOCATION INCLUDING LANDMARKS] |
| 1. Location of electrical mains and gas supplies | The building’s electrical mains and gas supplies are located in:     * [INSERT LOCATION OF ELECTRICAL MAINS AND GAS SUPPLIES] |
| 1. Location of fire extinguishers | Fire extinguishers are located in:   * [INSERT LOCATION OF FIRE EXTINGUISHERS] |
| 1. Use of fire extinguishers | Fire extinguishers shall be used only by trained employees. In case of doubt, evacuate the building and do not attempt to contain the fire using fire extinguishers. |
| 1. Location of other fire equipment | Other safety and fire equipment are located in:   * [INSERT SAFETY AND FIRE EQUIPMENT], [INSERT LOCATION] |
| 1. Training | The company must designate a sufficient number of employees as trained individuals who will primarily be responsible for the implementation of this plan. As such, these individuals will be trained by the following agencies:   * [INSERT TRAINING INSTITUTION OR AGENCIES]   The employees will be trained on:   * [INSERT SCHEDULE AND DURATION OF TRAINING] |