# FIRE EVACUATION PLAN

Apartment template

**Building:** _____

**Floor:** _____ **Date:** _____

## FLOOR PLAN

N

### Draw or stick your floor plan here

Mark every exit, the escape routes in green, the fire equipment, the assembly point, and YOU ARE HERE where this plan hangs.

Scale: _____

## IN CASE OF FIRE

1. **Fire in your home?** Get everyone out, close the door behind you and leave the building.
2. **Raise the alarm** with the call point, if the building has one, and knock on neighbours' doors as you go.
3. **Do not use lifts or elevators.** Use the stairs.
4. **Call the fire service** on the emergency number below, even if the alarm is ringing.
5. **Fire somewhere else?** Follow this building's strategy, ticked below. If heat or smoke reaches you, leave.
6. **Go to the assembly point** and stay there. Don't go back in until the fire service says it's safe.

**This building's fire strategy (tick one):**

- ☐ Everyone leaves when the alarm sounds
- ☐ Stay put unless the fire is in your home or reaches you

## MAP KEY

| | |
|---|---|
| EXIT Fire exit | Escape route |
| Alternative route | Fire extinguisher |
| Fire alarm call point | First aid |
| Assembly point | You are here |

## ASSEMBLY POINT

_____

## EMERGENCY CONTACTS

**Emergency number:** _____

**Person in charge:** _____

**Fire warden:** _____

**First aider:** _____

Plan made by: _____ Last checked: _____ Next review: _____

Make yours from your floor plan at evacplangenerator.com