FIRE EVACUATION PLAN

Church 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. **Raise the alarm.** Press the nearest call point and tell the steward or usher on duty.
2. **The person leading stops the service** and calmly asks everyone to leave by the nearest exit.
3. **Ushers open all exits** and guide people out. Help anyone who needs it. Don't stop for belongings.
4. **Children's leaders** take their groups straight to the assembly point and keep them there until counted.
5. **Call the fire service** on the emergency number below, even if the alarm is ringing.
6. **Go to the assembly point** and stay there. Don't go back in until the fire service says it's safe.

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