FIRE EVACUATION PLAN

Hotel 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. **If you find a fire,** press the nearest fire alarm call point and leave.
2. **When you hear the alarm,** leave at once. Take your room key. Close the door behind you.
3. **Follow the green route** to the nearest exit stair. Count the doors on the way in case of smoke.
4. **Do not use lifts or elevators.** Use the stairs.
5. **If smoke blocks your way,** go back to your room, close the door, put wet towels at the gap and call reception or the emergency number.
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