FIRE EVACUATION PLAN

Office 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.** Shout "Fire!" and press the nearest fire alarm call point.
2. **Leave by the nearest exit.** Follow the green route. Close doors behind you. Don't stop for belongings.
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 wardens:** check toilets and meeting rooms on your way out, if it is safe.
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