FIRE EVACUATION PLAN

School 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 fire alarm call point and tell a member of staff.
2. **Leave in a line,** calmly and quickly, by the route on this map. Teachers take the class register.
3. **Close doors behind you.** Don't stop for bags or coats.
4. **Do not use lifts or elevators.** Use the stairs.
5. **Call the fire service** on the emergency number below, even if the alarm is ringing.
6. **Line up at the assembly point.** Teachers take the roll call and report anyone missing straight away.

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