|  |  |
| --- | --- |
|  | **Fire Evacuation Plan**  **DELETE & INSERT BUILDING NAME & ZONE** |

|  |  |
| --- | --- |
| **AREA INCLUDES** | **FIRE ACTION** |
| **INSERT ZONES/AREAS & COLOUR CODE** | |  |  |  | | --- | --- | --- | | **IF YOU DISCOVER A FIRE:-** | | | |  |  | | | **⧫** | **Sound the alarm** | | | **⧫** | **INSERT NUMBER** | **to call the Fire Brigade** | |  |  | | | **⧫** | **Attack the fire with the correct extinguisher, but only if you have been trained and can do so without taking risks** | | | **IF YOU HEAR THE FIRE ALARM:-** | | | | **⧫** | **Leave the building by the nearest available route** | | | **⧫** | **Report to the assembly point** | | | **⧫** | **Last person out, close all door** | | | **Your assembly point is: -** | | | | **INSERT LOCATION OF ASSEMBLY POINT(S)** | | | |  | | | |
| **Do not use lifts**  **Do not stop to collect personal belongings**  **Do not re-enter building until instructed** |

**The Fire Alarm is tested at INSERT DAY/TIME OF ALARM TEST**

**EXIT ROUTES**

1. **LIST ALL**
2. **EXIT ROUTES**
3. **FOR THIS ZONE/AREA**

**INSERT PLAN OF BUILDING/ROOMS/AREAS**

Items to be copy/pasted, dragged and dropped in to place to show evacuation routes, exits etc – Delete this box when complete



**2**

**1**

**You Are Here**



**4**

**3**

|  |  |
| --- | --- |
|  | **Fire Evacuation Plan**  **Assemble Points & Fire Marshals**  **INSERT BUILDING NAME & ZONE** |

|  |
| --- |
| **Fire Marshals**  **INSERT A COPY OF THE EVACUATION ROUTES AND EXITS POSTER (2)** |
| **INSERT NAMES OF EMPLOYEE(S) WHO ARE FIRE MARSHALS FOR THIS BUILDING/ZONE/AREA** |

**The Fire Alarm is tested at INSERT DAY AND TIME OF ALARM TEST**