|  |  |
| --- | --- |
|  | **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**