

Generic Fire Evacuation Plan Template

[Company/Organisation Name]

Fire Evacuation Plan

Location: [Insert Address]

Date: [Insert Date]

Reviewed by: [Insert Name & Position]

Next Review Due: [Insert Date]

1. Purpose

This Fire Evacuation Plan outlines the necessary steps to ensure the safe evacuation of all occupants in the event of a fire. It aims to protect lives, minimise property damage, and ensure compliance with fire safety regulations.

2. Responsibilities

Responsible Person(s):

- **Fire Safety Officer:** [Insert Name, Role, and Contact Details]
- **Evacuation Wardens:** [List Names and Roles for different areas/floors]

The Fire Safety Officer is responsible for overseeing all fire safety measures, ensuring regular fire drills, and maintaining fire safety equipment. Evacuation Wardens are responsible for assisting in the safe evacuation of occupants and ensuring that everyone has exited their assigned area safely.

3. Fire Alarm System

- **Type of Fire Alarm:** [Insert type, e.g., manual, automatic, smoke detection]
- **Location of Fire Alarm Activation Points:** [List locations]
- **Testing Schedule:** The fire alarm system is tested [insert frequency, e.g., weekly].

In the event of a fire, alarms will sound, and all occupants should begin evacuation immediately.

4. Evacuation Procedure

4.1 Upon Discovery of Fire

1. Raise the alarm by activating the nearest fire alarm point.
2. If safe, attempt to extinguish the fire using appropriate fire extinguishers.
3. Evacuate immediately following the evacuation routes outlined below.

4.2 Upon Hearing the Fire Alarm

1. Remain calm and proceed to the nearest designated emergency exit.
 2. Follow the evacuation route signs, avoiding the use of lifts (elevators).
 3. Close doors behind you to slow the spread of fire and smoke.
 4. Do not stop to collect personal belongings.
 5. Assist those with mobility issues (if trained and safe to do so).
 6. Report to the designated assembly point.
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5. Evacuation Routes & Exits

Primary Evacuation Routes:

- [List primary routes from various areas within the building]

Secondary Evacuation Routes:

- [List alternative routes]

Emergency Exits:

- [List emergency exits and their locations, e.g., front entrance, rear fire exit]

Evacuation maps are posted throughout the building. Ensure all exits are kept clear at all times.

6. Assembly Points

After evacuating, all staff and visitors should assemble at the designated assembly point to be accounted for by their Evacuation Wardens.

Assembly Point Location:

- [Insert Assembly Point Location, e.g., "Car Park A" or "Opposite Side of Main Road"]
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7. Special Evacuation Considerations

7.1 People with Disabilities

- Identify individuals who require assistance (mobility, visual, hearing impairments).
- **Evacuation Procedure:** Assign specific staff or wardens to assist.
- Use evacuation aids like chairs or mats (where available) if needed.

7.2 Visitors and Contractors

All visitors and contractors must follow the evacuation procedure and report to the assembly point. Staff should ensure visitors are guided safely.

8. Fire-Fighting Equipment

Types of Fire Extinguishers:

- [List types, e.g., water, CO2, foam, etc.] and their locations.

Fire Hoses & Blankets:

- [List any additional fire-fighting equipment locations]

Important Note: Only attempt to fight a fire if it is safe to do so, and you have been trained in using the equipment.

9. Communication of the Plan

This evacuation plan will be communicated through:

- Staff inductions
 - Fire safety training
 - Regular fire drills
 - Display of evacuation maps and instructions in common areas
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10. Fire Drills & Training

- **Fire Drills:** Conducted [insert frequency, e.g., quarterly].
 - **Training for Fire Wardens and Staff:** [Insert training schedule and details]
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11. Maintenance of Fire Safety Equipment

The fire safety officer is responsible for ensuring that fire alarms, extinguishers, and emergency lighting are inspected and maintained in line with regulations.

- **Inspection Frequency:** [Insert frequency, e.g., monthly, yearly]
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12. Emergency Contact Information

- **Fire Department:** Dial [Insert Emergency Number]
 - **Internal Emergency Contact:** [Insert Name and Phone Number]
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13. Review and Updates

This fire evacuation plan will be reviewed every [insert review period, e.g., 6 months] or following any significant changes to building layout, occupancy, or fire safety regulations.

14. Summary of Actions

- Ensure all staff are familiar with evacuation procedures.
- Update fire safety equipment and ensure regular checks.
- Conduct regular fire drills and training.
- Maintain clear records of inspections and drills.

By following this Fire Evacuation Plan, the organisation aims to ensure the safety of all occupants and compliance with legal fire safety obligations.

Signed: [Insert Name and Title]

Date: [Insert Date]