



## **Fire Safety Emergency Plan Template**

**Name, Address (including What3Words location) and Occupancy Details:**

**Plan Date:**

**Review Date:**

## Emergency Contacts

### **Incident Controller:**

Name:

Phone:

Email:

### **Deputy Incident Controller (if applicable):**

Name:

Phone:

Email:

### **Fire Wardens (please list all individuals, use additional pages if necessary):**

### **Other Key Staff (Building Manager etc):**

### **Nearest Fire Stations:**

Name:

Phone:

Email:

## Building Layout and High-Risk Areas

**Attach Building Plans** with the following details:

- Fire exits and escape routes
- Fire alarm call points
- Location of firefighting equipment
- Assembly point(s)

### **High-Risk Areas:**

- List areas with high fire risks (eg kitchens, chemical storage etc)

## Emergency Evacuation Procedures

### **Signal for Evacuation:**

Specify alarm method (eg public address system, fire alarm)

### **Evacuation Routes:**

Describe the escape routes (primary and secondary) and alternatives

### **Safe Assembly Point:**

Location

### **Evacuation Marshals:**

List assigned floor/area marshals with their responsibilities (eg Carrying out the roll calls, contacting the Emergency Services, sweeping the premises to ensure everybody is out etc)

### **Special Instructions for High-Risk Areas:**

Specify special instructions for these areas

### **Procedure for Vulnerable People (PEEPs):**

Outline the evacuation procedure for those with disabilities

**Who is Accountable During Evacuations:**

## **Fire Detection and Fire Fighting Equipment**

**Specify the locations and types of fire alarms, smoke detectors and sprinklers:**

**Provide clear instructions for activating the fire alarms, smoke detectors and sprinklers:**

### **Fire Extinguishers:**

List the location and types of extinguishers

### **Training for Use:**

Outline who is trained to use firefighting equipment

## Testing and maintenance schedule:

### Communication Plan

#### Internal Communication:

Methods for alerting employees and visitors (eg PA system, radios)

#### External Communication:

How and when to contact emergency services

### Training and Drills

#### Fire Drills:

- Frequency
- Responsible Person(s)
- Documentation of drills (dates, participants, times)

#### Staff Training:

- Frequency:
- Content:

- Who has been trained and when

## **Fire Emergency Grab Bag**

**Contents:**

**Name:**

**Signature:**

**Date:**

**Date of Review:**