

This template is designed to provide a starting point in the development of a comprehensive house specific emergency evacuation plan. Since each house is unique, it would be impossible to address the variety of options with this template.

EMERGENCY EVACUATION PLAN – Template

Residence Information:

Name of Residence: _____

Address of Residence: _____

Number of individuals residing in Home: _____

Number of staff in home: Minimum no. of staff: _____ Maximum no. of staff: _____

Home's evacuation classification: _____ (prompt, slow)

Residents need to exit home within ____ minutes (prompt is 3, slow is 13)

Meeting place _____ (e.g., front curb near the telephone pole)

Travel time from fire house to residence: _____ minutes

Fire department is (circle one): paid volunteer

(Fire department should observe evacuation drill annually).

Description of home:

Overall style of home: _____

Number of floors that are used for living space: _____

Are there any other floors in the home used by staff or residents: _____
Basement / Attic / Other

Number of exits: _____

Fire safety features:

- Fully integrated alarm system with/without monitoring panel
- Manual pull boxes at exits
- No manual pull boxes
- Non-integrated hard wired smoke and CO detectors
- Non-integrated battery operated smoke and CO detectors
- Alarm directly connected to fire alarm company or to fire department
- Alarm **not** directly connected to fire alarm company or fire department
- Partial automatic sprinkler system
- Full automatic sprinkler system

- No sprinkler system

Unique features:

- Bedrooms with vibrator beds connected to fire alarm system
- Bedrooms with visual fire alarms
- Bedrooms with direct exit to outside
- Handicapped accessible exits

Contact information:

Contact information should also be posted on the wall in the staff office.

When you are not sure what number to call always start with 911

Fire Department – Emergency call **911** Fire Department – Non-emergency # _____

Medical Services – Emergency (life threatening) call **911**

Local Hospital _____ Non-life threatening # _____

Police Department – Emergency call **911** Local PD – Non-emergency # _____

Fire alarm company # _____

Agency on-duty administrator call _____ or cell phone # _____

Directions for contacting emergency services:

Fire emergency:

Police emergency:

Medical emergency:

Power Failure:

Be prepared to give the following information:

- House address
- The phone # you are calling from
- Your name
- The nature of the emergency
- Other important information

Stay on the line unless instructed otherwise. The person may need to give you further instructions or ask more questions.

Actions to be taken when fire is discovered or suspected:

At sound of alarm or if you discover smoke or fire remember **R.A.C.E.**

- Remove individuals in immediate danger and close the door where the fire is located.

- **Alarm** – Pull the nearest alarm box and call or have someone call 911. If manual pull box is not available or not nearby, begin shouting fire to alert everyone in the local area.
- **Close doors** in the exit path to prevent the spread of smoke and fire.
- **Evacuate** the building by using the closest exit and go to the designated meeting area.

Staff assignments in an emergency

- When two or more staff persons are on duty
- When one staff person is on duty

Resident's requiring assistance

- Residents first name
- Bedroom location
- Evacuation problem
- Assistance needed

Use of Fire Extinguisher

Fire extinguisher should primarily be used to buy some time to get to safety or to make a safe passage out of the building. It is the fire department's job to put out fires. Your job is to ensure everyone quickly exits the residence.

When using a fire extinguisher remember **P.A.S.S.**

- **P**ull the pin
- **A**im at the base of the fire
- **S**queeze the handle all the way down
- **S**weep the fire extinguisher from side-to-side

Instructions for conducting fire drills:

This should describe how to conduct fire drills under various scenarios (staffing, time of day, etc.)

Testing and monitoring of alarm system including fire control panel:

This should be house specific.

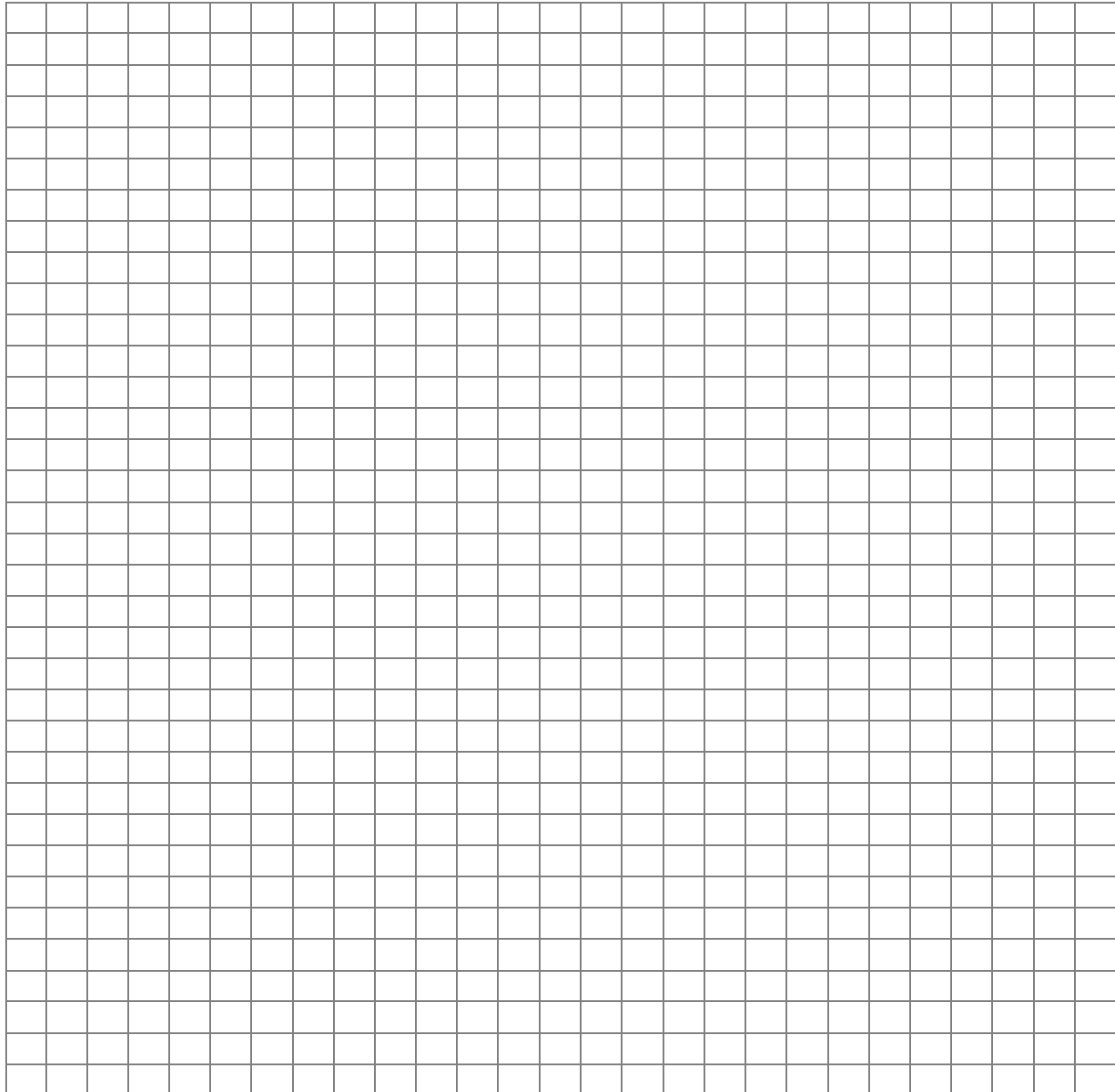
Detailed floor plans:

Attach a current floor plan to house evacuation plan.

EMERGENCY EVACUATION PLAN –Template

Address:

Draw a floor plan of the home for **each** level, identifying all windows and doors, label each room (bedroom, living room, kitchen, pantry, closet, basement, etc.). Indicate the location of all smoke detectors, carbon monoxide detectors and fire extinguishers for every level. **The floor plan does not have to be drawn to scale.** Show two escape routes from every bedroom (primary and secondary). It may be possible to designate code compliant windows in bedrooms as a second means of escape or rescue (check local fire codes).



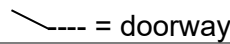
Symbols: (FE) = fire extinguisher (SD)= Smoke detector (CM) = carbon monoxide detector



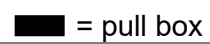
= travel path



= Window



= doorway



= pull box

Indicate floor level: Basement 1st Fl 2nd Fl 3rd Fl Fl #: (if above 3rd)

Does the building have a sprinkler system? Yes No

Does the building have an integrated fire alarm system throughout? Yes No

Definitions:

Carbon Monoxide (CO) Detector - A device that detects if there is an unacceptable amount of carbon monoxide in the air. Each residence is required to have at least one CO detector installed.

Travel path - Primary: The exit path that would most likely be used in an emergency.
Secondary: The exit path that would be used if the primary path was blocked or unusable.

Fire alarm company - A company that the agency pays to monitor alarms activated at the residence. The alarm company is usually responsible for contacting emergency services.

Fire Emergency - Is a situation where fire or smoke has been detected or is suspected in the residence.

Manual Pull Box - It a red box hanged on the wall which is usually located near exits and is used to activate the home's alarm.

Meeting place - A designated area outside the home and away from the building where staff and residents meet when an alarm is sounded.

Medical Emergency - Is a situation where an individual needs immediate medical attention from trained professionals.

Police Emergency - Is a situation where there is a need for immediate intervention from the local police including break-ins, physical violence, and robbery.

Smoke Detector - A device that detects if there is an unacceptable amount of smoke or harmful particles in the air. There are two types available: photoelectric sensor or ionization sensor.