

(Unit Name) Fire Safety Plan

Emergency Contact(s): add

This plan provides building occupants an understanding of how to react in an emergency and how to decrease the likelihood of an emergency occurring. In addition, proper plan use and training assists emergency responders in mitigating the hazard and protecting life. Please review and be familiar with all information and responsibilities entailed.

**In the event of a fire (Recommended order, change as the situation requires):**

1. **Call for Help**. Get to a safe place and immediately call 911.  Identify yourself and the location of the fire (by building, floor, and room number, if possible)
2. **Sound the Alarm**. If the alarm system is not engaged, pull the closest manual pull alarm located near an exit door.
3. **Prepare to exit**. Take only necessary items, and verbally notify those around you of the fire as you move towards the exit, closing doors as you leave the building. Stay low if smoke is present.
4. **Evacuate**. Leave the area immediately using the evacuation routes (see attached map). Use stairs! Never use elevators. Report to the assembly point outside of the building (see attached map).

**In the event of a Fire Alarm:**

1. **Prepare to exit**. Turn off equipment, close doors, and take only necessary items as you leave the building. Remind others to exit swiftly.
2. **Evacuate the building**. As you leave, check doors, hallways, and stairwells for heat and smoke. Do not open doors that are hot. Remain where you are and attempt to block smoke from entering. Call 911 and report your location.
3. **Use Stairs**. Never use elevators when exiting due to a fire alarm. If you are unable to use the stairs, locate a safe area (or area of refuge) and call 911.

**Accountability:**

1. **Remain at the assembly area**. Do not leave the evacuation assembly point until you have been accounted for.
2. **Ensure colleague well-being**. Check for the safety and well-being of others. If someone is injured or absent, notify authorities immediately.
3. **Re-enter when all-clear**. If the fire alarm cause is determined and the fire department has deemed it safe to return inside, you may do so only when given the all-clear.

**All Fire Alarms Require Immediate Evacuation of All Personnel!**