Fire Evacuation Plan Outline

Facility/Location Name

Enter facility name

Address

Enter address

---

1. Emergency Contact Information

List emergency contacts (fire department, police, management, etc.)

Enter contact names and phone numbers

2. Alarm & Notification Procedures

Describe fire alarm system and notification process

Detail procedures

3. Evacuation Routes & Exits

Map or describe primary and secondary evacuation routes

Describe routes and exits

4. Assembly Point

Location for evacuees to meet after evacuation

Enter assembly point location

5. Special Evacuation Needs

Identify persons needing assistance and specific procedures

List special needs and plans

6. Responsibilities

1. **Evacuation Coordinators:**

   Names or roles

2. **Area Sweepers:**

   Names or roles

3. **Accountability:**

   Responsible for headcount

7. Fire Prevention Measures

Briefly outline ongoing fire prevention practices

Describe prevention measures

8. Training & Drills

Describe frequency and schedule for fire drills and training

Enter training plan

9. Review & Updates

Describe review schedule and update procedures for this plan

Describe review plan