

Fire Evacuation Plan

Approved by (FM): _____ Date: _____

Address: _____

Emergency exit routes: _____

Exit staging area for dining room occupants: _____

Exit staging area for kitchen staff: _____

Occupant accountability: _____

Personnel responsible for emergency medical aid: _____

The primary method used to warn the occupants of a fire: _____

Calling for help: The Fire Department shall be notified of all fires by dialing “911”. Give the nature of the problem, the address, and your call back number. Be ready to provide additional information to the call taker. The call taker may give you *first aid* instructions over the phone.

Contact name and phone number for the person who can discuss the implementation and training for this plan:

For additional information regarding the development of this plan, contact:
Office of the Fire Marshal
703-385-7830

Fire Evacuation Plan

EXAMPLE

Address: 1234 Smith Street

Emergency exit routes: The dining area can exit through the front door and the kitchen staff and occupants at the rear of the business can exit through the rear door.

Exit staging area for dining room occupants and staff: Outside, away from the main entrance or exits, and clear of the fire lane. In the parking lot near the large tree.

Exit staging area for kitchen staff: Outside, near kitchen door.

Occupant accountability: If the conditions permit, the entire restaurant shall be checked to assure that everyone has evacuated the building. The “on-duty manager” shall account for all of his or her staff at the various staging areas. The manager shall report the results of the accountability check to the Fire Department when they arrive to the scene.

Personnel responsible for emergency medical aid: Request help from the City of Fairfax Fire Department by calling 911.

The primary method used to warn the occupants of a fire: The “on-duty manager” shall notify all staff and occupants of the fire emergency. The staff shall announce the fire emergency to the occupants in the dining room and direct them to the closest exit. If a fire alarm system is available, use a local pull station to activate the alarm.

Calling for help: The Fire Department shall be notified of all fires by dialing “911”. Give the nature of the problem, the address, and your call back number. Be ready to provide additional information to the emergency dispatcher. The call taker may give you *first aid* instructions over the phone.

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