

SAFETY EVACUATION PLAN

Apartment Community Name

Apartment Community Address

Apartment Community Main Phone Number

Apartment Community Email Address

AFTER HOURS EMERGENCY CONTACT INFORMATION

Emergency Contact Person Name

Emergency Contact Person Title

Emergency Contact Person Phone Number

Emergency Contact Person Email Address

Emergency Contact Person #2 Name

Emergency Contact Person #2 Title

Emergency Contact Person #2 Phone Number

Emergency Contact Person Email #2 Address

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PERSON RESPONSIBLE FOR PLAN CONTENTS

Name

Title

Phone Number

Email Address

SECTION 1 – FIRE/EMERGENCY REPORTING AND OCCUPANT NOTIFICATION

- Upon discovery of a fire or other emergency, call 911 immediately.
- If facility is provided with manual pull stations, activate pull station.
- Notify other residents of emergency if it is safe to do so (by yelling, pounding on doors).

SECTION 2 – EVACUATION AND ACCOUNTABILITY

- Evacuate the structure via primary or secondary escape routes as shown on the floor plan(s).
- Close doors upon exiting.
- Do NOT use elevators (if facility has elevators) during the evacuation.
- If exiting through smoke, stay low and crawl if necessary to the nearest exit.
- Meet at the designated meeting place(s) as shown on the site plan.
- Dial 911
- Notify building management (if on scene) and/or emergency responders of any missing persons and their last know locations.
- Do not regroup in fire lanes or around hydrants.
- Once you have exited the building, stay out until cleared by the fire department to reenter.
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If unable to exit building:

- Dial 911 and report your exact location. Seal room(s) by closing doors, windows and vents.
- Move to a window, open the window (only for the room you are in) and signal for help.
- Make yourself visible by waving a flashlight or other bright object.
- Loudly call out to bystanders or firefighters upon their arrival.

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SECTION 4 – OCCUPANCY HAZARDS

The following is a list of major fire hazards associated with the normal use and occupancy of the premises including maintenance and housekeeping procedures:

If none, indicate as such:

The following personnel (include contact numbers) are responsible for maintenance, housekeeping and controlling fuel hazard sources. If none, indicate as such:

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The following personnel (include contact numbers) are responsible for maintenance of systems and equipment installed to prevent or control fires (this may be a fire prevention contractor):

If none, indicate as such:

SECTION 5 – FLOOR PLANS

Floor plans for each apartment type as well as each floor in each building are found at the end of this document.

Floor plans show the following information (check all that apply): (See also section 12)

- Locations of all exits, stairs and exit corridors
- Primary and secondary egress routes
- Accessible egress routes and all areas of refuge
- Exterior areas for assisted rescue
- Locations of all manual pull fire alarm boxes (pull stations)
- Locations of all fire extinguishers
- Locations of all hose valve/standpipes
- Locations of all fire alarm annunciator and control panels

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SECTION 6 – SITE PLANS

A site plan for the layout of the site is found at the end of this document. The site plan shows the following information (check all that apply): (See also Section 12)

- Building footprint(s) and all exits from each building
- Evacuee assembly point(s)
- Fire hydrants
- Fire department connections
- Fire lanes

SECTION 7 – FIRE ALARM PULL STATIONS

- Check box if none are located on site.
 - Pull stations should be activated in the event of a fire.
 - Call 911 in addition to activating the pull station.

In the event of a fire, activate the pull stations by the following method:

Pull stations are located in the following locations:

If applicable, the consequences for damaging, vandalizing or tampering with a pull station are:

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SECTION 8 – SMOKE ALARMS

Check box if none are located on site.

- Smoke alarms provide early detection of smoke and signal a warning to exit the building.

Smoke alarms are located in the following locations of each unit:

Smoke alarms are located in the following locations throughout the building (hallways, mechanical rooms, etc.)

If applicable, the consequences for damaging, vandalizing or tampering with a smoke alarm are:

The following person is responsible for monthly testing of smoke alarms:

The following person is responsible for changing smoke alarm batteries annually:

- Keep free of dust by vacuuming smoke alarms regularly.
- Never paint a smoke alarm.
- Replace any smoke alarm more than 10 years old.

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SECTION 9 – FIRE SPRINKLERS

- Check box if none are located on site.
- Fire sprinklers are a life saving device. They will slow the spread of fire and give residents time to evacuate.
- DO NOT paint, tamper with or hang items from fire sprinklers.

Fire sprinklers are located in the following locations of each unit:

Fire sprinklers are located in the following locations throughout the building (hallways, mechanical rooms, etc.)

If applicable, the consequences for damaging, vandalizing, or tampering with fire sprinklers are:

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SECTION 10 – FIRE EXTINGUISHERS

Check box if none are located on site.

- Fire extinguishers are for putting out a fire.
- To use a fire extinguisher, use the P.A.S.S. method (Pull, Aim, Squeeze, Sweep).
- Only use a fire extinguisher if you know how to operate it.
- Only attempt to extinguish small fires no larger than an office trash can.
- Make sure you can exit safely if the fire is not extinguished. Never turn your back to fire when using a fire extinguisher.

Fire extinguishers are located in the following locations of each unit:

Fire extinguishers are located in the following locations throughout the building (hallways, mechanical rooms, etc.)

If applicable, the consequences for discharge, vandalizing or theft of a fire extinguisher are:

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SECTION 11 – EXIT SIGNAGE

Check box if none are located on site.

- Exit signs denote the closest way out of a building and must be visible from any direction of travel.

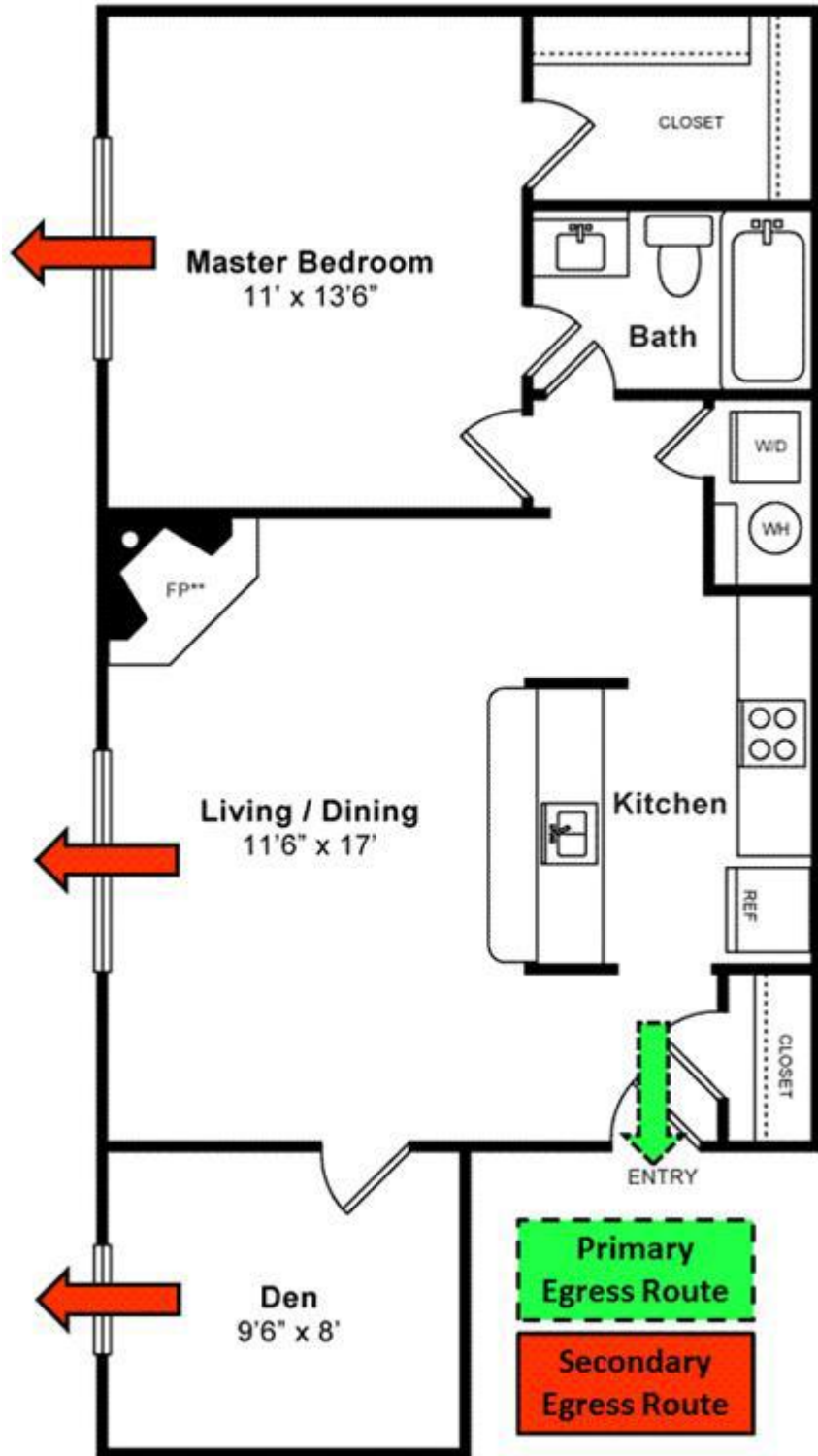
Exit signs are in the following locations within each building:

NOTES:

- Information from Sections 5 through 11 are to be included on floor plans and sites plans.
- Examples of floor plans and site plans are provided on the following pages.
- There is no charge for the review or approval of fire safety and evacuation plans or emergency guides.

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SAMPLE APARATMENT FLOOR PLAN WITH EMERGENCY EGRESS



SAFETY EVACUATION PLAN

SAMPLE APARTMENT SITE PLAN WITH EXITS, HYDRANTS, ASSEMBLY POINTS, FIRE DEPARTMENT CONNECTIONS AND FIRE LANES

