

FIRE EVACUATION PLAN

BUSINESS NAME
FULL ADDRESS
CONTACT NUMBER
PLAN DATE OR REVISION

PURPOSE

The purpose of this plan is to establish procedures for the systematic, safe, and orderly evacuation of the building at _____

In case of any fire emergency _____

OBJECTIVES

A. The primary objective of this plan is to prevent and/or minimize injuries and property damage.

B. The secondary objective is to provide proper education as part of the continuing training program for all occupants, to assure the prompt reporting of a fire and the proper response to fire alarms, and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the fire department. This Fire Evacuation Safety Plan is applicable to each floor of the building and will be placed into effect by the designated emergency evacuation personnel, upon activation of fire alarm system, or notification of any fire emergency condition.

EQUIPMENT INFORMATION

The design of our building incorporates the following features to insure maximum fire and life safety:

A. Automatic smoke detection system: The first floor has one (1) ceiling mounted detector in the main elevator lobby. The second floor has one (1) ceiling mounted detector in the main elevator lobby. Other smoke detectors are within the ventilation ductwork on each floor.

B. Manual Fire Alarm Pull Stations are located on all floors adjacent to each stair tower entrance and at the exit doors. Pulling any of these stations will activate the fire alarm system.

C. An emergency lighting system (battery powered) will provide sufficient lighting for evacuation purposes. (Stairwell and corridor lights)

D. Standpipe and fire hoses with nozzles are located in fire cabinets on each floor in the corridor at each stairwell. In addition, there is also a fire extinguisher located inside each fire hose cabinet. Fire valves are located within each stairwell.

E. Fire extinguishers (5 pound ABC, General Purpose, Dry Chemical) are conspicuously located on each floor.

F. Emergency Exits are marked with illuminated EXIT signs. The three exit stairwells are identified as Stairwell #1, Stairwell #2, and Stairwell #3. Stairwell #1 exits at the north end of the building toward Highway. Stairwell #2 exits at the east side of the building. Stairwell #3 exits at south end of the building (end toward vacant wooded lot).

G. The building is protected by an Automatic Fire Sprinkler System on all floors.

H. Fixed extinguishing system (Halon, Wet Chemical, FM 200) located

I. Special locking devices (magnetic stairwell, card readers) located

J. Key box (outside) located

EVACUATION SAFETY TEAM

To effectively implement the provisions of this Fire Emergency Evacuation Plan, an Evacuation Safety Team for _____ will be established and staffed as follows:

EVACUATION DIRECTOR

Health and Safety Manager –
Human Resources Director (alternate) –

FIRE WARDENS

Equipment Manager (1st floor) –
Office Manager (2nd floor) –

DEPUTY FIRE WARDENS

Shipping Manager –
Office Manager –

PERSON CALLING 911

Receptionist

EVACUATION ATTENDANTS

For persons with special needs

EVACUATION DIRECTOR

The Evacuation Director shall be an individual who spends the majority of the workweek in the building and is knowledgeable of its operation and the staff members who work in the building. The Director's duties will include, but will not be limited to the following:

A. Be thoroughly versed with this Fire Emergency Evacuation Plan. Periodically review the plan to insure that it is current.

B. Insure that Fire Warden, Deputy Fire Warden, and other team members are assigned for

each floor.

C. Conduct fire/evacuation drills.

D. Maintain a current list of personnel with disabilities, their work location, and assign 2 Evacuation Attendants for each. Persons with a known condition should be included in the list.

E. Insure someone is assigned to meet the fire department at all times and provide sets of keys to the fire department. Keys to include:

1. Grandmaster Key
2. Elevator Key
3. Fire Alarm Pull Station and Control Panel keys
4. Keys to locks or fire equipment or standpipe cabinets

F. Assign a person to serve as liaison between the business and the fire department incident commander.

FIRE WARDEN

Each floor or area of the building will be under the direction of a designated Fire Warden, who is responsible for the total evacuation of the floor. He or she shall:

A. Insure that Deputy Fire Wardens are assigned on each floor or area.

B. Assist the Deputy Fire Wardens in the evacuation of the floor or area.

C. The Fire Warden will study and review the floor plan of his/her floor or area and determine the number of occupants for the purpose of dividing them into groups. These groups will be instructed to exit the building by the closest exit or stairwell available for use.

D. The Fire Warden shall have available a current list of special needs personnel for their respective floors or areas. Those persons who cannot use stairs unaided will have two Evacuation Attendants assigned for assistance.

E. Fire Warden will report to the Director or Designee on the status of their floors or areas of evacuation and any persons still in the building or unaccounted for.

DEPUTY FIRE WARDENS

Deputy Fire Wardens, like the Fire Wardens, should also be persons with relatively high levels of authority. They also should be persons who are normally on their floor most of every working day.

Routine Responsibilities

A. Deputy Fire Wardens should assist Fire Wardens in their normal responsibilities and will fill in for Fire Wardens in their absence.

B. Conduct a search of your designated floor or area and direct occupants/visitors/vendors to the nearest safe exit. Areas searched should include restrooms, conference rooms, etc. that may be occupied.

C. DO NOT ALLOW ANYONE TO EXIT BY USING THE ELEVATOR. DIRECT OCCUPANT TO STAIRWAY OR NEAREST EXIT.

D. Once your floor has been searched, report to the Fire Warden on the status of your floors or areas evacuation and any persons still in the building or unaccounted for.

E. It is recommended that persons capable of assuming the role and responsibility of Deputy Fire Warden be available as back up to these positions.

F. During the Searchers inspection of their assigned areas, they shall advise all occupants to extinguish all smoking materials, and proceed to assigned exit or stairwell.

EVACUATION ATTENDANTS

Evacuation Attendant should be located near persons with disabilities and should be someone who is normally in the area most of every working day.

Evacuation Attendant shall upon sounding of alarm:

A. Locate the person with disability to whom they are assigned and ensure that there is sufficient help available to evacuate them to safety.

B. Upon completion of the evacuation of the person with disability, immediately contact the Fire Warden giving the location of the person with disability.

C. If unable to evacuate the person with disability to a safe area or down the stairwell to the exit, one Evacuation Attendant should stay with the person with disability and the other report to the Fire Warden or fire department official the location of the person with disability.

Person Call 911

A. The receptionist will be responsible for calling the fire department (911) in the event of any fire emergency evacuation or fire alarm activation. Give your name, company name, suite number, address, phone number, location of fire, and as much information as possible about the fire or emergency.

B. A designated person should be responsible for taking the employee roster and visitor log to the designated assembly area, to aid the Fire Warden and fire department in accounting for all occupants.

C. Report any missing persons to the fire department.

EVACUATIONS IN EVENT OF A FIRE EMERGENCY

In case of fire emergency, the Fire Wardens and or Deputy Fire Warden will first insure that the fire alarm has been sounded and that the Southern Pines Fire Department has been contacted. (Dial 9-1-1)

Upon sounding of the fire alarm, **BEGIN IMMEDIATE EVACUATION. DO NOT SILENCE OR RESET THE FIRE ALARM SYSTEM WITHOUT PERMISSION FROM THE SOUTHERN PINES FIRE DEPARTMENT.** The evacuation team will begin their duties as assigned to assist in the evacuation of the building. In the event occupants are not in their normal work locations at the time of the evacuation, they should evacuate to the

nearest exit. All occupants must proceed in an orderly fashion to the nearest exit or stairwell. While exiting down the stairs remember to stay to the right side on the stairs so that emergency personnel can also use the stairs. All of the occupants and visitors will proceed to the assembly area located _____, at least 100 ft. away from the building, or as directed by fire department. **DO NOT RE-ENTER THE BUILDING WITHOUT PERMISSION FROM THE SOUTHERN PINES FIRE DEPARTMENT.**

If You Discover a Fire, or See or Smell Smoke - RACE

R- Rescue persons in immediate danger if you can safely do so.

A- Activate fire alarms by pulling the nearest fire alarm pull station and call the fire department at 9-1-1.

C- Contain fire and smoke by closing as many doors to the fire area as possible.

E- Evacuate immediately all persons to the assembly area, **Extinguish** with portable fire extinguisher only if the evacuation has already begun, the fire department has already been called, you do not put yourself or anyone else in danger, the fire is very small and contained, and you have been trained on how to operate a fire extinguisher.

Evacuation Drills and Training

Fire Evacuation drills will be conducted as required by North Carolina Building Code, Fire Code 2018 Edition. All persons occupying the building will participate in the drills.

Details of drill and the evaluation of its effectiveness will be maintained by the Evacuation Safety Director. This information will be available for examination by building tenants and Southern Pines Fire Department personnel as requested.

All drills will begin with the sounding of the fire alarm system in the building, on the floor, or group of floors having the drill.

All occupants of the building and fire evacuation team members shall be trained on the fire evacuation procedures of this plan as needed.