



Example: 16-Unit Apartment Complex Fire Evacuation & Safety Plan

F:\FDCCOMMON\Prevention\
GUIDES\ApartmentEvacPlan
Examples.ppt

August 6, 2003

Fire Evacuation Plan

In the event of a fire emergency, residents are to evacuate the building immediately using the following procedure:

1. Isolate the fire by closing doors. Close all doors behind you as you evacuate the building.
2. Activate Fire Alarm System: Notify other residents of the fire by pulling one of the manual pull stations. Manual pull stations are located at the top and bottom of the stairwells.
 - Please note: Pulling the manual pull stations activates the building fire alarm. The alarm system will automatically notify the fire department. However, residents should still call 911 to provide additional information on the emergency (see item 4 below).
3. Evacuate the building using the primary escape route as shown on the Evacuation Floor Plan. If the primary escape route is unsafe or blocked, use the secondary escape route.
 - Do not waste time collecting personal property.
 - Feel doors to see if they are hot before opening them.
 - If smoke is present, crawl low where the air is fresher and cooler.
 - **No one** should reenter the building after evacuation without fire department approval.
4. Once safely outside, **call 911** using a cell phone or from a neighbor's phone. Provide the 911 dispatcher with your name, address of the emergency, a phone number where you can be reached, and description of the emergency (e.g., fire in the kitchen area, are there any people still inside the building, etc.).
 - Give as much information as possible, be prepared to answer questions, and do not hang-up until told to do so by the 911 dispatcher.
5. **Meeting Place:** All residents will meet outside in the south side parking lot at least 200 feet from the building. Keep a safe distance from the fire and avoid interfering with fire department operations. A head count should be completed by residents and communicated to fire department personnel upon their arrival to the scene. Include information on the most likely place missing persons may be located.

Fire Safety Plan

- To report a fire, residents should pull the manual fire alarm pull stations as they are evacuating the building. The fire alarm system will automatically notify the fire department. However, once safely outside the building residents should still call 911 to provide additional information. Please follow the Fire Evacuation Plan.
- Please reference the Evacuation Floor Plan on the next page for information on primary and secondary escape routes, smoke detector locations, fire extinguisher locations, fire alarm manual pull stations, and emergency exits.
- Building maintenance is responsible for general maintenance of the fire alarm system and the smoke detectors located in the apartments and common areas. **Do Not** remove the batteries from the smoke detector for any reason. It is the responsibility of residents to report low batteries or any problems with your smoke detectors immediately to maintenance at 242-####.
- Fire Extinguishers are located in the common areas of the building. Fire extinguishers should be used by properly trained persons. If you do not know how to properly use them, don't use them. Fire extinguisher use is voluntary. Building maintenance is responsible for the fire extinguishers located in the building common areas. Please report any problems, damage to, or tampering with directly to maintenance at 242-####.
- Your apartment is equipped with a gas fireplace. Please follow all the manufacturer's safety and operation instructions provided (see attached sheet). Building maintenance is responsible for the maintenance of your fireplace. Please report any problems with your fireplace immediately to maintenance at 242-####.
- In general, the most common causes of residential fires are unattended cooking fires, improperly discarded smoking materials, unattended candle fires, and damaged or faulty electrical equipment. Please use the following safety tips:
 - Never leave cooking unattended, keep your kitchen areas and appliances clean, and keep combustible materials away from the stove and oven.
 - Discard smoking materials in properly designed ash trays and never throw ashes into the garbage. Use water to cool down ashes and discard down toilet as necessary.
 - Never leave candles burning unattended, use properly designed non-combustible candle holders, and place candles on a sturdy surface away from combustible materials and out of reach from children and pets.
 - Maintain all your personal electrical equipment and follow the user instructions.
 - Keep matches and lighters away from children.
- For more general fire safety information, please contact the City of Madison Fire Department's Community Education Unit at 266-4420.

FOR EXAMPLE ONLY



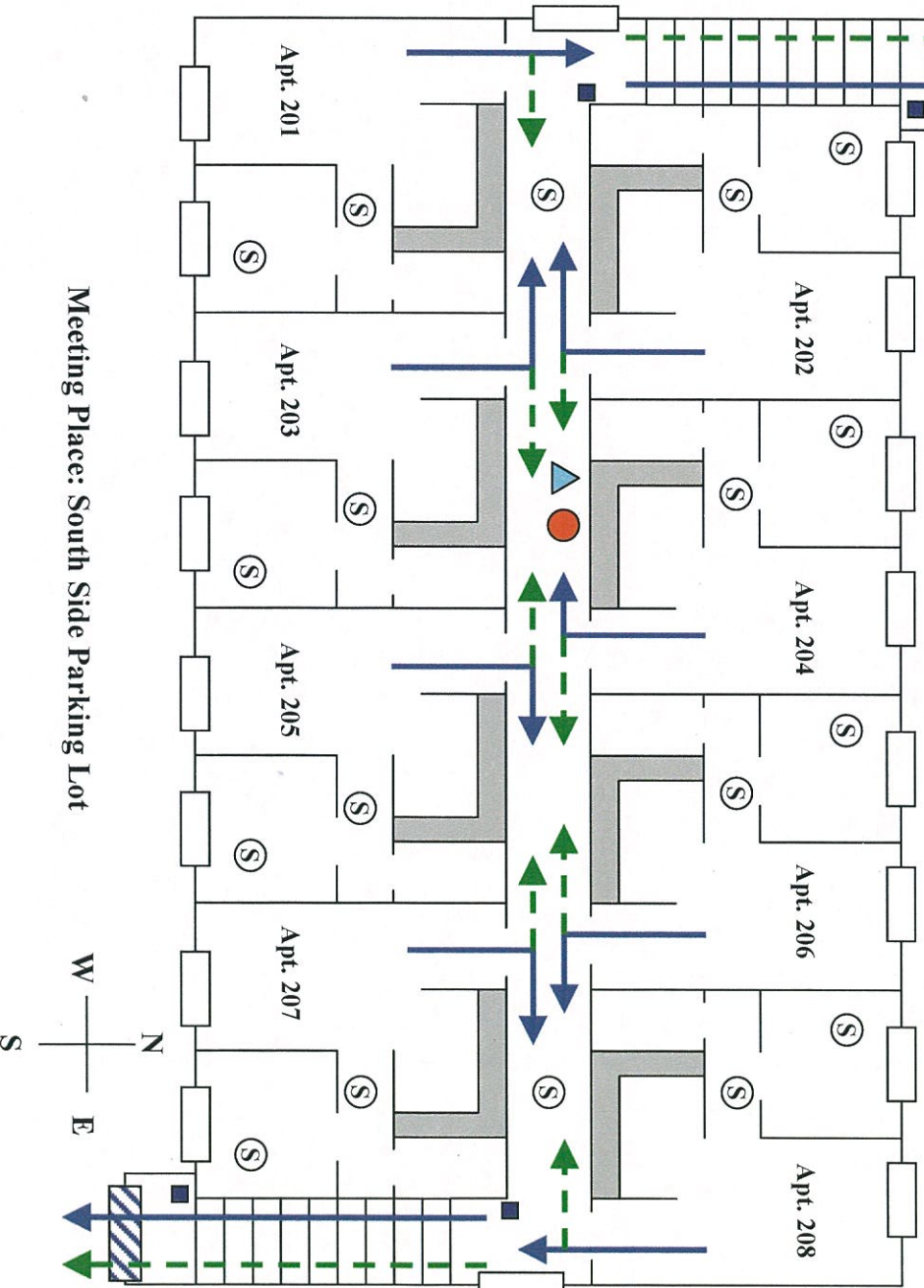
Example: 16-Unit Apartment Complex Evacuation Floor Plan

- Fire Extinguisher
- Primary Escape Route
- ▨ Exit w/Emergency Light
- ▲ Emergency Light - Power & Alarm Activated
- Ⓢ Smoke Detector
- - - Secondary Escape Route
- Fire Alarm Manual Pull Station

Emergency Evacuation Plan

- When a fire is noticed or the smoke detector sounds, evacuate the building immediately.
 - a. Isolate the fire by closing doors
 - b. Activate Fire Alarm System
 - c. Evacuate the building
 - d. Call 911
- Evacuate the building using the primary escape route.
- If primary route is unsafe or blocked, use secondary escape route.
- All residents will meet in the south side parking lot at least 200 feet from the building.
- A head count should be completed by residents and communicated to the fire department upon their arrival.

Second Floor Apartments



FOR EXAMPLE ONLY