

Fire evacuation plan

Keep this plan with the fire panel. Review it after every drill and whenever the building changes.

1. Premises

Business name

Address

Person responsible for this plan

Their phone number

Date of this plan

Next review date

2. Raising the alarm

How the alarm is raised (call points, shout, other)

Where the fire panel is

Alarm monitoring company and number

Fire service number

Cape Town: 107 (landline) or 021 480 7700 (cell)

3. Escape routes and exits

Main escape route from each area

Second escape route from each area

Final exits

Equipment or processes to make safe, and by whom

4. Assembly points

Main assembly point

Second assembly point

5. People and roles

Role	Name	Backup
Floor warden, area 1		
Floor warden, area 2		
Calls and meets the fire service		
Roll keeper		
Helper for people who need help		

6. Visitors and people who need help

Where the visitor sign-in list is kept

People who need help, and who helps them

7. Drill register

Date and time	People	Outcome and actions	Supervisor and signature

When the fire alarm sounds

1. **Raise the alarm.** Use the nearest call point or shout "Fire!", then call the fire service.
2. **Stop and leave at once.** Do not collect belongings.
3. **Use the nearest safe exit.** Follow the exit signs.
4. **Close doors behind you.**
5. **Never use the lifts.** Use the stairs.
6. **Go to the assembly point** and report to your floor warden.
7. **Do not go back inside** until the fire service says it is safe.

Assembly point: _____ Fire service: _____