

EMERGENCY FIRE PLAN

NAME OF HOME

Fire action notice is displayed

Please tick

YES



NO

What a person should do on discovering a fire

- 1.
- 2.
- 3.
- 4.

What staff should do on hearing the fire alarm

- 1
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Duties and identities of staff with specific responsibilities in the event of a fire

| NAME | RESPONSIBILITIES |
|------|------------------|
| | |
| | |

Assembly point on leaving the building

**IN THE EVENT OF A MAJOR FIRE OR EMERGENCY A PLACE OF
TEMPORARY REFUGE FOR RESIDENTS TO ENSURE CONTINUITY OF
SERVICE**

Any additional information or action to be taken by staff

GENERAL ADVICE

 **STAIRWAYS & CORRIDORS MUST ALWAYS BE KEPT CLEAR OF OBSTRUCTION**

**THIS DOCUMENT TO BE KEPT IN THE FIRE LOG FOR THE
INFORMATION OF ALL STAFF AND TO FORM THE BASIS OF
TRAINING BY THE HOME MANAGER**