

# SAMPLE FIRE SAFETY PLAN

NAME: \_\_\_\_\_  
STREET: \_\_\_\_\_  
TOWN: \_\_\_\_\_

- In the event of a fire or other emergency, the discoverer of the fire shall alert all occupants by operating a fire pull station. The Store Manager shall call the **FIRE DEPARTMENT (NAME)** by telephone at **(PHONE NUMBER)**. The store manager shall remain in front and await the first responding "Officer-In-Charge"
- Upon activation of the building's fire alarm, the Store Manager, Assistant Manager, kitchen employees, waiters and hostess shall assist customers to the exit doors. All occupants shall assemble at an evacuation area. Customers shall be advised not to attempt to access their vehicles until the Fire Department vehicles have arrived and are in place. The Fire Department will then control vehicles departures. All personnel and customers should be accounted for at the evacuation area.
- The major hazards associated with this location are as follows; the cooking surfaces along with the hood & duct system in the kitchen, the occupant load of customers and the Heating, Ventilation & Air Conditioning system located on the roof. **(SAMPLE)**
- The Store Manager and the Assistant Store Manager are responsible to employ qualified technicians to have the fire extinguishers, the automatic extinguishing system, the automatic fire sprinkler system, and the manual and automatic fire & smoke detecting system inspected periodically. The fire extinguishers shall be inspected and tested once a year, the automatic extinguishing system shall be inspected and tested every six months, the automatic fire sprinkler system shall be inspected once a year and the manual and automatic fire & smoke detection shall be inspected once a year. The hood and ducts shall be cleaned and certified every three months. The emergency back-up power for the emergency lighting and exit signs shall be tested once a month for 15 minutes and once a year for 90 minutes. The Store Manager shall keep a log of these tests. A qualified technician shall be employed to perform periodic maintenance on the HVAC system.
- **FIRE EXTINGUISHERS-** The fire extinguishers are recertified annually by **(NAME FIRE EXTINGUISHING COMPANY)** **(PHONE NUMBER)**. The store manager performs a monthly visual check of all units and notes the date on the back of the tag.

## SAMPLE FIRE SAFETY PLAN (CONT'D)

- AUTOMATIC EXTINGUISHING SYSTEM-recertified every six months by (NAME FIRE EXTINGUISHING COMPANY) (PHONE NUMBER)
- MANUAL AND AUTOMATIC FIRE & SMOKE DETECTION SYSTEM-inspected and tested by (NAME AUTOMATIC FIRE AND SMOKE DETECTION SYSTEM COMPANY) (PHONE NUMBER)
- CENTRAL STATION MONITORING-Our fire alarm is monitored (NAME CENTRAL STATION MONITORING COMPANY) (PHONE NUMBER)
- HOOD AND DUCTS-cleaned, inspected and certified by (NAME HOOD AND DUCTS COMPANY) (PHONE NUMBER)
- AUTOMATIC FIRE SPRINKLER SYSTEM-inspected and tested yearly by (NAME AUTOMATIC FIRE SPRINKLER COMPANY) (PHONE NUMBER)
- EMERGENCY POWER FOR EXIT SIGNS AND LIGHTING-inspected monthly by the Store Manager and logged into an in-house record. A qualified electrician shall be notified to repair malfunctioning units.

There are no additional fuel hazard sources.

*(DOES NOT INCLUDE THE REQUIRED FLOOR PLAN) -*

## SAMPLE FIRE EVACUATION PLAN

NAME \_\_\_\_\_  
STREET \_\_\_\_\_  
TOWN \_\_\_\_\_

- In the event of a fire or other emergency, the entire restaurant shall be evacuated. The exit doors located on the south side of the building shall be utilized and all occupants shall assemble at a designated evacuation area. (**NAME SITE**)
- The Store Manager and bartender shall check the building to make sure all occupants are evacuated. The kitchen staff shall turn off all gas appliances.
- The Store Manager shall account for all employees and the hostess shall account for all customers.
- Several of our employees are volunteer firefighters and ambulance workers. These employees have conveyed their willingness to assist any injured customers or employees. A first aid box located by the hostess station will be taken outside to the assembly area.
- In the event of a fire or other emergency, the discoverer shall call the **FIRE DEPARTMENT (NAME)** by telephone at (**PHONE NUMBER**). If the event is a fire, the discoverer shall activate a fire pull station. This will activate the horn/strobe fire alarms.
- **Store Manager (NAME)** can be contacted via his cellular phone at (**PHONE NUMBER**) for further information or explanation of duties under this plan.
- The building is equipped with a fire alarm that when activated emits a loud horn accompanied with a strobe light.

*(does not include the required floor plan)*

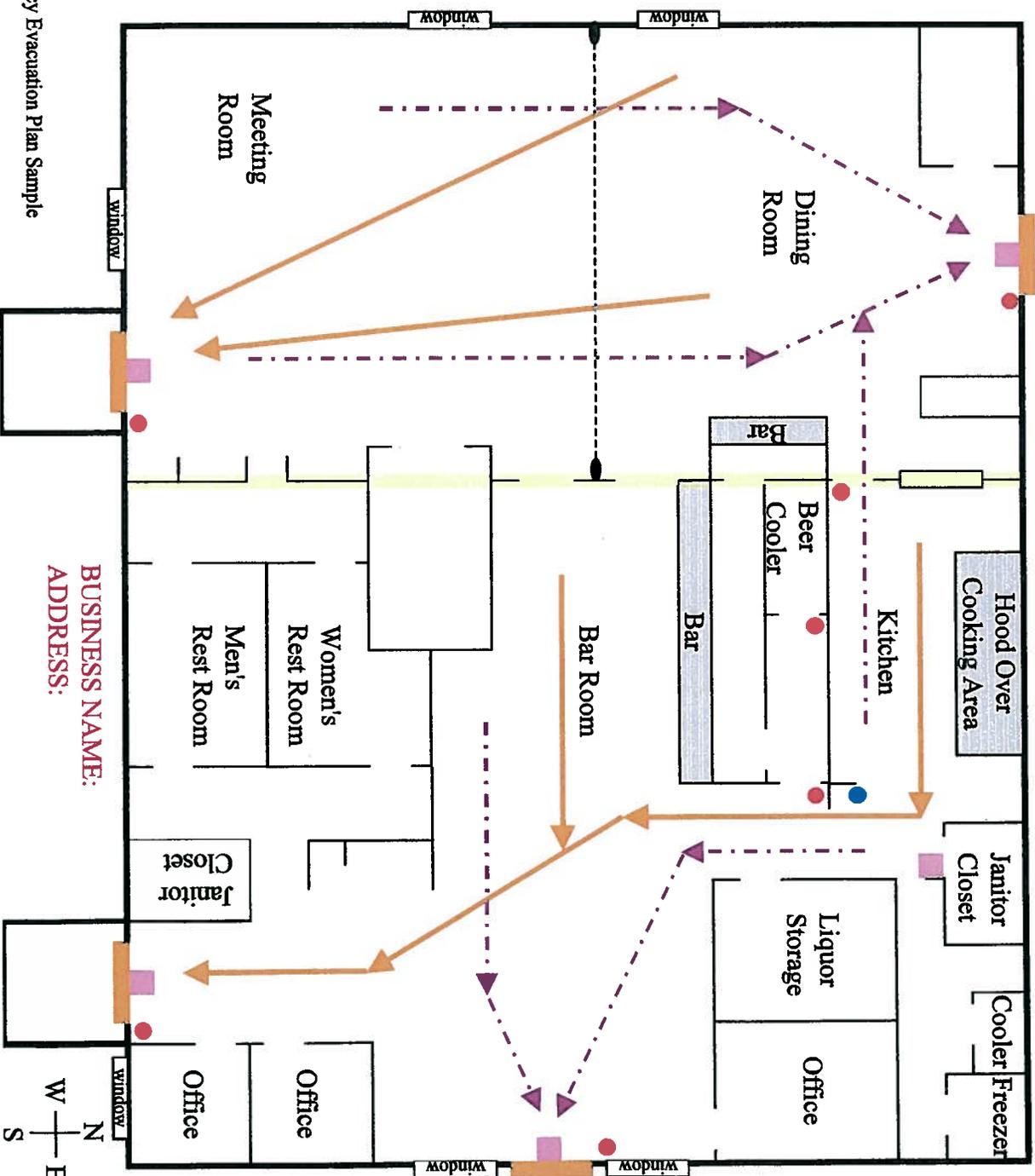
# FOR EXAMPLE ONLY

## Emergency Evacuation Plan

1. Lead Bartender is responsible for evacuation and emergency medical aid.
2. When a fire is noticed or fire alarms sound, evacuate the building. This will be done by the primary route. Use the secondary route only if the primary route is blocked or unsafe.
  - a. Isolate the fire by closing doors (Firewall doors close automatically)
  - b. Activate fire alarm system
  - c. Call 911
  - d. Evacuate the building
3. Bartender will notify occupants of fire by voice or using intercom speakers. Bartender indicate location of exits.
4. After occupants have started to evacuate the building, the bartender will insure that everybody has left the building.
5. All customers and employees will go to the far south side of the parking lot at least 200 feet from the building. Lead bartender will take head count at this time.
6. When Fire Department arrives, the lead bartender will assist as much as possible.

Contact Person:

- Firewall with Auto Close Doors
- Fire Extinguisher
- Pull Extinguisher for Hood System
- Exit with Emergency Light
- Emergency Light – Power & Alarm Activated
- - - - - Route to Secondary Exits
- Route to Primary Exits



BUSINESS NAME:  
ADDRESS: