

## EVACUATION PROCEDURE

**Name:** \_\_\_\_\_

**Location:**

**Date:**

**If the fire alarm system is activated or fire is discovered in the home, the following procedure must be followed:**

1. Immediately evacuate from the home or building.
2.
  - a. Primary exit \_\_\_\_\_
  - b. Secondary exit \_\_\_\_\_
3. Evacuate the home or building using planned escape routes or alternate escape routes if necessary.
4. Never stop to retrieve clothing or other valuables.
5. Evacuate multi-handicapped and those nearest the problem area first.
6. Leave the home or building only after the individual(s) have been evacuated.
7. Meet or assemble at the determined meeting place and account for all individual(s).  
Meeting place is \_\_\_\_\_.
8. Call the Fire Department as soon as possible from the outside of the home or building (i.e. by using a neighbor's phone or cell phone).
9. Never re-enter the home or building, unless authorized by the Fire Department.
10. Stay calm as to not excite the individuals.
11. All statements to the media should be made by the Director or in that person's absence, the Assistant Director or Department Heads.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_