

## Plan & Protect

Every company is encouraged to have an emergency evacuation plan. But how many of us have one for home? Good common sense tells you that you should create a plan to protect the people you love.

It's a good idea to get children to help create the plan as they will be memorising important facts which could save their lives, while they are helping you. For example you could ask them to tell you what exits are available or which meeting place is best to use. When you have completed the plan write it out and tell everyone where it is.

In order to create your plan, create a list of the following

1. **The number of smoke alarms you have & their location**
2. **The doors & windows available to use as fire exits in your house or apartment**  
**Specify if any of these need keys & where they are located**
3. **Emergency telephone numbers**
4. **An obvious place outside your home that can be used as a meeting-point**

So for example your list could read as follows:

1. **The number of smoke alarms you have & their location**  
2 smoke alarms (1 in the downstairs hallway & one on the upstairs landing)  
Date last checked 12/09/09 (These should be checked regularly)
2. **The doors & windows available to use as fire exits in your house or apartment**  
Downstairs:  
Hall Door - No key needed  
Kitchen Door - Key in the lock  
Living-room window - Key on windowsill  
Dining-room window - No key needed  
Kitchen window - No key needed  
Upstairs:  
Bedroom window leading on to kitchen roof - No key needed
3. **Emergency telephone numbers**  
In emergency dial: 999, 112
4. **Meeting-Point**  
The gate to Mr. O'Reillys Garden,

## Fire Escape Plan: What to do in the event of a fire

### Keep escape routes clear at all times

Avoid leaving kids bikes or schoolbags in front of doors or on the stairs

**Close All Doors**

Close All Doors when going to bed at night. It can give you valuable time to save the lives of the people you love.

**Stay Calm**

Whether the fire has been discovered by you or your smoke alarm, stay calm and put your fire escape plan into action.

**Raise the alarm**

Shout to wake everyone up, and make your way out by the quickest route.

**Do not investigate the fire**

Opening doors can increase the fire speed. So just get yourself & your loved ones out of the property

**Escape Routes**

Check doors with the back of your hand; if they are warm it means the fire is on the other side, so do not open them. Only open doors you need to open in order to escape.

**Smoke**

If there is smoke, crawl along near to the floor where the air will be cleaner.

**Meeting-Point**

Go to the meeting-point outside your home & ensure that everyone is present

**Call The Emergency Services**

Once everyone is out of the house call the Fire Service at 999 or 112 from a call box, mobile phone or neighbour's house.

**Protect**

Do not go back in your home or allow anyone else to return until the Fire Service tells you it is safe.