

Fire and Evacuation Plan

For Low Occupancy Buildings

Note

This Fire and Evacuation Plan is intended to provide compliance with the *Building Fire Safety Regulation 2008* and does not necessarily comply with other legislation or requirements.



Building Information	
Building Name:	
Address:	
Building Owner:	
Address:	
Phone Number:	
Email :	
Building Occupier:	
Address:	
Phone Number:	
Email:	

Persons responsible for administering the Building's Fire and Evacuation Plan

Person responsible for giving General & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Date of Instruction
Name:		
Phone Number:		
Email:		

Evacuation Coordinator	
Commencement Date:	
Name:	
Phone Number:	
Email:	

Fire & Evacuation Plan Annual Review		
Date of Review	Reviewed by	Changes made?

Evacuation Coordination Procedures	
Commencement Date:	
Procedure	
Procedure for contacting fire service	
Persons with special needs	

Evacuation Sign and Diagram

PLEASE SEE ATTACHED

Relevant 'Building Approval' Documents

PLEASE SEE ATTACHED

Procedures for giving fire and evacuation instructions

Method of Operation of firefighting equipment and manually operated fire alarms

Emergency Evacuation Procedure

Fire Safety Management Procedure – Alternate Building Solutions

PLEASE SEE ATTACHED