Fire Escape Plan Template: Home Exits and Meeting Place

Blank copy

Household

PLAN DATE

PLANNED BY

PROPERTY ADDRESS

HOME TYPE

PEOPLE WHO LIVE HERE

CHILDREN UNDER 6 WHO CANNOT GET OUT ALONE

INFANTS, OLDER ADULTS, OR ANYONE WHO NEEDS A HELPER

PETS IN THE HOME

EMERGENCY NUMBER TO CALL FROM OUTSIDE

- [ ] Regular guests or sitters have been told the meeting place

Meeting place and call plan

OUTSIDE MEETING PLACE

WHO CALLS 9-1-1 FROM THE MEETING PLACE

HOUSE OR BUILDING NUMBER AS SEEN FROM THE STREET

CONTACT IF HOUSEHOLD MEMBERS CANNOT FIND ONE ANOTHER

BACKUP MEETING PLACE IF THE FIRST SPOT IS BLOCKED

APARTMENT OR HIGH-RISE NOTES (STAIRS, PULL STATION, POSTED PLAN)

Rooms and exits 1 to 4

ROOM 1 NAME

ROOM 1 WHO USES OR SLEEPS HERE

ROOM 1 FIRST WAY OUT

ROOM 1 SECOND WAY OUT

ROOM 2 NAME

ROOM 2 WHO USES OR SLEEPS HERE

ROOM 2 FIRST WAY OUT

ROOM 2 SECOND WAY OUT

ROOM 3 NAME

ROOM 3 WHO USES OR SLEEPS HERE

ROOM 3 FIRST WAY OUT

ROOM 3 SECOND WAY OUT

ROOM 4 NAME

ROOM 4 WHO USES OR SLEEPS HERE

ROOM 4 FIRST WAY OUT

ROOM 4 SECOND WAY OUT

Rooms and exits 5 to 8

ROOM 5 NAME

ROOM 5 WHO USES OR SLEEPS HERE

ROOM 5 FIRST WAY OUT

ROOM 5 SECOND WAY OUT

ROOM 6 NAME

ROOM 6 WHO USES OR SLEEPS HERE

ROOM 6 FIRST WAY OUT

ROOM 6 SECOND WAY OUT

ROOM 7 NAME

ROOM 7 WHO USES OR SLEEPS HERE

ROOM 7 FIRST WAY OUT

ROOM 7 SECOND WAY OUT

ROOM 8 NAME

ROOM 8 WHO USES OR SLEEPS HERE

ROOM 8 FIRST WAY OUT

ROOM 8 SECOND WAY OUT

Exit readiness

Item	Yes	No	N/A	Notes
Doors and windows on the plan open easily	☐	☐	☐	
Doors and windows used as exits are not blocked	☐	☐	☐	
Window screens on exit windows can be taken out quickly	☐	☐	☐	
Security bars have inside emergency release devices	☐	☐	☐	
Upper-floor rooms have a second way out, or an escape ladder stored near the window	☐	☐	☐	
People who use a walker or wheelchair can get through the planned exits	☐	☐	☐	
House or building number is readable from the street, including at night	☐	☐	☐	
Household plans to sleep with bedroom doors closed	☐	☐	☐	
Apartment or high-rise residents have read the building posted fire plan	☐	☐	☐	

Smoke and CO alarms

Item	Yes	No	N/A	Notes
A working smoke alarm is inside each sleeping room	☐	☐	☐	
A working smoke alarm is outside each sleeping area	☐	☐	☐	
A working smoke alarm is on every level, including the basement	☐	☐	☐	
Smoke alarms are interconnected so that when one sounds they all sound	☐	☐	☐	
Smoke alarms were tested this month with the test button	☐	☐	☐	
Replaceable batteries were changed in the last year, or the unit is a sealed 10-year model	☐	☐	☐	
Smoke alarms you can date are not more than 10 years past the manufacture date	☐	☐	☐	
CO alarms are on every level and outside each sleeping area	☐	☐	☐	
CO alarms were tested this month	☐	☐	☐	
Household can tell smoke-alarm beeps from CO-alarm beeps	☐	☐	☐	
Anyone who cannot hear or see a standard alarm has a working accessible alarm	☐	☐	☐	

Kids, pets, and extra help

Item	Yes	No	N/A	Notes
Each child under 6 has a named adult helper, plus a backup	☐	☐	☐	
Children know what the smoke alarm sounds like and what to do	☐	☐	☐	
Children practiced going to the meeting place if no adult is in the room	☐	☐	☐	
Everyone is taught get out and stay out, including not going back for people, pets, or things	☐	☐	☐	
Children are taught not to hide from firefighters	☐	☐	☐	
Someone is assigned to wake anyone who does not wake to the alarm	☐	☐	☐	
Pets are included in practice, and no one will delay escape to rescue a pet	☐	☐	☐	
Collars, leashes, or carriers are ready near an exit	☐	☐	☐	
Pet-alert window cling is up to date, or there are no pets	☐	☐	☐	
Infants, older adults, or people with a disability have a named helper and a backup	☐	☐	☐	

Practice drills

Item	Done	Skip	N/A	Notes
Written plan shared with everyone who lives here	☐	☐	☐	
Household walked two ways out of each room, if a second way exists	☐	☐	☐	
Practiced getting low and moving to the exit	☐	☐	☐	
Practiced checking a door with the back of the hand before opening	☐	☐	☐	

Daytime drill started with the smoke-alarm test button	☐	☐	☐	
Timed a drill to the meeting place in under 2 minutes	☐	☐	☐	
Night or dark drill after children already practiced in the daytime	☐	☐	☐	
Practiced a second way out, not only the usual door	☐	☐	☐	
Everyone knows to call 9-1-1 from the meeting place, not from inside	☐	☐	☐	
Household reviewed stop, drop, and roll	☐	☐	☐	
Reviewed how to seal in and signal at a window if you cannot get out	☐	☐	☐	
Next drill is on the calendar within six months	☐	☐	☐	

Drill record and sign-off

LAST DRILL DATE

TIME TO THE MEETING PLACE

NEXT DRILL DATE

WHO OR WHAT STILL NEEDS PRACTICE OR A FIX

ACTION

PLANNER SIGNATURE

TIME SIGNED

Reference only. Verify against local codes, a licensed inspector or a qualified contractor.