

# Sample Fire Evacuation Plan Template

**Family Care Home Address:**

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**Plan Date:**

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Actions to be taken upon actual discovery of a fire:
Actions to be taken upon smelling smoke:
Actions to be taken upon hearing the Alarm:
Describe how to safely check and enter rooms during an evacuation:
Evacuation priority: (Consideration should be given to the specific needs of the individuals (e.g. cognition, motor skills, ability to follow directions,) as well as their location within the home, proximity to exits, etc.)
Family Care Provider's responsibilities during an evacuation:
Safe area location:
Notification to Fire Department (to be made after evacuation):
Individual Specific Information: (describe what supports individual's may need throughout evacuation)
Evacuation Routes/Exits:

The **RACE** acronym can be used to reinforce the extremely important sequence of rescuing, closing the door, pulling the alarm and then evacuating the home.

**R** – Rescue and close the door to the room of the fire origin.

**A** – Alarm – sound the nearest alarm or if there is none, alert everyone by shouting “fire” or another predetermined signal.

**C** – Confine the fire by closing all doors while exiting.

**E** – Evacuate the home using the closest exit and go to the designated meeting area.

**NOTE:** In the event of a fire or other situation requiring an evacuation from the Family Care Home, the Family Care Provider must contact the Sponsoring Agency as soon as it is safe to do so. The Sponsoring Agency does not need to be notified when the FCH is practicing a monthly fire drill evacuation.