



EMERGENCY SAFETY PLAN

DATE:

A. Building Information

Building(s) Name(s):

Building Address(es):

Number of buildings:

Number of units per building:

B. Landlord Information

Contact Name		
Title		
Company		
Phone		
Email		

C. Emergency Contact Information

24-hour Point of Contact Name(s):

Contact Name		
Title		
Company		
Phone		
Email		

D. Fire Protection Systems Information

Fire Alarm? Yes No Type?:

Dedicated function (no occupant notification)

Protected Premises (Manual System)

Automatic Fire Alarm System

Emergency Notification System (with voice) Monitored? Yes No

Sprinkler System? Yes No Local Area Partial Full Coverage

If local or partial, indicate protected area(s):

System Impairment Plan

Fire alarm system:

Sprinkler system:

E. Life Safety Information

Does the building have a fire alarm with “phased evacuation” capabilities? Yes No
If so, describe the standard operating procedure.

Does this building have defend-in-place capabilities? Yes No
If so, describe the standard operating procedure.

Are any staff designated to respond to emergencies? Yes No
If so, describe who and response actions.

Is there an emergency generator? Yes No

Can elevators be used in the event of an emergency for evacuating residents? Yes No

Does the building have approved areas of refuge? Yes No
Does the building have any provisions for evacuating disabled individuals including, but not limited to, enhanced notification methods or systems, wayfinding, wayfinding assistance, or evacuation assistance? Yes No If yes, please describe.

F. Evacuation Maps

Attach one map of each building footprint. That map must show:

- a. The main entrance
- b. Exterior doors
- c. Paths from the building to a public way, such as a parking lot
- d. Tenant meeting point
- e. Location of the main fire alarm panel and sprinkler room

Attach a map of a floor plan showing:

- f. Egress path from the farthest unit(s) to the exits(s)
- g. The location of any fire alarm boxes (pull stations)
- h. Location of fire extinguishers
- i. Approved areas of refuge

G. Procedures for Reporting Emergencies

FOR A FIRE EMERGENCY IN YOUR UNIT OR BUILDING, EVACUATE AND PULL THE FIRE ALARM. ONCE YOU HAVE REACHED SAFETY, CALL 9-1-1.

H. Actions to be taken in an emergency

FOR BUILDING EMERGENCIES, IF YOU HEAR THE FIRE ALARM, OR ENCOUNTER AN EMERGENCY SITUATION IN YOUR BUILDING, EVACUATE THEN CALL 9-1-1 TO REPORT EMERGENCIES.

Description of meeting place:

Alternative meeting place:

How will management contact residents in the event of an emergency?

I. Relocation Plan

If tenants are displaced during an emergency for more than 24 hours, provide information including who to contact regarding retrieving emergency items such as medication and identification, information they will need for entering a shelter, and how to receive updates on the building status, etc.

J. Alternative Housing Information

Provide information on local hotels/lodging, nearby shelters, or other alternative housing the landlord plans to utilize to house displaced residents.

Name and email of person who created ESP: