



Instructions for Completing Floor Plan & Emergency Plan

Create a written plan to follow in the event of an emergency. To do so, complete the following guidelines:

1. Use the facility sketch to create a floor plan of your home.
2. Indicate all exits locations with an "X". This can be a window, door or other type of exit.
3. Show the location of the following:
 - a. Smoke Detector (SD)
 - b. Carbon Monoxide Detector (CMD)
 - c. Electrical Master Switch (EMS)
 - d. Gas Shut-off Valve (GSO)
 - e. Garden Hose, if any (GH)
 - f. Fire Extinguisher (FE)
4. In case of fire:
 - a. Identify who does what role. Ex: Who will grab the first aid kit? Who will grab the fire extinguisher? Who will make sure the home is clear of family members and guests? Who will call Emergency Services?
 - b. Follow R.A.C.E. and P.A.S.S. instructions.
 - c. Where is the meeting location in the event of an emergency?
 - d. Where is the nearest phone outside the house?

*****Store this form with your Emergency Disaster Plan and Facility Sketch*****