

## **Instructions for Using the Fire Safety Plan Template**

Fire safety plans are required by the Idaho Fire Code, section 404.3.2

Each unit, area, and/or building on campus must have a plan developed with area-specific information to comply with the requirement and provide a safer learning and working environment for students and employees.

Department supervisors are responsible for employee knowledge and training with regard to the Fire Safety Plan. Additional Fire Safety training is offered through the EHS NetLearning@uidaho website. For more information, call EHS at (208) 885-6524 (5-6524), email [safety@uidaho.edu](mailto:safety@uidaho.edu), or visit our website at [www.uidaho.edu/ehs](http://www.uidaho.edu/ehs).

### **To develop your plan:**

**Fill in required information** (highlighted areas), and only add limited pertinent information.

1. The plan should be simple and easily understood.
2. The plan should be two pages in length (including map) for easy use during an emergency.

### **Add egress maps for your area(s).**

- Some areas have multiple floors or buildings. Each plan is specific to a floor or building which allows for easy exit route determination in the event of an emergency.
- If you require assistance with acquiring egress maps or developing them, please call EHS at 5-6524.

The Fire Safety Specialist (EHS) is responsible for assuring annual plan updates/revisions, training, and fire alarm drills. If your department would like assistance with completing and implementing the Fire Safety Plan for your area, please contact at (208) 885-6524 (5-6524), or email at [safety@uidaho.edu](mailto:safety@uidaho.edu).