

# Fire Evacuation Plan

## Short Term Rental

Name of property owner \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Alternate contact \_\_\_\_\_

What type of smoke alarms are installed in the building (battery operated, hardwired, or hardwired and interconnected)? \_\_\_\_\_

\*Note - All smoke alarms need to be replaced every ten years, or before the indicated replace by date. If there are no dates indicated on the smoke alarm, it must be replaced.

Are there Carbon monoxide alarms? Yes/No Battery/Plug in/Hardwired

("No" is an acceptable answer, if there are no fuel fired appliances in the home, no attached garage, or wood burning stoves or fireplaces.)

\*\*Note - replace carbon monoxide alarms at the manufacturers recommended time

\*\*\*Note – test all smoke alarms and carbon monoxide alarms monthly.

Portable fire extinguishers should be class ABC, minimum size 2A10BC, and be mounted in an easily accessible location on each floor. Monthly inspections include checking the extinguisher for any visible damage, ensuring that the pressure gauge is at an acceptable level, and that the nozzle is not obstructed. Annually they must be maintained by a fire protection company.

Please attach a schematic drawing of each floor of the building with includes the following information:

- Location of the main street
- Location of smoke alarms
- Location of carbon monoxide alarms
- Location of exits
- Location of portable fire extinguishers
- Which direction North is
- Occupant load
- Rooms labeled including which bedrooms will be occupied if there more than three bedrooms in the home

**Fire Evacuation Plans shall be posted on the back of each bedroom door**



Entrance / Exit



Smoke Alarm

**SA**



Carbon Monoxide Alarm

**CO**



Fire Extinguisher - ABC Type

**ABC**

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