



## **Fire Emergency Evacuation Plan: Commercial Laundry Facility**

### **1. Emergency Protocol & Immediate Actions**

In the event of a fire, all personnel must act immediately:

**Trigger the Alarm:** Anyone who discovers a fire, sees glowing lint, or smells chemical or electrical smoke must immediately activate the nearest manual fire alarm pull station.

**Call Emergency Services:** Dial **911** from a safe location. Inform the dispatcher that this is a **commercial laundry facility** containing industrial dryers, heavy lint loads, and bulk cleaning chemicals.

**Cease Operations:** Stop all manual sorting, loading, washing, and ironer operations immediately upon hearing the alarm.

**Abandon Mobile Equipment:** Leave laundry carts, bins, and canvas hampers exactly where they are. Do not park or leave them in a way that blocks aisles, walkways, or emergency exit doors.

**Crawl Under Smoke:** Because burning textiles and laundry chemicals produce thick, toxic smoke, stay low to the floor where the air is cleanest.

### **2. Specialized Commercial Laundry Shutdown Procedures**

Industrial laundry equipment can rapidly accelerate fires through lint ducts or gas lines. Designated operators must execute these critical containment steps **only if it is safe to do so within 30 seconds**:

**Dryer Emergency Stops:** Press the Emergency Stop (E-Stop) buttons on all commercial tumble dryers to cut gas/electric heat sources and halt airflow that feeds oxygen to fire.

**Chemical Loop Isolation:** Depress the emergency shutoff valve on the automated chemical injection systems to isolate bulk alkali, bleach, and sour chemical lines.

**Ironer & Folder Power:** Shut down main power to commercial flatwork ironers to prevent textiles from trapping heat against heavy steam or gas-heated rolls.

**Main Gas Shutoff:** If designated as the utility warden, close the main facility gas line valve to eliminate fuel sources to the boiler and dryers.

### **3. Evacuation Routes & Diagrams**

**Routes:** The shortest, most direct path through the exit doors or loading dock.

**Keep Aisles Clear:** Main travel paths between wash aisles, finishing areas, and cart staging zones must be kept completely clear of loose hampers, rolling bins, or bulk linen stacks at all times.

**Emergency Lighting:** Exit paths must feature battery-backed emergency lights and illuminated "EXIT" signs that remain operational for at least 90 minutes during a power failure.

**Physical Postings:** Evacuation diagrams must be permanently mounted at eye level at the sorting deck, wash aisle, finishing/folding stations, and employee breakrooms.

### **4. Roles & Emergency Responsibilities**

Assign specific duties to ensure organization and prevent panic. Fill in the designated personnel names below:

#### **Emergency Coordinator (EC)**

**Designated Staff:** Lys Decious / HR Director & James Smith / Chief Engineer

**Duties:** Manages the overall execution of the evacuation plan, coordinates directly with the fire department, and provides responding crews with the chemical Safety Data Sheets (SDS).

#### **Floor Wardens / Area Sweepers**

**Designated Staff:** All Supervisors

**Duties:** Visually inspect restrooms, soil-sorting pits, and large equipment clearances to ensure everyone has evacuated. They close doors behind them to slow the spread of fire.

## Assembly Point Captains

**Designated Staff:** All Supervisors

**Duties:** Collects the active shift roster, performs a structured roll-call at the outside assembly point, and immediately informs the Emergency Coordinator of any missing individuals.

## 5. Assembly Area & Accountability

Once outside the building, personnel must gather in a controlled environment to ensure accurate tracking.

**Designated Assembly Point:** By the light pole in the middle of the parking lot.

**Safe Distance:** This location provides a safe buffer from boiler explosions, toxic chemical smoke downwind, and gives emergency vehicles clear access to the building structure.

**Roll-Call Procedures:** Managers must take a strict attendance headcount using the current shift log, explicitly accounting for temporary sorting staff, route delivery drivers, visitors, and contractors on-site.

**No Re-Entry:** No employee is permitted to re-enter the building for any reason until local fire officials explicitly declare it safe.

## 6. Training, Testing, & Prevention

**Frequency:** Conduct full workplace fire drills at least **twice a year**.

**Lint Management Protocol:** Maintain compliance by cleaning dryer lint screens, main exhaust ducts, and overhead structural beams daily to eliminate the primary fuel source for commercial laundry fires.

**Extinguisher Training:** Train designated staff annually on how to operate portable fire extinguishers using the **P.A.S.S.** technique. *Note: Never attempt to fight a lint-duct or chemical fire that has broken out of containment.*

**Equipment Inspections:** Test fire alarms, automated dryer suppression systems, and emergency exit signs monthly. Schedule certified third-party vendor inspections for boilers and fire extinguishers annually.