

**CITY OF BOSTON**  
**2024 TEMPORARY OUTDOOR DINING**

**EVACUATION PLAN (IN THE EVENT OF AN EMERGENCY)**

**NAME OF RESTAURANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**RESTAURANT NUMBER:** \_\_\_\_\_

**MANAGER NAME(S):** \_\_\_\_\_

**EMERGENCY CONTACT NAME & PHONE #:** \_\_\_\_\_

**Please read and initial/complete the following:**

1. Upon activation of an alarm or report of any type of emergency, the **Manager on Duty (MOD)** shall call 911 and follow the instructions of the 911 operator. \_\_\_\_\_
2. The MOD and staff shall go to the front exit and direct customers out of the building and if safe to do so. \_\_\_\_\_
3. The MOD and staff shall assist patrons to the nearest exit out of the building and if safe to do so. \_\_\_\_\_
4. The MOD and staff shall assist any patrons who are unable to self-evacuate. \_\_\_\_\_
5. The MOD shall stay at this location until the Fire Department or EMS arrives and provides the first responders with updated information. \_\_\_\_\_
6. The MOD and staff shall commence the orderly evacuation of all patrons to the nearest safe exit / safe place off of the outdoor dining patio. \_\_\_\_\_
7. The MOD and staff shall assure that all patrons have evacuated the restrooms. \_\_\_\_\_
8. The Chef shall be responsible for shutting down all cooking equipment and activating the hood suppression system if necessary. The kitchen staff shall evacuate the kitchen by the nearest safe exit. \_\_\_\_\_
9. The designated meeting place for the restaurant staff shall be located at:  
\_\_\_\_\_  
\_\_\_\_\_
10. All staff shall be evacuated to the exterior of the building / off and away from the outdoor dining patio and report to the designated location. \_\_\_\_\_
11. Once the building / outdoor dining patio is evacuated no one should re-enter either space unless the Fire Department confirms it is safe. \_\_\_\_\_

**OWNER'S NAME(S):** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**EMAIL** \_\_\_\_\_