



EMERGENCY PLAN



In the areas designated below, please provide instructions for occupants and employees for incidents of fire and severe weather. Upon completion, please share with your employees as part of the business emergency plan and have available at your next fire inspection.

Name: _____

Address: _____

Fire Evacuation and Procedures:

When a fire is identified or the fire alarm system is activated:

_____ is responsible for calling 911.
(title/position)

Identify and notify customers to leave the building via _____.
(Exit location(s))

Proceed to the nearest exit and meet at _____ for accountability.

Tornado/Severe Weather Situations:

When a tornado warning or a severe weather alert has been issued:

Occupants / employees need to proceed to a safe refuge area.

Identify and notify customers to shelter in _____.
(Best practice is to proceed to a lower level or an interior room)



EMERGENCY PLAN



Location of Utility Shut Off *(if picture available, fill out the attached sheet.)*

Gas Meter: _____

Electric Meter: _____

Electrical Panel: _____

Water Service: _____

Location of Mechanical Rooms—if applicable

Electrical Room: _____

Elevator Room: _____

Furnace Room: _____

Other: _____

Elevators—if applicable

Location: _____

Location: _____

Location: _____

Location: _____

Number of Stairwells—if applicable

Location: _____

Location: _____

Location: _____

Location: _____

Identified Hazardous Materials —if applicable

Emergency Information:

Location of Fire Extinguishers: _____

Location of Assembly Point (occupant/employee meeting place): _____

Location of Fire Hydrants on Property: _____



EMERGENCY PLAN (OPTIONAL)



Gas Meter

*Picture / Drawing of location
on the building.*



Location:

Water

*Picture / Drawing of location
on the building.*



Location:

Electric Meter / Electrical Panel

*Picture / Drawing of location
on the building.*



Location:

