

# EVACUATION PLAN POSTER

Facility Name:

Address:

Safety Coordinator:

## IF EVACUATION IS NECESSARY, PROCEED AS FOLLOWS:

**IF YOU BECOME AWARE OF AN EVACUATION EMERGENCY (E.G. FIRE, NATURAL DISASTER, BOMB THREAT), NOTIFY: GRETEL FELIX/OFFICE MANAGER- 408-663-8298**

Alarms are located:

Extinguishers are located:

Emergency exits are located:

Assist waiting room patients and visitors:

Call 911, building management.

Check-in employees and visitors at gathering place:

Each employee shall check in immediately once reaching gathering place. If unable to go to gathering place, as soon as possible call the Safety Officer to check in.

Emergency **GATHERING PLACE** in case of a Fire:

**DO NOT** return to the building. If someone is missing, or known to still be in the building, fire-fighting personnel will be notified immediately by: Gretel Felix

Location(s) to be posted: Break Room