WORKPLACE EMERGENCY ACTION PLAN & SAFETY EVACUATION POSTER

CRITICAL EMERGENCY NUMBERS, BUILDING EVACUATION ROUTES, ASSEMBLY POINT & DESIGNATED FIRST AID WARDENS

FACILITY / BUILDING: _____ **PHYSICAL ADDRESS:** _____ **FLOOR / WING: Floor ____ Suite ____**

SAFETY OFFICER: _____ **SAFETY HOTLINE: (_____)** _____ **REVISION DATE: _____/_____/20____**

1. URGENT EMERGENCY DISPATCH SERVICES (DIAL 911 IMMEDIATELY)

FIRE & RESCUE	POLICE DEPARTMENT	EMERGENCY MEDICAL	POISON CONTROL
Emergency: 911	**Emergency: 911**	**Ambulance: 911**	**Toll-Free Hotline:**
Station: (_____) _____	Non-Emerg: (____) _____	Local ER: (____) _____	1-800-222-1222
Location: _____	Precinct: _____	Hospital: _____	24/7 Available

2. BUILDING EVACUATION PROTOCOL & ASSEMBLY REGROUPING INSTRUCTIONS

PRIMARY EVACUATION PROTOCOL:

1. Remain Calm: Cease work immediately. Do NOT collect personal items.
2. Use Nearest Stairwell: Do NOT use elevators under any circumstances.
3. Assist Others: Guide visitors and individuals with mobility restrictions.
4. Close Doors Behind You: Confine fire and smoke. Do NOT lock doors.
5. Stay Clear: Keep entrance clear for emergency fire and medical vehicles.

DESIGNATED SAFE ASSEMBLY ZONE & SAFETY EQUIPMENT:

Primary Assembly Location: _____

Secondary Weather Backup: _____

AED Defibrillator Location: _____

First Aid Kit Station: _____

Fire Extinguisher Station: _____

3. TRAINED FIRST AID RESPONDERS & FLOOR EVACUATION WARDENS

WARDEN / RESPONDER NAME	DESIGNATED ROLE	OFFICE LOCATION / DESK	DIRECT MOBILE NUMBER
Chief Safety Warden: _____	Floor Sweep & Rollcall	Suite 400 - Reception	(_____) _____
First Aid & CPR Lead: _____	AED / Medical Response	Suite 420 - Station 4	(_____) _____
Assistant Warden: _____	Stairwell Evacuation Guide	Suite 410 - Station 12	(_____) _____
Facilities Engineer: _____	Utility & Power Shutoff	Building Ops Basement	(_____) _____

Annual OSHA Safety Audit Completed: _____/_____/20____ **Safety Director Approval:** _____

* In any life-threatening situation, evacuate immediately and call 911. Do not delay evacuation to retrieve belongings.