

Emergency Fire Plan

STAY CALM AT THE SIGN OF FIRE, DIAL 911, and INITIATE THE EMPLOYEE ALARM SYSTEM.

To report a fire Dial 911 and spell the last name of the doctor as it is listed on the building. BE PREPARED TO GIVE OFFICE ADDRESS AND PCP/CLINIC NAME.

Fire Extinguishers are located _____.

(Name of) Employee _____ is

to immediately assist all patients in leaving the building and have them wait outside.

The designated outside meeting place for employees is _____

_____.

All employees are to review the emergency exit plan which is posted and to initial the plan.

Employee Alarm System:

Type of system (please circle or write in): verbal (if 10 employees or less), fire pull, alarm button, or pull string in each room, code words, distinct sound/signal (silent alarm, paging system), and/or other _____.

APPROVED BY: Dr. _____ Date: _____