

Emergency Evacuation Plan and Assembly Point Map

Fill out the details below to customize this emergency plan before printing. Post this document in a visible location near exits and fire alarm pull stations.

1. Facility Information

Building / Facility Name:

e.g., Main Office Block A

Floor / Department:

e.g., 2nd Floor - Marketing

Designated Safety Coordinator:

e.g., Jane Doe

Last Updated Date:

e.g., October 24, 2023

2. Emergency Contacts

Emergency Services (Fire/Police/Ambulance):

911

Facility Maintenance / Security:

e.g., Extension 4400

3. Designated Assembly Points

In the event of an evacuation, all occupants must proceed immediately to one of the following locations for headcounts.

Primary Assembly Point (Outdoor Location):

e.g., North Parking Lot, north side

Secondary Assembly Point (Inclement Weather):

e.g., Community Center adjacent to building

4. Evacuation Instructions

- Remain Calm:** Do not panic. Walk, do not run.
- Alert Others:** Pull the nearest fire alarm station if not already sounding.
- Evacuate:** Follow the nearest exit signs. Do not use elevators.
- Assist:** Help individuals with mobility limitations or special needs.
- Assemble:** Report directly to the designated assembly point for a roll call.
- Do Not Re-enter:** Wait for authorized emergency personnel to declare the building safe.

5. Route Map Description

Evacuation Route Description:

e.g., Exit door 2B, turn left

[Physical Map Placeholder]

Attach or draw your custom floor plan and outdoor assembly route map in this space before laminating and mounting this sheet.