

EVACUATION PLAN FOR (insert address) LOCATION

- ☐ We have developed plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock.
- ☐ We have located copied and posted building and site maps.
- ☐ Exits and Evacuation routes are clearly marked.
- ☐ We will practice evacuation procedures _____ times per year
- ☐ We have identified conditions which an evacuation is necessary
- ☐ Established procedures to account for non-employees/suppliers/customers/clients
- ☐ Building Evacuation Wardens have been identified and trained
- ☐ Designated personnel to continue or shut down essential operations while an emergency is underway with the ability to recognize when to abandon a given task.

If we must leave the workplace quickly:

WARNING SYSTEM Type / Procedure:

We will test the warning system and record results ____ times a year.

EVACUATION MANAGER:

Alternate Evacuation Manager:

Responsibilities Include:

Assembly Area:

ASSEMBLY AREA MANAGER:

Alternate Assembly Area Manager:

Responsibilities Include:

ALL CLEAR SIGNAL:

ALL CLEAR MANAGER:

All Clear Alternate Manager:

Responsibilities Include:

CRITICAL DATA MANAGER:

Alternate Critical Data Manager:

Responsibilities Include:

EVACUATION “GO BOX” – Recommended contents stored in a fire-proof/ waterproof secure container.

- ☐ Copy of emergency contact list of employees and key customers/clients including all phone numbers.
- ☐ Voice mailbox # and remote password information and instructions so you can change messages as needed providing information to employees so they can call in for instructions.
- ☐ Copy of insurance policies, agent and home office contact information
- ☐ Copy of emergency vendors (contractors, plumbers, electricians, restoration contractors, etc) Verify emergency payment arrangements.
- ☐ Credentials or authorization to re-enter the workplace or relocation area
- ☐ Back up files / tapes of electronic data
- ☐ Copy of essential policies, emergency procedures, Business Continuity Plan ..
- ☐ Pictures of the facility – inside and out. This includes home-based businesses.
- ☐ Documentation required for an **SBA Disaster Loan** or other type of assistance that might become available and may include (consult a local SBA Loan Professional)
 - o Corporations/Partnerships: Copy of 3 years tax returns / 1 year personal tax returns on principles
(Affiliates with greater than 20% interest) 1 year tax return on affiliated business entity.
 - o Sole Proprietorships: Copy of 3 years tax returns with Schedule C
 - o Copy of Current Profit and Loss Statement (within 90 days)
 - o Copy of Listing of aged accounts receivables/payables
 - o Copy of Listing of Inventory
 - o Copy of Schedule of Liability
 - o Copy if Balance sheet (as recent as possible)
- ☐ Other:
- ☐ Other:

Facility Shutdown

What conditions necessitate a shutdown?

Who is authorized to order a shutdown?

Shutdown Manager:

Alternate Shutdown Manager:

Responsibilities Include: