

Emergency fire plan
Stay calm at the first sign of a fire

To report a fire, dial **911** and provide the:

building address _____

and office number _____ and, if applicable,

spell the last name of the doctor as it is listed on the building:

_____.

Fire extinguishers are located in the following place(s):

Employee _____ is responsible for assisting all patients with leaving the building in a prompt and orderly manner and having all occupants wait outside.

The designated outside meeting place for employees is:

All employees are to familiarize themselves with the emergency exit plan.

Approved by: _____ Date: _____