

The following is provided in an effort to assist you in developing an emergency evacuation plan or policy for your office. It is also recommended that a diagram of the office/building floor plan is posted on the wall depicting exit route(s) in at least one location within the office.

Note: This does not represent legal advice. Federal regulations and laws of individual states should be evaluated to ensure compliance.

Emergency Evacuation Plan

Evacuation takes planning. Before any evacuation, staff are trained regarding:

1. The alarm signal that tells them to evacuate.
2. What route to take – Office staff should be aware of the most direct routes to exits.
3. How to ensure a safe exit.
4. Who to help, if anyone – A written policy should state who has responsibility for what areas of the office to ensure all patients are evacuated.
5. Where to assemble after evacuation.

In the event of a fire or other office emergency, follow the steps below:

1. Notify others in the office immediately.
2. Contact “911” if possible.
3. Assist others to evacuate the premises to an agreed upon location.
4. Ensure everyone is out of the office.
5. Notify the owner of the office, if not present.
6. Document the event in a clear concise manner.

In the event of a robbery or other threatening behavior, follow the steps below:

1. Cooperate as much as possible.
2. If you are not being held, run as fast as you can away from the threatening person.
3. Contact “911” if possible.
4. Remember to observe all aspects of the person who is threatening you; clothing, height, weight, coloring, and other distinguishable features for later identification.
5. Notify the owner of the office, if not present.
6. Document the event in a clear concise manner.