

A GUIDE FOR DEVELOPING AN EMERGENCY PLAN

Section 404.2 of the NY State Fire Code, provides for posting of evacuation plans. These plans should outline the course of action to be followed in an emergency and are the basis for assignment of responsibilities to your employees.

Please include the following in your plan:

- Emergency egress and escape routes
- Procedure to account for employees and occupants
- Immediate evacuation when the alarm sounds
- Notification to 911 of the emergency
- Meeting place for accountability
- Assigned person to meet the emergency responders
- Listing of any special hazards, processes or storage at the premises

This plan must be posted in such a manner so it can be easily reviewed by the employees. All employees must be trained in this plan prior to assignment.

Please take time to practice your plan with all employees.

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