



**2600SEG103  
STANDARD FOR EMERGENCY EVACUATION PLANS FOR BUILDINGS, OFFICES, AND OTHER  
WORK AREAS**

**APPENDIX A EVACUATION PLAN**

1. The Evacuation Plan Coordinator for Building No. \_\_\_\_\_ is \_\_\_\_\_.
2. This facility's evacuation routes are indicated in the Evacuation Plan diagrams posted on the walls.
3. It is the employee's responsibility to become familiar with the evacuation routes, their location, and how to use them.
4. Following are the evacuation routes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
5. Accesses to emergency exits shall be maintained free of obstructions.
6. Emergency exists shall be kept unlocked when the facility is occupied, so as to allow free access to the building's exterior at all times.
7. Following are the safe meeting points:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
8. The coordinator and those responsible for the evacuation plan shall meet to evaluate and revise the plan every two years or at shorter intervals, as needed.

Training:

1. All employees shall be familiarized with their responsibilities, the plan and evacuation routes.
2. The unit shall designate, and train a sufficient number of individuals to assist with the safe and orderly evacuation of all employees.
3. The entire staff shall receive theoretical and practical training in fire extinguishers care, handling, use and inspection.