

Emergency Evacuation Plan

Facility name		Date updated
Building address		
Nearest cross street	Police or sheriff phone	Fire department phone
Emergency medical services (EMS) phone	Ambulance phone	Other phone

Alarm
 Individuals are alerted by (check all that apply):
 The sounding of an alarm Verbal announcement Pulpit address system announcement Other: _____

Evacuation Procedures

Report

1. Call 911 (local police or sheriff, fire department, emergency medical services, and so on). Inform the fire department of any known suspicious packages.
2. Storage locations of hazardous chemicals or materials:

Evacuate
 Based on the type of emergency, if it is safe to do so:

- Everyone should immediately evacuate using the nearest available marked exits away from the hazard.
- Leaders should conduct a search of the building.

Safe Areas

- Designate safe areas for evacuation. Include parking lots, open fields, or streets that are located away from the site of the emergency and that provide sufficient space to accommodate people.
- Keep away from the exit discharge doors of the building. Avoid congregating close to the building so as not to hinder emergency operations.
- Leaders should be prepared to report attendance.
- Plan to gather to perform a head count at the following safe assembly area:

Account
 Leaders should:

- Know who is in attendance.
- Account for every person at the designated assembly area. (Add any additional measures needed below.)

Rescue
 Rescue duties are performed by local fire or trained law enforcement personnel.

- Everyone must evacuate. Assist those who are mobility impaired.
- Individuals trained in first aid may assist the injured away from the area of danger.

Fire Extinguisher
 Trained individuals may use fire extinguishers to extinguish a fire if the fire is smaller than a wastebasket AND only if the individual has immediate access to an emergency exit.
No one is required to fight a fire!

Contact

For details about the emergency action plan, contact:

Contact name	Phone
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If the building must be evacuated and use of the facility is likely to be impacted for more than a few hours, contact the following individuals. Notify them when the building can be reoccupied.

Stake leader	Phone
Bishop, branch president, or district president	Phone
Facilities manager	Phone
Other contact	Phone