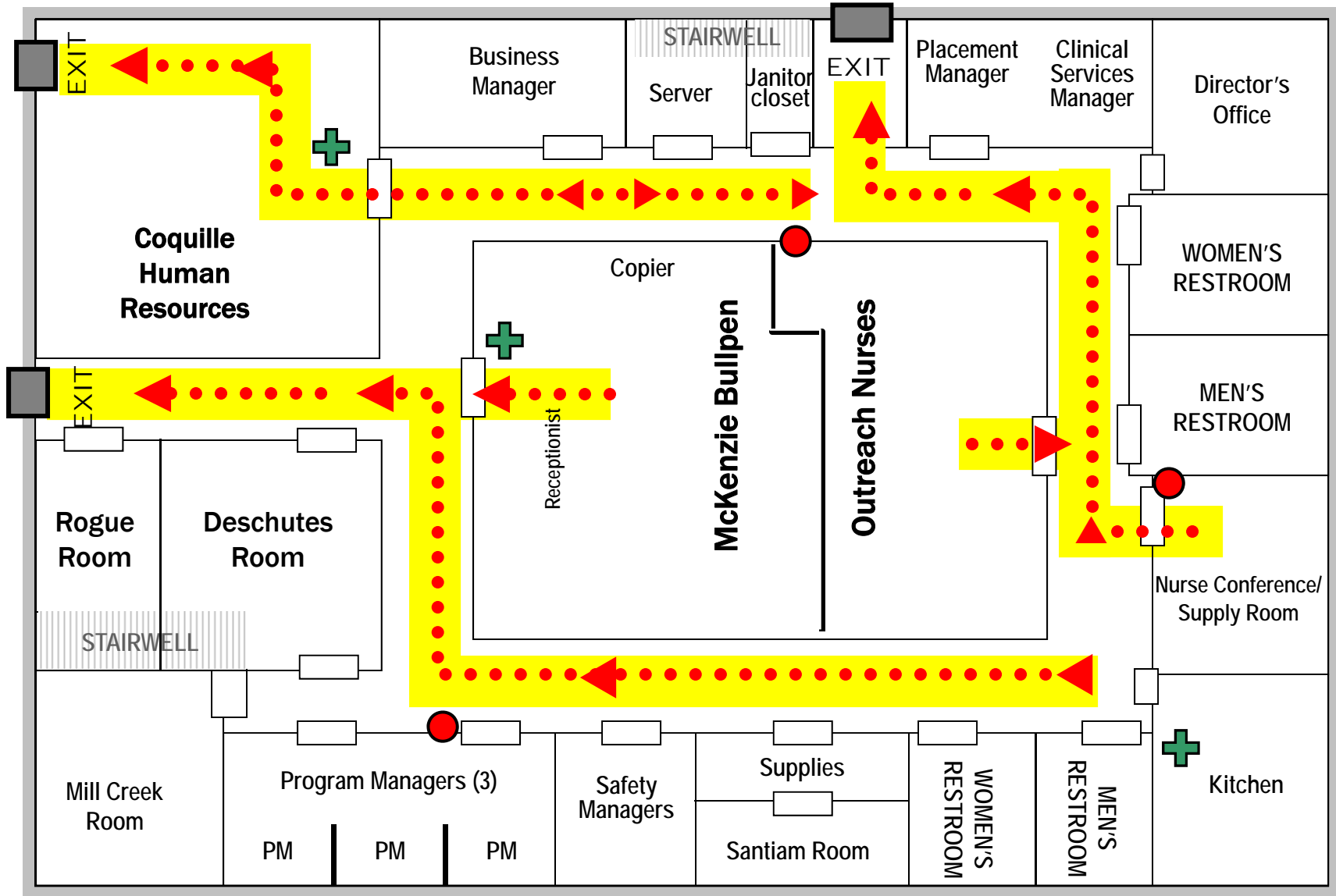


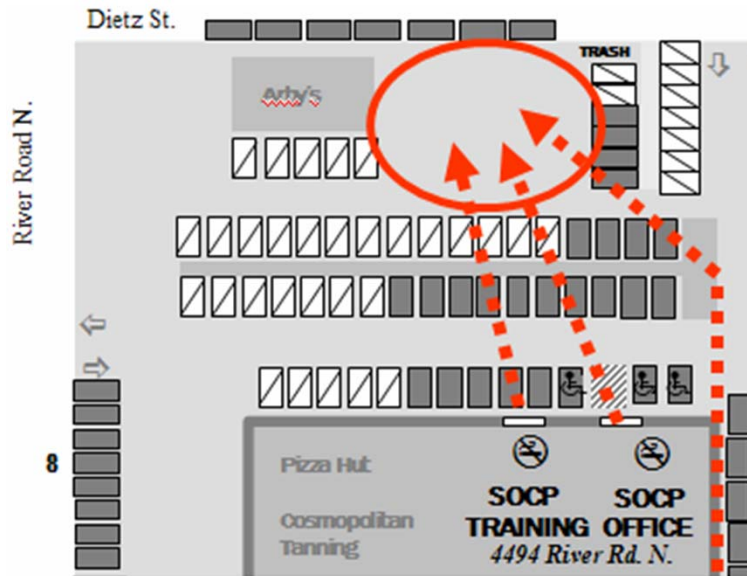
SPD State Operated Community Program Office Emergency Evacuation Plan

- Fire extinguisher
- + First Aid kit



Fire Drill Responsibilities: During a fire drill, evacuate the building quickly and safely to the Arby's parking lot. An "all clear" will be announced when it is safe to re-enter the building. (revised 02/19/13)

Fire Drill Responsibilities:



- During a fire drill, evacuate the building to the Arby's parking lot.
- All staff must check in with Safety Manager or Office Manager to be accounted for.
 - Trainers to verify all staff at training are accounted for then bring verified training rosters to Safety Manager or Business Manager.
- An "all clear" will be announced when it is safe to re-enter the building.

Building clearance assignments:

- **Michelle Patton, Safety Manager** - Meeting Rooms, Lunch room, Nurses area, Storage, Bathrooms, Program Managers Office
Backup - Elaine Stauffer
- **Elaine Stauffer, Business Manager** - "Bull Pen" (including roster of who has currently checked in), HR area, Clinical Services Manager Office, Directors office
Backup - Michelle Patton
- **Deanna Ziemer** - All trainers, Employees at training (bring your rosters), Unisex Bathroom, Basement Storage area
Backup - Chris Edwards

revised - 02/19/13