

Emergency Action Plan for:

<Dealership Name>

<Street Address>

<City, State, Zip>

- In the event of emergency, employees are alerted by **<enter method used – Mechanical, Air Horn, Whistle, PA System, Voice, etc>**.
- In the event of fire or other emergency, ALL employees and customers shall evacuate immediately by means of the **nearest** available marked exit.
- Employees **<are/are not>** authorized to use any portable fire extinguisher that may be present to fight incipient stage fires. Evacuate immediately, then call 911.
- Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.
- No employees are assigned to perform medical or rescue duties during emergency evacuation situations.
- Employees and customers are to gather by **<enter Evacuation Assembly Point>**.
- After an emergency evacuation, the procedure for accounting for all employees is: **<enter dealer specific procedure for accounting>** (Note: Individual accountability for plan execution should be assigned by Job Title(s) – Names should not be used.)

Insert Map indicating Evacuation Reassembly Point: