

SAMPLE OCCUPANT EMERGENCY PLAN

TABLE OF CONTENTS

	Page
Responsible Officials Sign-off Sheet	---
Key Personnel Notification Telephone List	---
Building Information Sheet	---
Occupant Information Sheet	---
Floor Monitors	---
Handicapped Personnel	---
News Media Notification Procedures	---

Occupant Emergency Plan

1. Purpose	---
2. General	---
3. Action	---
4. Definitions & Responsibilities	---
5. Fire Alarm & Action	---
6. Receiving & Reporting Bomb Threats	---
7. Evacuation Routes/ Assembly Areas	---
8. Civil Disorder	---
9. Securing Classified Information	---
Bomb Threat Procedures	---
Evacuation/Bomb Threat Chart	---