**FIRE SAFETY PLAN**

1. In the event of a fire, notify all employees to immediately leave the building. Do not stop to use the fire extinguishers.

2. Close doors on the way out.

3. The receptionists will take the appointment book and the computer backup discs or drives. And turn off the computer or any electrical office equipment.

4. Assist any patients to the nearest exit.

5. Do not use the elevator. Use the stairs.

6. Go to the nearest phone and call the fire department (911).

7. All employees will assemble at the front of the building for a head count to ensure everyone is out.

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