

ACKNOWLEDGEMENT OF REVIEW OF ANNUAL EMERGENCY PLAN

MY SIGNATURE ACKNOWLEDGES THE FOLLOWING:

1. I HAVE BEEN TRAINED ON THE EMERGENCY PLAN FOR MY OFFICE
2. I KNOW WHERE THE EMERGENCY PLAN BOOK (RED NOTEBOOK) IS LOCATED.
3. I KNOW WHERE THE EMERGENCY EVACUATION FLOOR PLAN IS LOCATED.
4. I KNOW WHERE THE FIRE EXTINGUISHERS ARE LOCATED.
5. I KNOW WHERE THE FIRST AID KIT IS LOCATED.

NAME	SIGN AND DATE