

SterlingRisk

Evacuation Plan

135 Crossways Park Drive Woodbury, NY 11797







1. Call for Help

 Anyone discovering excessive heat, smoke or fire inside the building should immediately report the situation – Call the receptionist and have them call 911and CLK.

2. Leave the Building

• Calmly vacate the premises and assemble in our designated assembly area so your presence can be accounted for. Managers must ensure that all employees and visitors leave the office.

3. Go to the Designated Assembly Area

- The primary assembly area is in the far south parking lot. The secondary assembly area is in the east parking lot assemble here only if it is unsafe to use the primary area.
- Each department manager should conduct a headcount of their respective employees. Headcounts should be communicated to Rob Mendez or Donna Raab.

4. Wait for Instructions

Employees and visitors will not be permitted to reenter the facility until given the all clear –
Please wait for further instructions from the safety team.





SECONDARY ASSEMBLY AREA

PRIMARY ASSEMBLY AREA



