**Steps to a Successful**

A picture containing text, clipart

Description automatically generated

It’s time to perform your annual Fire Drill! To be sure your Drill is successful and effective, follow the steps below.

* Assign a leader and an alternate who will know who is in the building at all times, including clients and visitors.
* Designate a rally point for all employees to gather immediately after exiting the building and publish this information to all employees.

*Example: “Rally point in an evacuation is green dumpster in front parking lot near Main Street.”*

* Educate all employees and make sure they are aware of the following:
  + In the event of a fire, call 911. Do not delay – fire spreads quickly.
  + Attempt to extinguish the fire with fire extinguishers if safe to do so.
  + Don’t be a hero, everything but you can be replaced.
  + Render aid to clients and employees who need assistance in evacuating the building.
  + Do not re-enter the building until emergency personnel have cleared it as safe

Perform the drill as follows:

* Announce that this is a test, not a real emergency.
* Exit building in an orderly fashion.
* Gather for a head count at designated rally point.
* Have everyone present at the rally point sign the Fire Drill review form.
* Re-enter the building.

Review the process with any employees who were not present, keep a copy of the Fire Drill review form on file and send a copy to [Compliance@nsm-seating.com.](mailto:Compliance@nsm-seating.com)

Note any improvements needed to your plan based on the results of the Drill.

Remember, Fire drills are for more than fires. Knowing the evacuation routes of a building will help in the event of a power outage, gas or chemical leak, or other emergency situation that can occur at the office. Fire drills ensure that employees exit the building in a timely fashion and know their team's designated meeting area, which helps the rescue effort in the event an employee is unaccounted for during an actual emergency at the business.

*Thank you for doing your part to keep our employees and our clients safe!*