COSTA OIL
10 MINUTE OIL CHANGE

FIRE SAFETY PLAN – EMERGENCY ACTION SHEET

Primary Objective:
Exit the building as quickly and safely as possible and meet at the designated Rally Point outside of the store.

Emergency Rally Point
Location of Rally Point: _____
Alternate Rally Point: _____

Emergency Contacts
Fire Department: _____
Police Department: _____
Ambulance / EMS: _____
Poison Control: _____
Local Hospital: _____

Internal Contacts
Store Manager: _____
Assistant Manager: _____
Corporate Contact: _____
Territory Manager: _____
Claims / Incident Reporting Contact: _____

Emergency Procedures
1. If You See Fire or Smoke

- Pull the nearest fire alarm.
- Shout “FIRE!” to alert others.
- Do not attempt to fight the fire unless trained and the fire is small and controllable.

2. Evacuation Steps

- Leave all tools, equipment, and all valuables behind.
- Assist customers/visitors to exit safely.
- Proceed to the nearest safe exit.
- Do NOT retrieve personal items.
- Close doors behind you.

3. At the Rally Point

- Report to the supervisor on duty.
- Account for all personnel and customers.
- Do not re-enter until cleared by emergency officials.

Fire Extinguisher Locations

1. _____
2. _____
3. _____

Emergency Exit Routes
(Draw or attach evacuation map here)

Additional Notes

_____
_____