

Emergency Evacuation Plan

Original author's name:	Pkkirisankar Jagannath
Most recent date:	March 15, 2023
Most recent version number:	v1.0
Process owner:	Program Director

Document History

Version	Date	Revised by	Description
v1.0	March 9, 2023	Pkkirisankar Jagannath	Original Draft
v1.0	March 15, 2023	Kulpreet Singh	Ratified Version

Designated document recertification cycle in days:	[Cycle 30 90 180 365]
Next document recertification date:	March 15, 2024

Copyright © March 15, 2023 22nd Century Technologies

All rights reserved. This document is for internal use only. No part of the contents of this document may be reproduced or transmitted in any form or by any means without the expressed written permission of 22nd Century Technologies.

Emergency Evacuation Plan

The **22nd Century Technologies**. (the "Company") **Emergency Evacuation Plan** provides specific instructions and requirements for the proper emergency evacuation plan. Follow these building evacuation procedures in the event of an emergency:

1. Safely stop your work.

- Shut down equipment that could become unstable or present a hazard.
- Gather your personal belongings such as glasses, prescription medication, keys, purse.

2. Leave the building through the nearest door with an EXIT sign.

- Do not use elevators.
- Go to the nearest safe stairway.
- Help those who need special assistance, such as disabled persons and small children.
- Touch closed doors before opening. If the surface is hot, do not open — use another exit route.
- Close, but do not lock, all doors as you leave.

3. Report to your designated assembly area.

- Stay in your designated outdoor assembly area for a head count.
- Report any missing individuals and last known locations to emergency responders.
- Notify emergency responders about sensitive research, operating equipment, animals left in buildings, etc.

4. Wait for instructions from emergency responders.

- Remain outside at your designated assembly area.
- Do not reenter the building until authorized to do so by an appropriate authority (police, fire department, etc.).

5. Review and Revision

The **Emergency Evacuation Plan** will be reviewed and revised

Recommended: _____

Signature

Pakkirisankar Jagannath

Program Manager

Approved: _____

Signature

Anil Sharma

CEO