In advance of an EVACUATION, each employee/staff person should:

1. Recognize the sound of the evacuation signal (i.e. fire alarm) and know the evacuation plan.

2. Know at least two ways out of the building from your regular workspace.

When you hear the evacuation alarm/signal or are verbally told to begin evacuating the building:

1. Remain calm. Leave quickly, but do not panic.

2. Try to make sure that all members of your department have heard the alarm and evacuate the area.

3. As you exit, quickly check nearby restrooms, copier rooms, storage rooms, etc.

4. If requested, accompany and assist persons with disabilities that appear to need direction or assistance.

5. Only take with you essential personal items. Do not attempt to take large heavy objects.

6. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.

7. Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when walking down stairs. Do not use elevators.

8. Once out of the building, move at least 100 feet away from the structure or as instructed by Law Enforcement or Fire Department officials. Building evacuation coordinators will direct occupants to evacuation assembly points.

9. Planning includes knowing the exact location of the nearest exits and evacuation assembly points.