

EVACUATION PROCEDURES

Prepare: determine in advance the nearest exit from your work location and the route you shall follow to reach that exit in an emergency. Emergency evacuation signage is posted in buildings. Building occupants should become familiar with evacuation routes and assembly points. Establish an alternate route to be used in the event your route is blocked or unsafe.

During an evacuation:

1. If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses.
2. Follow instructions from emergency personnel.
3. Check doors for heat before opening. Do not open the door if it is hot.
4. Walk, do not run. Don't push or crowd.
5. Keep noise to a minimum so you can hear emergency instructions.
6. Use handrails in stairwells; stay to the right.
7. Assist people with disabilities.
8. Move to your assembly point unless otherwise instructed.

If relocating outside the building:

1. Move quickly away from the building.
2. Watch for falling glass and other debris.
3. Keep roadways and walkways clear for emergency vehicles.
4. If you have relocated away from the building, do not return until notified by Public Safety that it is safe to do so.
5. Whenever the fire alarms/strobes are activated, occupants must evacuate the building and reassemble at your designated assembly point. Occupants on floors above the ground floor must use emergency exit stairwells to leave the building. Do not use elevators!
6. For certain emergencies such as a bomb threat or a natural gas leak, the fire alarms/strobes may not be activated. Instead, building safety coordinators shall move through the building and order the occupants to evacuate.
7. Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.