

Evacuation Procedures - Building Evacuations

- If you see a fire, or other emergency requiring people to leave the building immediately, activate the building alarm.
- Do not delay your exit to look for keys, coats or personal belongings. Seconds count – get out right away.
- When the building alarm sounds, walk quickly to the nearest marked exit.
- Know the location of the nearest fire exit and have an alternate exit pathway identified if your primary exit is blocked by smoke or flame.
- When evacuating rooms, close the door to confine the fire and reduce oxygen but do not lock the door behind you.
- If possible, assist individuals with disabilities in exiting the building.
- Do not use the elevator.
- Once outside, move a safe distance away from the building (at least 100 feet); do not block emergency responders as they enter the building.
- Do not return to an evacuated building until the all clear sign is provided by the Fire Chief, a Police Officer, the EHS Director, or other official.
- If your building has established a designated assembly point, go there and stay at the assembly point until a head count is taken.