

## EVACUATION

A building evacuation will be initiated by the audible/visual fire alarm system or by verbal instruction in each building. It is the responsibility of each employee to be familiar with the evacuation routes.

### YOU SHOULD:

1. Follow the evacuation instructions in your area.
2. Everyone is required to evacuate.
3. **DO NOT** pull fire alarm (if alarm is sounding)
4. Close all doors when exiting. Do not close windows or adjust thermostats.
5. If time allows, take personal belongings and class materials with you.
6. Walk in an orderly manner, forming evacuation lines. Bring any students and visitors with you. Do not run or panic.
7. When evacuating, take the nearest stairs (using the handrails) to the first floor and exit the building. Do not use elevators.
8. Report to the assembly areas and remain there until you receive further instructions from emergency personnel or an emergency team member.
9. Account for all persons known to have been in your area at the time of the evacuation. **Is everyone out?**
10. The non-ambulatory will be carried down the stairwells. When they are evacuated, give them as much room as needed.
11. Do not re-enter the building until advised by emergency personnel to do so.

**EVACUATION**