

Emergency Evacuation Procedures

When the fire alarm sounds, take the following action.

1. Evacuate immediately at the closest exit.
2. When leaving the building, close all windows and doors. This will stop the spread of fire.
3. If you encounter smoke, drop down to the floor and stay low until you reach the exit.
4. When evacuating the building, always use the stairs, never use the elevator, because power could be lost, trapping you on the floor of the fire.
5. If physically impaired, know your places of refuge. Please list places of refuge for physically impaired personnel.
6. Meet at designated assembly area, (bus stop across south rd.) which should be at least 50 feet from building.