

Procedures for Evacuation

When evacuating, always follow the procedures specified for your worksite and as instructed by the Occupant Emergency Team. When the alarm sounds or evacuation notice is given:



1. Immediately place your computer in secure mode, terminate your call, and secure work materials.



2. Take personal possessions such as keys, purse, or wallet with you, but do not return to the office for possessions.



3. Leave without delay. Remain calm: walk, don't run.



4. Alert others to the emergency, and ask if they need help. Account for any office visitors and guide them out.



5. Follow the nearest safe exit route. If your first exit route is full of smoke or obstructed, use the next nearest route. Do NOT use elevators unless instructed to do so by emergency personnel.



6. Go to your emergency assembly point. Report to your supervisor or designated person when you arrive so that everyone can be accounted for in a quick and orderly manner. Do not leave the assembly area until told to do so.

