



Emergency Procedures: Evacuation (General)

In advance each staff member should:

- Understand the evacuation plan.
- Recognize the sound of the evacuation alarm.
- Know at least two (2) ways out of the building from your regular work space.

When you hear the fire alarms or are notified via phone, fax, e-mail, or in person, begin to evacuate the building:

- Remain calm.
- Leave quickly and orderly
- Try to make sure that all members of your department hear the alarm and evacuate the area.
- Post the fax or a printed copy of the e-mail on the outside of the office door.
- If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
- Take with you essential personal items ONLY, such as keys and purses. Do not attempt to take large and heavy objects.
- Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke and water.
- Proceed as quickly as possible but in an orderly manner. Do not push or shove. Hold handrail when you are walking on stairs.
- Once out of the building, move away at least 100 feet from the structure or as instructed by Police or Fire Department officials.
- Do not return to the building until notified by Police or Fire Department officials.