

WARNING SYSTEM EMERGENCY SIGNALS

FIRE / EVACUATION **Audible Alarm**

WARNING SYSTEM **Notification via campus
telephone system**

INSTRUCTIONS TO ALL EMPLOYEES

Determine in advance the safest exit from your work station. Plan ahead and think of a route you will follow to reach that exit in the event an evacuation is necessary. Establish an alternative route to be used in the event your first route is blocked or unsafe to use.

1. **DO NOT** evacuate unless, told to do so, or if danger is imminent.
2. **FOLLOW INSTRUCTIONS** given by emergency personnel.
3. **DO NOT RUN.** Walk and keep noise to a minimum.
4. **DO NOT USE ELEVATORS.**
5. **DO NOT PUSH OR CROWD.** Use handrails in stairwells. Move to the right side if you encounter emergency personnel.
6. **MOVE** to the Evacuation Assembly Area, unless otherwise instructed. In an event of a fire check doors for heat before opening.
7. If you have relocated away from the building, **DO NOT** return to the building until notified that it is safe to return.
8. **REMAIN QUIET AND CALM.**
9. **BE CAREFUL** with broken glass.
10. **DO NOT SMOKE.**
11. **DO NOT** spread false information, rumors, etc.
12. **COMPLETE EVACUATION.** Do not congregate in stairwell.
13. **DO NOT** carry food and/ or beverages into the stairwell as they may spill and cause a slip and fall hazard.
14. Obey your **FLOOR WARDEN'S INSTRUCTIONS.**

