

EMERGENCY EVACUATION PROCEDURES

When a building alarm sounds, or when notified by uniformed Public Safety personnel, or their identified designees, that a building is being evacuated:

- Leave the building immediately. **GO OUTDOORS.**
- Exit through the nearest stairwell. Follow the stairwell directional arrows to the exit door that leads directly outdoors.
- Maintain a safe distance from the evacuated building. If directed by Public Safety, move to a location at a greater distance.
- Do not re-enter the building for any reason until authorized to do so by Public Safety. Public Safety will keep you informed on building re-occupancy, campus closing and transportation decisions.

PERSONS WITH DISABILITIES NEEDING ASSISTANCE

- If you need assistance, notify your instructor or supervisor.
- Go to the nearest lobby phone located on every floor near the elevators.
- Call Public Safety at 911. Describe the type of assistance you need and your location. You will receive further instructions for your evacuation.