On Friday, October 10, 2014, fire drills have been scheduled by the Environmental Health and Safety Office and the Public Safety Office as part of a program that will assist us in pointing out potential difficulties and concerns in the event of an emergency situation.

The purpose of these drills is to educate all faculty, staff and students on how to safely evacuate the building and the plaza in the event of an emergency. This memorandum provides basic procedural information as well as the schedule for the drills.

**SCHEDULE for Friday, October 10, 2014**

- **Service and Supply Building** 8:00 AM
- **Healey Library** 9:30 AM
- **Clark Athletic Center** 11:30 AM
- **Quinn Administration Building** 2:00 PM
- **Campus Center** 3:00 PM
PROCEDURES:

- When the alarm sounds the building must be evacuated. All evacuees should use the marked exits and proceed off the plaza to the perimeter road or use adjacent buildings as areas of refuge. The catwalk system may be used during the evacuation to access adjacent buildings with the understanding that no one will be allowed to wait on the catwalk while the drill is underway. As you exit and if it is safe to do so, quickly grab your valuables such as your wallet, key and cell phone.

- Monitors wearing bright red or orange traffic vests will provide direction.

- Elevators will not be available except under the direction of Public Safety.

- Mobility Impaired Individuals:
  - When an alarm is initiated, proceed to the elevator lobby and call Public Safety for evacuation assistance.
  - If the lobby is affected by the emergency event, go to the nearest stairwell and wait at the landing.
  - All enclosed stairwells are fire rated and designed to provide safe refuge during fire events.

Monitors will allow evacuees back in the building when an all clear signal is received from the Fire Safety Specialist.

We appreciate your cooperation. If anyone has any questions or concerns, please contact the Customer Service Center at 7-4000.