

What Employees Should Know about Building Evacuations



When you hear the fire alarm, stop what you are doing

- Leave immediately & close your office/room/lab door
 - Walk to the nearest exit, do not use elevators
 - Proceed to the designated safety area outside

Don't Put Others in Danger - Evacuate Immediately Upon Hearing the Alarm

- Practice good housekeeping, keep aisles and egress paths clear; do not block fire safety equipment
- Properly manage hazardous operations – know emergency shutdown procedures if needed
- Locate at least two exits from your work area
- Know where the fire alarm pull stations are located
- Know where fire extinguishers are located and only use them for escape purposes unless you are training otherwise

If you discover a life threatening emergency

- Alert others in the building
 - Activate the pull station
 - Evacuate the building
 - Contact Campus Police

Ensure your most current contact information is on file with HR

