Evacuation Guidelines

- In case of fire or other emergency requiring evacuation, activate the nearest fire alarm pull station.
- Exit in a calm and orderly fashion. Once you have evacuated to a safe location, immediately call 911.
- Assist injured personnel, if time permits, and make sure all doors are closed and hazardous work operations are shut down as you exit the building.
- Help any physically impaired individuals in need of assistance.

Meeting Place: In case of evacuation, meet on the west side of Gilman.

Severe Weather

In the event of severe weather, proceed to the basement or an interior hallway on the first floor. Keep away from doors and windows.

Safety Guidelines

- Familiarize yourself with the location of exits, alarm pull stations, and fire extinguishers.
- Attempt to control a fire yourself with a fire extinguisher only when the fire is small and you have been trained.
- Keep fire doors closed to prevent the spread of smoke and fire.

Key

- Fire Alarm Pull Station
- Exits
- Fire Extinguisher
- Exit Direction