**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 the event of an evacuation, please proceed to the grassy area directly South of the building.

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**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.

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**Severe Weather**

- In the event of severe weather, proceed to an interior room on a lower level. Keep away from exterior doors and windows.