Evacuation Guidelines

• In case of fire or other emergency requiring evacuation, activate the nearest fire alarm pull station.

• Exit calmly 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.

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.

Inclement Weather

• In the event of a tornado proceed to the men’s and women’s restrooms. Keep away from doors and windows.