**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 on the main level. Keep away from doors and windows.

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12/17/03