**Evacuation Guidelines**

- 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 Northeast of the building.

**Severe Weather**

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

**Safety Guidelines**

- Familiarize yourself with the location of exits 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.