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 call 911 immediately.
- Assist injured personnel and if time permits make sure all doors are closed 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.
- Keep fire doors closed to prevent the spread of smoke and fire.
- Attempt to control a fire yourself with a fire extinguisher only if you have been properly trained.

INCLIMENT WEATHER
- In the event of a tornado, proceed to the first floor interior hallway and basement dining hall area. Keep away from windows and exterior doors.