

EVACUATION

- EVACUATE when
 - A fire and/or life safety emergency occurs,
 - The fire alarm activates (audible and/or visual),
 - Notified to do so by emergency response personnel or Zone Crew members.
- Be aware of all exits from your area and building. Know the routes from your work area.
- When the fire alarm activates or you are told to leave, WALK quickly to the nearest marked exit and ask others to do the same. DO NOT RUN.
- DO NOT USE ELEVATORS unless directed to do so.
- ASSIST persons with disabilities if you are willing and able.
- Notify emergency personnel if you suspect someone may be trapped in the building.
- Follow instructions given by Zone Crew members in red, yellow, or green vests or emergency personnel.
- Once outside, move to your designated assembly area. Keep streets and walkways clear for emergency vehicles and personnel.
- DO NOT return to an evacuated building until an “ALL CLEAR” is given and you are directed to do so.

