

## Evacuation Procedures

**\*\*When the fire alarm goes off it is required by State law and by University policy that everyone evacuate the building.**

When evacuating the building or work area:

- Stay calm: do not rush or panic
- Safely stop your work
- If it is safe to do so, quickly gather your personal belongings: take **prescription medicines** and **keys** with you
- If it is safe to do so, close office door and windows, DO NOT LOCK THEM
- Use the nearest safe stairs and proceed to the nearest exit. Look overhead for exit signs.
- Help others identify safe passage out of the building.
- Do not use the elevators.
- Persons with handicaps should remain in the nearest stairwell until an Emergency Responder comes to help.
- Proceed to the designated Emergency Assembly Location (EAL).
- You will receive status updates from designated personnel at the EAL as they become available
- Stay together as a class outside in the EAL and await instruction