



EVACUATION

AND FIRE EMERGENCIES

If you hear a fire alarm, evacuate immediately. Remain calm. When evacuating, remember:

- 1. Check doors for heat before opening. Do not open if the door knob feels hot and find an alternative route out of the building.**
- 2. Walk calmly but quickly. Do not push or run. Use handrails in stairwells, and stay to the right. DO NOT use elevators.**
- 3. Notify emergency personnel of individuals needing assistance evacuating. Inform them of their last known location.**
- 4. Keep roadways and walkways clear for emergency personnel.**
- 5. Do not return to the area of the emergency until notified by officials that it is safe to do so.**