In Case of an Evacuation

In the event that an evacuation is necessary, remain calm and, if you are in a building with a fire alarm, follow instructions:

- When a fire alarm or smoke detector sounds, calmly but immediately evacuate the building
- Never use elevators during and emergency evacuation
- Be aware of the marked exits in your area
- Know the location of fire pull stations and fire extinguishers
- When the building evacuation alarm is sounded or when you are directed to leave by a member of the fire department or police department, walk quickly to the nearest marked exit and ask others to do the same
- Once outside, proceed to a clear area at least 150 feet (half a football field) from the building. Keep walkways clear for emergency vehicles
- An Incident Command Post may be established near the emergency site by the fire department and/or police department
- Do not return to the building until you are told to do so by a representative of the fire department or police department
- Report any suspicious person or emergency to 911