EVACUATION OF A BUILDING

TIP #1 Evacuation of the building is required any time the alarm sounds or you are notified in person or by phone that evacuation is necessary.

TIP #2 If you are an Emergency Response Assistant, perform your assigned duties for the evacuation. (See page 24 for duties)

TIP #3 Exit your laboratory or office, turn off all equipment in your path of travel, and close but **do not lock doors** as you exit. The exception would be offices where money or records need to be secured.

TIP #4 Exit the building using stairs. **Never use an elevator.** Assist those who may need help with the stairs. See the section on assisting those with special needs. Proceed to nearest exit. Do not re-enter the building until you are permitted to do so by the Fire Department, Sheriff or Security.

TIP #5 Move away from the building and congregate in the designated area for building. See Chapter 3 of Emergency Plan for assembly areas. **DO NOT LEAVE** until you have been accounted for. Sign one of the emergency evacuation sign-in sheets.

TIP #6 Lists of employees by building and class lists may need to be checked.

TIP #7 If, after a building is evacuated, you suspect that someone is still in the building, notify the emergency responders at the scene immediately. Never attempt to go back into the building.