IF THE EVACUATION OF THE BUILDING IS CALLED FOR:
1. Move to the evacuation area;
2. Keep well away from the building and Fire Department operations;
3. Fire Department, Floor Warden or University Police will inform you when/if it is safe to return to your workplace.

WHEN AN ALARM IS ACTIVATED:
1. Remain calm but react immediately!
2. Do NOT use elevators.
3. If you are in an elevator when the alarm sounds, do not push the emergency stop button. Use the emergency phone in the elevator to call University Police.
4. Do not return to the office for personal belongings.
5. If smoke is present, stay low. The best quality air is near the floor. Do not attempt to run through heavy smoke or flames.
6. Remove high heels to avoid tripping in stairwell.
7. Proceed to the nearest stairwell exit. If no instructions are received via P.A. system or building/floor wardens, evacuate the floor single file to control the pace. Proceed down the nearest safe stairwell to the designated outside evacuation area.
8. The building evacuation area is designated on the campus evacuation map. Keep away from the building in order to avoid falling debris.
9. Stay with your Building Warden who will maintain contact with the Fire Department, University Police, Management and RM/EHOS.
11. Do not talk with the media.
12. Do not return to the building until notified by your Floor Warden, University Police or the Fire Department.

NOTE: You may be called upon to assist the Floor Warden with the Disabled, Access or Functional Needs individuals on your floor.