

**In advance of an EVACUATION, each campus employee should:**

1. Recognize the sound of the evacuation (i.e. fire alarm).
2. Know at least two ways out of the building from your regular workspace.

**When you hear the evacuation alarm or are verbally told to begin evacuating the building:**

1. Remain calm.
2. Leave quickly.
3. Try to make sure that all members of your department hear the alarm and evacuate the area.
4. As you exit, quickly check nearby restrooms, copier rooms, storage rooms, etc.
5. If requested, accompany and assist people with disabilities who appear to need direction or assistance.
6. Only take with you essential personal items. Do not attempt to take large or heavy objects.
7. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
8. Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
9. Once out of the building, move at least 100 feet away from the structure or as instructed by Sheriff, Fire Department or campus officials.
10. Planning includes knowing the exact location of the nearest exit.