

## GENERAL EVACUATION PROCEDURES FOR EMPLOYEES

### **If you hear the evacuation alarm or are instructed to leave the building:**

- Remain calm.
- Evacuate the building to the nearest Emergency Assembly Area. Take keys, coat, purse, and any other critical personal items with you as you will not be allowed to reenter the building. **NO EXCEPTIONS.**
- If you are have an evacuation or emergency response role, **wear your vest.**
- Follow any instructions from your Building Captain(s) or Floor Leader(s).
- Use stairways only. Do not use elevators.
- Close doors as rooms are vacated.
- Assist those who need help but do not put yourself at risk attempting to rescue trapped or injured victims. **Ask** those with mobility or other issues how you can assist them. Inform emergency personal of individuals requiring special assistance.
- Note location of trapped and injured victims and notify one of the following: Building Captain(s), Floor Leader(s), Incident Commander, or other emergency responders.
- Building Captain(s) or Floor Leader(s) will walk through the building to ensure evacuation is complete.
- Remain in Emergency Assembly Area until further instructions are given.

THESE INSTRUCTIONS SHOULD BE POSTED IN EMPLOYEE DESIGNATED AREAS

- Do not reenter the building unless officially authorized to do so after the “All Clear” is given by the Incident Commander, Building Captain, Floor Leader or authorized Campus Police personnel.

If you have any questions regarding this document, please contact the Workplace Safety and Risk Management at ext. 7806. To contact Campus Police please call 310-660-3100