

# CTLM Building Emergency Evacuation Plan

## Evacuation Procedure - Building alarm

**Instructors stop class** and direct students to evacuate building

**Take belongings if immediately at hand**

**Encourage** others to leave, close doors behind you

**Follow exit signs and leave** the building by the nearest exit

**Do not use elevators**

**Move away from the building**

**Assembly areas** are :

W end of Marquez Hall

(Bad Weather: Inside Marquez Lobby)

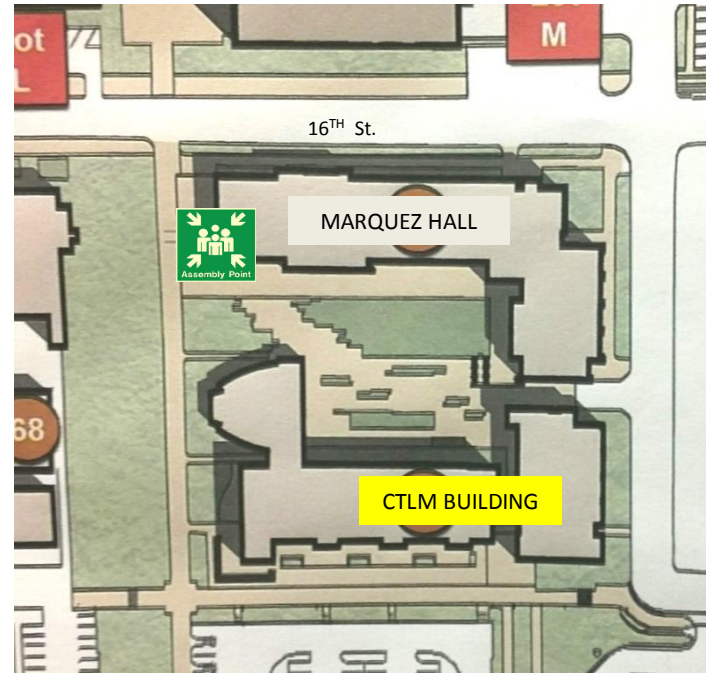
**Do not re-enter the building** until told it is okay by a Building Evacuation Team member (RED VEST).

**Do not interfere with the Fire Department**, direct questions to a Building Evacuation Team member who is wearing a red vest.

## CTLM alarm:

**Audible Alert:** repeating 3-pulsed tone

**Visible Alert:** white strobes located throughout the building



## Leaving the laboratory

Place experimentation in safe state if you can do this quickly (within 2 minutes)

Close the door behind you

## If you discover a fire:

**Alert** people in the area of the need to evacuate

**Activate** the nearest fire alarm pull station (by exits)

**Call 911** from a safe location and give the operator any details

**Once outside find a Building Evacuation Team member**, the Fire Department will want to talk to you



ASSEMBLY AREA