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