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** (75 – 100’ or across street)
**Assembly area** is:
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.

Green Center alarm:
**Audible Alert**: voice recording
**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