

# Emergency Evacuation Plan

## Plan Ahead

Learn the location of this building's **exits**, not just the door you usually come in.

Know the location of the nearest **fire alarm pull station**.

## 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 the street).**

**Do not re-enter the building** until told it is okay.

**Do not interfere with the Fire Department.**

## Most Buildings are Equipped with Alarms:

**Audible Alert:** repeating 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 (typically by exits).

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

**Once outside find a Public Safety Officer or a Fire Department member**, the Fire Department will want to talk to you.

## Emergency Contact Information

Report an emergency	911
Public Safety (non-emergency)	303-273-3333
Report a chemical spill (EHS)	303-273-3316
Poison Control	303-739-1100

