**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')
- Assemble area is the west side of Green Center
- Do not re-enter the building until told it is okay by a Building Emergency Team member

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

**Hill Hall’s 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
- Call 911 from a safe location
- Once outside find a Building Evacuation Team member, the Fire Department will want to talk to you