

# Evacuation

## General Evacuation Procedures

- When evacuating a building or work area:
- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Follow any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
- Move to the established Assembly Area and ensure accountability of building personnel is conducted in a timely manner.
- Report any known or suspected missing persons.