

# Emergency Evacuation Guidelines

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## Emergency Evacuation Guidelines

### Purpose

The purpose of this procedure is to educate building occupants and provide a guide to be followed during the event of an emergency evacuation.

### During Evacuation

In the event of a fire, all building occupants are instructed to always evacuate the building promptly via the nearest clear exit and to remain in the designated area outside the building until they are given the word to re-enter the building.

1. Immediately evacuate the building via the shortest and safest route. Do not use elevators.
2. If you notice smoke, use the alternative escape route.
3. Test doors with the back of your hand before opening them. If the door is warm or if you notice smoke, use an alternative escape route. Check paths for safety before proceeding and close doors behind you.
4. Crawl low if you have to go through smoke.
5. Go to a safe area or a pre-assigned exterior area for your building.
6. If you suspect that someone is missing or trapped, contact emergency personnel outside the building.
7. If you are trapped during a fire emergency, close all doors between you and the fire. Stuff cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help. If there is a phone in the room, call 911 and tell them your exact location.

Laboratory Instructors/Faculty and Teaching Assistants shall:

Turn o all apparatus within reach that can be safely turned o .  
Ensure any