

# What Employees Should Know about Building Evacuations



When you hear the fire alarm, *stop what you are doing*

- Leave immediately & close your office/room/lab door
- Walk to the nearest exit, do not use elevators
- Proceed to the designated safety area outside

If you discover a life threatening emergency

- Alert others in the building
- Activate the fire alarm pull station
- Evacuate the building
- Contact Campus Police

**Don't Put Others in Danger!**  
Evacuate Immediately Upon Hearing the Alarm

Practice good housekeeping and be prepared:

- Keep aisles and egress paths clear
- Do not block fire safety equipment
- Properly manage hazardous operations – know emergency shutdown procedures if needed
- Locate at least two exits from your work area
- Know where the fire alarm pull stations are located
- Know where fire extinguishers are located and only use them for escape purposes unless you are training otherwise

**Ensure your most current contact info is on file with HR**

