

What Employees Should Know about Building Evacuations

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

- Leave immediately and close your office/room/lab door
- Walk to the nearest exit – do not use elevators
- Proceed to the designated muster point 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 2 exits from your work area
- Know where the fire alarm pull stations are located
- Know where fire extinguishers are located and only use them if you are trained to do so

Ensure your most current contact information is on file with HR

Environmental Health & Safety x 3882

For more information visit <http://www.wellesley.edu/facilities/ehs>