**EVACUATION GUIDELINES**

1. In case of fire or other emergency requiring evacuation, exit the nearest fire alarm pull station.
2. Exit in a calm and orderly manner. Once you have evacuated to a safe location, immediately call 9-1-1.
3. Assist injured persons and if time permits, make sure all doors are closed and hazards are not left as you exit.
4. Provide assistance to any person needing help evacuating the building.

**SAFETY GUIDELINES**

- Familiarize yourself with the location of exits, alarm pull stations and the extinguishers.
- Only attempt to control a fire yourself with a fire extinguisher if you have been trained and the fire is small.
- Keep doors closed to prevent the spread of smoke and fire.

**SEVERE WEATHER**

- In the event of a tornado, proceed to the shelter locations. Keep away from exterior doors and windows.
EVACUATION GUIDELINES:
- In case of fire or other emergency requiring evacuation, activate the nearest fire alarm pull station.
- Exit in a calm and orderly manner. Once you have evacuated to a safe location, immediately call 9-1-1.
- Assist injured persons and if time permits, make sure all doors are locked and hazardous work operations are shut down as you exit.
- Provide assistance to any person needing help evacuating the building.

SAFETY GUIDELINES:
- Familiarize yourself with the location of exits, alarm pull stations and fire extinguishers.
- Only attempt to control a fire yourself with a fire extinguisher if you have been trained and the fire is small.
- Keep fire doors closed to prevent the spread of smoke and fire.

SEVERE WEATHER:
- In the event of a tornado, proceed to the shelter location. Keep away from exterior doors and windows.
Evacuation Guidelines:
- In case of fire or other emergency requiring evacuation, activate the nearest fire alarm pull station.
- Exit in a calm and orderly manner. Once you have evacuated to a safe location, immediately call 911.
- Assist injured persons and if time permits, make sure all doors are closed and hazardous work operations are shut down as you exit.
- Provide assistance to any person needing help evacuating the building.

Safety Guidelines:
- Familiarize yourself with the location of exits, alarm pull stations and fire extinguishers.
- Only attempt to control a fire yourself with a fire extinguisher if you have been trained and the fire is small.
- Keep doors closed to prevent the spread of smoke and fire.

Severe Weather:
- In the event of a tornado, proceed to the shelter location. Keep away from exterior doors and windows.