



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 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 fire 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.