



# EMERGENCY PROCEDURES

FLOOR#: \_\_\_\_\_ BUILDING: \_\_\_\_\_  
 SPACE#: \_\_\_\_\_  
 EMERGENCY ASSEMBLY POINT (EAP): \_\_\_\_\_

## FIRE / EVACUATION

- Listen to Emergency Wardens and Emergency Services
- Activate nearest fire alarm, if necessary
- Close windows & doors before leaving, if safe to do so
- Secure equipment, if able
- In case of fire, check doors for heat before opening
- Stay low if moving through smoke
- Leave using the nearest, safe exit
- DO NOT use elevators
- Help those with mobility issues relocate to areas of refuge, if able. Inform EAP Warden of their location
- Go straight to the Emergency Assembly Point (EAP)
- Check in with Workplace Leader/Instructor
- Workplace Leaders/Instructors must report missing or unaccounted for persons to the EAP Warden

## SHELTER-IN-PLACE

## HOLD & SECURE/LOCKDOWN



## EARTHQUAKE

If an earthquake is felt:

- DO NOT run outside
- DO NOT use elevators
- Follow evacuation procedures
- Proceed directly to the designated EAP

## OTHER HAZARDS

## OTHER SUPPORTS

WALK SAFER PR3 (hlj /T1\_1 Z.s005 T 65.(hlj /T