

## Evacuation Expectations

- ❑ Cease all work immediately upon notification of the event, (either by alarm annunciation or direct notification)
- ❑ Shut down critical equipment in the area, if possible, without placing yourself or your research at risk
- ❑ Take essential personal belongings (keys, wallet, eyeglasses, medications, etc.) and your emergency kit
- ❑ Close doors but do not lock them.
- ❑ Proceed to the nearest stairwell (noting any injuries, hazards or personnel remaining in the building) - DO NOT attempt to use elevators
- ❑ Go to the floor of the building that exits to street level and exit the building immediately
- ❑ Report to your Emergency Assembly Point
- ❑ Check in with your Response Team Member to be accounted for and to report any issues
- ❑ Keep entrances, sidewalks, driveways and fire lanes clear
- ❑ Do not re-enter the building until you have been notified that it is safe to do so by Emergency Response Personnel, Security or the Drill Coordinator – DO NOT enter the building simply because the alarm has been silenced!