All building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel. If necessary or if directed to do so by a designated emergency official, activate the building alarm. Always know more than one way out of a building and be prepared to use alternate exit routes.

- **Be aware of people with disabilities** in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary. It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing coworkers, professors, and/or classmates of the best methods of assistance during an emergency.

- **If you have a disability** and are unable to evacuate, stay calm and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are or where you will be going. If you must move, we recommend that you move to an exterior enclosed stairwell. Ask persons exiting on the stairway to notify the emergency personnel, such as a firefighter or police officer, of your location. As soon as practical, move onto the stairway and wait for emergency personnel.

- **Do not use elevators** during an emergency evacuation. Emergency personnel may use an elevator for evacuation after review of the circumstances.

- **When the building evacuation alarm** is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same. It is easy to instinctively leave an area the way you entered. In emergency evacuation, make intentional note of the nearest and all emergency egress points and proceed safely from the affected area.

- **Once outside**, move clear of the building, allowing others to exit. Relocate or reassemble to a predetermined alternate and safe location. It is important to check in with designated personnel to account for all students or staff who may have been in an affected area.

- **Do not return** to an evacuated building until advised to do so by emergency personnel.