

## Preparing for Emergency Evacuations

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### Handout

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#### **Be Prepared! An Emergency Is No Time to Hesitate or Panic!**

- ✓ Know how to recognize—and behave in—emergency alarms.
- ✓ Know your responsibilities under the emergency response plan.
- ✓ Act quickly when you hear an alarm.
- ✓ Turn off equipment you're using.
- ✓ Close windows or doors not needed for escape.
- ✓ Alert other employees to the emergency.
- ✓ Assist any disabled employees who need help escaping.
- ✓ Leave the area by your assigned exit—or the closest safe exit if yours can't be used.
- ✓ Go to your assigned "safe place."
- ✓ Don't block the path of emergency response crews or vehicles.
- ✓ Stay in your assigned place so no one fears you're left behind, in danger.
- ✓ Follow instructions about where to go—and when.