

Brush Up on Evacuation Procedures

Handout

Do You Know What to Do in an Emergency?

When you hear the alarm sound, respond immediately—even if it's just a drill.

- ☐ Make sure your coworkers also respond to the alarm.
- ☐ Stay behind only if you have been assigned special emergency duties.
- ☐ Know your assigned exit route.
- ☐ Know a second route in case the main route is blocked.
- ☐ Quickly turn off any equipment you are using.
- ☐ Close doors and windows behind you to slow the spread of fire.
- ☐ Assist workers with disabilities or others who need help.
- ☐ Proceed quickly but calmly. Don't panic, run, or push.
- ☐ Never use an elevator during an evacuation. Always use the stairs.
- ☐ If hallways or stairwells are filled with smoke, use an alternate route.
- ☐ Go directly to the designated meeting place.
- ☐ If anyone is missing, alert your supervisor immediately.
- ☐ Stay out of the way of emergency vehicles.
- ☐ Never reenter the building for any reason until you get the official okay.