



SAFETY FIRST

Emergency Evacuation Plan – Emergency evacuation drills take place to ensure that all employees know what to do in case evacuation is required during a real emergency situation. Nobody expects a real workplace emergency evacuation to occur. Yet the simple truth is that an emergency can strike at anytime, and you could be forced to evacuate when you least expect it. When an emergency evacuation is necessary:

- Remain calm at all times; do not panic.
- Try to shut off all equipment in work areas prior to evacuation unless doing so would endanger you and others.
- Exit work area calmly via the designated evacuation routes; walk quickly, DO NOT RUN. NEVER use the elevator.
- Walk in single file, keeping to the right in walkways and stairways.
- Merge alternately when two lines meet at various floor landings.
- Use handrails when proceeding down stairways.
- People using wheelchairs/crutches should be assisted down stairways.
- Upon exiting, proceed immediately to your designated staging area, following appropriate escape routes.
- Remain at the designated staging area until you receive further instructions from your supervisor or manager.
- The supervisor or manager should account for all personnel assigned to their staging area by utilizing an Emergency Evacuation Roster. (To request a template of an Emergency Evacuation Roster, contact Jeff Sotelo in Human Resource.)