

# Evacuation Procedures

## Evacuation Procedures – General Evacuation Procedures

When evacuating your building or work area:

- Stay calm; do not rush or panic.
- Gather your personal belongings, if it is safe to do so.
- Close your office doors and windows, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Wait for any instructions from emergency officials.
- Do not re-enter the building or work area until you have been instructed to do so by emergency officials.

## Evacuation Procedures – Disabled Individuals

- The rescue of disabled persons who are unable to evacuate themselves will be an initial priority.
- Co-workers may assist evacuating disabled persons only if this places them in no personal danger.
- Never use elevators.
- Always ask someone with a disability how you can help before attempting any rescue technique or giving assistance.
- Mobility impaired persons in wheelchairs on non-ground level floors should proceed to nearest enclosed stairwells and wait for the Fire Department to arrive. Someone should stay with the disabled person, if it does not place them in additional danger.
- Visually impaired persons should have a sighted assistant to guide them to safety.
- Individually inform hearing-impaired persons of the emergency. Do not assume they know what is happening by watching others.