## Evacuation

**Building Evacuation** 

- Make your way to the nearest safe exit to the building
- Never use an elevator in an evacuation
- Always check doors for heat before touching knob or opening door
- Move to the nearest West parking lot\*
- Stay gathered in West lot so staff can accurately determine who has exited the building

\*See Campus map next page.





## **Shelter In Place**

- 1. Move to the lowest level possible (Orange areas show shelter locations)
- 2. Move into an interior room with no windows to the outside
- 3. Stay as low as practicable
- 4. Wait until an all clear has been given before leaving
- 5. Stay gathered so staff can accurately determine who has sheltered within the building



