

EVACUATION

- Any staff or faculty member may issue an evacuation order for a classroom or an office. If evacuated, walk quickly but do not run.
- Avoid elevators and do not stop to use a restroom. Do stay with your group and report any missing people to relevant personnel.
- Help handicapped individuals, as they may need your assistance to be evacuated.
- Leave personal items behind; do not return to gather such items.
- The last person out of a classroom, hall or office will lock the door behind them.