

# WHAT TO DO

When the fire alarm bell sounds or you are verbally advised to evacuate a building or area:

1. Remain calm, and leave the building and/or area in a safe and orderly manner.
2. As you are leaving the building:
  - a. Assist persons with disabilities or others requiring assistance.
  - b. Hold on to handrails while on the stairway.
  - c. DO NOT use elevators, matches or lighters.
3. Proceed to a safe location away from the danger after leaving the building or area.

EVACUATION