



Employee Evacuation Checklist

EVACUATION

IF AN ALARM IS ACTIVATED and/or an **EVACUATION IS ORDERED** by the Administrative Judge or designee:

- **REMAIN CALM** and follow instructions from the fire/safety wardens and instructions issued on the public address system.
- **TAKE PERSONAL BELONGINGS** (wallets, keys, medication, cell phone, etc.) **ONLY** if they are readily available.
- **IF AT ANY POINT YOU ARE UNSURE** as to how to respond to an alarm, proceed with evacuation.
- **CLOSE INTERIOR DOORS** behind you. Leave doors unlocked as you exit.
- **PROCEED** along the primary **EXIT PATH** to the fire exit stairwell. Direct members of the public to the designated stairway. **DO NOT USE THE ELEVATORS.**
- **PROCEED INTO THE DESIGNATED STAIRWAY** in an orderly fashion using your primary exit pathway. Using handrails, walk, **DO NOT RUN**, to the designated evacuation floor, or, in the event of a building evacuation, proceed down the stairway through the building exit to the designated assembly area.
- **REMAIN ON THE DESIGNATED EVACUATION FLOOR** until directed to return to your office, or, in the event of a building evacuation, remain in the designated assembly area to await further instructions.
- **DO NOT RE-ENTER** the building unless you are instructed to do so by the Fire/Safety Warden or Fire Department.
- In the event of an evacuation, the **DESIGNATED ASSEMBLY AREA** for this building is:

FIRE SAFETY TIPS

- If you discover smoke or fire, immediately activate the nearest fire pull box.
- **FEEL THE DOOR** before opening it. Don't open the door if it's hot. Use an alternate route.
- **IF YOU ARE TRAPPED**, close as many doors as you can between you and the fire, and **SEAL** the cracks with a wet cloth or tape to keep smoke out. If there is a phone, **CALL** the Fire Department (**911**) to tell them exactly where you are. Otherwise, **WAIT** at a window and try to **SIGNAL** for help with a light colored cloth or a flashlight.
- **DO NOT BLOCK OR WEDGE OPEN STAIRWELL DOORS** during an evacuation. Fire doors leading to stairwells are only effective when they are closed.
- **IF YOU GET CAUGHT IN SMOKE**, get down and crawl. Smoke rises, so there will be cleaner, cooler air near the floor.
- If your clothes catch fire, remember to **STOP, DROP AND ROLL.**

PLANNING

- **IDENTIFY PERSONAL BELONGINGS** (keys, wallets, medication, etc.) that you would take with you in an evacuation and keep them readily accessible.
- **BECOME FAMILIAR WITH THE EMERGENCY EXIT**, fire pullbox locations, evacuation maps, emergency telephone numbers and designated assembly area for your building.
- **PARTICIPATE IN FIRE DRILLS** to become familiar with your building evacuation routes and procedures.
- **KNOW WHO THE FIRE/SAFETY WARDEN IS** for your floor.
- **NOTIFY YOUR FIRE/SAFETY WARDEN** if you have any disability that could delay your escape.