



# Building Evacuation

## Emergency Evacuation Guidelines

- Shut down equipment that could become unstable.
- Gather your personal belongings such as glasses, prescription medication, keys, purse.
- Do not use elevators.
- Go to the nearest safe stairway.
- Help those who need special assistance, such as disabled persons and small children.
- Touch closed doors before opening. If the surface is hot, do not open — use another exit route.
- Close, but do not lock, all doors as you leave.
- Stay in your designated outdoor assembly area for a head count.
- Report any missing individuals and last known locations to emergency responders.
- Notify emergency responders about sensitive research, operating equipment, animals left in buildings, etc.
- Remain outside at your designated assembly area.
- Do not reenter the building until authorized to do so by an appropriate authority (police, fire department, etc.).
- Find the outside assembly area for your work group.



## Emergency Evacuation Guidelines for People with Disabilities

- Building occupants should be invited to volunteer ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques.
- Two or more trained volunteers, if available, should conduct the evacuation.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and the evacuation path that will be followed.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire.