

EMERGENCY EVACUATION PLAN

During an emergency evacuation of the building, follow the steps below.

1. Immediately STOP all work.
2. Follow the path from your location to the nearest exit.
(Note: If you have a visitor, it is your responsibility to assist them in exiting the building.)
3. Do not stop to retrieve personal items. Exit immediately!
(Exception: Receptionist must retrieve visitor log for headcount.)
4. Once you have exited the building, move across parking lot and into the field in front of the building.
(Caution: Watch for emergency vehicles when crossing!)
5. Assemble in the field for head count.
6. Remain in assembly area until authorities have cleared the building.

