

InnovateCorp Emergency Evacuation Plan

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IN CASE OF FIRE ALARM:

1. **STOP** what you are doing immediately. Do not collect personal belongings.
2. **LOOK** for the nearest illuminated EXIT sign. Do not use the elevators.
3. **LISTEN** for instructions from floor wardens, who will be wearing bright yellow vests.
4. **EVACUATE** the building using the designated stairwells. Proceed calmly and quickly.
5. **ASSEMBLE** at the designated meeting point. For our building, this is the City Park directly across the main street.
6. **REPORT** to your department's designated assembly lead so that everyone can be accounted for. Do not re-enter the building until you are given the "all clear" by emergency personnel.

IN CASE OF MEDICAL EMERGENCY:

1. Call the internal emergency line at extension **5555**. This will alert both building security and external emergency services.
2. Provide your name, exact location (floor, department, desk number), and the nature of the emergency.
3. Do not move the person unless they are in immediate danger.
4. Clear the area to make room for emergency responders.