

It is the responsibility of each employee to know his or her office's Floor Warden(s), as well as each alternate Floor Warden(s). Every employee also should know the evacuation plan.

Office Floor Warden(s): \_\_\_\_\_

Alternate Floor Warden(s): \_\_\_\_\_

**EMERGENCY REPORT-IN LOCATION:** *(900 ft. from the building but within walking distance)*

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

**If an evacuation is called, take the following action:**

1. Follow the instructions of your office Floor Warden and other security personnel.
2. Your Floor Wardens are those employees who wear bright-colored security vests/arm bands during evacuations, fire drills and tornado drills.
3. Assist those co-workers requiring assistance (buddy system).
4. If a co-worker cannot continue evacuation due to illness or incapacitation, assume the buddy role and seek the assistance of a Floor Warden.
5. Close the door of your office as you leave.
6. If occupying a multi-floor facility, use the stairwells for evacuation.
7. Form a single-file evacuation line.
8. Stay quiet and alert.
9. Prepare to merge with other people evacuating the building.
10. Use the handrails and stay to the right in the stairwells.
11. Be alert for safety personnel who use stairways to respond to emergencies.
12. Report to your office's designated emergency report-in location (listed above).
13. Call 995-ASAP(2727) to receive up-to-date status of the situation.

**Remember:**

1. **Do not** use electronic devices (cell phones) inside buildings during bomb threat evacuations.
2. **Do not** use the passenger elevators unless instructed to do so by building security.
3. **Do not** return to your work area for any reason during an evacuation.
4. **Do not** run or panic.
5. **Do not** remain near the building after exiting the building. Proceed safely to the pre-determined emergency report-in location.
6. **Do not** return to the building until building management and public safety officials give the "all clear."

**Evacuation Assistance List:**

Employees with physical or medical limitations will receive special assistance during evacuations. Employees are encouraged to complete the online form and inform his or her Floor Warden of their condition. Employees who need assistance will be placed on his or her area/floor's Evacuation Assistance List and will receive special evacuation instructions and assistance.