Evacuation Guide

1. Immediately obey evacuation alarms and orders to evacuate.

2. If time allows and without endangering yourself,
   - Place equipment in a safe configuration
   - Close doors and windows
   - Inform others in your vicinity of the current situation
   - Take any personal items you may need

3. Leave the building - do not use elevators.
   - Use the nearest, safest exit
   - Warn others as you evacuate, but do not delay your own evacuation
   - All personnel are to exit the building

4. Once in a safe location, check in with Floor Monitor or building Manager.

5. Persons with disabilities or others with evacuation concerns
   - Offer to guide blind or low-vision persons through hallways and down stairways
   - For those who are deaf or hard-of-hearing, most buildings have strobe alarms and folks will know what to do. If strobes do not exist, gain their attention and write a note telling them of the situation
   - Wheelchair users or those with mobility disabilities, if not on the ground floor, should seek a room/office with a solid door (if possible) and window.
     - Notify others who are evacuating to inform responders of your location
     - Communicate with responders. Call OSU Public Safety (737-7000)
     - Place a cloth or clothing at the window to attract responder attention.
     - Do not break the window if it does not open. This creates a draft that will draw the fire/smoke towards you.

6. Take your cell phone, valuables, and evacuation kit with you.

7. Proceed outside the building to the evacuation assembly area. All personnel should move as far away from the building as practical, so as not to be in danger or in the way of emergency responders. (minimum 50 feet away)
   - If the evacuation assembly area is not suitable, follow the directions of the Building Manager or Floor monitor to move to another area
   - In the event of an earthquake, the evacuation assembly area may be too close to buildings or other objects that could fall. Move to the nearest open space/field to assemble.

8. Conduct accountability for personnel under your supervision.

9. Wait for official notice before attempting to re-enter the building.