



## EVACUATIONS

- Remain calm.
- Walk quickly—DO NOT RUN.
- Do not use elevators, except to assist a person with a disability when evacuation is urgent; use of an elevator is necessary; or the elevator is operated by Fire personnel.
- Gather at a predetermined location so your supervisor can account for personnel.
- QUICKLY check restrooms, copy rooms, and storage rooms for people unaware of the evacuation.
- Only take essential items with you.
- Close doors behind you as you leave.
- Assist and accompany persons with disabilities.
- Move to designated area at least 300 feet away from building.
- Follow instructions by Police or Fire personnel.

### CAMPUS WIDE EVACUATIONS

- LEAVING BY VEHICLE: Follow traffic instructions.
- LEAVING BY FOOT: Leave campus by the most direct route.
- If being picked up, meet your party at a predetermined location.
- PERSONS WITH DISABILITIES: Call 740-412-5337 for assistance.