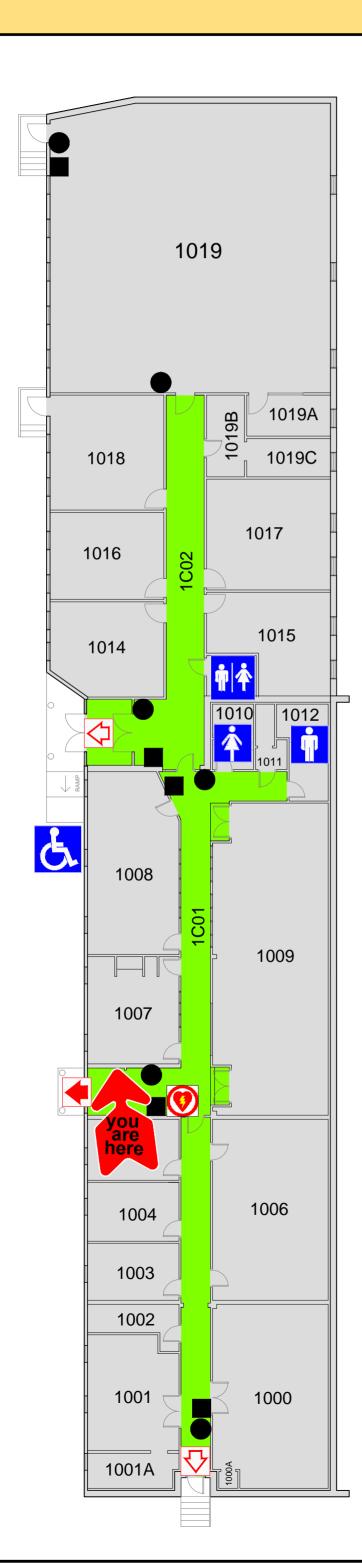
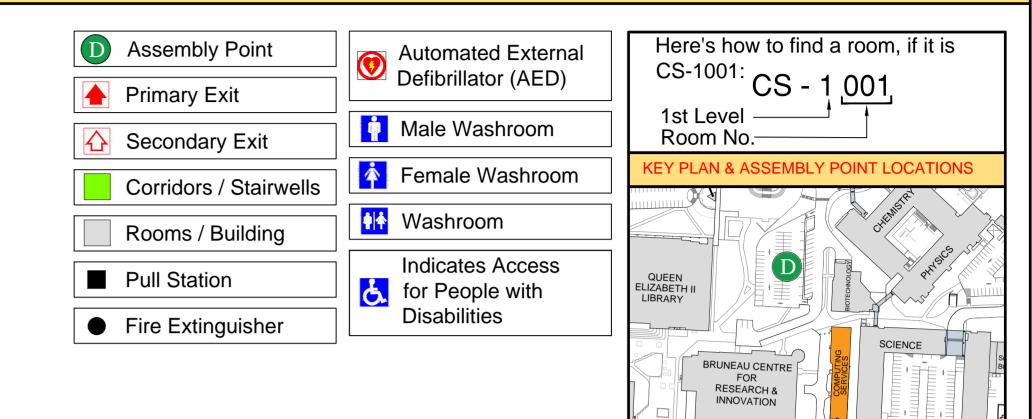
# **COMPUTING SERVICES BUILDING**

## **EMERGENCY EVACUATION & LOCATION PLAN**





### If The Fire Alarm Sounds:

- 1. Stop all work and remain calm;
- 2. Evacuate IMMEDIATELY using the nearest safe exit, proceed outside, and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point: DO NOT USE ELEVATORS FOR EVACUATION PURPOSES;

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- 3. If you require assistance to evacuate:
  - a. take shelter in a safe location,
  - b. inform someone of your location, and
  - c. ask them to notify CEP or Fire Department (Main Entrance) of your location.
- 4. Do not attempt to remove any vehicle from the parking lot/garage;
- 5. Obey all instructions of the Emergency Wardens and CEP;

6. Comply with Fire Department orders; and

7. Return to the building only when CEP has authorized you to do so.

#### If You Discover Fire, See Smoke Or Smell Gas:

- 1. Sound alarm to warn occupants; (Fire alarm pull station)
- Evacuate IMMEDIATELY using the nearest safe exit, proceed outside, and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point: DO NOT USE ELEVATORS FOR EVACUATION PURPOSES;

#### 3. If you require assistance to evacuate:

- a. take shelter in a safe location,
- b. inform someone of your location, and
- c. ask them to notify CEP or Fire Department (Main Entrance) of your location.
- 4. If trained to do so, fight fire using a fire extinguisher only if it is small and not between you and an exit; and
- 5. Call Campus Enforcement and Patrol at 864-4100