

CODE GREEN

EVACUATION

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An event is occurring that may require partial/complete evacuation of the building.

Notification will occur either:

- **Directly from the even authority (Incident Commander)**
or
- **Via Overhead page**

***The fire alarm system is not to be used
to signify anything other than a Code Red event***

- Stop all work and remain calm
- Obey all instructions of those in authority
- Secure all confidential materials and lock/shut down computers/machinery if time permits
- Only use elevators under the supervision of those in authority
- Evacuate orderly and quietly as directed through the nearest, safe exit to a safe distance of about 100 meters (300 feet) away from the building (Parking Lot 30)
- Direct all visitors to follow staff to safe areas
- Close all doors, windows and chutes on the way out of your study/work area
- Turn off any gases and burners as you leave
- Evacuate to the safest assigned evacuation zone or muster station as directed/required
- Do not attempt to remove any vehicle from the parking lot/garage

**Do not enter the hospital section of the building for any reason during a code green.
unless this is your only safe way to exit to the outside of the building**

INDIVIDUALS REQUIRING ASSISTANCE TO EVACUATE:

- Take shelter in a safe location
- Inform someone of your location and ask them to notify CEP (863-4100) or Fire Department (911) of your location

- Return to normal operations only occurs upon announcement of end to/deactivation of Code Green