

Building Evacuation

HOW TO GET READY

- Know your exit routes and Assembly Area for your building.
- Look for emergency poster in each classrooms and hallways.
- Learn where the Areas of Refuge are located in case you are unable to evacuate.

KNOW WHEN TO LEAVE

- A fire alarm sounds or an authorized person (e.g. Floor Warden) directs you to evacuate
- Notification via CapU Safe App or social media (Twitter, Facebook)
- During a prolonged utility outage (more than 4 hours)

STAY CALM AND BE SAFE

- Walk, don't run
- Never use the elevators
- Listen for directions at the Assembly Area
- **DO NOT** re-enter the building until allowed by Emergency Personnel

Evacuation Flow Chart

