

If instructed to evacuate, gather personal belongings if it is safe to do so. Reminder: take prescription medications, keys, purse, glasses, etc. if at all possible, since it may be hours before you are allowed back in the building.

If safe, close and leave unlocked office doors and windows.

Use the nearest fire stairways to proceed to an exit. Do not use the elevator.

Proceed to a safe evacuation area as directed by police officers.

Wait for instructions from emergency responders.

Do not re-enter the building or work area until instructed to do so by police officers who are acting under the instruction of the Incident Commander.