



In a major emergency, the decision to implement evacuation procedure generally rests with the *EOC Jurisdiction Executive*. In situations requiring immediate action, public safety responders (Police, Fire, Environmental Health & Safety) can also order an evacuation. When evaluating a possible evacuation, considerations will be given to the specific threat (bomb, fire, storm, explosion, hazardous material incident, etc.), its context (time of day, likelihood, etc.) and the recommendation of first responders.

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back into the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevators.
- Wait for any instructions from *emergency responders*.
- Do not re-enter the building or work area until you have been instructed to do so by the *emergency responders*.

A building occupant is required by law to evacuate the building when the fire alarm sounds.