**Evacuation Procedure - Building alarm**

**Instructors stop class** and direct students to evacuate building

**Take belongings if immediately at hand**

**Encourage** others to leave, close doors behind you

**Follow exit signs and leave** the building by the nearest exit

**Do not use elevators**

**Move away from the building (75 -100’ or across the street)**

**Assembly areas are:**

- In front of east Rec Center Entrance
- (Bad Weather: Inside Rec Center Lobby)
- The Commons between Berthoud and Guggenheim

**Do not re-enter the building** until told it is okay by a Building Evacuation Team member (RED VEST).

**Do not interfere with the Fire Department,** direct questions to a Building Evacuation Team member who is wearing a red vest.

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**Berthoud Hall alarm:**

**Audible Alert:** repeating pulsed tone

**Visible Alert:** white strobes located throughout the building

**Leaving the laboratory**

Place experimentation in safe state if you can do this quickly (within 2 minutes)

Close the door behind you

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**If you discover a fire:**

**Alert** people in the area of the need to evacuate

**Activate** the nearest fire alarm pull station (by exits)

**Call 911** from a safe location and give the operator any details

**Once outside find a Building Evacuation Team member,** the Fire Department will want to talk to you