



**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.**