



EMERGENCY PROCEDURES FOR ALL OCCUPANTS

Upon discovery of a fire:

- Leave the fire area immediately and close doors.
- Sound the fire alarm.
- Leave the building via the nearest exit and report to your assigned meeting place.
- At the assigned meeting place report to your team leader who will be instructed to take a head count.
- Remain with your team leader until instructed to move.

Upon hearing the fire alarm:

- Leave the building via the nearest exit, closing the door behind you and go to your assigned meeting place.
- At the assigned meeting place report to your team leader who will be instructed to take a head count.
- Remain with your team leader until instructed to move.

Caution

If you encounter smoke – use an alternate exit

Remain calm