

BUILDING EVACUATION

- Evacuate the Building Immediately. Everyone **must** evacuate the building in a neat and orderly fashion. If others do not respond to the alarm or do not know of the evacuation, inform them of the need to evacuate.
- Use the stairs to evacuate the building. **DO NOT USE THE ELEVATOR.**
- Persons are to move a safe distance away from the building and out of the way of emergency personnel.
- Stay upwind from smoke or chemical clouds.
- Stay with classmates, fellow university employees, etc. so that a head count may be taken.
- Follow any further direction authorities on site might give. Do not re-enter the building unless advised it is safe to do so by the Fire Department or MU Police Department.
- Call Safety and Health at **696-HELP (4357)** or **64357** from campus phones or call **911**.

www.marshall.edu/emergency/