

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.**
- 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 MUPD.
- Call **MUPD** at **304-696-HELP (4357)/64357** from campus phones, or call **911**.

www.marshall.edu/emergency