

EMERGENCY EVACUATION PLAN for ROOM (fill in)

IN CASE OF FIRE:

1. Pull the fire alarm if you cannot control the fire yourself (the nearest alarm (fill in location)). Do not use the fire extinguishers unless you have been trained to use them.
2. When the fire alarm sounds, immediately exit and shut the door after everyone has evacuated the lab.
3. Do NOT take the elevator. (If stairs are necessary, list the closest location).
4. Our lab will meet on the corner of (fill in street names), near (fill in location).
5. If you know anything about the fire that may be useful to emergency responders-LET THEM KNOW!

IN CASE OF A TORNADO:

1. A tornado watch means that conditions are favorable for a tornado. Listen to the radio for National Weather Service bulletins.
2. A tornado warning means that a tornado has been sighted or detected on radar. TAKE SHELTER IMMEDIATELY and listen to the radio for information and instructions (see step 4).
3. If you hear the tornado warning siren signal TAKE SHELTER IMMEDIATELY and listen to the radio for information and instructions (see step 4).
4. Go down to the basement and stay in an interior part of the building until the warning is over.