

General Evacuation Procedures

Prior to an alarm:

1. Learn/plan and visit your building/department's designated evacuation location (**Peavine Deck lower level for Atwood and Emerson Halls**).
2. Learn location of primary and alternative exits (usually stairwells).
3. Learn location of pull stations.
4. Learn procedure in event of an alarm.
5. Learn procedure in event of being trapped in a room.

During an alarm:

1. Evacuate the building immediately by using the closest exit and go to the designated outside location. If **sheltering in place** go to first floor corridors, in Atwood by room 157 and in Emerson by room E123.
2. **DO NOT** re-enter the building (even if the alarm stops ringing) until you hear an "**ALL CLEAR**" announced by appropriate personnel.

LOCATE APPROPRIATE BUILDING PERSONNEL OR POLICE AND ADVISE THAT YOU ARE OUT OF THE BUILDING.

If unable to leave the building:

1. Upon hearing the alarm; call 911 and tell Emory Police of your present location and where you intend to wait.
2. Leave room and close the **UNLOCKED** door behind you as you leave.
3. Go into nearest stairwell; before entering, wait for all persons to evacuate down the stairs to the outside exit.
4. Once the stairwell is clear to enter, close the door behind you and wait for fire personnel to retrieve you.
5. If smoke filled, go into alternative stairwell and wait.
6. If primary and alternative exits are smoke filled, return to your room.
7. Call 911 and advise Emory Police of your new location.
8. Close door, but leave door unlocked.

If trapped in a room:

1. Keep unlocked door closed and stuff wet clothing/towels, etc. under the door to keep out smoke and toxic vapor.
2. Stay close to the floor if there is smoke. The air is less smoky near the floor.