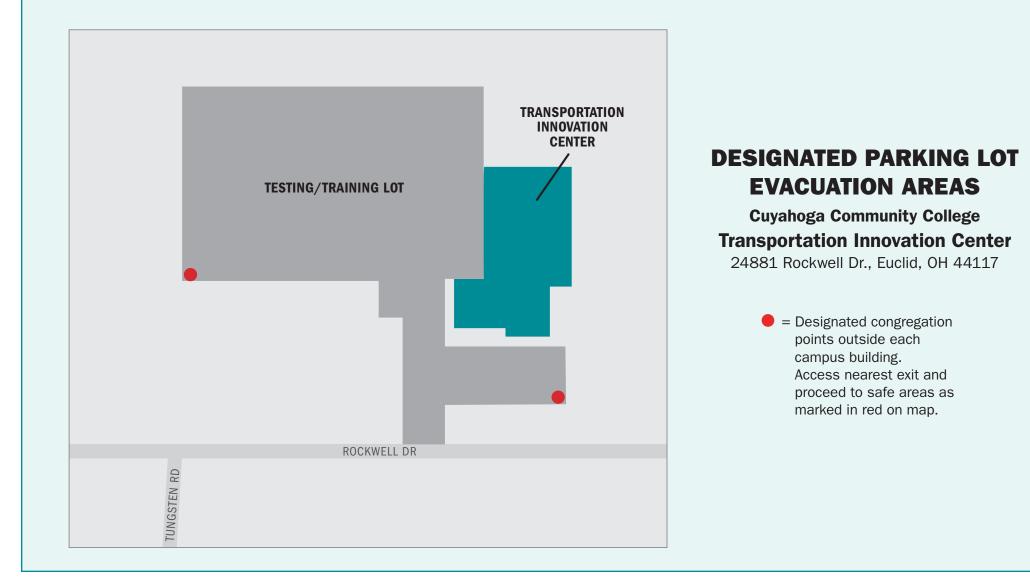
#### What to Do in Case of Fire or Emergency Evacuation

## When the fire alarm sounds or when told to do so, all persons must clear out of the building using the following steps:

- 1. Turn off equipment (or follow specific written instructions for your area).
- 2. Act promptly and do not delay for belongings or friends.
- **3.** Exit calmly along your assigned route or to the nearest exit.
- 4. Walk away from the building and proceed to a safe area or your predetermined gathering area.
- 5. Stay away from building utility areas and all fire-fighting equipment and hydrants.
- 6. Leave all vehicles; do not move them unless directed to do so.
- 7. Remain in a designated safe area or your predetermined gathering area. DO NOT re-enter the building.

Stay in one gathering place so it will be easier to verify your safety or find you if you are needed.





### IN THE EVENT OF AN EMERGENCY

#### To report emergencies

and receive immediate response from Campus Police and local EMS rescue teams:

# **Dial** 216-987-4911 (ext. 4911)

For fires that do not allow time to call Campus Police, use fire alarm boxes located throughout campus buildings.

