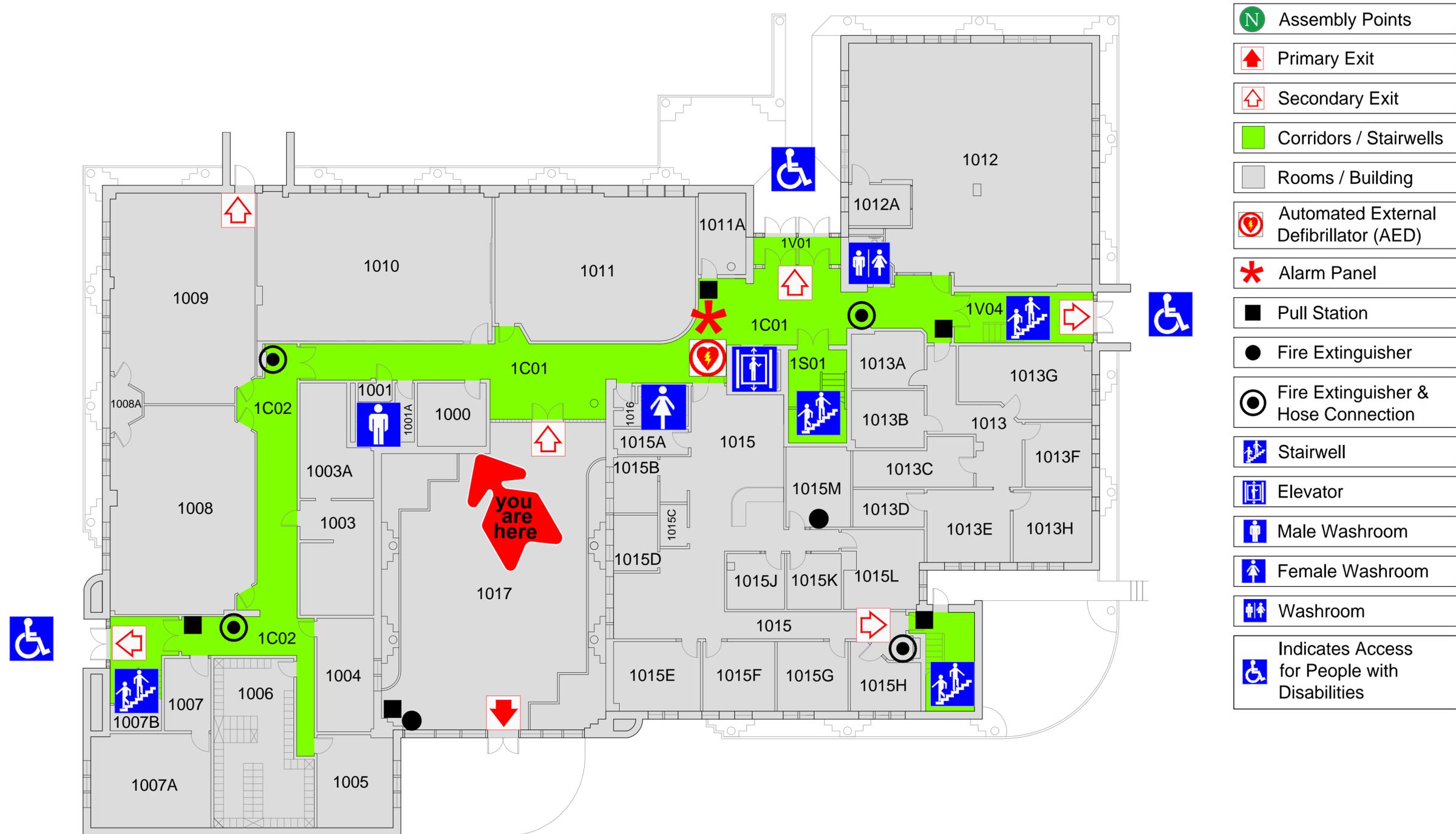


# BUSINESS AND ADMINISTRATION

## LEVEL 1 - EMERGENCY EVACUATION & LOCATION PLAN



### If The Fire Alarm Sounds:

1. Stop all work and remain calm;
2. Evacuate IMMEDIATELY using the nearest safe exit, proceed outside, and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point: DO NOT USE ELEVATORS FOR EVACUATION PURPOSES;
3. If you require assistance to evacuate:
  - a. take shelter in a safe location,
  - b. inform someone of your location, and
  - c. ask them to notify CEP or Fire Department (Main Entrance) of your location.
4. Do not attempt to remove any vehicle from the parking lot/garage;
5. Obey all instructions of the Emergency Wardens and CEP;
6. Comply with Fire Department orders; and
7. Return to the building only when CEP has authorized you to do so.

### If You Discover Fire, See Smoke Or Smell Gas:

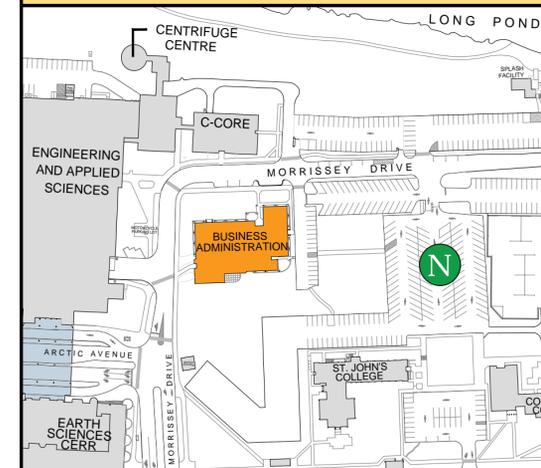
1. Sound alarm to warn occupants; (Fire alarm pull station)
2. Evacuate IMMEDIATELY using the nearest safe exit, proceed outside, and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point: DO NOT USE ELEVATORS FOR EVACUATION PURPOSES;
3. If you require assistance to evacuate:
  - a. take shelter in a safe location,
  - b. inform someone of your location, and
  - c. ask them to notify CEP or Fire Department (Main Entrance) of your location.
4. If trained to do so, fight fire using a fire extinguisher only if it is small and not between you and an exit; and
5. Call Campus Enforcement and Patrol at 864-4100

Here's how to find a room, if it is BN-1001:

BN - 1 001

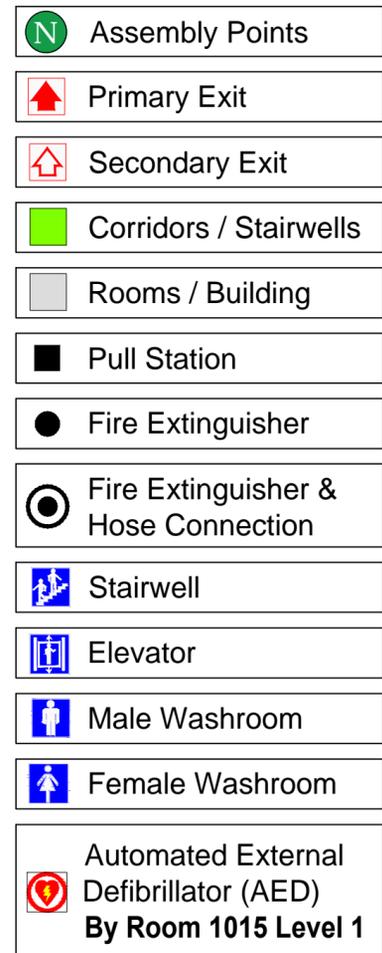
1st Level  
Room No.

### KEY PLAN & ASSEMBLY POINT LOCATIONS



# BUSINESS AND ADMINISTRATION

## LEVEL 4 - EMERGENCY EVACUATION & LOCATION PLAN



### If The Fire Alarm Sounds:

1. Stop all work and remain calm;
2. Evacuate IMMEDIATELY using the nearest safe exit, proceed outside, and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point: DO NOT USE ELEVATORS FOR EVACUATION PURPOSES;
3. If you require assistance to evacuate:
  - a. take shelter in a safe location,
  - b. inform someone of your location, and
  - c. ask them to notify CEP or Fire Department (Main Entrance) of your location.
4. Do not attempt to remove any vehicle from the parking lot/garage;
5. Obey all instructions of the Emergency Wardens and CEP;
6. Comply with Fire Department orders; and
7. Return to the building only when CEP has authorized you to do so.

### If You Discover Fire, See Smoke Or Smell Gas:

1. Sound alarm to warn occupants; (Fire alarm pull station)
2. Evacuate IMMEDIATELY using the nearest safe exit, proceed outside, and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point: DO NOT USE ELEVATORS FOR EVACUATION PURPOSES;
3. If you require assistance to evacuate:
  - a. take shelter in a safe location,
  - b. inform someone of your location, and
  - c. ask them to notify CEP or Fire Department (Main Entrance) of your location.
4. If trained to do so, fight fire using a fire extinguisher only if it is small and not between you and an exit; and
5. Call Campus Enforcement and Patrol at 864-4100

Here's how to find a room, if it is BN-4001:

BN - 4 001  
4th Level  
Room No.

### KEY PLAN & ASSEMBLY POINT LOCATIONS

