BUILDING EVACUATION GUIDE 9

•**Evacuate the building immediately when directed by Police, Fire or Airport Operations representatives.** Everyone must evacuate the building in a neat and orderly fashion. If others do not respond to the alarm or evacuation order or do not know of the evacuation, inform them of the need to evacuate.

•Secure/Lock mail rooms and critical infrastructure rooms.

•Use the stairs to evacuate the building.

DO NOT USE THE ELEVATOR.

•For individuals requiring special assistance who can not evacuate the building on their own, seek shelter in the stairwell until assistance arrives.

•Persons are to 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 fellow 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 Airport Police Department.**