**Seconds for Safety™**

**Evacuate**

e·vac·u·a·te (v.) - means that you should leave the building or area you are in immediately and safely.

1. If time and conditions permit, secure your room or workplace and take with you important personal items (i.e. keys, identification, medication, and/or eye glasses). Do not waste time.
2. Calmly and quickly proceed to the nearest exit. Walk, do not run. Your nearest exit may not be the way you entered.
3. If you are the last one out of a room, close the door behind you.
4. Do not use the elevator.
5. Keep noise low so you can hear emergency instructions.
6. Use handrails in stairwells, stay to the right of the stairwell and allow Emergency Personnel to pass you.
7. Immediately report anyone that you believe may be missing or trapped inside to emergency personnel.
8. Wait outside for further instruction from emergency personnel or University officials.
9. Never reenter a building until it is declared safe or you receive the “All Clear.”