**Emergency Evacuation Procedures**

**Stop your work**

In all emergency or drills, when the alarm sounds, all employees should immediately stop whatever they are doing and quickly, yet safely, exit the building using the nearest safe stairwell. All doors should be closed behind employees, but not locked. **Do not use elevators**.

**Leave the building**

Exit the building on the ground floor and quickly proceed away from the building. [Insert details about where employees should gather]. The street must be kept clear at all times, so as not to hamper the movement of emergency vehicles into the area.

**Check-in with your floor warden**

The designated floor warden is responsible to see that all employees leave the building promptly and safely, including employees with disabilities who may need assistance during an evacuation.

**Wait for further instruction**

[Position title] is responsible for calling 911 and will act as the designated contact for emergency responders on-site.

The floor warden should report any missing persons to [contact person] or emergency responders.

Staff members trained in CPR and rescue breathing should survey the individuals outside to determine if anyone needs first aid. Appropriate aid should then be given.

Employees may not re-enter the building until it is declared safe by the fire department and [position title] has authorized re-entry.