

EMERGENCY EVACUATION PROCEDURES – FREEPORT

In the event of a fire or other emergency, the fire alarm may ring to alert all persons in the building. The alarm will also automatically contact fire department. In addition, you may be advised of an emergency by another employee or visitor.

Do not waste time by calling 911. **YOU ARE TO DROP EVERYTHING AND LEAVE THE BUILDING IMMEDIATELY.**

Do not stop to collect your personal belongings because every second counts. Time spent delaying your evacuation to collect your things could mean the difference between life and death. If anything, use that time to assist any handicapped person, or visitor in the building. **EVERYONE MUST EVACUATE DURING THE EMERGENCY.**

There are two evacuation routes from this building. Choose the one providing the quickest exit:

- Front Entrance (facing Sunrise Highway): **EXIT BY THE FRONT DOOR.** If it is obstructed by smoke or fire, or inaccessible for some other reason, then:
- Window Exit: **CAREFULLY BREAK A WINDOW, PUSHING OUT ANY SHARP EDGES, AND CLIMB OUT.** The last window pane in the Conference Room (south end of the room) is designed to be easily pushed out for emergency exiting. If that is also blocked by smoke or fire, or inaccessible for some other reason, throw a heavy object through the nearest window, taking care not to injure a passer-by or bystander.

DO NOT EXIT THROUGH THE BASEMENT! There is no exit from the basement – all doors are barred and locked. Trying to escape to the basement in an emergency risks injury or death.

There is one designated meeting area: On the southeast corner of Church Street and Sunrise Highway (across the street). **DO NOT LINGER NEAR OUR BUILDING.**

The office manager will be responsible for expediting evacuation to the extent that he or she does not risk his or her own safety. Also, the office manager will take a headcount to make sure all employees and visitors have been evacuated from the building.

UNDER NO CIRCUMSTANCES WILL ANYONE RE-ENTER THE BUILDING TO SEARCH FOR ANYONE until the all-clear signal is given by appropriate rescue workers. Rescue is a job for professionals who will be here within minutes in the event of an emergency.

Employees are not to leave the premises during the emergency. The reason for this is simply that your absence may be misunderstood as your being still in the building.

When the all-clear signal is given by rescue personal, employees may re-enter the building and resume their duties. In the event of a significant damage to the building, The Executive Director and Department Managers will relay instructions to their staff. **NO ONE IS DISMISSED UNTIL THIS HAPPENS.**

If the building is closed for a period of days or more, employees must consult daily by telephone with their supervisors for further instructions. For this purpose, all employees should have an up-to-date Emergency Contact List available at home.