The Aerospace Corporation

Emergency Procedures Quick Reference Guide

Building Evacuations

IN THE EVENT OF A BUILDING EVACUATION:

- Everyone must leave the building immediately if the alarm is activated, or if directed to do so by emergency personnel
- Move the evacuation magnet on the door to the outside of the doorframe to indicate everyone in the bay/room has evacuated
- Exit the building using your nearest safe exit or exit stairwell - DO NOT use elevators
- If the nearest exit or exit stairwell is obstructed by smoke, fire, or another hazard, proceed to another exit, or exit stairwell
- During stairwell evacuation, hold the handrail, and stay to the right side of the stairwell to allow emergency responders enough room to enter
  - If you have mobility limitations, ensure you have signed up for Evacuation Buddy System. Contact Occupational Health Services (ohs.mailbox@aero.org) sign up.
- Once outside the building, proceed to your nearest assembly area
- Re-enter the building after emergency personnel has given the "all clear."