Emergency Evacuation Plan for the Parker Lincoln Building

This Emergency Evacuation Plan for the Parker Lincoln Building has been developed to ensure the safety and well-being of building staff in the event evacuation is required as a result of an emergency.

Occupants should be aware that *this building is converted warehouse space and one of its major characteristics is the confusing maze of corridors*. Because the design of this building incorporates few windows and limited doors to the outside, escape during an emergency depends on the mutual cooperation, knowledge and pre-planning of all occupants of the building. Be aware of the potential for fire hazard and ALWAYS know the emergency exit route from any part of the building.

In the event of an evacuation, (fire, drill or bomb threat), follow these procedures:

*When an alarm sounds:*

- Remain calm. Do not run or panic. If you are on the telephone, explain that an evacuation alarm has been sounded and that you will return the call as soon as you are able.
- If you are in the front of the building do not use the elevators. Use a stairway.
- Turn off your computer if you can without delay and without data loss, as well as any other electronic equipment (copiers will be assigned to individual staff members).
- If you are in your office, close the door as you leave.
- If smoke is present, stay as close to the floor as possible.
- Immediately evacuate to the nearest exit. Move calmly and promptly to the designated meeting area outside. If you are not in your normal work area, DO NOT return to your office. Instead, use the nearest clear exit and proceed to the pre-designated meeting area, so that we can account for you.
- Pre-assigned persons to assist employees or visitors with disabilities will move these individuals to the nearest accessible exit.

Our emergency call number is **9-911**