



## ***Awareness***

- ✓ Know all exit points, exit paths, and assembly areas for your area or floor
- ✓ Understand your building's alarm system
- ✓ Communicate evacuation plans to colleagues and remind them to avoid elevator use during an evacuation



## ***Individuals requiring rescue assistance***

- ✓ Know the location of the designated areas of rescue assistance
- ✓ If your area does not have a designated area of rescue assistance, designate one in an area with a door, such as an office or storage space
- ✓ Direct individuals who may need rescue assistance to the designated areas

## ***During a drill or emergency***

- ✓ Stay calm and encourage colleagues to evacuate your area using the designated paths
- ✓ Never put yourself in danger when evacuating or attempting to assist others
- ✓ Ensure individuals needing rescue assistance are accounted for and in the designated area
- ✓ Inform emergency responders as soon as possible of any known individuals who might still be inside the building, their location, and other relevant information

Do you have questions? Are you interested in becoming a warden?

## **Evacuation Program**

For more details, refer to the [Risk Management website](#) and the [Emergency Evacuation Plans and Exercises](#) program

## **Contact Risk Management**

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