

Participant Reference Guide

STRICTLY prohibited. Additionally, pulling false fire alarms or intentionally blocking an exit for any reason is prohibited. Any employee found responsible for tampering with or disabling fire safety equipment, pulling false fire alarms, or intentionally blocking an exit at any time may face disciplinary action.

If an alarm sounds, you are to assume there is an emergency and evacuate the building immediately.

Remember:

1. Feel the door for heat (use the back of your hand). If the door is hot, do not open it.
2. Close the windows.
3. If you cannot leave the room, stay calm
 - a. Call 911 to notify authorities of your location
 - b. Stuff wet sheets or clothing under doors
 - c. Hang a sheet out the window and/or shout to attract attention
4. If you leave the room, close the door behind you
 - a. Stay low to the ground if smoke is present
 - b. Move quickly but do not run
 - c. Take a towel to cover your mouth and nose in order to avoid smoke inhalation
5. Do not re-enter the building until permitted to do so by emergency officials or staff.

In the event of a fire or fire drill, all participants and/or staff will evacuate the building and assemble in front of the building, at least 25 feet from the building. Class coordinators will conduct a head count to ensure that all participants have been evacuated. If a fire should occur after normal working hours, selected participants will contact their class coordinator using the emergency contact number. No one will re-enter the building, for any reason, until fire department officials have declared the building safe.

Earthquake

Although it is unlikely that a serious earthquake will occur, in the event of an earthquake, participants and/or staff should immediately seek shelter by crouching beside heavy furniture or equipment in an interior room, or hallway, to protect from falling debris. As soon as the earthquake appears to be over, all participants and/or staff should evacuate the building using the stairs. Participants and/or staff will assemble in front of the building at least 25 feet from the building. Class coordinators will conduct a head count to ensure that all participants have been accounted for. If an earthquake should occur after normal working hours, selected participants will contact their class coordinator