

**ANNEX – B: EVACUATION / EMERGENCY ASSEMBLY AREAS**

**Evacuation**

In the event that you need to evacuate from your building as a result of an audible / visual alarm or at the direction of commands from the campus enunciation system you should:

1. Remain calm, do not rush or panic.
2. Walk to the nearest safe exit and / or stairwell to leave from the first floor.
3. Do not use elevators.
4. Individuals with disabilities may need assistance. If unable to assist, notify authorities of their location immediately.
5. Evacuate to your building’s designated Emergency Assembly Area (see below).
6. DO NOT re-enter the building until further instruction by Campus Safety and Security personnel or other emergency personnel.
7. In the event that you are unable to locate the emergency assembly area, stay a minimum of 150 feet away from the building.

**Emergency Assembly Areas**

<b>Building</b>	<b>Location</b>
Crane Liberal Arts and Science.....	Parking Lot 6
Business Education.....	Parking Lot 4
Family Education Building.....	Parking Lot 6
Great Lakes Training Center.....	Parking Lot 3
Gunder Myran.....	Parking Lot 6
Henry Landau Building.....	Parking Lot 4
Industrial and Technical Building.....	Parking Lot 4
Larry L. Whitworth Occupational Ed.....	Bus Turnaround & Lot 3
Morris J. Lawrence.....	Parking Lots 1 & 3
Plant Operations Building.....	Parking Lot 4
Student Center.....	Bus Turnaround
Technical and Industrial.....	Bus Turnaround & Lot 4



*\*Depending on the crisis occurring, it may be communicated that the Emergency Assembly Area is to be off-campus at a different location.*