



Helpful Evacuation Hints

What will you do when a fire breaks out at Blue Ridge CTC? Or if another event occurs in which you must evacuate? Stop wandering now because there are a few precautionary measures that will help you safely get out of the place properly.

① **Identify Potential Problems before they occur.** When you walk into a building, think to yourself "How am I going to get out in an emergency?" Know what you're going to do. Talk with your POD mates and develop a team approach for exiting. You might have to adapt the plan for each situation, but make sure you know how to get out

② **Remain calm but act immediately.** The place will eventually become less chaotic if everybody stays quiet and peaceful. Just avoid shouting and pushing each other as it will only create more mayhem. If you see someone needing assistance, please assist as you can. However, you should never risk your health and safety. If you have a documented disability that impedes your evacuation, please be sure to work with Human Resources prior to the event on planning your evacuation.

③ **Leave all belongings behind.** Saving your life is more important than any other property at the place. You might be trapped in fire or rubble if you were to pick up your belongings. EVACUATE from the location you are at. Do not return to your office – exit IMMEDIATELY.

④ **Get out in an orderly manner.** Use the staircases built. Never use the elevator. Do not chat and jostle along the way. This will prevent stampedes and injuries from occurring. Stay close with your colleagues or classmates. In case if anything happens to you, they will be the ones who will know everything

In the Event of a Fire

- A. Upon finding a fire, call 911 immediately and don't hand up with the emergency responder until told to do so.
- B. Close doors when exiting to help limit the spread of smoke and fire throughout the building.
- C. **Never** use elevators during an evacuation.
- D. Follow the escape plan and meet at a per-determined place outside of your building and away from danger. Conduct a headcount to ensure all of your staff has evacuated.