

# Memo

To: All University Employees  
From: David St. Peter  
Date: 2/2/2010  
Re: Emergency Evacuation Procedure

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Over the next several months, University Employees will be asked to participate in several safety programs that affect all employees. One of the first safety considerations is what to do in the case of a fire or some other dangerous situation that may arise in our buildings. The following are basic rules that the University asks you to follow.

- *By the exit door of your room or office, there is an evacuation map and instructions. Become familiar with the posting and follow the instructions. Locate and become familiar with the nearest fire alarm pull station.*
- *In case of an emergency, go to the nearest pull station and pull the lever and then leave the building. **Do not** use any fire extinguisher. **Do not** re-enter the building under any circumstances until the Fire Department has instructed you to do so.*

These basic rules have been established for your protection and must be followed. Please consider your safety first. Your understanding is appreciated.