Emergency Evacuation Procedures

Response to Alarms

If you hear an alarm:
- Stay calm, close all windows and doors, immediately **EVACUATE** the building using the nearest designated exit routes.
- Alert others as you exit the building and assist those who have mobility impairments or other disabilities.
- Move to the designated emergency assembly area or any other safe location.
- **Note:** If you are unsure of what exit route to take or where the emergency assembly area is located, refer to an evacuation map posted on the walls in your area. *(See section below)*

If you hear the campus emergency intercom system:
- Listen carefully and follow the instructions given over the intercom system.

Know the Maps

- Evacuation maps can be found in every building on campus and are located on various walls of each floor.
- Use these maps to determine the best exit route and where the emergency assembly area is located for your building.

1. Evacuation routes and exits *(Note: Map will have a “You Are Here” indicator)*
2. Emergency Assembly Area(s) – Meet here after you have evacuated the building
3. Procedures to be followed during a fire or other emergency.
4. Map Key – Use this to reference any map symbols you are unfamiliar with
5. Compass – This will be positioned relative to map view

University of Nevada, Reno

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