

Before

To: All employees

From: General Safety Officer

Subject: Amendment to Building Emergency Evacuation Plan

Effective immediately our building will have a two-stage fire alarm system. Currently, under a single-stage alarm system all occupants must evacuate immediately when the fire alarm is activated. Under a two-stage system, this process changes.

Upon hearing an alarm, personnel are to stop work immediately and if possible secure all files and materials to prevent fire or water damage. Personnel cannot use emergency or normal telephone lines. Everyone must walk to the nearest stairwell and standby for further instructions via the voice communication system, or your Floor Fire Warden. If you are not at your desk, walk to the nearest stairwell.

If the fire alarm is a Slow Tone, form a line near the fire exit and wait. If it is a "Whoop", exit the building immediately and move to the assembly point in the parking lot.

Do not use the elevator unless authorized by the Fire Chief. Do not use the main entrance of the building, as it is used by emergency personnel.

If you have any questions, please contact your Floor Fire Warden.