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## **EVACUATION PROCEDURES DURING AN ALARM**

In the event of an alarm in this building the following procedures should be followed:

- 1) Discontinue service to customers
- 2) Lock the cash register
- 3) Turn off all heat sources – examples: deep fryers, ovens and stoves
- 4) Close and lock the kiosk security gate
- 5) Evacuate out the nearest safe exit
- 6) Take direction from the Emergency Wardens, Campus Security, or Fire Department
- 7) Do **NOT** re-enter the building unless the Fire Department, Campus Security or Environmental Health & Safety has determined it is safe to do so.

### **EMERGENCY PHONE NUMBERS**

Campus Security **220-5333**

Police, Fire, EMS **9-1-1**